

FRISCO

INDEPENDENT SCHOOL DISTRICT

Athletics

2018-2019

DEPARTMENT HANDBOOK

FISD ATHLETIC HANDBOOK

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Congratulations Coach!

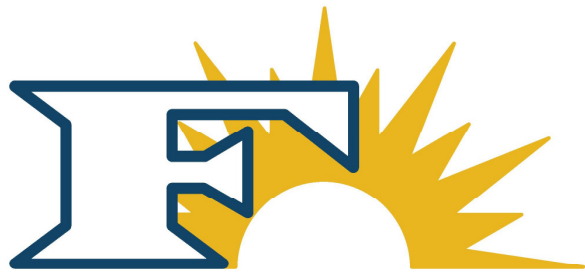
If you are reading the first page of this handbook, it is because you are among the chosen few fortunate enough to have the opportunity to coach and touch the lives of Frisco ISD's many athletes. What an honor it is to lead young people to DO their best and BE the best in whatever they undertake.

In Frisco, coaching is not a job - it is a lifestyle. Our family of coaches only survives through loyalty, discipline, and dedication to our sports and our fellow staff members. Transparency and being on board with district policies are crucial to the efficiency with which our program is run and vital to proving equality across the district. We hope this handbook will provide you with the tools you need to be "policy savvy" to ensure that your athletes are afforded the best possible experience as they look to you for guidance and support.

This is a year of new beginnings in many ways – new schools, new stadiums, new kids and new coaches. Exciting things are happening here in Frisco. But, in the middle of all the glitz and glam, your kids are still kids and you are responsible for keeping your program grounded. Whether you win or lose will not be the measure of your success. Your success will be shown through the relationships you build with your athletes, recognizing their needs, and how you interact with the community surrounding your school.

So, use the policies in this handbook to stay focused and fair, and ask questions when something isn't clear. Be the coach that's known for "handling that situation perfectly" and have a great year!

David Kuykendall
Athletic Director
Frisco Independent School District



FRISCO
INDEPENDENT SCHOOL DISTRICT

Athletics

Building Character and Growing Leaders

Vision Statement

We view athletics as the opportunity to build strong leaders. Since character is the foundation of leadership, we must focus on the development of character in our student athletes first and foremost.

