



**ATHLETIC HANDBOOK**  
**2025-2026**

# **WICHITA FALLS INDEPENDENT SCHOOL DISTRICT**

## **ATHLETIC HANDBOOK**

**Athletic Department  
Wichita Falls ISD Education Center  
1104 Broad  
Wichita Falls, Tx 76301**

**Main Number..... 940/235-1000  
Athletic Office..... 940/235-1034**

### **Board of Trustees**

Mark Lukert....President  
Susan Grisel.....Vice President  
Sandy Camp....Secretary  
Jim Johnson  
Katherine McGregor  
Diane Scroggins  
John Barnard

### **Superintendent**

Dr. Donny Lee

### **Chief Financial Officer**

Leah Horton

### **Director of Athletics**

Scot Hafley

### **Athletic Secretary**

Rosemary Rivera

### **Athletic Department Clerk**

Val Runeberg

# WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

## CONTACT INFO.

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### **WFISD Maintenance Department**

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### **WFISD After Hours On-Call**

Phone: 940/781-8486

### **University Interscholastic League (UIL)**

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### **2-5A Football District Chair**

Jim Garfield-Abilene ISD Athletic Director  
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### **4-5A All Sports District Chair**

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# WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

## MISSION/VISION/PHILOSOPHY/PLAN

### Mission Statement

*The mission of the WFISD Athletic Department is to prepare student-athletes for life by developing their mental, physical & emotional health through athletic practice & competition.*

### Vision

*To expand the history & integrity of WFISD Athletics through the relentless pursuit of excellence in competition, the classroom & the community.*

### Philosophy

*To focus our effort on the development of student-athletes, training & retaining great coaches & enhancing WFISD's relationship with the community.*

### Plan

- *Increase participation & the number of teams competing at the Sub-Varsity level.*
- *Develop a vertically aligned sports program at each High School & Middle School.*
- *Hire, develop & retain great coaches through an extensive evaluation process.*
- *Develop relationships at the elementary level to encourage the growth of sports programs in our community.*
- *Communicate honestly & effectively with student-athletes, parents & the community.*



# WFISD ATHLETICS HANDBOOK

## Job Description

**Job Title:** Campus Athletic Coordinator/ Head Football Coach

**Reports to:** Principal/Athletic Director

### **Primary Purpose:**

Coordinate and manage the overall program of athletics for the campus. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### **Qualifications:**

#### **Education/Certification**

Bachelor's degree from accredited university

Master's degree preferred

Head Coach and Budget/Finance experience preferred

Valid Texas teaching certificate with required endorsements for subject and level assigned

#### **Special Knowledge/Skills**

Knowledge of overall operations of an athletic program

Knowledge of TEA and UIL policies and rules concerning athletics

Knowledge of sport assigned

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Demonstrate ability to function in a site-based management system

#### **Experience**

3 years coaching experience

3 or more years of Head Coaching experience or Post Secondary Coaching experience preferred

### **Major Responsibilities and Duties:**

General duties of the Campus Athletic Coordinator will include the supervision of all high school and feeder school athletic programs. Supervision will include, but will not be limited to the following:



# WFISD ATHLETICS

## HANDBOOK

- Coordinate and manage campus athletic program and facilities.
- Implementation of District's physical and academic eligibility requirements for participation in each sport and verify campus compliance.
- Maintain an active program that promotes good sportsmanship and student development.
- Manage and supervise all athletic activities, contest, and practice sessions to promote growth in athletic skills, teamwork, and good sportsmanship.
- Work the gate at all sporting events.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- Keep informed of, and ensure compliance with all UIL rules.
- Work with District Athletic Director to schedule competitions and coordinate arrangements. (i.e. Travel, equipment orders)
- Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.
- Accompany and supervise student athletes during athletic competitions in assigned sports on out of town trips.
- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- Apply and endorse student discipline during athletic contest, practice sessions, and on athletic competitions off of school property in accordance with the Student Code of Conduct and in student handbook.
- Assist in selection of equipment and instructional materials.
- Compile, maintain, and file all physical and computerized reports, records, and other required documents.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Establish and maintain open lines of communication by conducting conferences with parents and community members.
- Regular Attendance is required.
- Cooperate with the Middle School Principals to develop a plan for the vertical alignment of football, basketball, volleyball and track.
- Monitor the participation of high school and middle school coaches in the vertical alignment plan.
- Plan professional development for middle school coaches.
- Ensure coaches adhere to UIL and district policies regarding summer camps.
- Ensure all coaches cooperate with the media and promote student athletes.
- Ensure all sports participate in at least one community service project each year.
- Direct one head coaches meeting each six weeks.
- Provide documentation of head coaching evaluations and recommendations for program improvements.
- Cooperate with middle school principals in the evaluation of the middle school coordinator.

### **Supervisory Responsibilities:**

Assistant Coaches that may be assigned to the sport

Supervise assigned teacher aide(s)

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Continual walking and standing; moderate lifting and carrying; stooping, bending, kneeling, and reaching. Work outside (exposure to the sun, heat, cold, and inclement weather) and inside. Exposure to biological hazards, bacteria, and communicable diseases. Frequent district wide and statewide travel; frequent prolonged and irregular hours.



# WFISD ATHLETICS

## HANDBOOK

### Job Description

**Job Title:** Head Coach/Teacher

**Reports to:** Principal/Campus Athletic Coordinator/Director of Athletics

### **Primary Purpose:**

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### **Qualifications:**

#### **Education/Certification**

Bachelor's degree from accredited university

Master's degree preferred

Valid Texas teaching certification in a secondary core subject

#### **Special Knowledge/Skills**

Knowledge of subjects & sports assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Knowledge of TEA and UIL policies and rules concerning athletics

#### **Experience**

3 years coaching experience

### **Major Responsibilities and Duties:**

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Use a variety of instructional techniques and media to meet the needs and improve student athletes.
- Manage and supervise all athletic activities, contests, and practice sessions to promote growth in athletic skills, teamwork, and good sportsmanship.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
- Keep informed of, and ensure compliance with all UIL rules.
- Work with Athletic Director to schedule competitions and coordinate arrangements (i.e. travel, equipment orders)
- Develop and coordinate a continuing evaluation of the coaching program and make changes based on findings.
- Accompany and supervise student athletes during athletic competitions in assigned sports on out of town trips.



# WFISD ATHLETICS

## HANDBOOK

- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- Apply and endorse student discipline during athletic contests, practice sessions, and on athletic competitions off of school property in accordance with the Student Code of Conduct and in student handbook.
- Assist in selection of equipment and instructional materials.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Create classroom environments conducive to learning and appropriate for the physical, social and emotional development of students.
- Establish and maintain open lines of communication by conducting conferences with parents and community members.
- Construct a plan for the development of fundamentals at the middle school level.
- Cooperate with the media by submitting game results on time and being available for interviews.
- Schedule a pre-season parent meeting and communicate all required information and documents to parents of all student athletes.
- Follow UIL and district guidelines regarding camp procedures.
- Ensure any infractions of the WFISD Code of Conduct are enforced and the parents, campus principals, and Director of Athletics are notified.
- Regular attendance.

### **Supervisory Responsibilities:**

Supervise assigned teacher aide(s).

Supervise assigned assistant Coaches and student athletic assistants.

Perform evaluations of all assistant coaches, identifying areas of strength and growth.

Make recommendations to Campus Coordinator concerning staff changes and/or promotions.

Develop a plan for the growth of middle school coaches.

Provide constructive feedback to middle school coaches concerning their development.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.



# WFISD ATHLETICS

## HANDBOOK

### Job Description

**Job Title:** Athletic Trainer

**Reports to:** Campus Athletic Coordinator/Principal/Director of Athletics

#### **Primary Purpose:**

Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction and supervision of the team physician (s) to carry out activities in the following areas: prevention, evaluation, emergency treatment, physical reconditioning, and rehabilitation of injuries.

