

Wink Loving Independent School District

Professional Policies, Expectations, & Forms
Athletic Department
2018 - 2019



Wink Athletic Coaching Handbook

**WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019**

Table of Contents

Coaching Assignments	3
Important Notes and Information	4
Mission Statement / Pledge / Alma Mater	5
Philosophy of Coaching	6
Philosophy of Practice	8
Coaching Guidelines	9
Players	11
General Coaching Topics and Guides	12
Eligibility	25
Evaluation	32
14 Duties Related to Negligence Litigation	36
Concussion Management Protocol	39
UIL Code	45
Booster Club Guidelines	46

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

COACHING ASSIGNMENTS

Brian Gibson: Athletic Director / Head Football
(432) 448 – 2255

Scott Funke: Strength & Conditioning Coordinator, FB Def Coordinator, Head Powerlifting
(210) 875 – 7321

Jason Archibald: FB Off Coordinator, Head Boys Basketball, Assistant Golf
(325) 212 – 1975

Daniel Kelley: FB Special Teams Coordinator, Asst Boys Basketball, Head Boys Track
(817) 929 – 0550

Greg Voyles: FB Def Coordinator, Asst Boys Basketball, Asst Track
(830) 563 - 5914

Juan Espinoza: Asst Football, Asst Boys Basketball, Asst Track
(806) 729 – 1621

Rocky Feliciano: Asst Football, Asst Boys Basketball, Asst Track
(808) 346 - 0374

Heather Archibald: Head Volleyball, Asst Girls Basketball, Asst Track
(325) 374 – 4379

Wendy Ratliff: Asst Volleyball, Head Girls Basketball, Head Tennis
(432) 208 – 4303

Ashley Hardin: Asst Volleyball, Asst Girls Basketball, Asst Track
(432) 208 – 3350

Whitney Funke: Asst Volleyball, Asst Girls Basketball, Head Girls Track
(806) 223 – 3024

Pete Lara: Asst Volleyball, Asst Girls Basketball, Asst Tennis
(432) 530 – 8425

Charlie Stodghill: Head Cross Country, Head Golf
(432) 943 – 0015

Cary Hannz: Asst Track
(432) 210 – 6590

Taylor Feliciano: Asst Cross Country

**** Coaches will be allowed to volunteer for additional duties, without a stipend, provided prior approval is given by the Athletic Director and Campus Principal.**

WLISD – WINK WILDCATS

Coaches Handbook 2018 - 2019

IMPORTANT NOTES & INFORMATION

- It is your responsibility to read and review this handbook for policy. Any questions or concerns can be directed to your athletic director. This handbook covers most situations, but may not cover every situation that may arise; please contact your athletic director on any and all issues.
- **Calling UIL** – coaches should not call UIL themselves; if contact is necessary go to your Athletic Director.
- Athletes are NOT to be encouraged to specialize in a particular sport.
- **Reminder:** the Athletic Director MUST approve all uniforms and requisitions for purchase.
- All Coaches will be required to work any and all events / meets hosted by WLISD. Athletic Director is the only one that can approve missing of any event.
- CHAIN OF COMMAND will be followed at all times. Please respect the profession, the integrity of coaches, and the athletes that we coach to follow the chain of command at all time. Remember, you are ALWAYS an educator and a coach; whereas sometime the people you talk to are not necessarily always in their professional setting.
 1. Coach / Sponsor
 2. Athletic Director
 3. Campus Principal
 4. Superintendent
 5. Refer to FNG (LOCAL) concerning the grievance process thereafter

**WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019**

WINK WILDCAT MISSION STATEMENT

Through a variety of interscholastic sports and allied activities, we intend to create a positive arena for young people to develop skills, attitudes and attributes that will cause them to become strong, forthright, competitive leaders as adults.

WINK VICTORY MARCH

Cheer! Cheer for old Wink High!
Lift up your hats and cheer them by.
Send our boys out to fight
We're going to win this game tonight!

Although the odds great or small
Old Wink High will win over all!
As our loyal sons go marching
Onward to Victory!

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
PHILOSOPHY OF COACHING

Coaching is one of the most demanding professions. You will put in long hours. Win or lose, you will be barraged with criticism from outside agencies. To handle the stress, you must be prepared both physically and mentally.

Areas of Consideration:

1. We must all believe in the **Principles of Success:**
 - A. Do what is right: You know the difference, and if you have any doubt, get out the Bible and study.
 - B. Do your best: We do not help people at all by accepting mediocrity when they are capable of being better.
2. Regardless of how hard you prepare, some games will be won and some will be lost. A good measure of you, as a person, is how you handle these situations. Hopefully you will win gracefully with class. Remember to give coaches and players credit. Lose with dignity. If you have prepared your team, there is no disgrace. Remember, many times you learn more with a loss than with a win. You evaluate yourself and your players more critically. A loss will, many times, be a stepping stone to a great season. Good Rule of Thumb: When you win, give the credit to your assistant coaches and the kids; when you lose, take all the blame.
3. Each player on your team should have an opportunity to reach his or her potential. This can be done by giving each athlete adequate attention in practice. Each player should feel that they are a part of the team and, when possible, should be given playing time.
4. Don't be overly concerned about criticism from parents or fans. Remember that most of them know very little about the intricacies of the game. Give them respect and listen to them, but don't dwell on their praise or criticism. If a parent desires a conference, try to arrange the meeting during your conference period with an administrator present. A good rule of thumb is to make it policy not to talk to any parent during or after a game. You are not expected to justify playing time at the Varsity level.
5. Work closely with faculty and administration. We need these people on our side. Each of us is part of the same educational team.
6. Encourage athletes to participate in as many sports as they can handle. By keeping busy, they will stay out of trouble. They will also develop as an athlete as there is much carry-over from one sport to another. There will be a 2 – sport limit on athletes during any fall, winter, and spring period.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