Our Mission

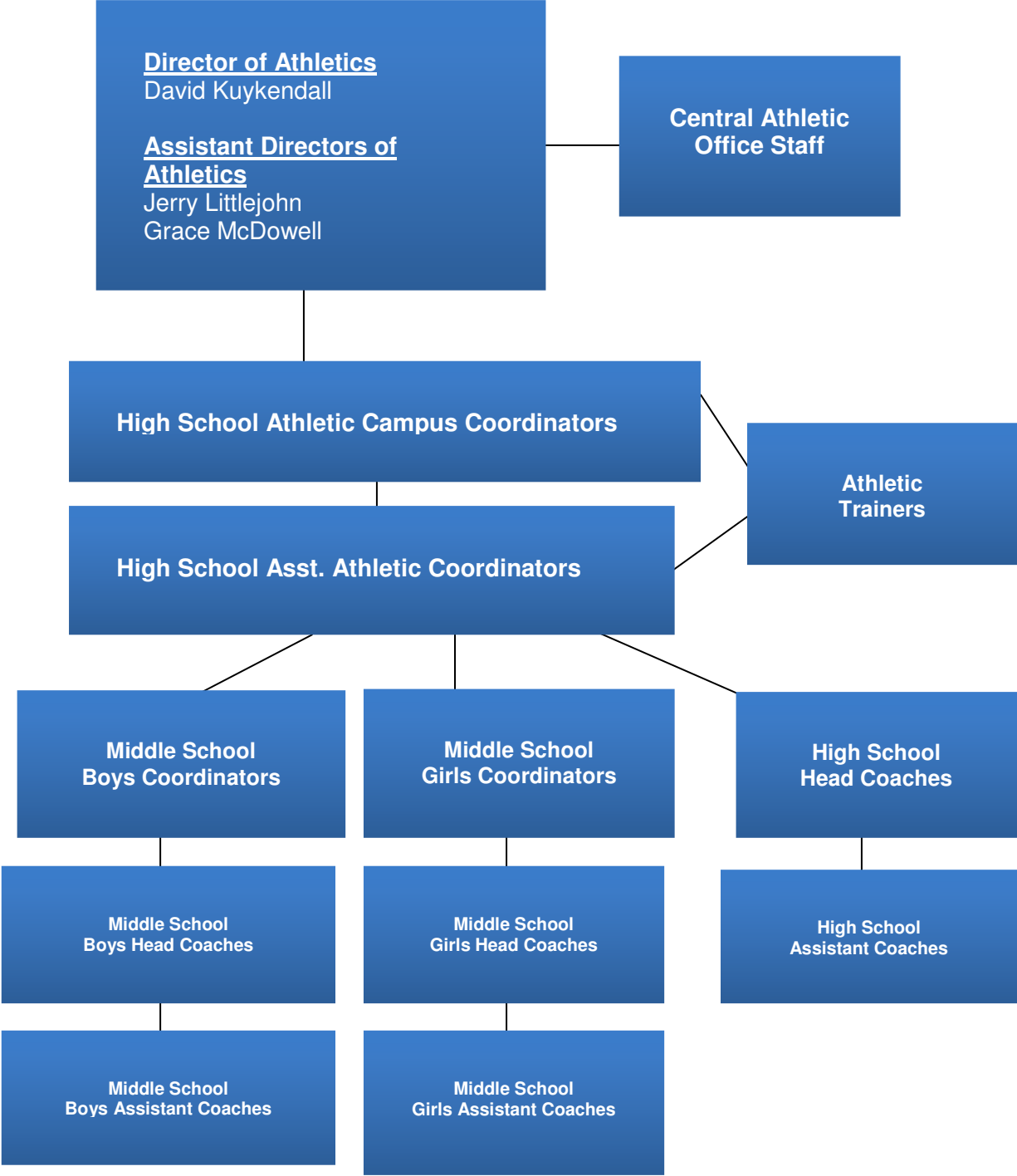
Our mission is to grow students into leaders by emphasizing good character, sportsmanship, integrity, responsibility, service to the community, and academic achievement, while preparing them to compete at a high level in a variety of individual and team athletic programs.

ATHLETIC DEPARTMENT

Main Phone (469)633-6120
Fax Number (469)633-6125
Mailing Address 6950 Stadium Lane
Frisco, TX 75033

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Phone number</u>
David Kuykendall	Athletic Director	kuykendd@friscoinsd.org	(469) 633-6122
Jerry Littlejohn	Assistant AD	littlejj@friscoinsd.org	(469) 633-6124
Grace McDowell	Assistant AD	mcdowelg@friscoinsd.org	(469) 633-6123
Matt Wixon	Sports Information Athletic Media	wixonm@friscoinsd.org	(469) 633-6063
Brent Reese	Ticketing/Neptune Website/Hytek	reeseb@friscoinsd.org	(469) 633-6127
Tracey Curtiss	Administrative Asst. Purchasing/Budgeting	curtisst@friscoinsd.org	(469) 633-6121
Jennifer Helm	Officials, Gates, & Tickets	helmj@friscoinsd.org	(469) 633-6128
Ann Ludlow	Facility, Schedules, & Purchasing	ludlowa@friscoinsd.org	(469) 633-6126
Cheryl Fletcher	Receptionist/Clerk	fletcherc@friscoinsd.org	(469) 633-6120
Richard Rodriguez	Athletic Facilities	rodrigur@friscoinsd.org	(469) 628-4683

ORGANIZATIONAL CHART



FRISCO ISD ELIGIBILITY CALENDAR

2018-2019

AUGUST 16 (Thursday) = Promoted 9th graders, and upperclassmen with 5, 10, 15 credits or who earned 5 credits during the previous 12 months are all eligible.

SEPTEMBER 28, PM = All students passing after the 1st six weeks become eligible, even students with insufficient credits. Any student failing the 1st six weeks becomes ineligible.