#### **Qualifications:**

##### **Education/Certification**

Bachelor's degree

Current license from Texas Advisory Board of Athletic Trainers

NATA Certification Preferred

Texas teacher certifications preferred – OR commitment to obtain teacher certification within 3 years

##### **Special Knowledge/Skills**

Ability to provide injury prevention and rehabilitation services

Ability to provide emergency care

Knowledge of therapeutic modalities and ability to treat student athletes

Ability to instruct and supervise student athletes and assistants

Excellent organizational, communication, and interpersonal skills

##### **Experience**

3 years of experience as an athletic trainer

#### **Major Responsibilities and Duties:**

##### **Illness/Injury Prevention**

- Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
- Attend practice sessions and athletic contests as assigned by the Campus Athletic Coordinator.
- Establish and maintain effective communication with students, parents, medical and paramedical personnel, coaches, and other staff.
- Provide physical conditioning training to student athletes.
- Fit injured athletes with specialized equipment and oversee its use.
- Prepare athletes for games and practices by conducting evaluations and using tape wraps, splints, braces, and other accepted protective devices as needed.
- Identify acute injuries and provide first-aid triage.
- Detect and resolve environmental risks to athletes prior to and during practice.



# WFISD ATHLETICS

## HANDBOOK

### Rehabilitation/Reconditioning

- Plan and put in place a comprehensive rehabilitation and reconditioning program for injuries and illnesses sustained by student athletes.
- Determine therapeutic goals and objectives for individual athletes.
- Apply therapeutic modalities and instruct athletes on proper use of exercise equipment.
- Evaluate and record rehabilitation progress of athletes. Develop criteria for progression and return to play.
- Follow professional, ethical, and legal parameters regarding use of drugs and therapeutic agents for treatment and rehabilitation of injured athletes.

### Administration

- Coordinate scheduling of athletic physical examination and screening.
- Select, train, and supervise student assistants.
- Compile, maintain, and file all reports, and other documents including medical, accident, and treatment records as required.
- Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
- Process all Rank One paperwork and student athletes are medically cleared to participate.
- Ensure district personnel are informed of major injuries that could require an insurance claim.

### Other:

Regular attendance

### Supervisory Responsibilities:

Supervise the work of student trainers

### Equipment used:

Exercise equipment and devices including stationary bikes, pulleys, weights, whirlpool, paraffin bath, ultrasound equipment, and cold packs.

### Working Conditions:

#### Mental Demands/Physical Demands/Environment Factors

Maintain emotional control under stress. Continual walking and standing; moderate lifting and carrying; stooping, bending, kneeling, and reaching. Work outside (exposure to the sun, heat, cold, and inclement weather) and inside. Exposure to biological hazards, bacteria, and communicable diseases. Frequent district wide and statewide travel; frequent prolonged and irregular hours.



# WFISD ATHLETICS

## HANDBOOK

### Job Description

**Job Title:** Middle School Athletic Coordinator/Teacher

**Reports to:** Principal/High School Athletic Coordinator/Director of Athletics

### **Primary Purpose:**

The Athletic Coordinator for each middle school is responsible for the coordination of the athletic program at the school. The Athletic Coordinator shall cooperate with the High School Campus Coordinator to make necessary personnel assignments to fully utilize the staff to provide a complete, competitive, interscholastic program. This person shall be responsible to the Campus Principal, High School Athletic Coordinator and the Director of Athletics.

### **Qualifications:**

#### **Education/Certification**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required endorsements for subject and level assigned

#### **Special Knowledge/Skills**

Knowledge of teaching subjects assigned

Knowledge of sports assigned

Ability to communicate effectively with student athletes, and excellent behavior management

Strong organizational and interpersonal skills

Coaching duties as assigned

#### **Experience**

At least one year of teaching, student teaching or approved internship

### **Major Responsibilities and Duties:**

- Attend meetings with the High School Campus Coordinator and Director of Athletics and communicate policy decisions and all pertinent information to the boys' and girls' coaches at the middle school.
- Attempt to resolve grievances between coaches and promote an atmosphere of sharing athletes and cooperation among all coaches.
- Cooperate with Campus Principals and High School Campus Coordinators in the evaluation of staff.
- Approve inventories, equipment requests, reimbursements, etc. before they are submitted to the Director of Athletics.
- Ensure all UIL, district, and WFISD policies and rules are followed and enforced at all times.
- Submit schedules, bus requests, travel requests, etc. on time.
- Attend middle school sporting events and encourage coaching staff to support student athletes in all sports.
- Schedule, promote, and attend a pre-season parent meeting for every sport and define expectations of student athletes, practice times, etc. to parents prior to the first competition of each season.
- Cooperate with the High School Campus Coordinator to establish guidelines, expectations, rules, and consequences for student athlete behavior.
- Contact the parents of student athletes regarding injuries, discipline infractions, or prior to removing them from any athletic team.
- Provide for proper care of equipment, issuing equipment, and maintaining an accurate equipment inventory.



# WFISD ATHLETICS

## HANDBOOK

- Cooperate with the High School Campus Athletic Coordinator to plan professional development for assistant coaches.
- Maintain a positive working relationship with the Campus Principal.
- Assist Campus Principals to ensure assistant coaches are providing quality instruction in the classroom.
- Alert the High School Athletic Trainer, Principal, High School Campus Athletic Coordinator, and Director of Athletics regarding any major injuries that occur.
- Report game results to the media in a timely manner.
- Organize at least one community service activity for each grade level to participate in each year.
- Schedule the use of facilities through the Campus Principal and Athletic Office
- Promote the high school that is designated for middle school athletes to attend.
- Maintain an atmosphere of communication with parents at all times.
- All other duties assigned by the Campus Principal, High School Campus Athletic Coordinator, and Director of Athletics.

### **Supervisory Responsibilities:**

Supervise the performance of coaches and support staff

Assistant Coaches that may be assigned to the sport

Supervise assigned teacher aide(s)

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment



# WFISD ATHLETICS HANDBOOK

## **Job Description**

**Job Title:** HS or MS Assistant Coach/Teacher

**Reports to:** Principal/Head Coach/Campus Athletic Coordinator

### **Primary Purpose:**

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### **Qualifications:**

#### **Education/Certification**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required endorsements for subject and level assigned

#### **Special Knowledge/Skills**

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Coaching duties are attached to this assignment

#### **Experience**

At least one year of student teaching or approved internship

### **Major Responsibilities and Duties:**

#### **Instructional Strategies**

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.



# WFISD ATHLETICS

## HANDBOOK

### Student Growth and Development

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students, support the mission of the school district.
- Classroom Management and Organization
- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.
- Maintain up to date records in Rank One and provide current won/loss records for district records.

### Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

### Professional Growth and Development

- Participate in staff development activities to improve job-related skills.

### Other

- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers and coaches.
- Compile, maintain, and file all reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Regular attendance
- Attend all scheduled meetings by Head Coaches, Campus Athletic Coordinators, and Athletic Director.
- Work with the appropriate feeder middle school program to ensure the development of fundamentals and a sense of community.
- Work with the appropriate high school to ensure middle school programs are aligned with high school programs.
- Work at high school football games as assigned.

### Working Conditions:

#### Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.



# WFISD ATHLETICS

## HANDBOOK

### **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. A synopsis of these rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- Specific information regarding a student known as “Directory Information” may be disclosed without prior consent unless the parent or eligible student restricts disclosure of the information.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

As a coach, you cannot:

- Discuss a student’s grades, whether passing or failing, in the presence of anyone except the student or his/her parent.
- Disclose a student’s GPA without written permission.
- In front of the team, ask if anyone is failing the six weeks.
- Publicly single out students who are academically ineligible.