7. Coaches should work closely with one another. We are a team and should act as such. Do not allow others to criticize a fellow coach. Loyalty is one of the most valued commodities in coaching. It is a two-way street.... Do what is right and I will back you all the way.
8. Players are the most important ingredient of coaching. You must earn their respect. Always put the welfare of your players first and treat them as you would want your son or daughter to be treated.
9. Do not criticize your team to anyone outside the current coaching staff. Remember, they are all we have and they are a reflection of their coaches.
10. Do not dismiss a player from the squad without first considering it overnight and discussing it with the Athletic Director. Likewise, players should be encouraged to finish every sport that they start.
11. Do not be a detriment to the coaching staff team. We preach teamwork to our athletes; we must first adhere to that philosophy as an entire staff.
12. Do not criticize the institution that you have the option and chosen to work for, this institution provides your pay check, so do not criticize it. If you are not part of the solution, then you are part of the problem.
13. DO NOT GRIPE. If you do not like something, work to improve it. If you are still unhappy, look for a new job.
14. DO NOT BE LAZY. You do not ever “outcoach” anyone, you OUTWORK them.
15. Social Media: Being very mindful of how you present yourself in the community includes the use of social media (facebook, twitter, etc). Always make sure the image you portray through the social media is the image we want our athletes to portray.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
PHILOSOPHY OF PRACTICE

1. Be properly dressed and on time for all practices. All tattoos must be covered when in professional setting.
2. Be organized. Develop detailed practice schedules written out and shared with all coaches involved. With the U.I.L. time requirement you must be prepared.
3. Give attention to every player.
4. Try to maintain a high level of enthusiasm. Enthusiasm is contagious. Give 100% during the whole practice, including stretch, warm-up, and conditioning.
5. Go through the locker room after practice. Talk and/or joke with the players.
6. Make yourself available to the players before and after practice.
7. Keep dressing rooms clean. Instill pride in everything you do.
8. Teach and Preach fundamentals and techniques. This will instill confidence in your player.
9. Whenever possible, give positive reinforcement to your athletes.
10. The closer you get to a game, the more positive you should be.
11. After practice, do not leave until your athletes have departed.
12. After all athletes have departed, secure all facilities.
13. If any work-outs are held off campus, athletes should be transported in school vehicles under school supervision whenever possible.
14. Sub – Varsity coaches **will** use the same terminology as the Varsity.
15. If you are tired – Pray for Strength.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
COACHING GUIDELINES

1. At the beginning of each season, review the Athletic Handbook with your athletes. You should ensure all athlete's required paperwork is completed and filed in the Athletic Director's office.
2. Be sure that physical forms and rule acknowledgement forms are completed before a player takes part in practice.
3. Be sure that eligibility forms are sent to the proper people before your first contest. Keep a copy for your files. Make sure you have a copy of each athlete's Emergency Contact form in your possession before any and all practices and games
4. Be yourself. Don't try to imitate or coach like someone else.
5. Teach by repetition. The average person retains 62% of what he/she has gone over 6 times.
6. Be consistent and fair with discipline. Have all the facts before making a decision. Report all major decisions in writing to the Athletic Director.
7. Don't use profanity or allow your squad to.
8. Work with every person on the squad. Each athlete has a contribution to make to the team and must believe they are important to the team.
9. Be an example to your players. They will think and act like you.
10. On trips, you should go and return with your team.
11. Head coaches will be allowed to schedule games in cooperation with the Athletic director and the campus Principal.
16. UIL Rules Compliance Program and Form should be signed by each coach every year and taken to the Athletic Director.
17. Each coach will be given an Athletic Handbook for Coaches. All coaches must have read and be familiar with this handbook and all materials in it. These should be returned at the end of the school year.
18. The head coach is responsible for the development and implementation of his/her sport throughout the school system in compliance with U.I.L. rules. Programs and facilities are to be coordinated through the Athletic Director and campus Principals.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019

HEAD COACHES RESPONSIBILITY TO ASSISTANTS:

- a. Relate the Head Coach’s philosophy to all assistants and hold them responsible.
 - b. Teach the Head Coach’s style to all assistants, including all drills.
 - c. Each Head Coach will be responsible for holding a clinic prior to each season for the coaches working in that particular sport.
 - d. Head Coaches should attend as many of their sub-varsity events as possible including practices (you need to attend Junior High practices especially if they are in the morning).
-
19. We have a “NO HAZING” policy. Encourage your athletes to report any violations.
 20. Avoid situations that could lead to harassment charges. Example: giving an athlete a ride home or being alone with a student.
 21. We are here for the kids, NOT for your own glory.
 22. Be approachable; do not coach with a chip on your shoulder.
 23. Do not send a text message to one athlete only, always include at least one other athlete. Try to use a group app to communicate with players.
 24. Stipends for coaching responsibilities are paid based upon assigned duties. The WLISD Board of Trustees annually approves the type and amount of each stipend offered by the district. The Athletic Directors assign responsibilities for coaching. Assignments are subject to change based on the needs of the students and district. Annually, the Athletic Director will provide each coach with a description of their assigned stipends and responsibilities. Stipends are intended to compensate teachers for coaching responsibilities. Stipends are paid in addition to the WLISD board-approved salaries for teachers, as outlined in the Employee Handbook.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
PLAYERS