OCTOBER 22, PM (Monday) = A student who failed the 1st six weeks, but is passing all classes at the 3 week grade check becomes eligible.

NOVEMBER 9, PM = A student who failed the 1st six weeks, but is passing all classes for the 2nd six weeks becomes eligible. A student failing the 2nd six weeks becomes ineligible.

NOVEMBER 16, PM – through – November 26, AM (Monday) = All students are academically eligible during this holiday break.

DECEMBER 7, PM = A student who failed the 2nd six weeks, but is passing all classes at the 3 week grade check becomes eligible.

DECEMBER 21, PM – through – JANUARY 8, AM (Tuesday) = All students are academically eligible during this holiday break.

JANUARY 15, PM (Tuesday) = A student who failed the 2nd six weeks, but is passing all classes for the 3rd six weeks becomes eligible. A student failing the 3rd six weeks becomes ineligible.

FEBRUARY 4, PM (Monday) = A student who failed the 3rd six weeks, but is passing all classes at the 3 week grade check becomes eligible.

MARCH 1, PM = A student who failed the 3rd six weeks, but is passing all classes for the 4th six weeks becomes eligible. A student failing the 4th six weeks becomes ineligible.

MARCH 8, PM – through – MARCH 18, AM (Monday) = All students are academically eligible during the Spring Break.

March 29, PM = A student who failed the 4th six weeks, but is passing all classes at the 3 week grade check becomes eligible.

APRIL 19, PM = A student who failed the 4th six weeks, but is passing all classes for the 5th six weeks becomes eligible. A student failing the 5th six weeks becomes ineligible.

***MAY 14, PM (Tuesday)** = A student who failed the 5th six weeks, but is passing all classes at the 3 week grade check becomes eligible.

May 30, PM (Thursday) = All students are academically eligible.

***If school is in session on April 22 (Bad Weather Make-up Day, then the eligibility date will change to May 13 (Monday).**

FISD ATHLETIC DEPARTMENT

2018-19 MEETING SCHEDULE

High School Coordinators (10:30AM)

September	4
October	2
November	5
December	10
January	8
February	4
March	4
April	2
May	1

Middle School Coordinators (7:15AM)

September	5
October	10
November	14
December	5
January	16
February	13
March	20
April	17
May	15

High School Campus Head Coaches Monthly Meetings

<u>CHS</u>	9/5, 10/2, 11/1, 12/3, 1/8, 2/5, 3/5, 4/2, 5/1	7:30 AM
<u>FHS</u>	9/6, 10/3, 11/6, 12/4, 1/9, 2/6, 3/6, 4/3, 5/2	7:30 AM
<u>HHS</u>	9/11, 10/4, 11/7, 12/6, 1/10, 2/7, 3/7, 4/4, 5/7	7:30 AM
<u>IHS</u>	9/13, 10/9, 11/8, 12/11, 1/15, 2/11, 3/18, 4/9, 5/8	7:45 AM
<u>LHS</u>	9/14J, 10/11G, 11/12K, 12/12J, 1/17G, 2/12K, 3/19J, 4/10G, 5/9K	7:45 AM
<u>LSHS</u>	9/18G, 10/16K, 11/15J, 12/13G, 1/18K, 2/14J, 3/21G, 4/11K, 5/14J	7:20 AM
<u>LTHS</u>	9/20K, 10/18J, 11/16G, 12/14K, 1/22J, 2/19G, 3/22K, 4/15J, 5/16G	7:30 AM
<u>MHS</u>	9/25J, 10/23G, 11/27K, 12/19J, 1/24G, 2/21K, 3/28J, 4/18G, 5/21K	7:30 AM
<u>RHS</u>	9/26G, 10/25K, 11/28J, 12/20G, 1/29K, 2/26J, 3/28G, 4/24K, 5/23J	7:30 AM
<u>WHS</u>	9/27K, 10/30J, 11/29G, 12/21K, 1/31J, 2/28G, 3/29K, 4/25J, 5/29G	7:30 AM

