

**ORANGE GROVE I.S.D.  
ATHLETIC POLICIES  
HANDBOOK**



**FIGHTIN' BULLDOGS  
FIGHTIN' LADY BULLDOGS  
2018-2019**

**Dr. Randy Hoyer, Superintendent  
Gil Salazar, High School Principal  
Kenneth Dykes, Junior High Principal  
Mark DelPercio, Athletic Director**

# **ORANGE GROVE ISD ATHLETIC DEPARTMENT OVERVIEW**

## ***INTRODUCTION***

We hope this handbook will serve as a reference guide, answering some of the questions that will concern you during the course of the year. Please call the Athletic Office, 361-384-2330 ext. 1504, anytime you have a concern or question.

The University Interscholastic League (UIL) is the governing body in the Athletic Programs in the Texas Public Schools. The Orange Grove Independent School District Board of Education, administrators, coaches and teachers fully support the UIL and its enforcement of the rules.

Orange Grove Athletics is designed to accommodate students who have the ability and emotional stability to handle competition. Therefore, not all students are capable of competing in our athletics program. One of the difficult tasks faced as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation. It should be stressed that being a member of an athletic team is a privilege and not a right. Since it is a privilege, the coach has the authority to revoke the privilege when rules are not followed.

Participation in Orange Grove Athletics demands a lot of time and dedication from our coaches and players. As a coach, our players and programs reflect our attitudes, beliefs and work ethic. This may not always translate into a superb win-loss record, but it will translate into overachieving programs. Our coaches, players and programs will embrace discipline, responsibility and a strong work ethic. We never assume that each athlete is born with these traits. Rather, these traits need to be brought out through a developmental process by our coaches. We also value our parents as an integral part of the process in developing championship programs here at Orange Grove. We look for our parents to be our allies in this journey.

Orange Grove Athletics will complement the outstanding academics of our District. We want an athletic program that will be the pride of the Orange Grove Independent School District and we ask that you work hard to make this a reality for all of our STUDENT-athletes.

**Mark DelPercio**  
Athletic Director

# OGISD ATHLETIC COACHING POLICIES

## ELECTRONIC HANDBOOK ACKNOWLEDGEMENT

1. Coaches are employed for the year, rather than the sport. You should be prepared to work numerous nights and weekends.
2. Coaches will know and promote the OGISD Mission Statement – **Educating all students to be successful in society.**
3. Coaches will be loyal to the Athletic Department, fellow coaches, the administration, and to the school. Policies established by OGISD will be supported and followed by the Athletic Department in all sports and at all levels. Support and attend each other's events as much as possible.
4. Students shall be strongly encouraged by all coaches to participate in all sports. No coach shall actively recruit or counsel players to quit one sport to concentrate on another sport. No student will be dismissed from a team without prior approval from the Head Coach and Athletic Director.
5. Coaches will be in attendance for all Athletic Periods, practices and games. If there is an emergency, communicate with the Athletic Director so coverage can be arranged.
6. Coaches will be dedicated, hardworking, enthusiastic leaders.
7. Coaches will attend all coaching staff meetings.
8. Coaches will take the initiative. Follow the simple rule that "If it needs to be done, then do it."
9. Coaches will supervise the facilities at all times. **Never leave an area unattended.**
10. Discipline will be shared and expected by all coaches. The removal of a player from a team will be done by the Head Coach in coordination with the Athletic Director. No player will be reinstated without the consent of the Athletic Director and/or Principal. You must advise the Athletic Director of any suspension or dismissals the same day of the action.
11. Profanity will not be used during practices and games with your players.
12. Never discuss personnel with a parent. Any potential issues that you have with a parent, teacher, or administrator should be referred to the Athletic Director.
13. Be professional at everything you do. We want the teaching staff, administration, coaching staff, and community to see us as a group which they can be proud. This is a great responsibility and takes dedication!
14. Do not use violent behavior or abusive language with an official. "Working" an official is part of the game, but you need to know the difference. Severe measures will be taken if any coach puts himself or herself in a position that could cost our school a contest and/or probationary action by the District Executive Committee or UIL.
15. All purchase orders will be submitted to the Athletic Director who will bid out the order and communicate the final purchase order before it is submitted. No orders are to be placed by coaches unless given permission by the Athletic Director.
16. Coaches will wear OGISD Athletics gear to all practices and games.

The purpose of this handbook is to provide the OGISD Coaching Staff with information that will pave the way for a successful year. Not all District policies and procedures are included. Suggestions and improvements to this handbook are welcomed and may be sent to the Athletic Director. This handbook is a guide and a brief explanation of District Athletic policies. District policies and procedures may be revised periodically.

