

# **2024-2025 ATHLETIC PROGRAM HANDBOOK**



Pine Tree ISD  
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This handbook is a guide to our student athletes and their parents. The primary purpose of this handbook is to set forth expectations of our Pine Tree ISD Athletic Program.

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### **Introduction**

The Pine Tree ISD Athletic program is an integral part of the total school experience for all students. It offers a variety of sports and activities to all students who desire to participate.

The policies, procedures, and regulations in this handbook are in compliance with school board policies and administrative procedures. They are designed to provide for a successful experience for students, and the efficient operation of the athletic program.

This handbook is an extension of both the Student and the Extra-Curricular Code of Conduct, and shall be used by all administrators, directors, coaches, and players in grades 7-12.

You, the student Athlete, are accountable and responsible for all policies contained within this handbook. Individual coaches within their sport may add additional rules as long as they adhere to school and athletic policy.

### **Player Participation - Privilege of Athletics**

#### **Participation**

According to the University Interscholastic League (UIL) rules, athletic

participation is a privilege, not a right. Athletes will be accountable and held to a higher standard than those students who elect not to participate in athletics

Because athletics is a privilege and not a right, Pine Tree ISD is authorized to set higher standards for participants of extracurricular activities. As such, this Policies / Procedures / Expectations handbook extends beyond the Pine Tree ISD Student Code of Conduct not only in the types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. This handbook will be enforced with all participating students in the Pine Tree ISD athletic program:

- Regardless of whether school is in session
- If the offense occurs on school property, at a school sponsored event, or in Pine Tree apparel
- Regardless of whether the student is directly involved with the extracurricular activity at the time of the violation occurs
- Regardless of whether the extracurricular activity is in-season or not
- If any behavior is deemed a detriment to the team or Pine Tree ISD

It is possible that a student who violates the Pine Tree ISD Student Handbook will incur consequences from both the appropriate school administrator and from his/her coach/director for the same violation. It is also possible that a student participating in extracurricular activities could violate the Policies / Procedures / Expectations handbook and be subject to discipline by a coach/director without having violated the Pine Tree ISD Student Code of Conduct.

Along with adhering to the Policies / Procedure / Expectations handbook any student participating in the Pine Tree ISD Athletic Program must have the following documents on file in the Athletic Director's office:

- Signed Extracurricular Code of Conduct
- Acknowledgement of UIL Rules
- UIL Concussion Acknowledgement
- UIL Sudden Cardiac Arrest Awareness Form
- UIL Steroid Agreement
- Emergency Contact Information
- Physical and Medical History
- PTISD Random Drug Testing Form

### **Player Eligibility**

## **Eligibility**

Any student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses. The standards from 7-12 grades are as follows:

- Beginning of your 7th grade year - the student must have been promoted from 6th - 7th grade.
- Beginning of your 8th grade year - the student must have been promoted from 7th - 8th grade.
- Beginning of your 9th grade year - the student must have been promoted from 8th - 9th grade.
- Beginning of your 10th grade year - the student must have earned at least 5 credits towards graduation.
- Beginning of your 11th grade year - the student must have earned at least 10 credits towards graduation, or have passed five credits during the past 12 months.
- Beginning of your 12th grade year - the student must have earned at least 15 credits towards graduation, or have passed five credits during the past 12 months.

## **Continued Eligibility**

All students in grades 7-12 will maintain eligibility throughout the school year by adhering to the NO Pass - No Play legislation set forth by the UIL.

## **Program Constitution**

### **Our Vision**

Pine Tree Athletics will be a cornerstone of pride and unity in the Pine Tree community. Over time, our community will be made better through Pine Tree Athletics.

### **Our Mission**

Win with WINNERS

### **Our Philosophy**

Pour into the hearts of our kids.

Love hard and coach hard.

Life is hard; Athletics should be too.

Be consistent with expectations and accountability.

Develop the person and the athlete.

Everything matters.  
Be an asset to Pine Tree.  
Do things better than they've ever been done.

