BROWNSBORO ISD ATHLETIC DEPARTMENT



POLICIES & PROCEDURES

INTRODUCTION

We believe athletics instills the desire to win, attain personal goals ensuring maximum team effort, builds strength of body, and strength of character. The latter of these qualities determines the success of the first three.

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

It is our belief that strength of character is the foundation upon which to build the well-developed, wellpolished individual. Athletes, as people in any specialized field, have a unique role to play. Athletes are constantly being monitored by their peers, teacher, and the community. By constantly being under this scrutiny, athletes must have strength of character and be constantly aware of the role they have assumed. They must be certain they present to their peers, teachers, and community respect, sincerity, and honesty expected of a Bear or Bearette.

We believe very strongly that our athletes should possess these qualities. Because of this belief, we have established the following set of guidelines to be followed by all athletes in Brownsboro ISD.

ALL ATHLETES, REGARDLESS OF SPORT, MUST:

- 1. Abide by all University Interscholastic League (UIL) rule specifications, and abide by local athletic and school policies.
- Attend every practice session and athletic contest unless ill or emergency situations. (Parents or athlete must call in if the athlete is not attending a practice session prior to that session starting.)
- 3. At all times, respond to every situation respectfully.
- 4. Abide by all Brownsboro ISD, Athletic Department, and campus guidelines and polices.
- 5. Maintain academic intensity to achieve success in the classroom.

Violation of these policies will result in appropriate disciplinary action being taken against the student and could result in their removal from the athletic program.

BROWNSBORO BEARS VISION STATEMENT

TO PURSUE EVERY DAY WITH A RELENTLESS EFFORT TO BE THE BEST I CAN BE IN EVERY

ASPECT OF MY LIFE.

Core Values:

- 1. Honesty
- 2. Accountability
- 3. Respect
- 4. No Drugs
- 5. No Stealing

SPORTS OFFERED

High School Campus (9-12)	Junior High (7-8)
Football	Football
Volleyball (girls only)	Volleyball (girls only)
Cross-country	Basketball
Soccer (Co-ed)	Track
Basketball	
Powerlifting	
Golf	
Baseball	
Softball	
Tennis	
Track	

Please note that if you participate in the following sports you are not required to be enrolled in the athletic period. Practices for these sports take place either before or after school only:

Cross-country, Soccer, Powerlifting, Golf, Baseball, Softball, Tennis or Track

PARTICIPATION REQUIREMENTS

Along with adhering to the Policies & Procedures of the Athletic handbook, Student Code of Conduct & School Board Policies of Brownsboro ISD all athletes must have the following documents on file in the Athletic Directors office and the Dragonfly online enrollment completed:

- Signed Extracurricular Code of Conduct
- Signed Athletic Handbook
- Acknowledgement of UIL Rules
- UIL Concussion Acknowledgement
- UIL Sudden Cardiac Arrest Awareness Form
- UIL Steroid Agreement
- Dragonfly online enrollment completed
- Physical & Medical History
- Acknowledgement of Drug testing

PLAYER 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 7th grade year must have been promoted from 6th to 7th grade.
- Beginning 8th grade year must have been promoted from 7th to 8th grade.
- Beginning 9th grade year must have been promoted from 8th to 9th grade.
- Beginning 10th grade year must have earned at least 6 credits towards graduation.
- Beginning 11th grade year must have earned at least 12 credits towards graduation.
- Beginning 12th grade year must have earned at least 18 credits towards graduation.

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.
- Brownsboro ISD uses a 9 week reporting cycle. According to UIL we must check eligibility at 6 weeks and again at 9 weeks in the first grade reporting cycle of the year.

In order to be eligible to participate in an extracurricular activity event for a six-week period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than a 70 on a scale of 0-100 in any course for the preceding six-week period.

GENERAL POLICIES: RESPONSIBILITIES OF A BISD ATHLETE

All athletes have the responsibility to give their best, play to win, follow training guidelines, exhibit good conduct and fair play at all times so as to be a credit to their school. Athletes as well as coaches are always on display. We are judged by the company we keep. Our actions in everyday life, both private and public, are a direct reflection on this athletic program and our school.