I hereby acknowledge receipt of the Orange Grove Athletic Policies Handbook electronically. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document or there will be consequences for my actions. The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that I have an obligation to inform my Athletic Director of any personal changes, such as phone number, address, etc. I also accept responsibility for contacting my Athletic Director if I have any questions or concerns. I will familiarize myself with this Athletic handbook and abide by the guidelines set forth by the Orange Grove ISD contained herein.

Coach's Name (Printed) \_\_\_\_\_

## **DESCRIPTION OF DUTIES**

### ***ATHLETIC DIRECTOR***

- A. Reports to the Superintendent.
- B. Communicates on a regular basis with the Principal.
- C. Attend monthly Board Meetings to deliver a report.
- D. General - Organize and administer a competitive athletic program within the guidelines of the Orange Grove Independent School District's Athletic Department Philosophy and Objectives.
- E. Specific Duties and Responsibilities:
  1. Supervise the athletic program of the Junior High and High School.
  2. Prepare and maintain an Athletic Policies Handbook.
  3. Recommend for employment the prospective staff members that meet the high standards of the Orange Grove Independent School District expectations in the classroom and on the field.
  4. Oversee all interscholastic athletic contests.
  5. Direct the business affairs of the athletic program including the preparation and administration of the annual budget. Coordinate all purchasing of athletic equipment.
  6. Evaluate the Orange Grove Coaching staff.
  7. Develop and maintain the Athletic Department Calendar.
  8. Oversee UIL compliance of all athletic programs for Junior High and High School.
  9. Work with Director of Maintenance to ensure all athletic fields and buildings are safe to use.
  10. Maintain electronic inventory for all sports.
  11. Set up Player Informational meetings at the Junior High.
  12. Run Parent Informational meetings for each season, grades 7-12.

### ***JUNIOR HIGH ATHLETICS COORDINATORS – BOYS AND GIRLS***

- A. Reports to the District Athletic Director.
- B. General – Oversee all components of the Junior High Athletics programs.
- C. Specific Duties and Responsibilities:
  1. Confirm coaching staff and athletic period duties.
  2. Maintain equipment and athletic gear inventory for all sports.
  3. Submit equipment order requests and verify receipt of equipment.
  4. Establish rosters for each sport and submit to Athletic Director.
  5. Submit all medical paperwork to District Athletic Trainer.
  6. Oversee Academic Progress Reports.
  7. Establish use of Hudl at the discretion of the Varsity Head Coach.
  8. Communicate with Athletic Director weekly to update state of Junior High Athletics.

## **HEAD COACHES (HIGH SCHOOL)**

- A. Reports to the Athletic Director and Building Principal.
- B. General - The Head Coach will coordinate his/her program for Grades 7-12 and supervise assistant coaches working in his/her sport.
- C. Specific Duties and Responsibilities:
  - 1. Design offense, defense and techniques to be used in that sport for Grades 7-12.
  - 2. File all sport-specific District/UII reports. Responsible and accountable for all UIL rules/matters governing his/her program.
  - 3. Manage inventory and submit purchase requests for all equipment concerning his/her sport to the Athletic Director. Submit electronic inventory to the Athletic Director.
  - 4. Secure game officials for all high school level games.
  - 5. Check visiting team needs and take care of any other requirements for the orderly performance of contests.
  - 6. Verify that each participant has clearance through Athletic Trainer before participation in tryouts or practice, including the athletic period.
  - 7. Submit a roster for Varsity, Junior Varsity and Freshmen to the Athletic Director.
  - 8. Advise Athletic Director on general management and care of his/her facility.
  - 9. Responsible for submitting to Athletic Office copies of any guidelines, procedure, and/or correspondence for his/her specific sport for approval by Athletic Director prior to distribution.
  - 10. Abide by OGISD policy of awarding letters, plaques, and certificates to athletes.
  - 11. Maintain a year-to-year Letterman's list.
  - 12. Coach will return parent phone calls and emails within 24 hours, inform Athletic Director of any potential issues.
  - 13. Reporting any injury sustained by an athlete to the Athletic Trainer.
  - 14. Be responsible for the dress, behavior and conduct of all his/her teams and staff. If team rules, as set by the Head Coach, are violated, the Head Coach will deal with each situation.
  - 15. Report schedule changes, at any level, to Athletic Director.
  - 16. Attend Junior High events, as it pertains to your sport.
  - 17. Responsible for reporting scores to the Athletic Director **after** each varsity game. JV and Freshmen scores can be reported to the Athletic Director the first working day following the contest.
  - 18. Attend Athletic Banquet with speech and/or notes written prior to event.
  - 19. Monitor eligibility of all student athletes on year-round basis. Implement academic grade sheets during the season on a bi-weekly basis.
  - 20. Create structured game day routine for staff and players.
  - 21. Organize and/or oversee all sport specific home athletic events.
  - 22. Responsible for character and direction of overall sport-specific program, grades 7-12.
  - 23. Athletic Schedules are to be approved by the Athletic Director prior to any release.
  - 24. Attend head coaches meetings as prescribed by the Athletic Director, as well as post-season district selection meeting.
  - 25. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games. Wear Orange Grove gear at all practices and games.
  - 26. Implement Emergency Action Plan and practice with team at the beginning of the season. Submit Emergency Action Plan to Athletic Director.
  - 27. Responsible for the daily maintenance and security of all facilities and equipment.
  - 28. Meet 15 minutes each week during the season with Athletic Director to discuss state of the team.
  - 29. Meet with Athletic Director for a comprehensive end-of-year review of your program(s).
  - 30. Other duties as assigned by Athletic Director.