UIL Compliance Meetings

Volleyball	July 30	4:00 PM
Football	August 1	1:00 PM
Tennis	August 6	1:00 PM
Cross Country	August 13	4:15 PM
Golf	August 14	4:15 PM
Swim/Dive	August 14	4:00 PM
Basketball	October 2	4:30 PM
Wrestling	October 2	7:15 AM
Soccer	November 13	4:30 PM
Track	December 11	4:30 PM
Softball	January 10	4:30 PM
Baseball	January 18	4:30 PM

Important Dates

May 28, 2019	District-Wide Head Coaches Meeting, Admin Building, 6:00 PM
May 29, 2019	District-Wide Concession & Booster Club Meeting, Location – TBA, 6:00 PM

FRISCO ISD MIDDLE SCHOOL ATHLETIC SEASONS 2018-2019

		<u>Boys</u>	<u>Girls</u>
Football	First Day of Practice	August 16	n/a
	7 th Grade First Game	September 4	n/a
	8 th Grade First Game	September 5	n/a
	7 th Grade Season Ends	October 29	n/a
	8 th Grade Season Ends	October 30	n/a
Volleyball	First Day Tryouts/Practice	n/a	August 16
	First Game	n/a	August 29
	Invitational Tournament	n/a	September 8
	District Tourney	n/a	October 25 & 27
	Season Ends	n/a	October 27
Cross Country	First Day of Practice	October 31	October 31
	First Meet	November 28	November 28
	District Meet	December 17	December 17
	Season Ends	December 17	December 17
	Basketball	7 th Grade Tryouts/Practice	October 30
8 th Grade Tryouts/Practice		October 31	October 29
First game		November 15	November 15
Invitational Tournament		December 14-15	December 14-15
District Tournament		Jan. 31 & Feb. 2	Jan. 31 & Feb. 2
Season Ends		February 2	February 2
Track		First Day of Practice	February 4
	First Meet	February 14	February 14
	District Meet	March 25	March 25
	Season Ends	March 25	March 25
	Soccer	Tryouts and Practice	March 18
First Game		April 4	April 1
District tournament		May 17-18	May 17-18
Season Ends		May 18	May 18

FISD ATHLETIC STAFF EXPECTATIONS & GUIDELINES

Learning Hub

The FISD Athletic Department Coaches handbook will be on the learning hub under 'My Courses.' An enrollment key is needed to enter into the course. Contact your Campus Athletic Coordinator to obtain the enrollment key. Once the enrollment key is entered the course will permanently enroll the user. The learning hub will provide each coach with access to information at all times.

Student Athletic Handbook

The Student Athletic handbook is located on the Learning Hub and can be used as a resource for further information on student expectations.

University Interscholastic League

Coaches are expected to abide by all UIL rules and regulations as outlined in the Constitution and Contest Rules and the Side-by-Side Manual found at www.uiltexas.org. All coaches must complete the Compliance Training Modules prior to working with athletes. Head Coaches are required to attend the UIL Compliance meeting specific to their sport prior to the beginning of their season.

NCAA

Coaches should be familiar with the NCAA Rules and Requirements to help students move to the next level of his or her sport. Information on rules and requirements and entering freshmen eligibility can be found on the NCAA Website at www.ncaa.org. NCAA Clearinghouse Information for entering freshmen can be found on the Initial-Eligibility website at www.ncaaclearinghouse.org.

Staff Appearance

As an athletic department we constantly talk about holding our athletes to a higher standard. Since coaches in the FISD are the best in the State of Texas, it makes sense that they too should be held to a higher standard. The district realizes that all coaches are adults, and should be afforded adult privileges. However, you are a role model to your athletes both on and off the field/court. Please be mindful of this in your day-to-day living.

Be sure you are projecting the image that FISD coaches are expected to project. Be mindful of your dress, grooming, appearance, and the way you conduct yourself in public. Professional dress is expected for all competitions. Sport specific professional dress will be outlined in the preseason UIL Compliance/FISD Expectations meetings.

Coaching Assignments

All coaches are subject to work special assignments (any other duties as assigned). Successfully hosting of track meets, swim meets, tournaments, and other athletic events will require help from coaches outside these sports. Coaches will be required to work some of these events in addition to their normal responsibilities.