- The push, the drive in the enthusiasm of a team must come from the coach. Remember that players reflect the coaches' attitude and goals. The power of example is, without question, the greatest motivating tool that a coach possesses.
- Players must respect you. This respect must be earned. In the long run, it comes to the coach who consistently puts the welfare of the player first. This concern will pay dividends in respect and effort on the part of those you coach.
- Expressed approval by a respected coach is a powerful motivating force. Praise is nearly always more effective than criticism, but if a player needs to be pushed, don't hesitate or wait for another coach to do it. Small things in disciplining must be shared by all the coaches.
- Never criticize your team or an individual to anyone outside the immediate staff. Do not "get down" on your team.
Remember: 1) they are ours 2) they are all we have 3) they are a reflection of their coaches.
- Quitting: a player should be encouraged to finish every sport he/she starts. However, athletics is not for everyone. Use good judgment and take time to talk to everyone who leaves the program. The student handbook will explain the quitting policy of our athletic program.
- A coach may dismiss a player from the squad. This should not be an "overnight" decision. It should not be made in a time of anger, but only after careful thought and deliberation. It should first be discussed with your athletic director.

SUB VARSITY PLAYING TIME

We can limit our problems by making sure everyone on a sub varsity team gets playing time. The playing time may not be equal every game, but these athletes deserve to play in every game. They come to practice, work hard, make their grades, etc... try to get them "meaningful minutes" not just mop up duty at the end of a quarter or game.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

COACHES' RELATIONSHIP TO OFFICIALS

Officiating is an integral part of a competitive athletic program. We cannot have quality athletic contests without quality officials. Thus, everything we do that helps improve officiating also improves the coaching profession. Coaches must assume the responsibility for making positive contributions toward the improvement of officiating. This responsibility begins with the realization that the perfect official never has lived and never will live. Imperfect officials are calling games for imperfect players and imperfect coaches. Since both officials and coaches will never be perfect, we must work together and each seek to strengthen the others' position in order to provide the best possible playing conditions for the athletes. Each coach must form a definite philosophy concerning officials and his relationship and responsibility to them.

Remember: If you are focused on the performance of officials, then you are not focused on the performance of your athletes.

NOTE: Keep in mind an official has the right to scratch a school. We do not want to miss out on the "better" officials, so let's do our best to be professional. Do not scratch an official without prior approval from the Athletic Director.

WINNING AND LOSING

Both are a part of the coaching profession and a coach must learn to handle them both in a professional manner.

- Win in a manner that will best enable you to win again. Be humble; give your opponent, your players and fellow coaches' credit. Remember that winning is a means to positively influence young peoples' lives! It is not an end in itself.
- **Do not run up scores. Keep executing the fundamentals and the things that make us successful. Remember, what you accept in victory, you must accept in defeat!**
- Lose with dignity. If you have done your best you have nothing to be ashamed of; if you haven't, you deserve to lose. Remember that we can sometimes grow more from our defeats than our victories. With thorough, intelligent analysis, we can search for better techniques and ways to play the game. Defeat then becomes an elevator that lifts us up rather than a vehicle that carries us down.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
COMMUNITY AND PARENTS

Don't be overly concerned about criticism from fans and parents. They have little concept of the intricacies of the game and coaching strategies. They ride the waves of emotion. Up when you are winning and down when you are losing. Remember this and give them the respect they deserve, but do not dwell on either their praise or their criticism.

It is not wise to confront irate parents verbally. Listen, with the insight that parents love their children, and then calmly present your ideas. You can be understanding and not be compromising. Use discretion in your comments to parents or to the media, it will often come back to haunt you. Never publicly criticize an individual on your team. Constructive criticism is a necessary part of coaching. This is a team, not public matter.

PRE-SEASON PARENT MEETING / INFORMATION

Head coaches are encouraged to communicate with parents as much as possible. A good idea would be to have a parent meeting prior to the start of their season or send out a letter stating team goals and expectations. This meeting will set the stage for open communication and ensure parents and players understand the goals, procedures, and expectations of that sport. Please inform the Athletic Director of the time of your parent meeting if you are having one, or provide with a copy of the letter sent home.

FACULTY

Work closely with administrators and fellow teachers. You are a part of an educational team, and you need their understanding and support. Strive for unity with our colleagues and try to contribute to the whole educational picture.

FELLOW COACHES

Good coaching ethics dictate that no one should ever elevate himself by pushing someone down. Albert Schweitzer talked about a "Fellowship of Pain" that those who have suffered are bound together in spirit for having mutually felt the pangs of pain. Coaches are like that too. We all have our moments of heartache and have earned the right to belong to our own exclusive fraternity. Only those who have gone through the emotional ups and downs of a rigorous and demanding athletic schedule can appreciate this. It behooves all of us in the coaching fraternity to be loyal and complimentary of one another. Create positive and trusting environments for your fellow coaches. WE MUST BE A TEAM OF COACHES!!