### **ASSISTANT COACHES – HIGH SCHOOL**

- A. Reports to Head Coach and Athletic Director.
- B. General - Properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provide quality assistance to the Head Coach in teaching athletes.
- C. Specific Duties and Responsibilities
  - 1. Consult with Head Coach on all matters relating to the operation, philosophy and objectives of specified sport.
  - 2. Carry out job assignments as issued by the Head Coach.
  - 3. Make every effort to attend other sport contests at High School and Junior High.
  - 4. Coach in a positive manner and strive to bring out the best in each athlete.
  - 5. Attend all coaching staff meetings with the Athletic Director.
  - 6. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games. Wear Orange Grove gear to all practices and games.
  - 7. Return parent phone calls and emails within 24 hours and inform head coach of conversation.
  - 8. Other duties as assigned by Athletic Director.

### **HEAD COACHES – JUNIOR HIGH**

- A. Reports to Athletic Director, Junior High Coordinator and High School Head Coach.
- B. General - Responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the sport's Head Coach and Athletic Director.
- C. Specific Duties and Responsibilities:
  - 1. Organize and administer a program that is beneficial for the student-athlete and prepares them for high school. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Coaching staff.
  - 2. Conduct a parent meeting at the start of the season.
  - 3. Manage and maintain the athletic equipment for your sport.
  - 4. Support the high school program and meet with the high school coaches as needed.
  - 5. Submit game scores to the Athletic Director and Varsity Head Coach.
  - 6. Keep your Principal and administration notified of all important events, activities and game results.
  - 7. Submit rosters to Athletic Director and Junior High Coordinator.
  - 8. Submit all medical info to Athletic Trainer and ensure eligibility of athletes on your roster.
  - 9. Responsible for checking eligibility regarding grades. Implement bi-weekly academic grade sheets.
  - 10. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games. Wear Orange Grove gear to all practices and games.
  - 11. Coach will be a positive role model and will speak positively about the student-athletes and staff in public and with other coaching professionals.
  - 12. Implement Emergency Action Plan and practice with your team at the beginning of the season. Provide copy of Emergency Action Plan to the Athletic Director.
  - 13. Meet with Junior High Coordinator for comprehensive end of year review for your sport.
  - 14. Return parent phone calls and emails within 24 hours. Communicate any potential issues to the Junior High Coordinator.

### **ASSISTANT COACHES – JUNIOR HIGH**

- A. Report to Athletic Director, Junior High Coordinator, High School Head Coach and Junior High Head Coach.
- B. General – Properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head Coach in teaching athletes.
- C. Specific Duties and Responsibilities:
  - 1. Consult with Head Coach on all matters relating to the operations, philosophy and objectives of specified sport.
  - 2. Carry out job assignments as issued by the Head Coach.
  - 3. Make every effort to attend other sport contests at High School and Junior High.
  - 4. Coach in a positive manner and strive to bring out the best in each athlete.
  - 5. Attend all coaching staff meetings with the Athletic Director.
  - 6. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games. Wear Orange Grove gear to all practices and games.
  - 7. Return parent phone calls and emails within 24 hours. Communicate any potential issues to Head Coach.
  - 8. Other duties as assigned by Athletic Director or Junior High Coordinator.