During competition, an athlete:

- 1. Learns that both winning and losing are part of the game and learns to accept both. Be modest in victory; gracious in defeat.
- 2. Does not use illegal tactics in an attempt to defeat the opponent or to beat the rules of the game.
- 3. Has complete control of himself/herself at all times, whether on the field, court, sideline, or bench. Horseplay, displays of temper, use of profanity, disrespect for coaches or officials will result in loss of respect for the athlete and in disciplinary action from the coach.
- 4. Will respect the decision of the officials. The breaks of the game may go against you, but the officiating is not the blame. Officials are human beings who are doing their best to see that the

contest is being run smoothly and honestly and also conducted in accordance with the established rules.

In the classroom, an athlete:

- 1. Must realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to classroom studies to insure good and acceptable grades that meet the UIL requirements for participation.
- Must maintain satisfactory citizenship and behavior record by giving respectful attention to classroom activities and by treating teachers, administrators, and fellow students with respect. Tardiness, horseplay, and unnecessary talking are unacceptable behavior habits that, if not corrected by the student-athlete, may result in suspension from the athletic program.
- 3. Must be in attendance during the official accounting period the day of a contest in order to be eligible to compete. The only exception to this rule will be a doctor's appointment and the doctor's note presented to the attendance office prior to the end of the school day.

On campus, an athlete:

- 1. Must maintain proper dress and appearance, good grooming and personal cleanliness. You are a leader and you have only one chance to make a good first impression.
 - a. Male athletes will refrain from wearing earrings of any kind.
 - b. Students' hair shall be clean, neat and well-groomed in appearance. Hair must be kept out of the eyes. Head bands are permitted however no pony tails will be permitted during practices or games.
- 2. Will refrain from fighting, scuffling, horseplay and juvenile behavior in and around the school building.
- 3. Suspended athletes from school will not be permitted to work out with, travel with, or participate with the team. Eligibility for subsequent contest(s) will be left to the discretion of the coach and/or administration.

During the athletic period and during before or after school practice, an athlete will:

- Notify the coach if he/she needs to miss a game or practice session that is scheduled after school hours. Absences from athletic period practices should be handled according to school guidelines. Any absence should be made up before an athlete participates in the first quarter of a contest.
- 2. Be prompt for roll call. Tardiness to our class period is inexcusable as it is to any other class.
- 3. Maintain neat and clean locker space. Be proud of your dressing area and keep it neat.
- 4. Take a shower for hygiene purposes and for aiding the body in it temperature adjustment after workout. Rough horseplay, towel popping, or throwing objects is not allowed in the shower or the dressing room.

5. Dress decently as he/she leaves the dressing room. You will not be allowed to wear practice clothes home. Wear your own clothes home.

During team travel, an athlete will:

- 1. Travel to and from all out of town contests with the team. If, for some reason, you need to ride home with your parents, you must clear this with the coach, before leaving for the contest, and you must give written release from one of your parents to the coach. Under no circumstances will you be released to ride home with anyone other than your parents, or a person designated by your family.
- 2. Dress neatly and properly on all trips. Coaches will advise you regarding the proper attire.
- 3. Conduct himself/herself properly on the school bus or in a school vehicle. He/she will follow the printed rules for bus ridership that govern all BISD bus riders.
- 4. Receive permission from the coach before bringing any radios, electronic games, etc., aboard the bus.
- 5. Leave the bus spotless and free of any trash.
- 6. Be informed of departure and return times for each trip. It is your responsibility to be on time for all departures and to inform your parents of the time to pick you up after the contest. Every effort will be made by the coaching staff to notify proper personnel as to the unexpected changes in arrival times.
- 7. Not be allowed to bring parents, family members, or friends on bus trips. Only coaches, managers, athletes, trainers are permitted to ride on the bus.
- 8. When there is overnight travel involved, it is recommended that minimum of two coaches attend. If the students are both male and female, then every attempt will be made to make sure there is a male and female coach attending the trip. If a coach is not available, then the Athletic Director with recruit a BISD employee to attend the overnight trip with the coach.
 - a. For overnight trips the coach will provide an itinerary that is to be given to parents/guardians and athletic director prior to going on the overnight trip. The itinerary should include: time of departure, estimated time of return, lodging information and contact information in case of an emergency.