PRE-GAME MUSIC

Be sure to preview any music that is chosen by the athletes as warm-up music. Please be sure it is in good taste and not offensive. If there is any question in your mind about its appropriateness: **DO NOT** play the music.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

PRACTICE CLOTHING

All athletic programs should have clothing that matches for all their athletes. This adds to the professionalism, neatness, organization, unity, and pride of a TEAM. It can also eliminate unwanted attire that may be worn. Do not allow them to wear anything except school issued equipment and clothing. Some exceptions may have to be made, but let's do our best to keep this from happening. All athletes must buy their athletic clothes for \$5.00 per short and \$5.00 per shirt.

EMERGENCY INFORMATION

All Coaches must keep an emergency sheet on file for each student who rides the bus or competes in any contest. This includes all athletes, managers, and trainers. If a student does not have an emergency card, they CAN NOT and WILL NOT board the bus. In the case of an emergency, the phone numbers provided and parent/guardian signature will be needed. These cards need to be with you any time you leave campus with your team.

RIDING WITH PARENTS

It is our policy that **all** athletes ride on the bus to all athletic events. (Any exceptions must be cleared with the Athletic Director, Campus Principal, and/or Superintendent.) We are not to forbid an athlete from riding home with **their** parents. **It is our policy that if a parent requests their child to ride home from an event with another adult, they must get prior approval (before trip departure) and present the coach with a written note signed by the campus principal and athletic director.** Parents cannot give permission for their child to ride home with anyone except the parent unless prior authorization is given, before the trip, by the Athletic Director, Principal, and / or Superintendent.

TUTORIALS

Our goal is to have a 100% passing ratio every six weeks in every sport. Encourage the athletes to practice three positive habits for achieving success in the classroom

1. Always Attend Class
2. Always Be Prepared
3. Do Something Extra Daily

The Athletic Director will send out a weekly grade report. It is expected that you will address any and all grades that are below a 75 with some type of mandatory tutorial time that does not interfere with practice time. Morning tutorials, lunch tutorials, or after school tutorials is appropriate and should have direct coach involvement to ensure effectiveness.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
TEAM HANDBOOKS / EXPECTATIONS

The head coach of each sport may provide each player a team handbook or additional expectations for that sport. This document should contain general rules of department, discipline, expectations, care and responsibility of equipment, practice guidelines, schedules and any other information pertinent to that sport. There should be a place for parent and student signatures. These signatures will be kept on file. The Athletic Director must approve all team handbooks.

HAZING

Coaches must make it clear to their Athletes that hazing will not be tolerated. Cover this issue early in the year and continue to monitor it throughout the year.

SUPERVISING ATHLETES

Athletes directly represent the community and school. It is expected that they conduct themselves in proper and benefiting manner both on and off the field of play. It is of utmost importance that the coach in charge supervises all athletes very closely, since he/she is totally responsible for their actions during practice and game activities. After practice and after games, DO NOT leave athletes unsupervised outside or inside the gym waiting for a ride.

It is imperative we monitor the locker rooms closely. We are responsible for what goes on in the locker room and must never ask a student to be in charge of this duty.

OUT OF TOWN & OVERNIGHT TRIPS

All out of town trips, you will be expected to provide to the Athletic Director, Campus Principal, and Superintendent a detailed itinerary with contact numbers of the coach and hotel.

Coaches who take their athletes out of town on overnight trips will not allow student to leave the premises at which you (*the coach*) are located. (***Example: If you are in the hotel, do not allow students to walk down the street to a convenience store.***)

Coaches will implement curfews for being inside the room and lights out every night on all overnight trips. Be smart with your room assignments. Don't put kids in a situation that they cannot handle. Opposite genders should ***never*** be in each other's room. It is good practice to encourage athletes to contact their parents as soon as they check-in to hotel (have them call collect).

The "Plus 1" must be of the same gender and be allowed to room with the qualifying participant. We cannot pay for a separate hotel room for a "Plus 1".

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

MISSING CLASS TIME

Each coach is responsible to set up a schedule so as to miss none or minimal amount of class time. If you must miss, it is your responsibility to inform the campus office well in advance (at least a week). There will be times you may be asked to cover a class for another coach. **Coaches will not miss the day after a trip unless previously arranged.**

TRANSPORTATION / CDL

Each head coach shall be responsible for handling his or her own transportation request for traveling to athletic contest. Schedule non-district games as close as possible. As soon as you know your schedules for the season, make out your bus requisitions. Turn the requisitions into the athletic director for signature. If an event has been rescheduled or canceled, notify the athletic director, the transportation department, and the superintendent's office.

Coaches will also be expected to obtain a CDL driving license to help ease the burden and cost on our transportation department.

SCOUTING DUTIES

All assistant coaches will be expected to perform scouting duties in the sport that they work. The head coaches of each sport will assign these duties. Head coaches, do not abuse this authority. Keep in mind of the long hours of the other coaches. If you are free to scout, you should be scouting yourself.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

FUND RAISING PROJECTS

If you want to do any additional fundraising for your team you must seek approval of the Athletic Director.

HANDLING MONEY

- ❖ Take money ---- Give a receipt! (Keep a copy) fill out tabulation of monies form
- ❖ Give money ---- Get a receipt!