## **HEAD ATHLETIC TRAINER**

- A. Reports to Athletic Director and Building Principal.
- B. General - Coordinate coverage, treatment, and rehabilitation and physician referral for all athletic and designated UIL programs.
- C. Specific Duties and Responsibilities
  1. Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
  2. Attend practice sessions and athletic contests as discussed with the Athletic Director.
  3. Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
  4. Fit injured athletes with specialized equipment and oversee its use.
  5. Prepare athletes for games and practices by conducting evaluations and using tape, wraps, splints, braces, and other protective devices as needed.
  6. Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
  7. Identify acute injuries and provide first-aid triage, including assessing injuries and deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
  8. Establish specific procedures to be carried out by a coach or student athletic trainer in the event of a medical emergency.
  9. Select, train and supervise Student Athletic Trainers.
  10. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games. Wear Orange Grove gear to all practices and games.
  11. Compile, maintain, and file all physical and computerized reports, records, and other documents including doctor, accident, and treatment records as required.
  12. Maintain an inventory of training/medical supplies and equipment. Submit order to Athletic Director for additional supplies as needed.
  13. Care for all injuries that athletes of the school district sustain while participating in a designated UIL athletic program, refer to team doctor, team orthopedic or family doctor as necessary and inform parents immediately of any injury concern.
  14. Verify the team doctor will be in attendance at varsity home football games.
  15. Keep records of all injured athletes.
  16. Keep file for the athletes regarding UIL medical forms.
  17. Be available for all HOME events (Freshmen, Junior Varsity and Varsity) in case of emergency.
  18. Provide visiting athletic teams with appropriate hospitality.
  19. Manage the school athletic insurance program for the athletic department.
  20. Organize and monitor UIL required physical examinations for all athletes in grades 7-12.
  21. Distribute to athletes and coaches all necessary UIL medical paperwork.
  22. Implement Impact Testing for all athletes in grades 7-12 initially, done bi-annually after initial testing.
  23. Verify website contains necessary forms and information for parents and athletes.
  24. Review and revise emergency protocols and policies.
  25. Return all phone calls and emails within 24 hours. Communicate any potential issues to Athletic Director.
  26. Oversee the hydration program for all sports, including the proper hydration equipment (Gatorade, water bottles, coolers, etc.) needed. Submit hydration order to Athletic Director.
  27. Monitor the weather (heat, lightning, etc.) and communicate any restrictions to coaches and Athletic Director.
  28. Perform other duties assigned by the Athletic Director.



**Head coaches are to ensure that all members of their staff has completed the Texas CCP (Coaches Certification Program) prior to the start of the season. All courses can be completed on the UIL Portal online.**

Experienced coaches are required to complete:

- Two Hours of Concussion Training every two years (Courses #107 & #107-B). Coaches may do one hour each year. This course can also be completed through the THSCA website.
- Steroid Training (Course #102)
- Constitution and Contest Rules (Course #103)
- Ethics and Sportsmanship (Course #105)
- Safety Training (Course #106)
- Rules Update on EACH sport you coach (Course #200's)
- Mandatory Tackling (Course #204-B) – Football Coaches only by August, 2019

FIRST YEAR coaches in Texas are required to complete:

- Two Hours of Concussion Training (Courses #107 & #107-B). This course can also be completed through the THSCA website.
- Fundamentals of Coaching in Texas (Course #101)
- Steroid Training (Course #102)
- Constitution and Contest Rules (Course #103)
- Ethics and Sportsmanship (Course #105)
- Safety Training (Course #106)
- Rules Update on EACH sport you coach (Course #200's)
- Mandatory Tackling (Course #204-B) – Football Coaches only by August, 2019

## **HEAD COACHES PRE-SEASON CHECKLIST**

- Submit all rosters to Athletic Director and Athletic Trainer.
- Verify Medical Eligibility with Athletic Trainer prior to athlete participation.
- Verify Academic Eligibility with Athletic Director prior to athlete participation.
- Review OGISD Athletic Handbook and submit signed electronic handbook acknowledgement to Athletic Director.
- Schedule officials for your home contests.
- Submit schedule to Athletic Director for all levels.
- Ensure all equipment ordered has been received. Submit verification to Athletic Director.
- Submit copy of UIL Eligibility Report to Athletic Director (UIL mandate).
- Submit Emergency Action Plan to Athletic Director and Athletic Trainer.
- Submit Request for Fundraisers to Athletic Director for approval (2 allowed per calendar year).

## **HEAD COACHES IN-SEASON CHECKLIST**

- Coach your team to the highest level possible with the support of your Assistant Coaches and Athletic Director.
- Confirm officials and transportation on day of the game.
- Return any parent phone calls or e-mails within 24 hours. Notify Athletic Director of any potential issues.
- Implement bi-weekly Academic Progress Reports. Communicate with teachers regarding at-risk academic student-athletes. Communicate concerns with Athletic Director.
- Meet with Athletic Director weekly for 15 minutes to discuss state of the Team.
- Submit desired dismissal times to the Athletic Director the week prior to any away contests.

## **HEAD COACHES POST-SEASON CHECKLIST**

- Inventory all equipment and submit electronic inventory to Athletic Director.
- Submit final roster with letter awards earned to Athletic Director.
- Evaluate each assistant coach (grades 7-12). Be prepared to discuss evaluation with Athletic Director.
- Submit requested equipment order for following year to Athletic Director.
- Schedule end of season meeting/evaluation with Athletic Director.

