

**ORANGE GROVE I.S.D.
ATHLETIC COACHES' POLICY
MANUAL**



**FIGHTIN' BULLDOGS
FIGHTIN' LADY BULLDOGS
2016-2017**

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ORANGE GROVE INDEPENDENT SCHOOL DISTRICT ATHLETIC POLICY

I. OBJECTIVE

The basic purpose of the Orange Grove Athletic Program is to provide a broad range of competitive athletic experiences to as many students as possible in the most favorable environment possible.

As in all Orange Grove ISD programs, a high level of performance is the eventual goal. It is recognized, therefore, that not all students will choose, or be able, to follow a particular sport through all the grade levels.

II. COACHING STAFF

- A. Each coach should be familiar with the Constitution and Rules of the University Interscholastic League and the policies established by the District Executive Committee of District 30-AAA. Copies may be obtained from the office of the Athletic Director or the Principal.
- B. Coaches should make every effort to be cooperative and good teachers. They are directly responsible to the building principal during the school day. Coaching duties, which must be fulfilled during school hours, should be approved by the building principal in writing.

During athletics coaches are directly responsible to the Athletic Director.

- C. Conflicts with other activities should be handled in the following manner:
 - 1. Interscholastic League contests prevails in all conflicts.
 - 2. If Interscholastic League contests conflict, the directors of the activities involved, the Principal, and the Athletic Director will come to an agreement acceptable to all. The agreement will be in the best interest of the student. If an agreement cannot be reached, the Principal's opinion shall prevail.
- D. Requests and/or problems should be submitted to the Athletic Director before being reported to the Principal, Superintendent, or general public. If a resolution to the problem cannot be reached with the Athletic Director, then the Principal will be consulted. The last step in the process will be the involvement of the Superintendent.
- E. Every effort should be made to maintain good working relationships with fellow coaches by utilizing professional and ethical behavior which encourages loyalty and unity and discourages destructive criticism.

- F. Relationships with Junior High coaches should be recognized as vital to success of the program. The Junior High coaches should be encouraged to call upon the High School coaches for help at any time during the year.
- G. The coach's position should be that of a somewhat stern parent. The coach must preclude the familiarity that breeds contempt, yet must not be unapproachable. A coach should never put his/her hands on an athlete nor use profane language. Never attack an athlete personally. It is our job to give encouragement and build the athlete up.
- H. The coach should set a strong role model for the athletes by dressing and acting responsibly and professionally.
- I. Every coach is responsible for the welfare and conduct of students on trips.
- J. No coach should raise money through service clubs or individuals without the approval of the Athletic Director, Principal, and the Superintendent.
- K. Scouting, officiating, delivering films and other responsibilities may be assigned to any coach.
- L. Coaches are responsible for maintaining and keeping the **facilities neat, clean and locked at all time**. Utilities should be turned off when not in use.

III. STUDENTS

- A. Eligibility of each participant should be checked according to U.I.L. rules by each head coach. Eligibility lists must be on file in the Principal's office. Head coaches in all sports are ultimately responsible for insuring the eligibility of their athletes. Each head coach must discuss all eligibility problems or questions with the Principal and Athletic Director before making any decisions.
- B. All athletes participating in the sports program must have a medical examination and signed parent's permission form to participate. These are kept on file in the athletic department office. A copy of the medical release and consent to treat forms should be taken to all athletic contests.
- C. Physical examinations must be completed before the first day that a student practices. All students will be provided a supplemental insurance plan to cover injuries that are sustained during the sport in which they are involved.
- D. Practice will begin in each sport according to U.I.L. dates. Equipment will be issued in accordance with U.I.L. rules.

- E. Students should and will be encouraged to participate in as many sports as the interests and ability will allow.
 - 1. If a student requests to drop a sport, he should first be directed to the head coach in that sport. What is best for the student should be the determining factor.
 - 2. A student who drops one sport cannot participate in another sport while the first sport is still in season during the year in which the sport is dropped.
 - 3. Students should be strongly encouraged by all coaches to participate in all sports. **No coach should actively recruit or council players to quit a sport to concentrate on another sport.**
 - 4. No student should be dismissed from a squad without approval by the head coach and Athletic Director.

- F. No person in the Athletic Department should, in any way, attempt to direct Orange Grove I.S.D. athletes to a particular college or university.
 - 1. Upon request for help by the athlete's parents or by the athletes themselves, the coach may attempt to aid the athlete in gaining admittance to the college or university of their choice.
 - 2. Permission to allow recruiters to view or acquire a copy of the athlete's transcript and test scores must be on file in the Counselor's office.
 - 3. The visiting college coach shall abide by NCAA recruiting rules.