### **Professional Development Requirements**

All first year coaches (not first year in WFISD) are required by the UIL to complete the NFHS Fundamentals of Coaching Course prior to their participation as a coach for any UIL member school. The course is available online. Upon completion of the course, the coach must provide the Campus Coordinator a certificate of completion through the UIL portal (The fee required for this course is the responsibility of the coach).

All coaches are required to comply with the Coaches Certification Program course each year. All coaches must complete the course prior to the first day of practice for their first sport season. A copy of the CCP certificate of completion must be filed on the UIL portal.

All coaches are required to be certified/recertified in CPR/First Aid and concussion training every two years. Upload your card to the UIL Portal.



# WFISD ATHLETICS

## HANDBOOK

### Required Documentation

All coaches in the state of Texas are required to establish and maintain their UIL online portal that monitors all required documentation. The following documents must be on file and approved by your campus coordinator in the UIL Portal:

- NFHS Fundamentals of Coaching (1st year coaching in Texas public schools only)
- WFISD Code of Ethics signature (1st year in WFISD)
- Professional Acknowledgment Form (1st year in WFISD – must be notarized)
- CPR/1st Aid must be recertified every two years – every coach should keep a copy of their certification for their record as well.
- Coaches Certification Program (CCP) – every year completed through the UIL website
- Concussion training – completed every year
- ATAVUS Football Tackling Certification (All Football Coaches)
- Signature of receipt for Athletic Department Handbook – every year

### Booster Clubs

All booster clubs will:

- Provide positive role models for the students of WFISD by demonstrating support for all athletic teams in the WFISD.
- Encourage good sportsmanship toward officials, the opposing team, and out of town visitors at all athletic events.
- Work to promote cooperation, sportsmanship & fair play.
- Be in compliance with all UIL & WFISD guidelines.
- One voting member of every booster club in WFISD must attend Booster Club Training provided by Internal Auditor, Trish Potts.
- All Booster Clubs should keep on file with the Campus Coordinator & Principal an accounting record of all financial transactions that are subject to audit at any time.

More specific guidelines for WFISD booster clubs are available in the Athletic Director's office at the WFISD Education Center at 1104 Broad St. General UIL guidelines may be found on the UIL website.

### Conflicts w/Other Sports & Organizations

**Conflict Between 2 Sports:**

- Competition takes precedence over practice.
- District takes precedence over non-district.
- Play-offs take precedence over district.



# WFISD ATHLETICS

## HANDBOOK

Both head coaches should communicate each time there is a conflict and agree to the solution. At no time is an athlete to be punished for representing WFISD in athletic competition and missing another sport's practice or game.

- Club sports do not take precedence over practice or games.

It is the head coach's discretion how to handle players who miss practice or games for club sports competition.

### **Conflict w/Other Extra-Curricular Organizations:**

- Athletes should give seven days prior notice to the conflict
- It is the responsibility of the Head Coach to contact the sponsor of the other organization and discuss the situation
- Attempt to follow the same protocol as above – competition precedes practice etc.
- Athletes will not be punished for representing WFISD schools in competition.

### **Game Changes/Cancellations**

Anytime a game changes for any reason it is the responsibility of the Head Coach to notify the following individuals:

- Athletic Office
  - Coach Free→[gfreeman@wfisd.net](mailto:gfreeman@wfisd.net)
  - Rosemary Rivera→[rrivera@wfisd.net](mailto:rrivera@wfisd.net)
  - Val Runeberg→[fruneberg@wfisd.net](mailto:fruneberg@wfisd.net)
- Community Relations Office
  - Ashley Thomas→[athomas@wfisd.net](mailto:athomas@wfisd.net)
  - Chad Johnson→[cjohnson@wfisd.net](mailto:cjohnson@wfisd.net)
- Security
  - Anthony Smith→[adsmith@wfisd.net](mailto:adsmith@wfisd.net)
- Concessions
  - Mike Brown→[mdb0220@live.com](mailto:mdb0220@live.com)
  - Stuart Swartz→[stew@bswmedia.com](mailto:stew@bswmedia.com)
- United Regional Physicians Group
  - Jeremy Woodward→[jwoodward@unitedregional.org](mailto:jwoodward@unitedregional.org)
- Officials/Umpires
- Campus Principal/Trainers
- Update Rank One



# **WFISD ATHLETICS**

## **HANDBOOK**

### **Student-Athlete Eligibility Requirements**

#### **High School Eligibility Requirements (UIL)**

Note: The following information concerning eligibility is summarized from the appropriate sections of the Constitution & Contest Rules, for detailed information, coaches should consult with the C&CR, the Campus Coordinator, the Principal, or the Athletic Director.

According to Section 400 of the Constitution and Contest Rules, high school athletes are eligible to participate in a UIL varsity contest if that individual:

- Is not a high school graduate
- Is a full-time day student in the participating school
- Has been in regular attendance since the sixth day of the present school year or
- Has been in regular attendance for 15 or more calendar days before the contest and is in compliance with state law regarding grades and credit requirements
- Has the required number of credits for eligibility during the first six weeks of school
- Is enrolled in a four year, normal program of high school courses
- Initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago
- Was not recruited
- Is not in violation of the Awards Rules (see Section 480 of the C&CR)
- Meets specific eligibility requirements for athletic competition found in Section 440 of the Constitution and Contest Rules

#### **Eligibility for Athletic Contests**

Subject to the related sections of the Constitution & Contest Rules, individuals are eligible to participate in a varsity contest if that individual:

- Meets all the requirements of Section 400 (see above)
- Is a resident of the member school district, or:
- Has been continuously enrolled in and regularly attending the school for at least the previous calendar year if the parents do not reside within the district's attendance zone
- Is less than 19 years old on September 1, or has been granted eligibility based on a disability which delayed his/her education by at least one year
- Did not move or change schools for athletic purposes
- Is an amateur
- Was eligible according to Section 400 (c) (fifteen day rule) and Section 440 (b) (residence rule) at the participant school prior to the deadline for district certification



# WFISD ATHLETICS

## HANDBOOK

### Residence Requirements

#### Presumption of Student's Residence

- Parents, Spouse - The residence of a single, divorced, or widowed student is presumed to be that of the parents of the student. The residence of a married student is presumed to be that of his/her spouse.
- Guardian of Person - If a student's parent is alive but a guardian of his/her person was appointed by appropriate authority more than one year ago, the residence of the student is presumed to be that of the guardian.
- Guardian - If a student's parents are dead and a guardian of his/her person has been appointed by appropriate authority, the residence of the student is presumed to be that of the guardian.
- Relative, Supporter - If a student's parents are dead and a guardianship of his/her has not been appointed, the residence of the student is presumed to be that of the grandparent, aunt, uncle, adult brother or sister, or other person with whom the student is living and by whom the student is supported.
- Custodial - The residence of a student assigned by appropriate authority to a foster home or a home licensed by the state as a child care boarding facility, or placed in a home by the Texas Youth Commission, is presumed to be at the home.
- Divorced Parents - The residence of a student whose parents are divorced is presumed to be that of either parent.
- Separated Parents - (1) If a student's parents separate (and are not divorced), and if one parent remains in the attendance zone where the student has been attending school, the student's residence is presumed to be that of the parent who did not move. (2) If a student transfers to a new school with a separated (but not divorced) parent, the student is ineligible for one calendar year, but may apply for a waiver.

#### Criteria of Residence

For UIL purposes, the residence of an athlete shall be the domicile which is a fixed, permanent, and principal home for legal purposes. The residence is not bona fide under UIL rules unless it complies with all of the following criteria:

- Does the student's parent guardian, or other person whose residence determines the student's residence own a house or condominium or rent a house, apartment, or other living quarters in the school district and attendance zone? Parents must provide documentation to verify the purchase, lease, or rental of a home located in the new attendance zone. A lease agreement or rental agreement should be for a reasonable duration.
- Do the student and the parent or guardian have their furniture and personal effects in the district and attendance zone? There should be no personal effects or furniture belonging to the family in the previous residence.