Coaching assignments for middle school coaches will be assigned by Middle School Coordinators with input from the High School Coordinators.

Practice times, game schedules, duration of seasons, and coaching procedures must follow UIL and FISD rules and regulations. Coaches will coach their assigned sport or sports in season and only during approved hours.

Coaches will provide off-season training during the athletic period. Off-season activities will include weight training, speed and agility drills, and sport specific drills. High school head coaches of football, basketball, and volleyball will guide off-season activities for their sport at the middle school.

Athletic Hiring, Facilities, & Scheduling

The Principal and the Athletic Director will collaboratively work together to establish the campus athletic program and ensure that the program meets all UIL and Frisco ISD standards.

- Any scheduling of athletic facilities must go through the athletic department. (gymnasiums, practice fields, football/soccer/track facility, baseball and softball fields)
- The Athletic Department will facilitate the training of coaches in all local and statewide mandates (CDL, CPR, First Aid, Concussion Training, etc.)
- The Athletic Department will host an orientation each year for coaches to review UIL, District, and Campus policies, regulations, and expectations.
- The Athletic Director can serve as a resource to principals regarding the scheduling of coaches and athletic periods within the master schedule.

High School:

- Scheduling of contests will be done by head coaches for their respective sport.
- Hiring of Coaches:
 - The Principal and the Athletic Director will hire the Campus Coordinator.

- The Principal, Athletic Director, and Campus Coordinator will hire the Assistant Coordinator and head coaches. If a current head coach in FISD wishes to move from one FISD campus to another, they must serve at least three (3) years in that role before they can transfer as a head coach to the same role at another campus.
- The Principal, Campus Coordinator, and respective head coaches will hire assistant coaches.

Middle School:

- Scheduling of contests will be done by the Athletic Office.
- Hiring of Coaches:
 - The Principal and High School Coordinators will hire the Middle School Coordinators.
 - The Principal, High School Coordinators, along with the Middle School Coordinators will hire the assistant coaches.

Renting Facilities:

- FISD Facility Use for Profit: FISD does not rent facilities to individuals – only to non-profit groups and organizations who can show proof of their insurance.
- FISD employees who want to offer enrichment instruction to students during the summer must do so under the umbrella of FISD. No employee can use FISD resources for personal gain or to provide private instruction to FISD students or the students of another district.
- Any use of the facility must be scheduled with Ann Ludlow, following supervisor approval.
- Coaches and teachers should set up programs as a “camp” with the payment going to FISD and then the FISD will deposit the funds and make payment to the instructor(s).
- Camps can be scheduled any days from Monday – Thursday, any number of days per week. Fees to be charged must be approved by the Athletic Office.

Rank One

Schedules & Scores

Coaches must enter all schedules including games and tournaments into Rank One at least one month before the season begins. All cancelled games or changes in the

schedule must be updated immediately in Rank One. Make sure schedules are posted and made available for public viewing in the Rank One System. Then, keep all schedules up to date in Rank One at all times, as this is how gate workers, event managers, athletic trainers and security duties are assigned.

Scores need to be entered into Rank One within 24 hours of each game. The FISD Athletic website is updated directly from Rank One, so it is imperative that Rank One is accurate.

If there are any last minute changes, then please make personal contact with the appropriate school/district personnel. This will include the athletics staff, custodial staff, security, concessions, administration, etc.

The Athletic Office and schools receive calls every day wanting to know place, time and number of games. We refer to the schedules when we get these calls. We must be informed of any changes, including times, and sites for tournament games. Please provide us with directions if possible. Contact Jennifer Helm, helmi@friscoisd.org with any questions regarding Rank One. For instructions on how to use Rank one, please refer to the Learning Hub.

FISD Forms

Physical and Medical History forms must be kept on file each school year. At the high school level this is done by the Athletic Trainers, at the middle school level this should be done by the coordinators. The physical and medical history need to be filed in a locked cabinet. The other forms that need to be completed are all on Rank One.