### **Characteristics of a WINNER**

Off the Field - You are a role model

- Get proper rest and maintain a healthy diet.
- Stay away from drugs, alcohol, and tobacco products.
- Maintain positive peer relationships.
- Follow all PTISD Rules and Regulations for student-athletes.

Academically - Your mind will outlast your body...develop it

- Be in class on time every day prepared to succeed.
- Sit in the front or the middle of the class.
- Complete assignments and take examinations on time.
- Be a positive influence in class. (With Athletes and Non-Athletes)

Locker Room - We must treat each other with respect

- Be positive and encouraging in the locker room.
- Maintain a clean locker and locker room area.
- Use and maintain ONLY your equipment.
- Bring personal and team concerns to the coaching staff.
- Check all equipment daily at the end of practice - do not wait until the next practice.
- Absolutely no foul or abusive language.

Workout/Practice - The most important thing we do

- Report to practice on time.
- Give 100% effort at every practice.
- Encourage and support your teammates.
- Treat your coaches with respect.
- Be coachable and eager to learn - seek and accept advice from your coaches.
- Set an example for younger players.

Training Room - Taking care of your body

- Report all injuries as soon as they occur.
- Treat the trainers and their assistants with respect.
- Get in and out of the training room as quickly as possible.
- Be responsible with the scheduling of taping and pre-practice treatment.
- Be prompt for all treatments and follow the therapy schedule as prescribed.

#### Communication - The glue that holds it all together

- Communicate with your parents about ALL that goes on in the classroom and in The Program.
- Maintain consistent communication with your teachers about expectations, projects, and grades.
- Always notify coaches, personally, if you cannot be at a workout/practice/competition.
- Resolve all individual/team conflicts before THAT day ends.

#### Game Day Preparation - Getting your mind right

- Make sure you arrive on time, with complete uniform and all equipment.
- Follow game day itinerary TO THE LETTER.
- When traveling, be focused and silent on the ride to the game
- Never say or do anything to discredit or embarrass your team, The Program, or Pine Tree ISD.

#### During the Game - Your performance is what people remember

- Give 100% on every play regardless of the score.
- Do not taunt or mock your opponent – let your performance speak for you.
- Address all game officials and referees in a respectful manner.
- Hustle on and off the field.
- Place the team above personal goals and commitments.
- Stay alert and be ready to perform when you are called upon.
- Notify the trainer and your position coach if you are injured.
- Proudly represent your family, your team, yourself, and your school with the highest level of respect.

#### Post-Game - Always represent the program well

- Have all media interaction approved by the Head Coach.
- You are first and foremost, a member of the team - give credit to your teammates.

- Never criticize your coaches or teammates.
- Never make excuses.
- Never criticize your opponent or an official

## **Discipline Management Program - Disciplinary Procedures / Actions**

### **Disciplinary Procedures**

The following administrative procedures have been adopted by the Pine Tree Independent School District to deal with violations of the Athletic Handbook and/or the Extracurricular Code of Conduct.

1. Confirmation that a violation has occurred via one of the following:
  - A. Report from a law enforcement agency
  - B. Personal disclosure by the participating student or parent/guardian
  - C. Observed behavior by a school employee
  - D. An investigation may be initiated if credible and specific information is received by a PTISD representative.
2. Notification by administrative designee to parents or legal guardian within 72 hours
3. Notification by activity sponsor to campus principal or assigned administrative designee within 72 hours
4. Meeting with parent, student, (discipline panel) sponsor/coach and administrative designee
5. Determination of type of discipline to be administered. Copies of meeting summary sent to the activity sponsor, campus principal and district level director
6. Appeals Board Policy FNG Local (STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES) will be provided upon request.

### **Cumulative Offenses**

Disciplinary offenses committed in grades 7 and 8 are cumulative for a student's middle school career, but will not carry on to high school. Any subsequent offenses that occur in high school will be cumulative during the student's high school career.