# WFISD ATHLETICS

## HANDBOOK

- Do the student and the parent or guardian receive their mail (other than office mail) in the district and attendance zone? The family should have submitted a change of mailing address to the Post Office.
- Is the parent or guardian registered to vote in the district and attendance zone? If either of the parents was registered to vote at the previous address, they should have applied for a new voter registration card at the new address.
- Does the parent or guardian regularly live in the district and attendance zone, and intend to live there indefinitely? The new residence should accommodate the entire family. The former house should be on the market at a reasonable price, sold, or the lease or rental agreement terminated. All utilities and telephone service should be disconnected or no longer in the family's name. All licensed drivers in the household should have complied with DPS regulations for changing their address.

### Academic Eligibility Requirements

Credit Requirements for eligibility during the First Six Weeks:

- Grade 9 & below – students must have been promoted from the previous grade
- Grade 10 – students must have accumulated 5 credits that count toward graduation requirements
- Grade 11 – students must have accumulated 10 credits that count toward graduation requirements
- Grade 12 – students must have accumulated 15 credits that count toward graduation requirements

Students who are deficient in their earned credits when school starts or were placed instead of promoted, are ineligible the first six weeks of school. They become eligible 7 calendar days after the end of the first six weeks if they pass all subjects.

### No Pass/No Play

- In order to remain eligible, students must make at least a 70 in each class for the first six weeks period and each grade-reporting period thereafter.
- At the end of a grading period, if a student receives a grade lower than 70, he/she becomes ineligible and is suspended from participation in any extra-curricular activity during the next three weeks.
- A student regains eligibility 7 calendar days after the three school week evaluation period if the student is passing all courses on the last class day of the three week period. The three week period begins with the first class day of the new grading period and concludes at the end of the third school week. If the student has at least a minimum grade of 70 on a scale of 70 - 100 for work done since the end of the previous period, the student may regain eligibility 7 calendar days later at the time the regular school day ends.



# WFISD ATHLETICS

## HANDBOOK

- Students who do not regain their eligibility after the three week grading period may regain their eligibility at the end of the regular grading period. If the student is passing all subjects he/she becomes eligible 7 calendar days after the grading period.
- All students are eligible during a school holiday of a full calendar week or more (Thanksgiving/Christmas/Spring Break). Students who were ineligible prior to these holidays become ineligible once classes resume and must adhere to the regular “no pass/no play” cycle again.
- There is always a 7 day waiting period before a student becomes eligible or ineligible.
- Students who are academically ineligible are permitted to practice with the team outside of the school day. Ineligible athletes are not permitted to travel with the team, appear in uniform for a contest, or be on the sideline with the team. This is a Texas Education Agency (TEA) rule & applies to student managers and trainers as well as players.

### **Transfer Policy**

*It is the responsibility of the receiving school sponsor/coach to insure the eligibility of all transfer students.*

Athletic eligibility of students transferring within the Wichita Falls Independent School District is determined by district policy in compliance with the UIL eligibility guidelines. Students desiring participation in sanctioned UIL activities will be bound by University Interscholastic League rules. In the case there is any discrepancy between UIL policy and district policy, the UIL policy will be the overriding authority for any regarding UIL activities. For information pertaining to UIL athletic eligibility, please visit: <http://uiltexas.org/files/constitution/uil-ccr-subchapter-m.pdf>.

All students, grade 9-12, who have ever practiced or participated in any UIL activity in grades 8-12 at another school must have a Previous Athletic Participation Form completed by the previous school (last school of participation) and be approved by the District Executive Committee before they are eligible to participate at the varsity level at the new school. A flow chart outlining the process for the PAPF and forms are available at the back of this handbook or the UIL website: [http://www.uiltexas.org/files/athletics/forms/PAPF\\_and\\_Elig\\_Quest2014.pdf](http://www.uiltexas.org/files/athletics/forms/PAPF_and_Elig_Quest2014.pdf).

An individual is presumed to have changed schools for athletic purposes and will not be eligible for varsity competition until:

- The student’s parents change their residence to the new school or attendance zone.
- The superintendent (or designated administrator) and principal and/or coach of the previous school signed a PAPF stating the student was not recruited to the new school and did not change schools or attendance zones for athletic purposes.
- The superintendent (or designee) of the new school signs a PAPF stating the student was not recruited and is not moving for athletic purposes.



# WFISD ATHLETICS

## HANDBOOK

- The parents sign a PAPF either in front of the new school's administrator or a notary public that they reside in the new school district or attendance zone and the change was not made for their child's athletic purposes.
- The District's Executive Committee approves the completed PAPF.

When a student withdraws from his/her assigned school and enrolls in another district, the student forfeits his/her seat at the assigned campus. When a student re-enters the District, the student must enroll in their attendance zone campus if space is available, or opt out to another available campus through the Student Assignment Office.

A student who transfers to Harrell Center becomes ineligible to compete in UIL activities while enrolled. If a student transfers back to his/her original campus, the student is ineligible for UIL activities until he/she has attended one complete grade reporting period and meets the other requirements described in Board Policy FM(LOCAL).

### **Intra-District Transfers**

- Students entering 9th grade are varsity eligible if they are accepted as a transfer.
- Any second transfer will result in loss of varsity eligibility for 365 days starting with the date of enrollment.
- A PAPF is not required if the student attended the high school's assigned feeder middle school thereby establishing residency in the 8th grade.
- A PAPF is required if the student is transferring from a middle school that is not the assigned feeder middle school.

### **PAPF**

The Previous Athletic Participation Form is used when a student-athlete moves from one campus to another. Please follow the steps below in regards to a PAPF. Coaches should utilize the UIL Portal online system for PAPF's.

- The receiving school initiates the PAPF
- Parent signatures must have a witness or be notarized
- The receiving school head coach and athletic coordinator should do the following prior to sending a PAPF to the sending school for signatures:
  - Meet with the student-athlete and parent/guardian and find out if this is the first PAPF form they have filed. Only one PAPF form should be used for a student athlete. In the event the student-athlete has multiple moves and PAPF forms the receiving school should attach all previous PAPF's to the most recent.
  - Perform a home visit to verify the student-athlete's residence.
- Once the PAPF is accurate and the residence verified, the PAPF is sent to the sending school for signatures and information regarding moving for athletic purposes.



# WFISD ATHLETICS

## HANDBOOK

- Once the PAPP is complete the head coach and campus athletic coordinator should scan and email to WFISD Athletic Director for final review.
- Only the Athletic Director will submit the PAPP to the District Executive Committee.

### **When you are the Sending School:**

- If the student-athlete did not move for athletic reasons, sign the PAPP and return to the receiving school.
- If you believe the student-athlete moved for athletic reasons follow these steps:
  - Determine which areas in Section 3 were violated and check the appropriate boxes.
  - IF you check yes to any questions 1-5 then you should select “yes” for the 6th question stating that you believe the student-athlete moved for athletic reasons.
  - Send the PAPP and documentation that supports your selection to the WFISD Athletic Director. Once your documentation has been reviewed the PAPP will be returned to the receiving school.
  - IF you select that a student-athlete moved for athletic reasons you must be willing to stand up and testify at a District Executive Committee Hearing.

### **Maintenance of Student Records**

It is the responsibility of each campus to keep on file the following required annual forms for each student who participates in any practice, scrimmage, or game:

#### **Required UIL forms**

- A physical exam is required before an athlete can participate in any practice, scrimmage, or game. An annual exam is required and must be on the form provided by the UIL. Physical forms must be retained until the student graduates.
- An annual medical history is required before an athlete can participate in any practice, scrimmage, or game.
- Steroid acknowledgement must be signed annually by both the student & parent.
- UIL Rules Acknowledgement form must be signed annually by both the student & parent or guardian.
- UIL Concussion Acknowledgement Form, also signed by student & parent
- UIL Concussion Management Protocol - Return to Play Form

#### **Required WFISD forms**

- Annual participation permission signed by the parent or guardian is required (on the front of the physical form).
- WFISD Student Athletic Handbook Acknowledgement form requires both student & parent or guardian signatures annually indicating receipt of the handbook.