- G. Athletes will be required to behave as ladies and gentlemen at all time, but especially on school trips when they are acting as representatives of the Orange Grove I.S.D. Athletes are a reflection of those who coach them and the school district.
 - 1. There shall be no gambling on trips. This can only lead to hard feelings and detract from the team unity.
 - 2. School policy provides for suspension from school for drinking while on school trips or involved in school activities.
 - 3. Dress and behavior should meet the expected standards of the school district.

- H. Team morale and unity should be stressed at all times.

IV. INSURANCE

- A. It is the responsibility of each head coach of a sport to compile a list of all athletes participating in the sport. This list is for insurance purposes and is to be forwarded to the Athletic Director's office following the initial team meeting. It is the responsibility of the coach to update this list as new

athletes are added to the team.

- B. Insurance claim forms will be provided at the trainer's office and A.D.'s office.
- C. The school insurance benefits are coordinated with any insurance that the athlete's private insurance company pays, and it is necessary for the parent or guardian to file with their insurance company before the school insurance will pay a claim. If there is no private insurance, the school district policy will cover the major cost of the medical expenses.
- D. Each football player must wear a mouthpiece.
- E. Hot weather practices should include provision for short breaks as required, which will include fluid replacement.

V. PARTICIPATION AND AWARDS

- A. The goal of the Athletic Department is to make a championship varsity team in each sport.
- B. Maximum participation should be encouraged on the junior varsity, 9th, 8th and 7th grade teams. All participants who have attended the required practice sessions should be played in each contest.
- C. Junior varsity teams can include **no** seniors.
- D. The Orange Grove Athletic Department provides that a student must fulfill the following requirements to receive a varsity award.
 - 1. The athlete must be in good standing and a member of that team at the close of the season
 - 2. Play a required amount of time, must participate in at least one-half of that team's competitive events or be a regular player in at least one-fourth of that team's competitive events, or meet the guide lines outlined in the Student Handbook.
 - 3. Be recommended by the coach and principal.
- E. Variations from Orange Grove's policy for awards must be approved by the Athletic Director and principal.
- F. Awards must be within U.I.L. specifications.
- G. Academic All-District
 - 1. All Varsity Athletes will be eligible

2. The athletes must earn a cumulative composite grade of 90 in the core subjects during the sport in which they compete.
3. Each Varsity Head Coach is responsible for compiling a list of qualified athletes at the conclusion of the season. The list should be forwarded to the Athletic Director.

VI. OFFICIALS

- A. The head coach for each sport is responsible for securing officials for their sport. This should be done before the season begins.
- B. Officials should be treated as guests of the school. Dissatisfaction with an official's performance should be reported privately to the Athletic Director.
- C. The coach in charge is responsible for turning in a list of game officials following each game.
- D. Payment of officials is according to the U.I.L. schedule. In case the U.I.L. schedule does not cover a sport, a local scale will be provided. The U.I.L. fee schedule will be provided to each head coach at the beginning of each school year.

VII. TRIPS

- A. The Athletic Director and Principal must approve all out-of-town trips for any sport.
- B. The Athletic Department will furnish meals and transportation for all out-of-town contests. Lodging will be provided when necessary.

Note: All athletes are allowed the same food allowance on any one trip. The trip must be over 60 miles or require the student athlete to miss a home meal.

VIII. BUDGET

- A. Budgets for each sport for the following year must be prepared in advance according to Business Office time lines.
- B. The coach making a request for supplies or equipment must fill out a purchase requisition. The requisition must be specific as to brand name, description, and so on. A purchase order will then be made in the Central Office and signed by the Athletic Director.

- C. No equipment or supplies may be purchased without a purchase order approved by the Athletic Director, and no bills received without a purchase order will be paid by the athletic department.
- D. Long distance calls should be kept to a minimum.

IX. EQUIPMENT

- A. No equipment or supplies may be purchased without approval by the Athletic Director.
- B. An inventory of the equipment used by each sport, including equipment to be repaired or replaced, should be made at the closing of that season and submitted to the Athletic Director.
- C. The head coach in each sport should develop an orderly system of checking equipment out and its return.
- D. Students are responsible for lost equipment and should be instructed in its care and maintenance.
- E. No student should be allowed school issued equipment except during practice or game times.