TEACHING RESPONSIBILITY

You are first and foremost the teacher. BE PROMPT, PROFESSIONAL AND WELL PREPARED. The way you perform in the classroom reflects upon the program. Coaches who slack off in the classroom will soon be unemployed. Take an active part in faculty meetings and in-service. Take every opportunity to promote our program. Support academic and other non-athletic events. GREAT TEACHER = GREAT COACH

ATHLETIC PERIOD RECORD KEEPING

Coaches who are assigned a roster of students for an athletic class must submit attendance in a timely manner. Grade records should also be kept. Athletic periods are viewed in the same manner as an academic class with regard to keeping record of lessons and attendance. Be sure students dress-out and work out; assigned times to be ready to go. Do not tolerate tardy athletes! No early releases. Students are not to leave campus during the athletic period unless they are checked out by parent/guardian.

COACHING CLINICS

It is very important that all coaches have an opportunity to periodically attend clinics so that they may gain expertise in their fields. You are encouraged to attend as many as possible, but keep in mind classroom obligations before scheduling a clinic during the school week. Funds are very limited and WLISD will cover the cost of one (1) clinic per year per coach. This clinic will be the main coaching association clinic (TGCA and THSCA). Any clinics other than those two, that you wish to attend, you will be expected to pay for out of your own pocket. The school will not fund state Tournaments.

STUDENT ACADEMICS

In common with all students, athletes attend school for the primary purpose of receiving instruction and development in the academic field. The importance of this purpose shall be given due consideration at all times. No students shall be given a preferential treatment or consideration in academic matters solely because he/she is an athlete or a member of an athletic team. All coaches shall actively and continuously encourage all athletes to strive for high scores in academic courses. 100% PASSING RATE!!

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

RECRUITING PLAYERS

The athletic program shall afford all athletes the opportunity to participate in as many activities as their skills will permit, and every coach should encourage this. **Any coach who is found guilty of recruiting an athlete for the purpose of specializing in a sport shall be subject to suspension and/or dismissal.** Athletes will be encouraged to limit themselves to participating in a maximum of two sports at one time. Three sport athletes will have to be granted permission from the Athletic Director (will evaluate grades, work ethic, commitment, etc).

HEALTH AND SAFETY

The health and physical safety of our athletes is of paramount importance. Rules governing training, diet, hygiene, and safety shall be promoted and enforced under the supervision of the Coach and the Athletic Director. No coach shall knowingly permit an athlete to participate in an athletic activity when such participation would, or might, endanger the athlete. Coaches will not recommend and or require athletes to take supplements of any kind.

ATHLETIC TRAINER (Vonnie Boggess, L.A.T.):

- A. Mrs. Boggess is our athletic trainer. Any injuries need to be reported to her immediately.
- B. An injured athlete will remain in the trainer's care until the trainer releases the athlete to the coach. Do not pressure the trainer into releasing the athlete.
- C. All athletes are required to go full speed at practice and games. If they are unable to do so they must go see the trainer.
- D. The trainer will handle **ALL** insurance claims, physical forms, parental notifications, etc. Refer parents to the athletic trainer. He can better explain the extent of the injury, etc. to the parent. When an athlete is injured, the trainer will notify the parents. It is also a good idea if the coach calls the athlete later that evening.
- E. Head Coaches, please deliver to the trainer a schedule of your season as soon as possible.
- F. The Athletic Trainer will report to the Athletic Director.

SCHEDULES AND OFFICIALS

It is the duty of each head coach to set up his/her non-district schedule and secure competent officials for all contests. Any changes to your schedule need to be reported to the athletic director. Coaches must also schedule or cancel buses and officials. Some factors to be considered when scheduling:

- Class absences required for each trip
- Stay within UIL limits on games, matches, and tournaments
- Stay as close to home as possible
- Remember your Sub – Varsity. Build a program

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

DISCIPLINE

Every successful organization must be well disciplined. Discipline must be consistent. Coaches should be explicit in establishing rules and standards to be followed by team members. Policies concerning class work, eligibility rules, general behavior, training rules and locker room procedure are examples of times that should be clearly defined to athletes. Athletes should not be ridiculed or mistreated by coaches. **Physical abuse and cursing of athletes will not be tolerated.**

Wink-Loving ISD Discipline Guidelines:

The following restrictions refer to any positive test of alcohol or drugs both on and off campus. When there is a confirmed positive test result, the following steps shall be taken in accordance with FNF (LOCAL):

1st Offense:

For a first positive result, the student shall not be removed from extracurricular activities immediately but the student:

1. Shall be required to attend substance abuse counseling sessions as specified by the Superintendent or designee. Parents are encouraged to attend also, as appropriate and in accordance with the guidance of the professional providing the counseling. Parents shall bear the cost, if any, of the counseling;
2. Shall be tested during the next calendar year, regardless of the school year, unless the student provides a written statement to the Superintendent or designee that the student is leaving the program or activity; and
3. Shall be removed from extracurricular activities if the student fails to meet counseling requirements within 30 days after the meeting with the Superintendent or designee, but may be reinstated by meeting the counseling requirements.
4. Shall be responsible for running twenty miles during over the 30 day period following the positive test result.

2nd Offense:

After a second positive result, the student:

1. Shall be required again to attend substance abuse counseling;
2. Shall be suspended from all school-sponsored extracurricular activities for at least 15 calendar days and until counseling requirements are completed; and
3. Shall be tested during the next calendar year, regardless of the school year, unless the student provides a written statement to the Superintendent or designee that he or she is quitting or leaving the program or activity.
4. Shall be responsible for running forty miles during their suspension period.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

3rd Offense:

After a third positive result, the student:

1. Shall be required again to attend substance abuse counseling;
2. Shall be suspended from all extracurricular activities for 60 calendar days and until counseling requirements are completed; and
3. Shall be tested during the next calendar year, regardless of the school year, unless the student provides a written statement to the Superintendent or designee that he or she is quitting or leaving the program or activity.
4. Shall be responsible for running sixty miles during their suspension period.