## **ORANGE GROVE ISD, UIL AND EXTRA-CURRICULAR 2018-2019 ELIGIBILITY CALENDAR**

October 5, 2018	End 1 <sup>st</sup> Six Weeks
October 12, 2018	Report Cards go out: Lose Eligibility at 3:25 pm
November 9, 2018	Grade Check: Regain Eligibility at 3:25 pm
November 16, 2018	End 2 <sup>nd</sup> Six Weeks  (Thanksgiving Break - All students are academically eligible)
November 30, 2018	Report Cards go out: Lose or Gain Eligibility at 3:25 pm
December 21, 2018	Grade Check: Regain Eligibility at 1:25 pm  (Christmas Break - All students are academically eligible)
January 18, 2019	End 3 <sup>rd</sup> Six Weeks
January 25, 2019	Report Cards go out: Lose or Gain Eligibility at 3:25 pm
February 15, 2019	Grade Check: Regain Eligibility at 3:25 pm
March 1, 2019	End 4 <sup>th</sup> Six Weeks
March 8, 2019	Report Cards go out: Lose or Gain Eligibility at 3:25 pm  (Spring Break – all students are academically eligible)
April 5, 2019	Grade Check: Regain Eligibility at 3:25 pm
April 18, 2019	End 5 <sup>th</sup> Six Weeks
April 26, 2019	Report Cards go out: Lose or Gain Eligibility at 3:25 pm
May 17, 2019	Grade Check: Regain Eligibility at 3:25 pm
May 30, 2019	End 6 <sup>th</sup> Six Weeks

- Students may only lose eligibility at the six weeks grading period (not at three weeks progress report time). Students may regain eligibility at both the three weeks progress report and at the six weeks grade report.
- Upon return following Thanksgiving, Christmas and Spring Breaks, ineligible students return to their previous ineligible status through the next grade evaluation and grace period.
- All students are eligible through the summer.
- Total credits earned determine the first 2018-2019 six-week eligibility for students in grades 10-12.
- Promotion status determines the first 2018-2019 six-week eligibility for students in grades 7-9.

### Orange Grove Athletics Teacher Feedback Form

Your input is critical in our ability to improve our student-athletes' academic performance. You must be provided with a copy of this form in the beginning of class or after school. Please complete and initial the form and return it to the student.

Student Name \_\_\_\_\_ Coach \_\_\_\_\_ Week of: \_\_\_\_\_

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

Course _____	Check approximate grade: <input type="checkbox"/> A-B <input type="checkbox"/> C <input type="checkbox"/> Failing	Teacher Initials: _____
<b>Please mark each area where you feel the student's performance needs improvement:</b>		
<input type="checkbox"/> Promptness to class	<input type="checkbox"/> Class Participation	<input type="checkbox"/> Behavior <input type="checkbox"/> Missing assignments <input type="checkbox"/> Test Scores
Comments: _____		

**ORANGE GROVE ATHLETICS  
EMERGENCY ACTION PLAN FORM**

Team: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

1. Athlete care given by \_\_\_\_\_.
2. EMS activated by \_\_\_\_\_.
3. AED retrieved by \_\_\_\_\_.
4. Athletic Trainer contacted by \_\_\_\_\_.
5. EMS met at designated area by \_\_\_\_\_.
6. Crowd control handled by \_\_\_\_\_.
7. Parent/Guardian/Admin Contacted by \_\_\_\_\_.
8. Orange Grove police contacted by \_\_\_\_\_.

**An AED was retrieved and available for use within \_\_\_\_ min.  
(Acceptable response time for an AED is 5 minutes)**

**Coaches Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Athletic Trainer Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

All team members will ride to and from athletic contests via transportation provided by the school district. Only team members, coaches, and student assistants will be permitted to ride team buses. Any deviation from this policy will have to be approved in advance using the following form. Criteria for deviation will only be considered if the arrangement is made in advance, the reason for deviation is an emergency or uncommon occurrence, the athlete is released only to his/her parent guardian, and a written excuse from liability is issued.

- The Athletic Director and Principal must approve all out-of-town trips for any sport.
- Every coach is responsible for the welfare and conduct of students on trips.
- The Athletic Department will furnish meals and transportation for all out-of-town contests. Out-of-town is considered any trip over 60 miles (one way) from OGISD. Lodging will be provided when necessary.

## OGISD Athletic Transportation Waiver Form

PLEASE PRINT ALL INFORMATION

By signing below, I agree to release the Orange Grove Independent School District, its employees, and the coaching staff of \_\_\_\_\_ from all liability and

(Sport/Team)

responsibility for my student's transportation both to and from all practices and/or athletic contests.

My student \_\_\_\_\_ has permission to make alternate travel arrangements under the following conditions:

\*List below who you give permission for your student to travel with and the start and end date of this agreement.