X. MAINTENANCE

- A. The head coach is responsible for the cleanliness of the gym and dressing rooms and the care of the practice fields that he uses.
- B. The facilities for each sport shall be thoroughly checked at the end of each year by the head coach and a report filed with the Athletic Director.
- C. Requests for summer maintenance should be made well in advance.
- D. Fields should be marked for junior varsity, 9th grade and J.H. games.
- E. Use of facilities for summer camps should be cleared and coordinated with the Athletic Director and Principal. Indiscriminate and unsupervised use of Orange Grove I.S.D. facilities is prohibited.

XI. PUBLICITY AND PRESS RELATIONS

- A. Publicity pertaining to policies of the school system shall be channeled through the Athletic Director and/or the Superintendent.

- B. Coaches are encouraged to cooperate with the press in every way possible.
- C. Coaches in sports other than football are instructed to call area newspapers to collect and give them detailed information as soon after the event as possible.
- D. For varsity games there is usually a reporter covering each school who should receive full cooperation.

XII. SCHEDULES

- A. Scheduling of all athletic events should be done by the respective head coaches of each sport in conjunction with the athletic director. It is imperative to complete schedules as soon as possible and to inform the proper administrators so that these events can be put on the master schedule. In preparing your schedule, please be guided by the U.I.L. guidelines in the number of contests allowed.
- B. Submit schedules to the Athletic Director's Office and the Principal's Office. After approving the schedule, it will be submitted to the Superintendent's Office.
- C. Once a schedule has been approved, any major changes must be approved by the Athletic Director and Principal. Changes in time or sites must be communicated to Athletic Director as soon as possible.

LETTERING POLICY

Awards for each level of participation shall be:

Varsity -A letter jacket the first time a varsity award is received and a certificate each time thereafter.

Junior Varsity -A certificate

Freshman -A certificate

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

1. The athlete must be in good standing and a member of that team or a higher team at the close of the regular season.
2. To receive a varsity letter jacket the athlete must have come out for the sport prior to the first competitive event. For transfer students this requirement shall be waived if the student comes out for the sport when he or she enters school.
3. The athlete must participate in at least $\frac{1}{2}$ of that team's competitive events or be a regular player in at least $\frac{1}{4}$ of that team's competitive events.
4. The athlete must be eligible for participation in all "District" competitive events.
5. An athlete whose participation is denied due to an injury sustained during the season may be granted the award appropriate for that team if he or she continues to attend team meetings, practices and competitive events when medically possible after the injury.
6. An athlete who participates at the varsity level but does not meet full requirements may be granted a certificate upon the recommendation of the head coach.
7. An athlete completing four years of participation in a sport may be granted a varsity award, regardless of the amount of participation, upon recommendation of the head coach.
8. Team members and student trainers will receive JV and freshman team awards or a varsity certificate under the same policy as athletes. To receive a letter jacket he or she must complete one year plus one season serving as manager or student trainer or serve one sport for three seasons

ORANGE GROVE BULLDOGS Absence – Tardy Policy

Athletic Phone Number – 384-2330 Ex 504, 511,514 (if no answer, leave message)

If any athlete is going to be absent, he/she must call in or speak personally to a varsity coach. That coach will determine if the absence is excused or unexcused. Not calling in or speaking personally to a coach is an automatic unexcused absence.

Any punishment resulting from absence or tardy will be determined by the particular coach.

GENERAL POLICIES FOR ATHLETES

General Requirements

All athletes (Sr. and Jr. High) must meet all requirements of the U.I.L. for previous scholastic eligibility, current scholastic eligibility, physical form, rule acknowledgment form and athletic policy form.

Priorities

You must realize your responsibility as an athlete at Orange Grove High School or Orange Grove Middle School. You represent the Orange Grove I.S.D. and our community. Make good, responsible decisions.

Student-Athletic Insurance

Accident insurance is provided for U.I.L. participants at the school's expense.

Practice uniforms

All athletes will wear school issued practice uniforms during workouts.

Dress and hair requirements

In addition to normal school requirements for dress and appearance, all athletes should have neat haircuts and be clean shaven - in order to practice or participate in any sport. Mohawks, boy's ponytails, and other out of the ordinary hairstyles or hair coloring are not appropriate. Anything that draws undue attention to an individual and detracts from the team will not be accepted.

Improper Language

Profanity will not be tolerated in and around the athletic facilities, practices, games or conditioning program.

Returning of Equipment

Any student who fails to return athletic equipment or to make a settlement for lost equipment shall not participate in further athletic events until the equipment is returned or paid for.