Emergency information cards (travel cards) can be printed directly from Rank One by each head coach. Rank One has a tutorial on how to print these on their website. Coaches should always have the emergency information cards with them. (See appendix for instructions).

Instructions on how to fill out Rank One forms can be found on the Learning Hub. Print and distribute to parents as necessary. There's an instructional video for parents located on the FISD Rank One site.

IMPACT is a concussion baseline measurement test that is used in the event that you ever receive a concussion. IMPACT Testing is required for all students. During the 2018-2019 school year incoming 7th, 9th, and 11th graders will be required to test for IMPACT testing.

Frisco ISD Lettering Guidelines

To earn an athletic letter in Frisco ISD in a particular varsity sport an athlete must meet one of the following standards:

1. Complete entire season as a member in good standing with the team and participate in at least 50% of the contests scheduled.
2. Complete entire season as a member in good standing with the team and earn a point at the varsity district tournament, meet, or match.
3. Complete entire season as a member in good standing with the team and be deemed of outstanding value to the team.

Drug Testing Policy

Frisco ISD will be continuing the drug and /or alcohol-testing program that began in the 2000-2001 school year. All students participating in athletics at FISD high schools are required to comply with the random drug/alcohol screening policy approved by the FISD Board of Trustees. See the FISD Athletics Student Handbook Addendum for the Drug Testing Policy required by the FISD Board of Trustees.

Frisco ISD also has a drug testing policy for district bus drivers and coaches. See the FISD Staff Handbook for the policy as it applies to coaches.

Coaches Conduct

Coaches are expected to conduct themselves in a professional manner at all times, and abide by the following expectations:

1. Always use appropriate language when communicating with student athletes. Do not use profanity.
2. Support athletes. Do not ridicule.
3. Never use physical force or mistreat an athlete.
4. Tobacco use is prohibited at all school functions.
5. Avoid technical fouls or unsportsmanlike conduct.
 - a. First offense: Coach will meet with the Campus Athletic Coordinator or an Athletic Director.
 - b. Second offense: UIL incident report will be filed by officials and the infraction will be addressed through the FISD Athletic Office, which could result in consequences ranging from private reprimand to dismissal from coaching.
6. Be respectful of officials. Do not ridicule.
7. Always speak highly of your student athletes in public. Do not discuss a player's limitations in public.

8. Avoid excessive yelling during competitions. Use constructive criticism and encouragement.
9. Always display sportsmanship and respect for your student athletes by shaking the opponents' hands at the end of every contest.
10. Strive to establish a line of positive communication with parents of the athletes in your program.
- 11. *Be loyal to the other coaches in your program, coaches on your campus, coaches in our district, and to the FISD Athletic Department in all that you say and do.***

STUDENT SUPERVISION

Practice Supervision

1. Coaches should never leave a group of athletes unsupervised while they are engaged in a workout or competition.
2. Coaches should be actively coaching and engaged with athletes during workouts or practices (exceptions would include times when UIL rules restrict coaching athletes).
3. If athletes are scheduled to use a FISD athletic or workout facility after school, during the weekend, or during the summer, a coach must be present to supervise.

Supervision of Athletes After Athletic Contests

1. A coach should remain on duty until all students have left or have been picked up by parents from a designated area.
2. No student or students should be left alone to wait for transportation without the supervision of a coach.
3. Students should have a secure, well-lit area in which to wait for transportation and have access to a phone.
4. If students have not been picked up within a reasonable amount of time, the coach should call parents and continue to wait.
5. Coaches should strongly encourage students to make transportation plans in advance and provide parents with approximate time schedule of pick up.