Start Date

End Date

\_\_\_\_\_  
**PRINTED** Parent/Guardian Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

## **STUDENT-ATHLETE INFORMATION**

### **ATHLETIC CODE OF CONDUCT**

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, cooperation, team play, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited. All coaches must be willing to work, within the guidelines of the Orange Grove Athletic Department, to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates a guideline, then it is up to the Head Coach will address the situation.

### **ELIGIBILITY**

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual.

#### **A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS**

1. Have not graduated from high school;
2. Are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition;
3. Enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago;
4. Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year;
5. Live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions);
6. Have not moved or changed schools for athletic purposes;
7. Have not violated the athletic amateur rule; and
8. Were eligible according to the fifteen day rule and the residence rule prior to district certification.

#### **B. PROCEDURES FOR ENROLLING NEW STUDENTS**

1. Coach of new school is to contact coach of former school when made aware by athlete or parent that there is intent to enroll. All of the following steps will be done online or via e-mail.
2. Once enrolled, parent of new athlete completes page 1 and section 1 of page 2 of the UIL Previous Athletic Participation Form (PAPF).
3. After the Superintendent of the new school completes section 2 of page 2, and verifies that all necessary blanks, boxes, and signatures are completed, it will be sent to DEC chair.
4. If signed off by DEC, OGISD will contact coach via e-mail with electronic/photo copy. .
5. Students may only play sub-varsity until PAPF is fully processed.
6. Once PAPF is approved, this still doesn't mean athlete is eligible. The student-athlete must be compliant in all other ways.
7. Athletic Director will notify the coach if PAPF is not approved. Athlete may need to file additional paperwork, such as a residency waiver.
8. PAPF is required at time of enrollment even if player is not varsity-level.

### C. NO PASS NO PLAY

It is essential that each Head Coach monitor the academic standing of his/her student-athletes.

1. A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
  - A. Beginning in the 7th grade -- has been promoted from 6<sup>th</sup> – 7<sup>th</sup>, 7<sup>th</sup> – 8<sup>th</sup> or 8<sup>th</sup> – 9<sup>th</sup> grade.
  - B. Beginning the 10th grade -- has earned 5 credits towards state graduation.
  - C. Beginning the 11th grade -- has earned 10 credits towards state graduation or has earned 5 credits towards state graduation in the last twelve months.
  - D. Beginning the 12th grade -- has earned 15 credits towards state graduation or has earned 5 credits towards state graduation in the last twelve months.
2. In order to be eligible to participate in an extracurricular activity for a six-week period following the first six-week period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
3. A student whose six-week grade average in any course is lower than 70 at the end of any six-week period shall be suspended from participation in any interscholastic activity during the succeeding three-week period. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible seven days after the grade was officially earned for the remainder of that current six weeks.
4. A student who fails a course becomes ineligible seven days after the last day of the six weeks period.
5. Students may practice with their respective teams while they are academically ineligible.
6. Students may participate in pre-season scrimmages while they are academically ineligible.
7. Students may NOT travel with the team or be on the sidelines while they are academically ineligible.
8. Students who also assist the coach, such as student managers, trainers and statisticians, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
9. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
10. The Orange Grove Athletic Department validates grades with a report card. An athlete **will not** submit his/her grades.



## **STUDENT-ATHLETE GUIDELINES**

- A. Students should and will be encouraged to participate in as many sports as their interests and ability will allow.
- B. A student who drops one sport cannot participate in another sport while the first sport is still in season during the year in which the sport is dropped. Exceptions can only be approved by the Athletic Director.
- C. No equipment or supplies, other than the school-issued equipment, may be worn in athletic contests and during the Athletic periods without approval from the Athletic Director.
- D. All student-athletes will be given the opportunity to secure practice and Athletic period equipment. Lost equipment may lead to loss of playing time.
- E. In addition to normal school requirements for dress and appearance, all athletes should have neat haircuts and be clean shaven - in order to practice or participate in any sport. Mohawks, boy's ponytails, and other out of the ordinary hairstyles or hair coloring are not appropriate. Anything that draws undue attention to an individual and detracts from the team will not be accepted.
- F. Profanity will not be tolerated in and around the athletic facilities, practices, games or off-season program.
- G. Any student who fails to return athletic equipment or to make a settlement for lost equipment shall not participate in another sport until the equipment is returned or paid for.
- H. Our athletes represent our school with class and integrity. The athlete should represent our program in a positive manner at all times. Excessive or persistent discipline problems may result in the athlete being removed from the athletic program.
- I. Drugs – Possession or use of illegal drugs of any type may result in removal from the athletic program for up to 18 weeks, which may extend into next school year. A second offense will result in removal of all athletic programs for one calendar year. An athlete wishing to return after a second offense will need to seek Athletic Director's approval, and may be required to show completion of or enrollment in a drug rehabilitation class or program. The Head Coach reserves the right to implement a punishment beyond the prescribed punishment with Athletic Director approval.
- J. Alcohol – For the first offense, the student-athlete will miss the next contest. For the second offense, the student-athlete will be suspended for two contests and placed on probation for one calendar year. Any additional offenses during that probation time will result in the removal of the athlete from all athletic activities for one year. An athlete wishing to return from the one year suspension will need to seek the Athletic Director's approval, and may be required to show completion of a Counseling program. The Head Coach reserves the right to implement a punishment beyond the prescribed punishment with Athletic Director approval.