Conduct

Bulldog athletes represent our school with class and integrity. The athlete should represent our program in a positive manner at all times. Excessive or persistent discipline problems may result in the athlete being removed from the athletic program.

Controlled Substances

1. Drugs – Possession or use of illegal drugs of any type may result in removal from the athletic program for up to 18 weeks, which may extend into next school year. A second offense will result in removal of all athletic programs for one calendar year. An athlete wishing to return after a second offense will need to seek athletic director's approval,

and may be required to show completion of or enrollment in a drug rehabilitation class or program.

2. Alcohol – First offense- Athlete may miss the next contest or until extra work has been completed. (Three miles in 30 minutes for 5 consecutive days or workouts). Second offense -Athlete will be suspended for two contests and placed on probation for one calendar year. Any additional offenses during that probation time will result in the removal of the athlete from all athletic activities for one year. An athlete wishing to return from the one year suspension will need to seek the athletic directors approval, and may be required to show completion of or enrollment in a alcohol management program.
3. Tobacco – Athletes are prohibited from using or possessing tobacco products. Each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary.

Criminal Activity

Cases in which athletes are charged with, or convicted of a crime will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary.

Stealing from anyone will not be tolerated.

Transportation

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

Athletic Class Participation:

If a student chooses to participate on an athletic team, it will be necessary for that student to be enrolled in one of the athletic periods during the school day. This policy will be a requirement for the semester in which the sport is in season. It is also required that an athlete be enrolled in an athletic class in the semester prior to their competitive season. Students who have left athletics and wish to return need to return to an athletic class in the semester prior to their sport's competitive season. Student enrolling as freshman prior to the 2010-2011 school year will be permitted to follow the policy that was in place upon enrollment (Golf and Tennis). However, these students should be encouraged to participate in an athletic class.

Drug Testing:

All athletes in the Orange Grove Athletic Programs will be subject to random drug checks. All seventh graders or new students to the district will be tested upon entering the athletic program. From that point on, their names will be made available for a random selection for testing throughout their years in athletics. Refer to the District Handbook for violation procedures.

GENERAL POLICIES FOR PARENTS

Problem Solving

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

Coaches' Decisions

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

In such cases the parent should follow these guidelines.

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

Parent Notes

Parents should refrain from sending notes "excusing" their child from activities in athletics. The coach is the "teacher of record" for the particular class or activity and is expected to make professional decisions on the capabilities of their students. Phone calls or notes explaining particular ailments, circumstances or considerations are welcome to aid the coach in making a more informed decision about the athlete's capabilities. The level of participation at that point is the teacher's decision.

Doctor's notes excusing activity will be strictly adhered to and should include a length of time or "return date", otherwise an additional note from the physician will be needed to "clear" the athlete.

Conduct

When attending practices or games, the parent should keep in mind that they are there in the role of either an observer or fan. They should resist the urge to "coach" their child or others from the sidelines or bleachers. This only serves to distract the players and coaches from their assignments. Parents are not allowed on the field of play, court, or dugout during an athletic event.

While at games or practices, parents are encourage to cheer, stomp, yell, and chant for their respective team or players. Actions that parents should avoid are: Criticizing players, coaches, or officials; behaving in a manner that distracts other fans from the action on the field or court; becoming obscene, vulgar or unruly. Should a parent, or any fan, engage in these undesirable actions they may either be asked to stop these actions, or possibly removed from the contest by the on-site administrator. More than one request to refrain from these actions will result in the fan being asked to leave or escorted from the site. A fan removed from any contest twice in the same year will be subject to suspension from all future contests for one year pending a meeting with the athletic director, principal, and /or superintendent.

GENERAL PROBLEM SOLVING PROCEDURE

1. The first step in problem solving is to take all problems or questions to the coach directly involved.
2. If the first step does not resolve the problem or question, then the problem or question should go to the immediate supervisor of the coach involved. (Head Coach)
3. If the second step does not resolve the problem or question, then the problem or question should be directed to the Director of Athletics.
4. If the problem is related to the High School administration, such as scheduling, then the problem would go to the school principal involved as well as the Athletic Director. The Athletic Director and Principal should work together to resolve the problem.
5. The Superintendent will have the final judgment on any problem that cannot be resolved by the Director of Athletics or the campus Principal.
6. The proper chain of command is shown and should follow the order shown below:

M.S. Coach / assistant coach
H.S. Campus Head Coach for the sport involved
Director of Athletics and/or Principal
Superintendent
Orange Grove I.S.D. Board of Trustees