# WFISD ATHLETICS

## HANDBOOK

- Campus/Sport Acknowledgement Form – indicates parents have received a copy of the discipline plan & team rules for that sport.

The head coach of each sport must send the WFISD Athletic Student Handbook home via district website or hard copy with each athlete & obtain both the student & parent(s) signatures on the Parental Agreement. Additionally, each head coach must provide the campus coordinator a copy of his/her campus discipline plan. Parents must also sign an “acknowledgement form” indicating they have been given a copy & have read the rules for that sport.

### **Pre-Season Parent Meeting**

All WFISD sports will hold a pre-season parent meeting to discuss the upcoming season, establish expectations for parents & to share what they can expect from the Head Coach. The following items are requirements for discussion at every parent meeting:

- Insurance – Athletes are not insured by WFISD, but supplemental insurance is available. You must pass out the supplemental insurance information.
- Parent-Coach Communication Guide – use this to establish your expectations & to share what parents can expect from you.
- WFISD Athletic Code of Conduct. You must email out a copy to every family or provide them with a hard copy. Every athlete & their parent or legal guardian must sign the acknowledgement form in order to participate. This form is included in the Rank One paperwork.
- A sign-in sheet must be used & kept on file by the head coach.

### **Required discussion topics:**

- Procedures for making the team
- Procedures from being removed from the team
- Fundraisers
- Expectations of players & parents
- Scheduling conflicts with multi-sport athletes
- Senior Night Expectations
- Sideline management

### **Team Handbook**

All Head Coaches must have a team handbook that provides transparency concerning the rules, policies & practices of their sport. Information in the handbook should cover, but is not limited to the following information:



# WFISD ATHLETICS

## HANDBOOK

- Program specific rules
- Criteria for making the team
- Process for being removed from the team
- Expectations for players & parents
- Consequences for breaking team policies
- Expectations for traveling on overnight trips
- What players & parents should expect from the head coach & assistant coaches
- Expectations of fan behavior
- Sideline protocol for fights during competition

### **Rank One**

- All schedules must be up to date and when game changes occur Rank One should be immediately updated.
- Game results should be posted within 24 hours of your game completing.
- Rosters should be up to date & all paperwork complete. Athletes who have not completed their paperwork are not allowed to work out.

### **Scheduling**

- Coaches must follow UIL guidelines for the number of games & tournaments scheduled.
- All away games & tournaments must fall within the 200-mile radius. Any trip outside 200 miles will be paid for by your activity account or booster club. This includes all travel expenses unless previously discussed & approved by the athletic office.
- Every team should play in or host at least one local tournament for both varsity & sub-varsity.

### **Public Relations**

It is important that we all do our best to maintain a good relationship with all members of the media. Coaches should take advantage of every opportunity to promote their sport through the media. Calling in game summaries & scores to the newspaper and TV stations only takes a few minutes, but it goes a long way toward promoting positive public relations with the media & the community.

Keeping the media informed helps keep parents & community informed & in the long run, is a positive for your school & your sport.

### **WFISD Record Book**

It is the responsibility of every head coach to provide an end of season update to the Athletic Office for the WFISD Record Book.



# WFISD ATHLETICS

## HANDBOOK

### College Signings

Each campus should take every opportunity to coordinate signings with the Athletic Office, Department of Community Relations, Campus Administration, and the local media. Whenever possible please host multiple signings at one event. We want to publicize as much positive information about our student-athletes as possible and it is easier to coordinate a large signing than a single individual signing.

### Board Recognition

It is the responsibility of the head coach to communicate with the Director of Community Relations the names of student athletes who will be recognized at board meetings. The following criteria will apply:

- Individual athletes must qualify for state competition or be recognized as All-State or Academic All-State.
- Teams must qualify for the Regional Championship or higher to be recognized as a group.
- Special consideration for other honors must be approved 2 weeks prior to the board meeting by the Athletic Director.
- Names of athletes & their awards are due to Community Relations 1 week prior to the board meeting.

### Social Media

#### *Purpose*

Many coaches & athletes use social media as their primary method of communication. Wichita Falls ISD acknowledges the value of these methods of communication & should understand that there are associated risks that must be considered when adults use these methods to communicate with minors. Social Media posts should be restricted to positive comments about the school in which you coach.

#### *General Content*

All communications between the coach & the athlete must be professional in nature and for the purpose of communicating information about team activities and events only.

Social media/electronic communication between coaches & athletes should not contain or relate to any of the following: drugs or alcohol use, sexually explicit language, sexual activity, the coach's or student's personal life, social activities, relationship or family issues, personal problems & inappropriate or sexually explicit pictures.



# WFISD ATHLETICS

## HANDBOOK

### *For Example*

Whether one is an athlete, coach, board member or parent, the guiding principle to always use when communicating with one another is to ask:

“Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?”

or

“Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the athlete’s parents, the coaching staff, the board, or other athletes?”

### *Twitter, Facebook, Instagram & Similar Sites*

Coaches are allowed to have personal social media pages, but they are not allowed to have any of their athletes join their personal page as a “friend or a follower”. They are recommended to set their pages to private.

A coach should also not accept any “friend” request from an athlete. The coach should remind the athlete that this is not permitted.

This also includes “private messaging” each other through the social media site.

WFISD Team pages should be created to send out messages related to team activities and to follow players.

### *Texting & Email*

Coaches should not communicate with individual athletes via email or text message. Any emails or text messages should only go out as a means of mass communication to a team or group of players. Coaches are encouraged to use the message center on a 3rd party app which allows you to message student-athletes but will not allow them to respond.

## **Camps & Clinics**

### **Camps, Clinics & Private Instruction (Students) (UIL)**

All students other than students who will be in their 2nd, 3rd, or 4th year of high school may attend one camp in each team sport (baseball, football, soccer, softball, & volleyball) that is held within the boundaries of the district & in which instruction is given in that team sport & in which a 7th-12th grade coach from the school district attendance zone works with them, within the following guidelines:



# WFISD ATHLETICS

## HANDBOOK

- The camp must be held after the last day of school & prior to the 2nd Monday in August.
- The camp must be limited to no more than 6 consecutive days.
- Football camps that offer contact activities are prohibited.
- The superintendent or designee shall approve the schedule of fees prior to the announcement or release of any information about the camp. TEA Code requires school districts to adopt procedures for waiving fees charged for participation if a student is unable to pay & the procedures must be made known to the public. Fees for all students shall be paid by the student and/or their parents.

### **Camps, Clinics & Private Instruction (Staff) (Local)**

In order to be in compliance with Board Policy GKD & CMB & still be able to offer athletic camps, WFISD employees must adhere to the guidelines listed below when using WFISD facilities for summer camps, clinics, or lessons in any sport.

- All camps, clinics, or lessons (private or group) must be conducted in accordance with UIL & WFISD rules.
- Sport specific camps or clinics that use a specific coach's name, team name, or campus name must be held at the employee's home campus (coaching assignment). If facility limitations prohibit the camp/clinic from being held at the home campus, the location must be approved by the Athletic Director.
- Coaches who conduct a camp that is not sport specific and where units of multiple sports are taught may conduct their camp away from their home campus.
- Liability and accident insurance must be obtained by the camp/clinic naming the WFISD as an additional insured. A copy must be provided to the Risk Management Office prior to the camp/clinic.
- Waivers releasing WFISD from liability must be obtained from each attendee of the camp/clinic.
- The camp director shall provide the Athletic Director with a recap of camp expenses.