- K. Tobacco – Athletes are prohibited from using or possessing tobacco products. Each case will be reviewed on an individual basis by the Head Coach and Athletic Director. Disciplinary action will be taken as deemed necessary.
- L. Criminal Activity - Cases in which athletes are charged with, or convicted of a crime, will be reviewed on an individual basis by the Head Coach and Athletic Director. Disciplinary action will be taken as deemed necessary.
- M. Stealing from a teammate or in the locker room may be cause for dismissal from the team and will be reviewed by the Head Coach and Athletic Director.
- N. Athletic Period Participation: If a student chooses to participate on an athletic team, it will be necessary for that student to be enrolled in one of the athletic periods during the school day. This policy will be a requirement for the semester in which the sport is in season. It is also required that an athlete be enrolled in an athletic class in the semester prior to their competitive season – exceptions can only be made with approval of the Principal or Athletic Director. Students who have left an athletic period and wish to return need to return to an athletic period in the semester prior to their sport's competitive season. Exceptions can only be made with approval of the Principal or the Athletic Director.
- O. Drug Testing: All athletes in Orange Grove Athletic Programs will be subject to random drug checks. All seventh graders or new students to the district will be tested upon entering the athletic program. From that point on, their names will be made available for a random selection for testing throughout their years in athletics. Refer to the District Handbook for violation procedures.

## ***PARTICIPATION AND AWARDS***

- A. The goal of the Athletic Department is to develop a Championship Varsity Team in each sport.
- B. Maximum participation should be encouraged on the Junior High and Junior Varsity teams. All participants who have attended the required practice sessions shall be given the regular opportunity to participate in each contest.
- C. Junior varsity teams should include no seniors, but exceptions can be made based on numbers.
- D. The Orange Grove Athletic Department provides that a student must fulfill the following requirements to receive a varsity award.
  - 1. The athlete must be in good standing and a member of that team at the close of the season.
  - 2. Play a required amount of time – the student-athlete must participate in at least one-half of that team's competitive events or be a regular player in at least one-fourth of that team's competitive events.
  - 3. Be recommended by the Head Coach and/or Principal.
- E. Variations from Orange Grove's policy for awards must be approved by the Athletic Director and/or Principal.
- F. Awards must be within UIL specifications.

G. Academic All-District

1. All Varsity Athletes will be eligible
2. The athletes must earn a cumulative composite grade of 90 during the sport in which they compete.
3. Each Varsity Head Coach is responsible for compiling a list of qualified athletes at the conclusion of the season by consulting with the Guidance Department. The list should be forwarded to the Athletic Director by the All-District meeting.

## **LETTERING POLICY**

Awards for each level of participation shall be:

**Varsity** - A certificate. Students are responsible for ordering and payment of letter jackets beginning with the 2018-2019 school year.

**Junior Varsity** - A certificate

**Freshman** - A certificate

To receive the appropriate award for a particular team the athlete must comply with the following standards:

- A. The athlete must be in good standing and a member of that team or a higher team at the close of the regular season.
- B. The athlete must participate in at least one half of that team's competitive events or be a regular player in at least one quarter of that team's competitive events.
- C. The athlete must be eligible for participation in all "District" competitive events.
- D. An athlete whose participation is denied due to an injury sustained during the season may be granted the award appropriate for that team if he or she continues to attend team meetings, practices and competitive events when medically possible after the injury.
- E. An athlete who participates at the varsity level but does not meet full requirements may be granted a certificate upon the recommendation of the head coach.
- F. An athlete completing four years of participation in a sport may be granted a varsity award, regardless of the amount of participation, upon recommendation of the head coach.
- G. Team members and student trainers will receive JV and freshman team awards or a varsity certificate under the same policy as athletes.

## STUDENT-ATHLETE PRE-SEASON CHECKLIST

The following forms are to be submitted to the school and kept on file prior to each student participating in a practice, scrimmage or game. These forms will be available through the OGISD district website (Athletics tab in High School) and can be signed electronically, except the physical form.