**\*\*It is an exception to this rule if the district receives credible evidence indicating that a middle school student committed an act involving the elements of a Class A misdemeanor or a felony. In this case, the offenses will carry from grade 7 through the completion of grade 12**

## **Disciplinary Actions**

The following disciplinary actions have been put in place to serve as a reminder of our expectations and a deterrent for prohibited conduct. The sponsors will review the facts and circumstances surrounding a particular violation and impose appropriate disciplinary action. We will strive for consistency in administering consequences for the Athletic Department Policies and Procedures violations, but will exercise sound professional discretion. Violations of any of the expectations by a student participating in extracurricular activities will be subject to the following disciplinary action:

### **Level 1 Disciplinary Action - Excused Absences**

- The student will be expected to make up for lost practice time at the discretion of the head coach.

### **Level 2 Disciplinary Action - Unexcused Absences or Minor Discipline Issues**

- The student will receive a verbal warning and be subject to disciplinary action at coach's discretion and directed to refrain from future violations.

### **Level 3 Disciplinary Action - Repeated Level 2 Violations, will follow the directives of the Extracurricular Code of Conduct.**

## **Policies (FAQ)**

### **Social Media**

As stated earlier we represent our community and our program at all times. This includes during the use of social media including but not limited to Facebook, Twitter, Instagram etc... Any conduct on social media that is deemed unbecoming of a Pirate athlete as described in our expectations may be dealt with by following the guidelines of the Extracurricular Code of Conduct.

### **Quitting a Sport**

There will be times when an athlete finds it necessary to quit playing a sport before, during or after a season whatever the reason; the following steps must be followed:

- The athlete must meet with the coach to seek a solution other than quitting can be reached
- A conference between the athlete, parent/guardian and coach/director is required before the athlete is allowed to quit.
- If the athlete reaches the decision to quit they must check out of the sport,



returning all issued equipment clean. They must also pay for any equipment they are unable to return.

- If the athlete chooses to return to a sport, the decision will be up to the coach/director of that sport.
- Any athlete who quits is not allowed to participate in another sport until the completion of the sport he/she quits. This includes participation in practice or games. Exceptions will be allowed by mutual consent of the athletic director and coaches involved.
- If the athlete quits multiple sports during one calendar year that student will be dismissed from the athletic program.

### **Fundraisers**

All athletes are expected to participate in any fundraising efforts done by any program in which he/she participates. Should the athlete choose, there will be an opt out fee of \$200.

### **College Signings**

- Fall - November 8th and December 20th
- Spring - February 7th and May 15th
- We provide: tables, one main table with PT cloth and backdrop, chairs, cutting utensils, desert
- You provide: decorations for personal table

### **Competition Organization and Priorities**

The Pine Tree Athletic Department encourages and highly recommends participating in multiple extracurricular activities in the Fine Art and Athletic realms. Student-Athletes will participate based on the following priorities; Varsity Sports over Sub-Varsity Sports, District Games over Non-District events, any Contest that has Post-District Advancement opportunities, or contests that have the opportunity to earn Lone Star Cup points for the District.

### **Awards and Lettering**

The School Letter is among the highest awards the school bestows; the highest of course being the diploma. Athletes may receive from the school only one major award (a Jacket) during their high school career. In order to letter, you must be on a varsity team to satisfy the requirements stated below. Sub-varsity athletes will receive certificates provided they are recommended for the award by their coach as a result of having shown good citizenship and character, attitude and attendance, in addition to having adhered to the policies contained in this handbook.

## **Guidelines to be followed**

- UIL rules will be followed in regard to the cost of the jacket.
- No participant will receive more than one letter jacket.
- Athletes will receive their jacket in the sport that they lettered first.
- The school will furnish only the letter patch. All other patches will be the responsibility of the student.
- Letter jackets will be the same for all sports.
- Freshmen earning a jacket will be measured, the Fall of their sophomore semester.