*Please refer to the UIL FAQ included in the handbook dealing with summer workout plans...*

### **Strength & Conditioning Camps**

The UIL allows schools and school coaches to conduct strength and conditioning programs for students in grades 7-12 from their attendance zones & conduct two hours per week of sport specific training.

You are responsible for reading & reviewing all UIL rules dealing with summer workouts:

<https://www.uil texas.org/athletics/summer-strength-conditioning>

*Please refer to the UIL Summer-Strength-Conditioning Programs & Sport Specific Skill Instruction included in this handbook for detailed rules & policies provided by the UIL.*



# WFISD ATHLETICS

## HANDBOOK

### **Open Gym**

The use of school facilities for recreation during the off-season & on Sundays is governed by the following State Executive Committee interpretation of Section 1206 (h) & 1209 (b) of the Constitution & Contest Rules. Facilities may be available to athletes under the following conditions:

- Recreational opportunities receive advance approval by the local school board & administration.
- The dates & times of operation shall be announced, posted, or publicized so that every student attending that school is aware of the opportunity.
- Each activity is based on a 1st come, 1st served basis.
- School coaches are responsible for notifying student athletes in their sport that their participation is strictly voluntary, never required, & is in no way a prerequisite for making the team or getting more playing time.
- No instruction may be given on a Sunday or during the off-season of a sport.
- Someone other than a coach should be appointed to supervise facilities.
- Coaches should not participate with the athletes in the athlete's sport. Such actions place the responsibility on the coach & school to prove they are not violating Sunday & off-season regulations.
- Use of facilities may be restricted to that school's student body. Note: If only members of an athletic team are participating in their sport in an open recreational facility, it could be deemed a violation of off season regulations.

### **WFISD Competition Dress Code**

Coaches are expected to dress sharp for all athletic contests. At no time should the manner in which an employee of the Athletic Department dresses take attention away from the game or student-athletes who are competing. Large coaching staffs should coordinate their dress to look professional as a group when possible. Severe weather will always dictate how you dress for competition.

### **WFISD Athletic Department Procedures**

The procedures described in the following pages are intended mainly for head coaches, however it would be beneficial if all coaches were familiar with these procedures. The processes described may not be exactly like other districts, however they comply with our board policies, with state law & enable us to function smoothly with other departments upon whom we depend (i.e., purchasing, finance & Durham Transportation). Additionally, we must maintain a clean & accurate paper trail of all expenditures for auditors to follow. These procedures are NOT suggestions & are NOT optional. They must be followed by all sports.

Samples of specific forms mentioned are provided at the end of this section. Forms may be obtained either from the Athletic Office or on the district website.

### **Head Coach Documentation**



# WFISD ATHLETICS

## HANDBOOK

All required paperwork must be on file with the Campus Coordinator. The following is a list of all required tasks every head coach must complete.

- Team Handbook
- Participation #s
- Rank One schedules & rosters
- Meal requests
- Bus requests
- Entry fee requests
- UIL Team and Individual Eligibility
- PAPF's
- Community Service Project
- Equipment Inventory
- Record Book Information
- Board Presentations

### Team Travel Guidelines

General guidelines for team travel are listed below. Specific details concerning meal requests & hotel reservations are discussed in detail later.

- Meals are not provided for contests within the city limits of Wichita Falls. All meals to area events must be approved by the Athletic Director.
- Games/contests/tournaments should be scheduled within a 200 mile radius of Wichita Falls. Any exception **MUST** be approved in advance by the Athletic Director.
- Meal supplements:
  - Breakfast - \$6 (if leaving town before 6:00 a.m.)
  - Lunch - \$7 (if leaving town before 1:00 p.m.)
  - Dinner - \$7 (if returning after 6:00 p.m.)
- Any taxes, tips, or gratuities should be factored into the meal supplement. You are expected to be as frugal as possible with the travel budget.
- When your travel budget is gone it's gone for good! WFISD will not accept IOU's from you or your booster club.

### Overnight Travel



# WFISD ATHLETICS

## HANDBOOK

- All overnight travel requests must be submitted to the Athletic Director prior to the start of the season for permission.
- No sub-varsity athletes will attend any overnight trips. This includes any playoff games that require overnight stay.
- Athletes will be assigned 4 per room.
- Coaches will not have private rooms unless they are the only male/female coach traveling.
- Tournaments must fall within the 200-mile competition radius.
- Overnight expenses will be subtracted from your team's meal expense account. Please turn in all season meal requests prior to hotel requests.
- Once your team qualifies for the playoffs, expenses will be subtracted from the WFISD playoff expense account.
- If you wish to compete outside of the 200-mile radius you will be expected to pay for the trip through fund raising or in cooperation with your booster club.

### Hotel Reservations

If a team is staying overnight, it is the responsibility of the coach to make all reservations. The coach will need to check out a WFISD credit card for payment. If the booster club is financing the trip, a check will be made from the booster club to WFISD Athletics prior to the trip, not after. When deciding where to stay, the coach should check for the best deal possible.

Coaches must always obtain a copy of the bill that itemizes charges and return it to the Athletic Department with his/her expense report. Coaches should also stress to athletes that WFISD will not pay for unauthorized charges such as long distance calls, movies & games. Check all bills before leaving the hotel for errors.

NOTE: Hotels will require a Texas Hotel Occupancy Tax Exemption Certificate when you check in. If you do not present this form when you arrive, the hotel will add the appropriate tax to your bill. WFISD will not pay state tax! The tax will be charged to the coach. Forms can be obtained from the Athletic Office or the Finance Office.

### Meal Request

Coaches should send requisitions for meal money prior to the start of their season. A separate requisition for each trip is needed. Any costs over the meal supplement must be paid for by the student, campus, or booster club. A roster for each team is required to verify the number of athletes traveling for all games. If a booster club is supplementing meal money, the check should be paid directly to WFISD Athletics prior to the season or trip.

The meal request form must include the signature of the coach & campus coordinator.



# WFISD ATHLETICS

## HANDBOOK

Debit cards will be processed before & after every event/game, therefore meal requests must provide accurate & complete information in order for them to be processed.

### Entry Fees

Send requests for entry fees as needed. Entry fees may be handled 1 of 2 ways. If the check for an entry fee is to be made out to the school or sponsoring organization, include it on the meal requisition form. The Athletic Office can mail this directly, or the coach can hand deliver. If the Athletic Office mails the entry fee, the coach must provide a correct address on the request. It is very important that the due date of the entry fee be on the requisition. Receipt for payment of the entry fee must be provided if hand delivered.

If the coach plans to pay cash for the entry fee, this amount can be included on the same requisition as meals. If a coach pays cash for the fee, he/she must provide a receipt for payment.

### Expense Reports

Whenever a team travels, the head coach must submit a completed expense report upon return. The report will be completed no later than 2 school days after the date of the competition. The report must be completed entirely & accurately. When the expense report is completed, it should be turned in to the Athletic Office.

When returning the expense report:

- If a WFISD gasoline credit card was used, attach the receipt.
- Attach receipts for all expenses:
  - All receipts should have the name of the restaurant, store, or school (in the case of entry fees).
  - The total should be clearly indicated.
  - If unable to provide a printed receipt from the business, the coach should obtain the signature of the manager with the total amount for any charges clearly indicated, as well as the name of the establishment.
- Return all unused funds with the report. Do not send cash through school mail.
- Distribution of copies; All copies should be returned to the Athletic Office: The yellow copy will be returned to the Head Coach after all receipts are reconciled.
- When all else fails, please keep all your receipts!

### Bus Procedures



# **WFISD ATHLETICS**

## **HANDBOOK**

WFISD has contracted with Durham Transportation for busing services. We have been instructed to use these buses for all trips when possible. When Durham does not have enough buses to meet our needs, we will use charter buses.