DISCIPLINARY PROCEDURES

Each coach will have the authority, with the concurrence of the athletic director, to suspend or place on probation for an extended period of time, any student-athlete for major or minor infractions of rules for that team. Any student suspended from athletics must be given:

- 1. Reason for the suspension(s)
- 2. The time and provision of the suspension
- 3. Procedures for reinstatement back in to the program

4. Opportunity to appeal

APPEAL PROCESS

Students have the right to appeal disciplinary action that results in suspension or dismissal from athletics. The appeal must be conducted with the parents or guardians of the athlete before the Appeals Committee. This committee will consist of the Athletic Director, Head Coach, Principal or principal designee. If the appeal results in reinstatement to the team, guidelines will be established for the participant's return.

OFFENSES

The following prohibited behaviors and consequences apply to athletes at all times, regardless of whether the athlete is on school property or at a school related activity. In addition, our athletes will abide by the student code of conduct as set by the BISD and approved by our board of trustees. Any violation of the student code of conduct that results in AEP placement or expulsion will cause the suspensions or removal from Athletics to be extended for the duration of the AEP placement or expulsion.

- **1. Illegal Drugs and Alcohol:** The illegal consumption, use of or possession of alcoholic beverages or illegal drugs is prohibited.
 - **a. First offense:** Will result in a Director/Coach/Parent/Athlete review. Dismissal from the program may result from this review.
 - **b.** Second offense: Will result in the immediate dismissal from the program.

2. Misuse of Social Media:

- a. First offense: Disciplinary action at Coaches discretion.
- **b.** Second offense: Suspended for 2 weeks from participating in any athletic event and a conference with Coach/Parent/Athlete.
- c. Third offense: May be removed from athletics or face other disciplinary action.
- 3. Smoking and Tobacco: The use or possession of tobacco products is illegal and prohibited.
 - a. First offense: Disciplinary action at Coaches discretion.
 - **b.** Second offense: 1 game suspension and Coaches discretion.
 - c. Third offense: May be removed from athletics or face other disciplinary action.
- 4. Stealing: Will not be tolerated.
 - **a.** First offense: May be removed from Athletics or face other disciplinary action.

- 5. Felony offenses: <u>any</u> criminal conduct that results in a felony indictment will result in suspension from participating in athletic contests(s). This is not a resumption of guilt; rather it affords the accused athlete the time and opportunity to clear his or her name. The athlete will be on the team as a suspended member. Any student convicted of a felony will be removed from athletics for one year pending a review by the athletic director and administration.
- 6. Ejection from a game: is unacceptable and will not be tolerated.
 - a. First offense: May face suspension from the next game(s) and other disciplinary action.
 - **b.** Second offense: May be removed from athletics or other disciplinary action.

REMOVAL FROM ATHLETICS

An athlete may be removed from athletics for violations of the athletic code. Removal from Athletics because of failure to follow the Athletic Code is for the remainder of the season, the remainder of the school year, or one calendar year. This time period will be determined at the time of removal. An athlete also might choose to get out of athletics because of lack of interest or to pursue other interests. In any case, an athlete who is not in athletics for spring semester off-season may not be allowed back into athletics the following year.

REINSTATEMENT INTO ATHLETICS

Upon completion of said removal time, reinstatement is only by the Appeal Process.

CONDUCT

As stated in our General Policies, athletes are held to a higher standard. In addition, the following behaviors are deemed detrimental and might fundamentally alter the Brownsboro Athletic Program.

- 1. Fighting or arguing with teammates.
- 2. Use of profanity.
- 3. Dirty play and unsportsmanlike conduct on the field, court, sideline, or bench.
- 4. Arguing or making contact with an official.
- 5. Arguing or refusing to comply with a coach's directive.
- 6. Being disloyal to team, athletic program, and school.
- 7. Acts of poor sportsmanship and class at home or at another school.
- 8. Failure to take care of athletic equipment and facilities.
- 9. Failure to notify coaches when absent from school or practice.
- 10. Failure to attend tutorials.