Locker Room Supervision

1. There should be a coach monitoring the locker room when athletes are present both before and after practice and games.
2. Locker room doors should stay locked when not in use. This includes the time during practice.
3. There should never be a male coach in the girl's locker room, or a female coach in the boy's locker room. The exception to this would be when a coach is talking to the team in a pre-game, half-time, or post-game meeting and there's a second coach of the same gender as the students who can go into the locker room first to ensure it is clear for the coach to enter.
4. There should be no horseplay in the locker room.
5. Any athlete found vandalizing/defacing any portion of the locker room will be subject to disciplinary action and responsible for the cost of any repairs.
6. When an opponent uses our visitor's locker room, a FISD coach should follow these procedures:
 - a) Prepare the locker room for an opponent, double-checking to see if there is any damage to the facility and document it.
 - b) Lock doors when the opponent is not in the locker room.
 - c) After the contest, check to see if the opponent left the locker room the way they found it.
 - d) If there is any damage to the locker room, bring it to the attention of the opponent's coach immediately for an explanation.

Overnight Trip Supervision Guidelines

The following guidelines will be required for all overnight trips involving FISD students:

- A written itinerary that includes, all activities, a detailed time schedule, a listing of all phone numbers (including all involved coaches' cell numbers), will be provided to all parents (or guardians) and school administrators prior to the trip.
- The student to adult chaperones ratio will be a maximum of 10 to 1 with the preferred ratio of 8 to 1. For mixed groups, an appropriate mix of male and female adult chaperones will be required.
- All hotel or motel rooms or other quarters will be reserved in a block. Chaperones will be assigned to rooms scattered within the rooms assigned to students. Hotels or motels that cannot guarantee that a block of rooms will be assigned will not be used.

- Periodic, random and unannounced room checks (including curfew deadline bed checks) will be conducted by the adult chaperones. Chaperones will be assigned a maximum of 3 rooms to supervise and monitor.
- Reasonable curfews will be set and enforced.
- Students will be supervised at all times. They will not be permitted to leave the premises of the hotel or the activity/competition location without adult supervision.
- Students will not be permitted to visit the rooms of any person not affiliated with FISD. Other persons (except parents or guardians of students assigned to a particular room) not officially a part of the FISD group, will not be permitted to visit the room of any FISD student.
- If any students violate the FISD Student Code of Conduct in any way that will require placement in ISS, suspension from school, placement in an AEP or expulsion from school, then student's parents or guardians will be contacted immediately and be required to arrange for the immediate return home of the student. All transportation costs will be the responsibility of the student and their family.

TRANSPORTATION

Guidelines for Transportation

All bus requests for regular season will be submitted at the campus level by either a designated secretary or a campus coordinator. Specific instructions will be given to you at the campus level.

Bus requests for post-season or coach travel will be submitted to Ann Ludlow (ludlowa@friscoisd.org) in the Athletic Office. Information needed includes designated school, sport, destination, date, time, driver 1, driver 2, number of buses, and number of athletes. Submit this information to Mrs. Ludlow at your earliest convenience.

Bus Supervision

Coaches are responsible for supervising student athlete behavior on buses at all times during athletic trips.

Pay for driving to and from games

Coaches will be paid \$20/game trip while driving an FISD SUV.

Coaches will be paid \$40/game trip while driving a school bus.

Campus Bus Expectations

The High School Campus Buses are to be used for Athletic purposes only and only in the district and surrounding towns. The Campus Bus cannot be used for any field trip and is not allowed to leave this area. If unsure, ask Field Trips (469-633-6144).

The Campus Bus must be checked out with the person who is in charge of your campus buses at your school. Make sure the designated person in charge of the bus is aware you are taking the campus bus. There are times that we might need to use the campus buses to make events that are scheduled work.

Drivers only get paid for driving a campus bus if we assign it to you because we are short on buses. Otherwise anytime you drive a campus bus, you will not get paid.

Please make sure that the bus is cleaned after each use. Have the kids take out all the trash, push the windows up, and never leave the bus less than half full of fuel. NEVER fuel the bus with students on board. Take the bus to either West or Rolater Station.

All drivers MUST ALWAYS do a complete pre-trip check prior to leaving the lot. Once at the event if the bus has sat for less than 2 hours another pre-trip check is required but without emergency hatches and the airbrake test. If it has been more than 2 hours then the complete pre-trip check must be performed.

Any mechanical issues need to be reported to the Field Trip Office at 469-633-6144.