4th Offense:

After any further positive results, the student:

1. Shall be required again to attend substance abuse counseling;
2. Shall be suspended from all extracurricular activities for at least one calendar year and until counseling requirements are completed; and
3. Shall be tested during the next calendar year from the date of the first positive result, regardless of the school year, unless the student provides a written statement to the Superintendent or designee that he or she is quitting or leaving the program or activity.

Reinstatement:

A student who leaves or quits a program or activity after a positive test result may be reinstated by:

1. Obtaining permission from the coach or sponsor and the campus administrator;
2. Participating in the drug testing program during the next calendar year at the parents' expense; and
3. Returning to the activity or program at the same status in relationship to this policy as when the student left the program.

The following restrictions refer to any form of tobacco:

1st Offense: Disciplinary action determined by head coach and/or Athletic Director.

2nd Offense: Disciplinary action determined by head coach and/or Athletic Director.

3rd Offense: Disciplinary action determined by head coach and/or Athletic Director.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

*** All athletes will also be tested and subject to the WLISD Drug Program.

Violations of the Extracurricular Code of Conduct must be:

1. Witnessed by those employed as District Personnel, or
 2. Ticketed by law enforcement officials, or
 3. Admitted by the student.
- Anonymous reports will not be investigated
 - Infractions will not accrue from year to year. Infractions will be tabulated from August 1st of each year through Graduation Night of each year
 - All other WLISD student rules and regulations are an inherent part of the Athletic Code.

WINK WILDCAT CHARACTER BUILDERS HELPING YOU BECOME A LEADER OF CHARACTER

When a Wildcat needs to be reminded of how to exhibit positive leadership, positive character, and positive integrity, any coach on staff has the ability and are encouraged to administer CHARACTER BUILDERS

Description: Starting with a medicine ball of at least 10% of your body weight, you will perform walking lunges from the goalline to the 20-yard line. Once you reach the 20, you will set the ball down and sprint back to the goalline and return sprint to the 10-yard line. At the 10-yard line, perform 10 perfect pushups. Sprint to the 20-yard line, perform 20 perfect sit ups. Pick up the medicine ball and do lunges to the 30-yard line, set it down and sprint back to the goalline repeating the process for the 10 and 20-yard line. Once you reach the 30-yard line again, you have 30 burpees. Pick the medicine ball up again and do lunges to the 40-yard line, and then repeat the entire process again. At the 40-yard line, you will do 40 air squats. Pick the medicine ball up and do lunges to the 50-yard line, set it down and repeat the process. At the 50-yard line, you have 50 mountain climbers. Pick the medicine ball up and sprint back to the goalline.

USE OF ATHLETIC EQUIPMENT

Athletic equipment is to be used for school sponsored activities only. An athlete is financially responsible for all equipment checked out to him/her. If he/she loses equipment he/she should be charged the amount it will cost to replace the item(s). Coaches should issue a credit receipt to players when they pay for lost items and turn the money over to the Athletic Director. No athlete should be issued equipment for the following year until he/she has returned or paid for the equipment lost.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
BUDGETS

Head coaches of each sport will submit an inventory of all equipment and uniforms upon completion of the season. List all equipment needs and costs before the end of the school year. When this information has been received, the budget will be prepared.

PURCHASE ORDERS:

Purchasing procedures will be as follows:

- All equipment requisitions are to be turned into the A.D.'s office for approval. If you wish to order yourself, do Not Order until You Receive permission from the A.D. NO EXCEPTIONS! Be sure to include the fax # of the vender when requesting.
- The athletic director will fill out a requisition form online through TxEIS based off of the quote provided by the supply salesman. All information pertaining to quantity, size, color, lettering and price shall be included.
- Absolutely no equipment will be ordered unless approved by the A.D. It is the responsibility of the head coach to plan purchasing so that it remains within the allotted budget. Once a PO is approved, the Athletic Director will send that approved PO to the appropriate people and place the order.
- When meals are purchased for out of town trips the receipt should be attached to an athletic receipt form and turned in to the Athletic Director prior to the monthly billing cycle.
- When your order has been received make sure the order is complete and let the Athletic Director know.

EXTRA DUTIES

At various times during the year coaches may be called upon to help with student activities or other school related functions. It is very important that we are willing to take part in any extra duty assignments. Contributions of this nature help to improve the entire school atmosphere.

SCHOOL LEAVE FOR STUDENTS

If your event causes you to leave school before it has been dismissed, make a list of your athletes with the time they need to be dismissed and a detailed itinerary. Give a copy to the Athletic Director and campus attendance office. Keep in mind that it is **NOT** necessary to take student athletes out of class 2 hrs before you are leaving for the contest. If the athletes are excused from a class, it is because the bus is leaving and you are ready to go. We are responsible for these students when we excuse them from class; therefore, they are not free to roam around the city or stay at home. Be mindful of keeping students in class as long as possible.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

SHARING ATHLETES

There may be instances when an athlete is involved in a number of activities at the same time. In this case, a contest shall take precedence over a practice. Since the athlete is involved in a school activity, he/she should not be made to “make up” work. It would be a good idea to remind teammates that this is not a special treatment, rather a special case, and they **CAN** do both. This might eliminate any potential problems. If practice times conflict or competitions conflict, every possible solution should be explored for the sake of the child. It’s not fair for us to not allow athletes to be involved in other school activities. This should be worked out ahead of time with coaches involved and if necessary, the Athletic Director.