Failure to follow these rules of conduct will result in the following:

- a. First offense: Disciplinary action and may face 1 game suspension.
- b. Second offense: 3 game suspension and further disciplinary action.
- c. Third offense: May be removed from athletics or face other disciplinary action.

ADDITIONAL EXPECTIONS

Any extracurricular participant assigned to ISS will be allowed to practice, but not be allowed to participate in any extracurricular activity while assigned to ISS. If the ISS assignment extends beyond the weekend, students will be suspended from participation on the weekend. If students are scheduled to attend a school-sponsored trip, those students will not be able to attend. If a student is assigned to ISS on the day of the extracurricular activity he/she will not be allowed to participate in that activity.

Any extracurricular participant suspended from school or assigned to the AEP will be ineligible to practice, attend, or participate in any extracurricular activity during the term of the suspension.

INJURIES

We must distinguish between pain and injury. A young woman/man who is injured and cannot practice will be under the direction of the trainer. In the event that you are injured, remember the following:

- 1. Tell the coach you are injured before leaving the field/court to see the trainer.
- 2. Report <u>all</u> injuries to the trainer and follow the instructions to the letter.
- 3. All treatment is to take place at the time the trainer designates.
- 4. One should get treatment each day.
- 5. No one is expected to miss practice without the trainer's permission.
- 6. All meetings must be attended.
- 7. No matter how small the injury, get treatment.
- 8. Do not come into the training room to cut off tape after practice; cue off tape in the dressing room where tape cutters are provided.
- 9. Wear all pads issued for your sport.
- 10. Wear only issued equipment.
- 11. During the early hot practices, anyone who becomes sick, nauseated, dizzy, and/or very hot should notify the coach and then the trainer immediately. A player knows better than anyone else if she/he is becoming overheated.

LOCKER ROOM AND EQUIPMENT

Since you will be spending a great deal of time in the locker room, we expect you to keep this facility as neat and sanitary as possible.

We want you to take great pride in this facility. We expect each member of our team to adhere to the following locker room guidelines.

1. Hang all equipment in your locker in the proper place. Lock up after practice.

- 2. Keep all your valuables locked up. Your locker provides a lock for your convenience in storing valuables. (If not, turn valuables in to your coach. Do not leave valuables out in the open!)
- 3. Do not throw tape on the floors. Trash receptacles are in our locker room for this purpose.
- 4. Keep the floors neat and clean.
- 5. Do not leave cups or bottles in the lockers or on the floors.
- 6. Do not leave towels on the floor; return to the equipment manager.
- 7. There will be absolutely no horseplay in the locker room.
- 8. Do not bring visitors into the locker room without first clearing it with your coach.
- 9. Remove muddy workout shoes before entering the locker room.
- 10. We feel that we provide you with the finest equipment that money can buy. We want you to always look sharp and it is up to you to take care of all equipment issued. It is extremely important that all equipment that is issued fit properly. This is important for safety reasons. If a piece of equipment does not fit, make sure that you see the equipment coach for a change.

EQUIPMENT GUIDELINES

- 1. Wear all equipment issued unless the practice schedule calls for less.
- 2. Wear only equipment issued unless approved.
- 3. You are responsible for all equipment checked out in your name.

WEIGHT ROOM RULES

- 1. Shirt, shoes and shorts are required in the weight room whenever you are using the equipment.
- 2. Have a spotter present when doing heavy free bar exercises.
- 3. Do not move weight equipment from its designated area.
- 4. All weights have a rack where they are to be kept; put them back on this rack in the proper order.
- 5. You are in the weight room to lift, not to play tag or other games. You will only distract someone else from her/his workout by doing so.
- 6. No food or drinks are allowed.
- 7. No horseplay of any kind is allowed.
- 8. Weight room equipment must stay in the weight room at all times.