Prior to the start of his/her season, each coach must complete an online trip request on Trip Tracker & submit it as soon as possible. Once a trip has been submitted through the online system, it will be approved or denied by the Athletic Office. The coach submitting the request will be sent an email to verify the trip status.

A copy of the scheduled events will be online through the Trip Tracker program. Any issues with the scheduling of events needs to be addressed with Durham. This list shows all scheduled buses that have been requested. It is the responsibility of the coach to check the master list. If there are changes in departure time or location, the coach should call the Athletic Office and Durham immediately. Major errors should be reported to the Athletic Office immediately, as well.

### **Behavior on the Bus**

- Coaches are expected to teach student-athletes how to behave while traveling on buses.
- Every campus is expected to have bus policies, procedures & consequences that will be followed by all teams.
- IT is not the job of the bus driver to control student-athletes.
- If Durham bus drivers report your team as behaving inappropriately while traveling you will be expected to discipline your team and the individuals responsible.
- IF the problems are not corrected the Campus Coordinator will be instructed to cancel away games until the team is able to behave appropriately.

### **High School Awards**

According to Chapter 1; Subchapter 0, Section 480 (a) of the UIL's Constitution & Contest Rules, students may earn 1 major award during their high school enrollment at the same school for participation in UIL competition(s). Students may, however, receive a symbolic award (letter) for each activity they participate in each year. Price limitations for all awards are established by the UIL & can be found in Section 480 (a)(1). Awards will be presented to the varsity athletes only.

### **Middle School Awards**

According to Chapter 2; Subchapter D, Section 1400 (e) of the Constitution & Contest Rules, middle school students may not receive awards for participation in inter school competition in excess of \$10 per year (total for all UIL school activities).

### **Equipment/Supply Purchases**



# WFISD ATHLETICS

## HANDBOOK

*Bids – all purchases over \$100,000*

Bid requests shall be furnished to known suppliers requesting an opportunity to bid. Any vendor who fails to respond to a bid may be removed from the bid list. Suppliers will be added when they respond to the Catalog Bid for Athletic Supplies.

*Quotes – all purchases between \$1000 & \$50,000*

The Purchasing Department will issue quotations to qualified vendors. Copies of the quotations will be forwarded to the Athletic Department with a recommendation. The general practice of WFISD shall be to accept the low quotation as submitted when the proposals have been submitted as specified & on equal product standards. When a low price quote is not accepted, a justification must be sent to the Purchasing Department to be filed with the quotation for audit by WFISD's independent auditor.

All equipment/supplies purchased with the athletic budget must be ordered through the Athletic Office. After receiving his/her budget, the head coach of a particular sport will submit a list of equipment/supplies desired to the Athletic Office on a Bid Item List. This list must have a complete description of the item(s) as well as any model number. After receiving the list from all schools participating in that sport, the Athletic Office will generate a composite Bid Item List & submit it to vendors for bids. Once the bids have been approved by the Board of Trustees, the equipment can finally be ordered.

If you should need other supplies/equipment during the course of the year & have money left in your budget, you should check the Bid Item List first. If the desired equipment is on the list, we simply order the equipment from the appropriate vendor. If the desired equipment is not on the Bid Item List, you need to provide a complete description to the Athletic Office so that we can do a telephone/fax quote. If you intend to use budgeted money, you must always check with the Athletic Office prior to purchasing equipment or supplies. We must have a purchase order number issued before we can order any equipment. Purchases that will be paid for by sources other than budgeted money must be coordinated with your principal.

When trophies, medals, plaques & ribbons need to be purchased, you must call the Athletic Office instead of calling your favorite vendor. A local vendor is awarded a multi-year bid for these items & procedure must be followed.

### **Inventory**

It is critical that each coach maintain an accurate and up-to-date inventory of equipment, supplies & uniforms for his/her sport. Copies should be given to the Athletic Director & your campus coordinator.

### **Payment of Officials**



# WFISD ATHLETICS

## HANDBOOK

It is the responsibility of the coach to make sure the officials who work your games are turned in for payment. Game reports & names of officials should be turned into the Athletic Office the next day so that we can ensure prompt payment of officials. If the officials are from a chapter outside Wichita Falls, we must have the official's complete name, address, social security number & any mileage and/or meal money that may be due.

### Budgets

It is the responsibility of each head coach to stay within their allotted budget. It is imperative we have an accurate paper trail of requisitions, purchase orders & receipts so auditors can account for all monies within the various accounts of the athletic budget. Items paid for with budgeted money must have a purchase order issued prior to receiving the merchandise. Budgeted money should be spent prudently since we are all accountable for the money spent from our budgets.

- It is the responsibility of every head coach to monitor their budget.
- Every coach needs to submit all meal/travel/hotel requests at least 3 weeks prior to the start of their season.
- All tournament sports should be working together to host varsity and sub-varsity tournaments that benefit WFISD student athletes & help save money.

### Tournament Host

- All tournaments will be hosted by the booster club.
- Entry fees from other schools will be paid to the booster club. WFISD schools are not required to pay entry fees for local tournaments.
- WFISD will pay game workers and officials & then submit a bill to the booster club for reimbursement.
- Gate receipts will be handled by the booster club for tournaments they host.

### Crowd Control & Medical Emergency Policy for all Athletic Events

<b>Game Administrator:</b>	Campus Principals, Athletic Director, or Superintendent Designee
<b>Security:</b>	Law Enforcement Officials organized by the WFISD Police Department.
<b>Event Staff:</b>	Ticket Takers and Gate Workers
<b>Officials:</b>	Game officials will be escorted by Game Administrator, Law Enforcement, or Superintendent Designee
<b>Visiting Team:</b>	Visiting Team will be escorted by either Game Administrator, Law Enforcement, or Superintendent Designee
<b>Security Stations:</b>	Law Enforcement will be stationed so that they are visible and can respond to any situation.



# WFISD ATHLETICS

## HANDBOOK

**Incident Reports:** Any incident that needs to be reported shall be reported the next day to the WFISD Police, Campus Principal and the Wichita Falls ISD Athletic Department.

Any person, including an adult, who behaves in an unsportsmanlike or in a disrespectful manner during an athletic or co-curricular event may be ejected from the event the person is attending and be banned and denied admission to school events for up to a year.

An example of unsportsmanlike conduct includes, but is not limited to:

- Using vulgar or obscene language or gestures.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a Police Office.
- Approaching/accosting/verbally assaulting an official before, during or after a contest.

Miscellaneous:

- Any games that require additional security or staffing will be recommended through the Wichita Falls ISD Athletic Department or Campus Principal.
- Police/Security, Game Administrators, Press Box personal and the Athletic Department will communicate through district radios or cell phones.
- Emergencies such as, but not limited to, a terrorist threat, stadium evacuation, unusual or severe weather will be turned over to the Law Enforcement and Fire Department Officials.
- Medical Emergencies will be handled by AMR or the Wichita Falls Fire & Police Departments.

## Weather Policies

### Authority to Suspend Play

Once the contest begins the assigned contest officials are responsible for making decisions to suspend or interrupt a contest due to unsafe weather conditions. While the final burden lies with the contest officials, it is highly recommended that host site administration and contest officials work together when making any determinations to suspend play and use any and all available information in doing so. On-site medical professionals and athletic trainers should also be consulted and included in the decision making process. When in doubt, err on the side of safety.

### Perry Weather



# WFISD ATHLETICS

## HANDBOOK

The athletic training staff at each high school is responsible for setting up and maintaining the Perry Weather System.

- Each system will monitor the high school, middle school, and all game fields at Memorial Stadium.
- Every coach should receive real time information via text or through notifications from the Perry Weather app, concerning lightning strikes, severe weather alerts, and 'all clear' notifications.
- Please use this information to make responsible decisions regarding student safety.

### Heat Stress and Athletic Participation

Why is it important to care about WBGT?