EVALUATION

Coaches shall be evaluated at least once a year and consist of the following:

- Each coach will be issued this evaluation as a self-evaluation form at beginning of school. Coaches will be expected to elaborate on as many performance criteria as possible to identify growth needs (not just put a number value on the form).
- Head coaches may be asked to help evaluate assistants.
- Head coaches shall be evaluated by the athletic director.
- Athletic Director, following a conference with each coach, shall recommend retention, dismissal, or reassignment.
- Informal evaluation will be an ongoing process.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
STRENGTH AND CONDITIONING:

Considering the limited amount of time we have to adequately condition and strengthen our athletes, we must be committed as a staff to a year – round strength and conditioning program. All athletes are expected to be in the athletic period year-round (no one should be allowed to enter the athletic class at mid – semester or get out at mid – semester without the prior approval of the athletic director).

We will expect all athletes and coaches to participate in the year-round strength and conditioning program designed to develop athlete’s ability to get bigger, stronger, and faster. The strength and conditioning program is not to focus primarily on the development of any one sport in particular, rather the development of the athlete to be successful in all sports.

The Athletic Director will be directly in charge of planning the strength and conditioning periods and we must all be committed to the process. The only days athletes will not be expected to participate in strength and conditioning will be game days.

Communication:

The successful day-to-day implementation of this system is dependent on many variables that can only be resolved through strong communication between the coaches involved and the athletes. The success of our programs over the years is in large part due to our ability as adults to make this a reality for our students, working to be fair and equitable to all programs and athletes. It is the goal of the WLISD Athletic Program for all programs to be successful.

LEAGUES, CAMPS, CLUB SPORTS, & SUMMER WORKOUTS

It is against UIL rules to require athletes to join clubs, go to camps, participate in leagues, or summer workouts. It is also illegal to provide athletes with a ‘sports specific’ work out during the off-season outside of the school day.

SUMMER CAMPS & LEAGUES

If you choose to host a summer camp or summer league please follow these guidelines:

1. Stay within UIL rules
2. Be sure to have a parent waiver signed
3. Maintain proper accounting procedures
4. Fill out and turn in a WLISD request for facility usage
5. Keep the athletic director up to date.

WLISD – WINK WILDCATS
Coaches Handbook 2018 - 2019
QUITTING A SPORT

ALL STUDENTS WHO WISH TO QUIT A PROGRAM

- a. Quitting cannot and will not be an acceptable practice. Athletes are encouraged to always finish what they start. “If you commit you can’t quit.”
- b. Athletes will be granted a one school week grace period (beginning with their first day of practice) before a formal commitment is made. At the conclusion of that one week grace period, the athlete is committed to that sport for the duration.
 - i. Athletes will be allowed to return to the team within 24 hours or the next school day, provided the coach will accept the return and all make up conditioning is completed.
 - ii. If an athlete quits, and then wishes to return to the team, the athlete must make up conditioning for every day missed. An athlete who quits and stays out for two weeks or more will not be allowed to return to that sport for that season.
- c. Any athlete that has decided to quit, must schedule a meeting with the Athletic Director, the Head Coach of the sport, and the athlete’s parents. This meeting must be held in order to have an opportunity to play any other sports that school year. It is the responsibility of the parent and student to schedule this meeting.
 - i. If the meeting is conducted, the consequences of the action of quitting will be determined by the Athletic Director and head coach of involved sport with parent and student athlete input.
 - ii. If the meeting is not conducted, then an automatic suspension of one calendar year will be instituted.
 - iii. If the athlete decides to quit one sport and join another, then they will not be able to start that sport until the season of the sport they quit is over. Any exception to this rule will be determined by the AD. Examples of exceptions are injury or illness, or any other hardship cases. While the player waits, he/she will remain in the athletic period.
 - iv. Quitting players give up all rights to any honors which they have earned but not yet received.
 - v. All equipment must be turned in clean. An athlete must pay for any equipment not returned or damaged.
- d. Any athlete that quits any sport a 2nd time (does not have to be the same sport) will be suspended from all activities **until the athletic director approves reinstatement (minimum of one year)**. The athlete will be allowed to rejoin athletics once he / she has completed one semester in the athletic period and demonstrated championship qualities, maintains quality in the classroom, and exhibits strong character (Athletic Director’s approval)
 - i. If a student athlete does not hold up his / her end of the bargain in the classroom and becomes ineligible, then decides to quit, he or she will automatically be placed in the category of quitting for a 2nd time and will face the suspension from all activities as stated above in (d).
- e. The Athletic Director has final decision on the consequences of an athlete quitting a sport. If the Head coach and athletic director agrees that it would be in the best interest of both the program and the athlete that the athlete quit his or her sport, there will be no penalty assessed.