LETTERJACKETS

Brownsboro ISD is proud of the accomplishments of its student athletes. Each athlete who meets the qualifications for their sport will receive a letter jacket from the school. Please note that the school will only pay for the jacket, B letter and patch for the sport they lettered in. The parents/guardians will be responsible to pay for the remaining balance of any other items and or monograming placed on the jacket to the supplier.

Qualifications to Letter:

Each coach will keep records of student participation in each sport. Such records will be used as a basis for determining which athletes satisfy the following qualifications:

Football: Must play and contribute to the varsity team or be a senior and finishes the season in good standing.

Basketball: Must have dressed out for half of the varsity games in a season, or 80% of district and postseason play or any senior that finishes the season in good standing.

Baseball: Play/dress out in 40% of the varsity baseball games or any senior that finishes the season in good standing.

Volleyball: Must play in at least three Varsity volleyball matches or be a senior on the team and finishes the season in good standing.

Softball: One of the following criteria must be met, played in 1 full inning in a varsity district game on both offense and defense including 3 outs on defense while in the field and had at least one at bat, or get a hit in a district Varsity game, or steal a base in a district varsity game, or make a defensive out while on defense in a district varsity game, or dress out in a varsity uniform for all district games and finished the season in good standing or be a senior in good standing and finishes the season.

Cross-country: Must run in a varsity race during the regular season.

Tennis: Play in the Varsity District Meet or be a senior and finishes the season in good standing.

Golf: Must help the team score in a varsity tournament (invitational or district) or be a senior on the team and finish the season in good standing.

Powerlifting: Qualify for Regionals or be a senior that competes on the team and finishes the season in good standing.

Track: Anyone who scores a point in a Varsity meet will letter or any senior that finishes the season in good standing.

Soccer: Must play in a varsity game 50% of the season or be a senior that finishes the season in good standing.

Sports Medicine: Be in the program for 2 years and be in good standing.

Note: Any student who has qualified for a letter but has been dismissed from the team for disciplinary reasons or if an athlete quits will not receive a letter jacket.

ATHLETIC PASSES

Brownsboro ISD Athletic program will issue Athletic passes to all student athletes that participates in a sport for BISD. 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. Without the pass, the athlete must pay the standard student admission charge at the gate.

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 unsportsmanlike conduct at any contest.

Passes will be issued to admit athletes to Brownsboro ISD athletic events only.

If any athlete drops from a sport or is dismissed from a sport by the coach the student will be required to return the pass as part of the issued equipment.

MEDICAL AND INSURANCE REQUIREMENTS FOR ATHLETES

Brownsboro Independent School District has purchased a limited benefit insurance policy that covers all student athletes while participating in UIL actives. The insurance coverage is "SECONDARY" or "EXCESS", which is designed to pay those expenses not paid or payable by any other insurance. This means that you will be required to file first with your personal insurance and then after benefits are paid the school insurance company will pay on the remaining balance.

The following is important information concerning the athletic UIL coverage:

- 1. This policy covers your child only during practice (in-season or off-season), competition, and travel to and from UIL sanctioned activities.
- 2. This policy is a zero deductible. It is a limited benefit plan. It is coordinated with any personal coverage that you may have. Your personal insurance is the primary carrier and school insurance is the secondary carrier. In most cases it will cover 100% of the bills if the student has a primary policy in place.
- 3. Any bills not paid by your personal carrier or the school insurance will be the responsibility of the parents/guardians. Parents/guardians will handle all bills and claims. The school district is not responsible for the handling/payment of medical bills.
- 4. Parents/guardians must give personal insurance information to the athletic trainer, team or family doctors, and all other health care providers in regards to your child's athletic injury.
- 5. Parents/guardians must notify the athletic trainer prior to doctor visits for insurance benefits may be forfeited.

PROCEDURES WHEN ILL OR INJURED

Your health as an athlete is a top priority of the athletic staff at BISD. The district employs nationally certified athletic trainers to take care of you medical needs as pertain to athletics. There are several procedures to follow in regards to illness and injury.