## **Qualifications for the letter**

Each coach will keep records of student participation in each sport. Such records will be used as a basis for determining whether a student qualifies for a letter. The athlete must complete the sport in order to letter or receive any post district awards. Below are the criteria for lettering:

- Football – Must Play 20 quarters
- Volleyball - Must play in 15 matches
- Basketball - Must play in 60 quarters
- Baseball - Must play in 30 innings
- Softball - Must play in 30 innings
- Soccer - Must play in 25 halves
- Track - must score a point in a major meet or participate in 4 meets or qualify for regionals
- Cross Country - must score a point in a major meet or participate in 4 meets or qualify for regionals
- Powerlifting - must score a point in a major meet or participate in 3 meets or qualify for regionals
- Tennis - Must play in 5 varsity Meets Including District
- Golf - Must play in 5 varsity Meets Including District
- Swim - must score a point in a major meet or participate in 4 meets or qualify for regionals
- Managers/Trainers - Must work at least two sports a year

## **Exceptions to Lettering Qualifications**

A participant may letter at the coaches' discretion if the participant is considered to have been of exceptional value to the team. Exceptions may include playing on a team for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist of

some type.

Note: Any student who has qualified for an award but has quit or been dismissed from the squad for disciplinary reasons will not receive the award.

### **Sub Varsity Awards**

All qualifying athletes will receive a participation certificate for each sport they participate in. Jr. High athletes will receive one certificate listing the sports in which they participated.

### **Athletic Passes**

It shall be the policy of the Pine Tree ISD Athletic Program to issue Player passes to those athletes participating in each sport, which requires admission charge. The following stipulations shall apply to the passes.

- Only the player whose name appears on the pass may use it. Free admission is allowed only when the pass is presented. Failure to furnish a pass means the athlete must pay the standard student admission charge.
- Identification may be required.
- Use of the pass may be revoked if an unauthorized person uses the pass or the holder of the pass displays un-sportsman-like conduct at any contest.
- Passes will be issued to admit athletes to Pine Tree ISD athletic events only.
- If any athlete drops from a sport or is dismissed the coach/director must take up the player pass as part of the issued equipment.

### **Program Travel**

- Students will travel to and from all out of town contests with the team. Exceptions may be made if a written request by the parent/legal guardian of the student has been submitted to the athletic director at least one day prior to the contest. Before leaving the contest, the parent/legal guardian, or adult designated by the parent must sign the student out with the coach/director. PTISD shall not be liable for injuries that occur to students riding in vehicles that are not provided by the school.
- Coaches will advise you regarding the proper attire for travel.
- Conduct himself/herself properly on the bus or in a school vehicle. He/she will follow the printed rules for bus riders that govern PTISD bus riders.
- Be on time for all departures and to inform parents of the time of pick up after a contest. Every effort will be made by the coaching staff to notify proper personnel and parents of all scheduled departures and arrival times,

including unexpected changes in those times.

## **Program Health**

### **Medical Forms**

All athletes must turn in to the Athletic Trainer or Head Coach the forms required by the UIL and Pine Tree ISD. The forms are listed below.

- Physical
- Medical History
- Acknowledgment of Rules
- Steroid Form
- Concussion Form
- Cardiac Form
- Pine Tree ISD Random Drug Testing

### **Athletic Treatment Center Rules**

- No horseplay, loitering, inappropriate behavior, or disrespectful language will be tolerated.
- Report all injuries as soon as possible to the Head Athletic Trainer.
- No athletic equipment in the Training Room.
- No food or beverage allowed in the Training Room.
- All modalities treatments must be performed by the licensed Athletic Trainer on staff (ice and heat packs are the only exceptions to this rule).
- Please allow suitable time prior to school, practice or games for treatment.
- Being in the Training Room is not an excuse for being late to or missing class.
- Please return all loaned equipment as soon as it is not needed.
- Showering is encouraged prior to treatment and proper attire is necessary and expected at all times.
- Please do not remove or borrow towels without permission.