WLISD – WINK WILDCATS Coaches Handbook 2018 - 2019

UIL

Coaches' should not call UIL on their own; if contact is necessary, go to your Athletic Director. As professionals, it is our job to know and understand the UIL Rules. We are responsible and held accountable for following these rules. We put our students, school, fellow coaches and our reputation in jeopardy when there is an infraction. Although there are some rules that require some research for clarification, there are many we should have knowledge of. All manuals and policies of the UIL are available online at <http://www.uil texas.org/athletics>. You are responsible for learning and understanding all UIL rules and policies. Any questions can be clarified through the Athletic Director.

PROPERTY AND FACILITIES

- Property and facilities used by athletics are school owned and controlled. However, it is the desire of the school to allow maximum use of such property and facilities by everyone in the community. It's necessary; therefore, that each head coach submit, well in advance of his season, a practice and game schedule to insure maximum use of the facilities as well as the elimination of any conflicts over their use.
- No one should be granted access to school facilities without a school employee present at all times.
- Each coach is to assume responsibility for the care of the facility that his/her team uses. He/she should leave the facility in as near the same condition as when he started as possible. He/she is also responsible for locking, turning out lights, etc. when he/she leaves the area. If you see another coach in the facility, do not assume that coach is going to lock up, verbally check with that coach to be sure.
- If you need work or repair on your field other than general upkeep performed by the maintenance department, you should contact the athletic director. Make your request as much in advance as possible. This is necessary in order for the maintenance supervisor to organize his work crews, materials, etc. Sports in season will receive priority if a conflict arises.

EQUIPMENT

- It shall be the duty of the head coach of each sport to prepare an annual inventory of athletic team equipment. The report should include all equipment on hand, along with a recommendation for additional equipment for the next year. List all equipment and its condition. This may be compared with previous years' inventory to determine items lost.
- Each coach is responsible for the care of all equipment he/she uses. A detailed record should be used so as not to lose equipment, as well as, to keep it clean and serviceable for as long as possible. Athletes must pay for replacement of equipment loss before receiving a letter award or report card.

WLISD – WINK WILDCATS

Coaches Handbook 2018 - 2019

GYM SECURITY & CARE

It is the responsibility of each coach to help maintain the security of the gym / field house. Before leaving the facility, you should make sure that your particular area is secure. All doors are locked, all lights off, and all students outside the gym. If you notice another coach is still in the building, check with that coach and let him/her know that you have secured your area and that coach will be responsible for turning on the alarm. Also, please make sure the gates to the track are locked so that bicycles and vehicles etc. cannot enter the track.

Facility Care:

- Athletes are not allowed to play in the gym area at any time without a coach present.
- Do not allow students or teachers to use the weight room unless they are properly supervised. After the use of the weight room has been completed, the area should look as they found it. All equipment should be put in its proper place.
- Any repair or maintenance to the gym should be reported to the athletic director. The coach should also let the athletic director know when the repair or maintenance has been completed.
- Our classroom will be utilized in many different ways. Each coach that has a group in the classroom will be responsible for its care. Use your own discretion. No food, especially sunflower seeds, or drinks will be allowed. Never leave athletes unattended in the classroom.
- Do not leave dressing rooms left open and unsupervised. When you leave, you should make sure the area is clear or see that it is being properly supervised. If you are in the dressing room and there are unsupervised or unauthorized individuals present, ask them to leave the area.
- Coaches are not allowed to give the security code for the alarm system to anyone other than an adult employee of the school district. Under no circumstances are students or athletes allowed in the maintenance rooms. Do not let anyone use your keys! Report lost keys to the athletic director immediately.

WLISD – WINK WILDCATS
Negligence Litigation Legal Guidelines
ELIGIBILITY FOR ALL EXTRA CURRICULAR PARTICIPANTS

1st Six Weeks Guidelines

Students beginning grade nine and below must have been promoted from the previous grade prior to the beginning of the current school year.

Students beginning their second year of high school must have earned five (5) credits that count toward state high school graduation requirements.

Students beginning their third year of high school either must have earned a total of ten (10) credits which count toward state high school graduation requirements or a total of five (5) credits which count toward state high school graduation requirements must have been earned during the twelve (12) months preceding the first day of the current school year.

Students beginning their fourth year of high school either must have earned a total of fifteen (15) credits which count toward state high school graduation requirements or a total of five (5) credits which count toward state high school graduation requirements must have been earned during the twelve (12) months preceding the first day of the current school year.

Students who do not meet the above requirements are academically ineligible for participation the first six (6) weeks of the school year. Grades are checked at the end of the first six (6) weeks and if the students are passing all classes, they could regain academic eligibility after the seven (7) calendar day grace period.

When a migrant student enrolls for the first time during a school year, all criteria cited above apply. All other students who enroll too late to earn a passing grade for a grading period are ineligible. High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

2nd Six Weeks – 6th Six Weeks

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven-calendar day waiting period has ended following a grading or the 3 school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are advanced. Students, who pass all classes at the end of the six-week grading period, remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from Athletic Director before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- All students are eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes

resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week. (See example at the end of this document.)

- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven-calendar day grace period to lose eligibility and the seven-calendar day waiting period to regain eligibility begin the first day that classes resume.
- Students lose eligibility for a three-school week period. For purposes of the law, "three school weeks" is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a "school week" for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two-day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six-week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine-week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Example: School week ends on Friday - Students who are losing eligibility have a seven-calendar day grace period, and students who are regaining eligibility have a seven-calendar day waiting period. Eligibility is lost or regained the following Friday at the time the regular school day ends or would end if that day is a holiday. Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday. 19 TAC, §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.