- 1. If you become ill, it is imperative that you inform one of the athletic trainers immediately so that they are aware of your condition. After they are aware, they will be able to make a decision on your practice/game status and whether you should see a physician or not.
- 2. Inform athletic trainers of athletic injuries as soon as they happen.
- 3. The athletic trainers are certified professionals trained to manage athletic injuries among many other things. They will provide you and your parent/guardian guidance on how to approach the management of injuries.
- 4. Injuries will be evaluated, treated, rehabilitated, and/or referred to a physician as deemed necessary by the athletic trainers.
- 5. Seeing a physician for an athletic injury without information the athletic trainer or without the recommendation of the athletic trainer is discourage.
- 6. School insurance may not cover medical bills if:
 - a. The athlete does not see the athletic trainer before visiting the doctor.
 - b. A doctor's appointment is scheduled outside of the athletic trainer's knowledge.

- 7. Athletic trainers will communicate injuries to the best of their abilities with parents/guardians.
- 8. Athletic trainers will follow physician restrictions in regards to their assessment of athletic injuries.
- 9. If an athlete sees a physician for any reason, they are required to bring back a note from that physician describing their current condition and status for participation in athletics.
- 10. Parent notes will not be accepted as a reason to miss practice or games.
- 11. Athletic periods and practice times will not be used for treatment or evaluation of injuries. Treatment/evaluation times are before school, during enrichment period, or at another time indicated by the athletic trainer.

RANDOM DRUG TESTING PROGRAM

- 1. The District requires drug testing of any student in grades 7-12 who chooses to participate in a school sponsored UIL extra-curricular program. A student participating in an athletic program shall be randomly tested throughout the school year.
- 2. The purpose of the drug-testing program are to:
 - a. Prevent injury, illness, and harm resulting from the use of illegal and performanceenhancing drugs or alcohol;
 - b. Help enforce a drug-free educational environment;
 - c. Deter student use of illegal and performance-enhancing drugs or alcohol; and
 - d. Educate students regarding the harm caused by the use of illegal and performanceenhancing drugs or alcohol.
 - e. Offer student-athletes a credible means to resist peer pressure as it relates to the use of legal and illegal drugs, alcohol, and performance enhancing substances.
- 3. The results of any drug test shall be used only to determine eligibility for participation in extracurricular school-sponsored athletics programs. The District shall take no action against a student except as provided in the FNF Local policy, and no academic penalty shall be incurred by a student as a result of participation in this program.
- 4. Any attempt to substitute or adulterate the specimen by the selected student shall result in a positive test result and be considered refusing to test.
- 5. A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be subject to the appropriate consequences, as outlined in the FNF LOCAL Board Policies.
- 6. If an athlete receives a positive test result for drug usage they will be held to the FNF LOCAL Board Policies that can be found on the school website at gobeargo.net.

SOCIAL MEDIA POLICY

All student-athletes will refrain from posting, submitting, sending or publishing inappropriate, slanderous, derogatory, sexually suggestive, sexually explicit, or any form of negative comments, photos, text, etc. to any electronic, public or private entity which includes, but not limited to: Facebook, Twitter, Snapchat, YouTube, Instagram, personal email accounts, personal web pages, personal pro private chat rooms, personal texting/cell phone accounts, etc.

Sending any form of inappropriate (as determined by BISD) photos, comments, etc., will not be tolerated regardless of who the intended recipient may be. Once sent, consequences designated by

the coach & Athletic Director in conjunction with district administration will occur up to and including removal from the program.

MULIT-SPORT PARTICIPATION

Participation in multiple sports is encouraged. However, an athlete must complete the season in a sport before they move on to the next sport's season unless mutually agreed upon by the varsity head coaches and athletic director. BISD coaches will make every effort to insure that a student may participate in as many activities as they wish.

QUITTING A SPORT

Any athlete who quits a team or is dropped from the team will not be permitted to work out with another team until the previous sport season has been completed.

BROWNBORO ISD

Parent/Student Athlete Policies & Procedures

I/We have read the Brownsboro ISD Parent/Student Policies & Procedures and understand the Policies, Rules & Regulations as well as the Consequences for failure to comply with those policies that govern the program.

Parent Signature

Date

Printed Parent Name

Student Athlete Signature

Date

Printed Student Athlete Name