### **Athletic Treatment Center/Training Room Hours of Operation**

These times may vary or change depending on practices and games. The training room is open in the morning from 6:45 AM until the first bell Monday through Friday during normal school hours. Afternoons, weekends and holidays, the hours will vary depending on practices and games. In season sports and practices will be given priority over sports not in season. The training room is not a lounge, so attend to your business and let others receive their help.

## **Reporting Injuries and or Illness**

In order for the Sports Medicine Staff to deliver the best care to our athletes, please have the athletes and or coaches notify the Athletic Trainer of all injuries as soon as possible. Failure to do so may result in a delay in assessing, treating and referring the injury to a physician in a timely manner. Coaches will encourage athletes to report any injuries or illness without any penalty. Coaches will not allow a sick or injured athlete to practice or play without the approval of the Athletic Trainer. Athletes that have gone to a physician and have a prescription with orders will be bound by those orders until released by that physician.

## **Injury Referral**

The Athletic Training Staff will attempt to facilitate a physician referral; if it is determined one is needed. We will provide a suggestion if the family does not have a current relationship with a physician or group. If a referral is needed, we will utilize our team orthopedic.

## **Head Injuries/Concussions**

A concussion is defined as a mild traumatic brain injury caused from a direct blow to the head resulting in physiological changes in brain function. Some of the signs and symptoms are:

Headache, nausea, dizziness, balance problems, feeling foggy, feeling slow, sensitivity to light or noise, concentration or memory problems, irritability, loss of consciousness, etc.

Any athlete deemed to have had any of these symptoms resulting from a blow to the head, or head contacting the ground or hard surface needs to be evaluated by the Athletic Trainer or physician prior to returning to practices/games. It is important to let the Athletic Trainers know ASAP so that adjustments in the academic setting can be made and parents informed of the changes and what to expect while the athlete recovers.

## **Post-concussion syndrome/Second impact syndrome**

Athletes that have experienced these symptoms are susceptible to symptoms that may last for as long as two to three weeks. They need to be pain and symptom free and cleared by a physician prior to returning to practice or competition. If the athlete returns too soon then the slightest contact can trigger a second impact syndrome, which can be more traumatic and more serious than the initial injury.

## **Parent Expectations**

The following are expectations of parents or family members of players in our athletic program. Please adhere to the following expectations in order to create the positive competitive environment your athlete deserves.

- Do not address your coach/athlete from the stands.
- Do not address the officials from the stands, especially when you feel a poor call was made.
- Do not talk unfavorably about the coaching staff or our decisions in front of your athlete.
- Be supportive and encouraging of your athlete, the team & the coaching staff.
- Cheer for our team, not against our opponents.
- Absolutely no profanity or any type of negative or unsportsmanlike behavior.
- Never approach the coaching staff after a game to discuss playing time, positioning, substitutions or other game decisions.

### **Chain of Command for Parent Concerns**

24 Hour Rule: If you have a concern regarding playing time, positioning, substitutions, or any other game decisions, you must give a 24 hour window before addressing the coaches with these concerns. This rule applies to emails, text messages, phone calls or face-to-face conversations. If you are not satisfied with the result of your conservation, then a meeting can be scheduled with the Head Coach and Athletic Director.

### **Program Exit Interview Process and Feedback**

At the conclusion of every season for senior athletes, or anytime a player chooses to leave the program, coaches may conduct exit interviews. The interview consists of the player, his/her head coach, and his/her coordinator/position coach. During the interview, the player and coaches may discuss the following:

- What the player enjoyed during his time in the program
- The hardest part of the program
- Any changes to the program
- Recommendations for the coaches to create a better experience for the

athletes

- And one final piece of advice for others in the program

As always, meetings between individual players and coaches will be kept strictly confidential.

### **Acknowledgement**

I have read, understand, and agree to abide by the Athletic Handbook.

Student Name:

Signature:

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Parent/Guardian Name:

Signature:

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Campus:

Grade Level:

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