The Wet Bulb Globe Temperature (WBGT) takes into account ambient temperature, humidity, wind speed, sun angle, direct sunlight and cloud coverage. The WBGT is considered the gold standard for assessing environmental heat stress during physical activity.

Early fall football, cross country, tennis, and volleyball practices, games, matches, and meets are conducted in very hot and humid weather. During hot weather conditions, the athlete is subject to the following:

- Heat Cramps: Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to sweating.
- Heat Syncope: Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.
- Heat Exhaustion (Water Depletion): Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache, and sometimes unconsciousness.
- Heat Exhaustion (Salt Depletion): Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- Heat Stroke: Nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and hot dry skin. (Heat Stroke victims, contrary to popular belief, may sweat profusely)
- Heat Exhaustion - Obtain Medical Care at Once. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if the athlete is able to swallow and is conscious.

A "cooling station" (full body cold water immersion) must be available during all outdoor workouts in hot weather conditions when WBGT is at 79.9. Heat Stroke is a Medical Emergency and any delay could be fatal. Follow these steps to initiate emergency treatment: Remove all equipment & excess



# WFISD ATHLETICS

## HANDBOOK

clothing, Cool the athlete as quickly as possible (within 15 minutes of the emergency) into a whole body ice water immersion tub (water approx 35-38 degrees F), Maintain the airway, breathing and circulation, After cooling has been initiated, activate EMS by calling 9-1-1. Cool the body prior to transporting the athlete via EMS (when core body temp is below 102). If possible the cooling station should be set up in a shaded, cool area. If a tub is unavailable, the athlete should be taken to a shaded, cool area, and the use of rotating cold wet towels to cover as much as the body surface as possible. If an athletic trainer is present, the monitoring of vitals such as, rectal temperature, heart rate, respiratory rate, blood pressure, and monitoring the CNS status will be their responsibility. Exertional heat stroke has had a 100% survival rate when immediate cooling (via full body cold water immersion) was initiated within 10 minutes of collapse.

### Heat Safety Protocol for all WFISD Schools Participating in UIL Activities

All WFISD schools and visiting schools participating in WFISD sanctioned events will be expected to follow this heat safety protocol. Varsity competition postponement or cancellation will be considered on a case by case basis. All other events will strictly follow this heat safety protocol. It is the responsibility of the athletic trainer to notify coaches of current weather conditions. Specific heat conditions will determine activity restrictions during practice, games, matches, and meets.

WBGT	Activity Guidelines
< 82.0°F < 27.8°C	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2-86.9°F 27.9-30.5°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1-90.0°F 30.6-32.2°C	Maximum practice time is 2 hours. <u>Football</u> : Players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1-91.9°F 32.2-33.3°C	Maximum practice time is 1 hour. <u>Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1°F ≥ 33.4°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.



# WFISD ATHLETICS

## HANDBOOK

### Cold Safety Protocol for all WFISD Schools Participating in UIL Activities

#### *Why is it important to care about wind chill?*

Lower wind chill increases the rate at which certain cold-weather injuries, such as frostbite and hypothermia can develop. Precautions we can take to avoid cold-weather injuries in extreme weather are wearing proper clothing, using proper equipment, and checking regularly for wet or cold areas on your body, and signs of danger, while outside in extreme weather rewarming body parts as needed precautions.

Practices, games, matches, and meets can be conducted in very cold weather. During extreme, prolonged, exposure to cold weather conditions, the athlete is subject to the following:

- Mild Hypothermia: Involuntary shivering and inability to perform complex motor functions
- Moderate Hypothermia: Slurred speech, violent shivering, dazed consciousness, irrational behavior, and/or loss of fine motor coordination
- Severe Hypothermia: Pupils are dilated, skin is pale, pulse rate decreases, and muscle rigidity develops.
- Frostnip: superficial skin is frozen. Tissues are not permanently damaged.
- Frostbite:
  - Mild - Dry, waxy skin Erythema Edema Transient tingling or burning sensation Skin contains white or blue-gray colored patches Affected area feels cold and firm to the touch Limited movement of affected area
  - Severe - Skin is hard and cold Skin may be waxy and immobile Skin color is white, gray, black, or purple Vesicles present Burning aching, throbbing, or shooting pain Poor circulation in affected area Progressive tissue necrosis Neurapraxia Hemorrhagic blistering develops within 36 to 72 hours Muscle, peripheral nerve, and joint damage likely

All WFISD schools and visiting schools participating in WFISD sanctioned events will be expected to follow this cold weather safety protocol. Varsity competition postponement or cancellation will be considered on a case by case basis. All other events will strictly follow this cold weather safety protocol. It is the responsibility of the athletic trainer to notify coaches of current weather conditions. Specific cold weather conditions will determine activity restrictions during practice, games, matches, and meets.

If school is canceled due to weather, no extracurricular activities are allowed (practices or games). If school is delayed, practices and games may take place in the evening.



# WFISD ATHLETICS

## HANDBOOK

Wind Chill (With no Precipitation)	Wind Chill (With Precipitation)	Activity Guidelines
≥ 28°F	≥ 32°F	No Restrictions
25°F-27°F	28°F-31°F	90 Min Total Exposure <ul style="list-style-type: none"> <li>● 45 min outdoors</li> <li>● 15 min indoor break</li> <li>● 45 min outdoors</li> </ul>
21°F-24°F	24°F-27°F	60 Min Total Exposure <ul style="list-style-type: none"> <li>● 30 min outdoors</li> <li>● 15 min indoor break</li> <li>● 30 min outdoors</li> </ul>
≤ 20°F	≤ 23°F	No outdoor activities

### Lightning Safety Protocol for all WFISD Schools Participating in UIL Activities

All WFISD schools and visiting schools participating in WFISD sanctioned events will be expected to follow this lightning safety protocol. Specific lightning conditions will determine activity restrictions during practice, games, matches, and meets.

#### *Procedures during outdoor practices*

- During practice, the head coach and athletic trainer is responsible for making the decision whether or not to suspend practice
  - This decision should not be taken lightly since with responsibility goes accountability.
  - When in doubt, seek shelter.
- Each campus must develop a protocol for monitoring forecasts and warning. A coach or athletic trainer should be the designated “weather watcher”.
- If athletic trainers are present, they should monitor the weather and provide input/advice.
- Avoid being the highest point in an open field, in contact with, or proximity to the highest point. Do not take shelter under or near trees, flagpoles, or light poles.
- If practice is suspended, you **MUST** wait at least thirty minutes following the last lightning strike prior to resuming an activity or returning outdoors.
- If necessary, follow normal campus emergency procedures.

#### *Procedures during outdoor games*



# WFISD ATHLETICS

## HANDBOOK

- The decision to suspend a game lies in the hands of the game officials. Most officials seek input from the game administrators, athletic director, coaches, and athletic trainers.
- Once a game is suspended by lightning, you **MUST** wait thirty minutes following the last lightning strike before resuming play

### *Basic first aid for victims of a lightning strike*

- Notify local EMS
- Lightning victims do not “carry a charge” and are safe to touch.
- If necessary, move the victim with care to a safer location.
- Evaluate airway, breathing, and circulation and begin CPR if necessary
- Evaluate and treat hypothermia, shock, fractures, and/or burns

### *Safe shelter*

- A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dugout), electrical/telephone wiring and plumbing, all of which aid in grounding a structure.
- The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
- It is not safe to shower, bathe, or talk on landline phones while inside a safe shelter during thunderstorms (cell phones are ok).

### **Injuries**

All injuries should be assumed serious until determined otherwise. Each campus should have a written plan for dealing with serious and/or catastrophic injuries. If there is an athletic trainer, or physician available, he/she should be responsible for determining the seriousness of an injury, not the coach. When an athlete is injured, the coach or athletic trainer shall complete the athlete injury form. It is imperative that detailed records of injuries and treatments be kept. When notifying parents, always remember WFISD does not pay medical bills or claims.