- Pre-participation Physical Examination. Upon entering 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade, a physical examination signed by a physician, a physician assistant licensed by a State Board of Physician Assistant Examiners, a registered nurse recognized as an advanced practice nurse by the Board of Nurse Examiners or a doctor of chiropractic is required. Standardized Pre-Participation Physical Examination Form is required.
- Medical History Form. Each year prior to any practice or participation, a UIL medical history form signed by both student and a parent or guardian is required. A medical history form shall accompany each physical examination and shall be signed by both student and a parent or guardian.
- Parent or Guardian Permit. Annual participation permit signed by the student's parent or guardian.
- Rules Acknowledgment Form. Annual UIL Rules Acknowledgment Form signed by the student and the student's parent or guardian.
- Parent/Student Illegal Steroid Use Form. The parent/guardian of each high school athlete, along with each high school athlete, shall annually sign the UIL Illegal Steroid Use and Random Steroid Testing Parent and Student Notification/Agreement Form.
- Concussion Acknowledgement Form. According to Section 38.155 of the Texas Education Code, "a student may not participate in an interscholastic athletic activity for a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed a form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion ....."
- Sudden Cardiac Arrest Awareness Form. Each year prior to any practice or participation in athletics, a UIL Sudden Cardiac Arrest Awareness form signed by both student and a parent or guardian is required.

## **GENERAL POLICIES FOR PARENTS**

### **Problem Solving**

Parents with a legitimate concern for their child's well-being or the treatment of their child should follow the Problem Solving Procedures that follow in this document.

### **Coaches' Decisions**

Many parents have questions pertaining to situations or areas that fall under coach's decision. Parents have the right to ask for a meeting with a particular coach to discuss questions or concerns regarding these decisions, but should realize that it is ultimately the coaches' decision rooted in professional experience, training and philosophy that will prevail. Coaches are teachers and do have a conference period each school day. Parents are encouraged to communicate any questions or concerns with that coach during that conference period. Examples of common areas that parents often have questions are: playing time, player's position, and type or style of coaching.

In such cases the parent should follow these guidelines.

1. Set up a time to meet with the coach at an appropriate time. Conference periods, before school and after school are good times when the coach knows that you are coming. Coaches will not engage in impromptu parent meetings regarding matters of concern during practice or games, or immediately following practice or games. Parents should refrain from approaching a coach at an athletic contest with a concern.
2. Meetings concerning playing time will include the parent, coach and player. The coach may request that the Athletic Director also be present.

### **Parent Notes**

Parents should refrain from sending notes "excusing" their child from activities in athletics. The coach is the "teacher of record" for the particular class or activity and is expected to make professional decisions on the capabilities of their students. Phone calls or notes explaining particular ailments, circumstances or considerations are welcome to aid the coach in making a more informed decision about the athlete's capabilities. The level of participation at that point is the coach's decision. Doctor's notes excusing activity will be strictly adhered to and should include a length of time or "return date," otherwise an additional note from the physician will be needed to "clear" the athlete.

### **Conduct**

When attending practices or games, the parent should keep in mind that they are there in the role of either an observer or fan. They should resist the urge to "coach" their child or others from the sidelines or bleachers. This only serves to distract the players and coaches from their assignments. Parents are not allowed on the field of play, court, or dugout during an athletic event. While at games or practices, parents are encouraged to cheer, yell, and chant for their respective team or players. Actions parents should avoid: criticizing players, coaches, or officials; behaving in a manner that distracts other fans from the action on the field or court; becoming obscene, vulgar or unruly. Should a parent, or any fan, engage in these undesirable actions they may either be asked to stop these actions, or possibly be removed from the contest by the on-site administrator. More than one request to refrain from these actions will result in the fan being asked to leave or escorted from the site. A fan removed from any contest twice in the same year will be subject to suspension from all future contests for one year pending a meeting with the Athletic Director, Principal, and /or Superintendent.

## GENERAL PROBLEM SOLVING PROCEDURE

1. The first step in problem solving is to take all problems or questions to the coach directly involved in the situation.
2. If the first step does not resolve the problem or question, then the problem or question should go to the immediate supervisor of the coach involved.
3. If the second step does not resolve the problem or question, then the problem or question should be directed to the Athletic Director.
4. If the problem is related to the High School Administration, such as scheduling, then the problem would go to the Principal involved as well as the Athletic Director. The Athletic Director and Principal should work together to resolve the problem.
5. The Superintendent will have the final judgment on any problem that cannot be resolved by the Athletic Director or Principal.
6. The proper chain of command is shown below and should be followed as described:
  - Junior High Coach / Assistant High School Coach
  - High School Head Coach for the sport involved
  - Athletic Director and/or Principal
  - Superintendent
  - Orange Grove I.S.D. Board of Trustees