Charter Bus

Charter buses must be approved by the FISD Athletic Office and will only be used for state contests if fiscally feasible. Reservations must be made directly through Ann Ludlow in the Athletics Office with as much notice as possible.

Hotels

Overnight approved travel should be coordinated through Alex Baum at Journey House (972-960-5800). Alex will book the hotel rooms and send a confirmation to the coach. That confirmation must be sent to Tracey Curtiss as soon as the room roster is ready so that a PO can be acquired. Journey House will prepay the hotel, but the coach will need to provide the hotel with the District's Hotel Tax Exemption Certificate.

PROFESSIONAL DEVELOPMENT & TRAINING

Joining a Professional Organization

FISD will pay for High School Coaches to be a member of 2 associations (THSCA, TGCA, TABC, etc). FISD will pay for Middle School Coaches to be a member of 1 association (THSCA or TGCA). If you pay for your membership, you should submit a

current year reimbursement form (Resource Center) within 30 days of the purchase. A receipt is required showing amount and method of payment. Make sure you approve the membership with your Athletic Coordinator prior to purchasing.

Attending Clinics

FISD will pay the registration fees for high school coaches to attend two clinics or conferences. Middle school coaches will be limited to one clinic. FISD will pay up to \$100.00 for a clinic registration fee. Any remaining fees or costs associated with the attendance of a clinic will be the responsibility of the coach. See the Budgeting and Processing section of the handbook regarding appropriate forms to be submitted.

- Permission must be granted by the campus principal if any school will be missed for a clinic. Every effort should be made to have classes covered by another coach.
- The day may only be coded as school business only if a substitute teacher is not required. Effort should be made to miss only one day of school.
- When feasible, only one or two representatives from a campus should attend and then share the acquired information with other members of their staff.
- FISD will only pay for travel expenses (room, gas, food, parking) if a coach is an officer, committee member, or presenter for the clinic or organization. When more than one coach is approved to attend an overnight conference or clinic, every effort should be made to share a room and ride in the fewest number of vehicles possible.
- Employees attending state tournaments or competition as observers and not as coaches or directors of a competing individual or team may not use school business days, nor request reimbursement for expenses.
- Athletic booster clubs or any other organization may not be asked to provide funds for coaches' travel.
- All travel on school days outside these guidelines will be at the employee's expense and require the use of a discretionary leave day.

UIL Compliance Training

All coaches are required to complete the job appropriate modules of the Coaches Certification Program found in the UIL Portal on the UIL website. All coaches will complete the Constitution & Contest Rules module, the Ethics module, the Safety Training module, the UIL Steroid Education module, and the Concussion Training module. The remaining modules will be the coach's sport specific modules and are based on the coach's coaching assignment.

Middle school coaches will complete the JH Athletic Constitution modules. High school coaches will complete the HS Constitution and Contest Rules modules. Training staff will complete the Athletic Trainer Regulations module.

These training modules must be completed prior to the beginning of the school year or before you have your first coaching contact with your athletes.

All first year coaches and coaches who are in their first year of coaching in Texas are required to complete the Fundamentals of Coaching in Texas module.

All football coaches will be required to complete the “Best Practices in Tackling” certification every two years beginning in August of 2019.

CPR/First Aid/AED

All Coaches are required to be CPR, First Aid and AED certified. Both American Heart and Red Cross certification last for two years. High School Coaches will give most current copy of certification card to campus trainer. Middle School Coaches will give most current copy of certification card to athletic coordinator who will then give all certification cards to high school feeder trainer.

Concussion Training and Information

All coaches must complete the two hour mandated concussion education course. Two hours of concussion education training is required every two years. The training can be completed two hours every other year or one hour every year. All coaches must provide proper documentation of attendance to the Frisco ISD athletic office. Give the completion certificate to your campus Athletic Coordinator. Protocol for Concussion can be found in the Appendix and on the Learning Hub.

There are many resources available to complete the concussion education course. The following institutes offer the concussion education course:

Texas Health: <https://www.texashealth.org/sports-medicine/Pages/Sports-Injuries/Concussion/Concussion-Training.aspx>

Region 10: www.region10.org then click on online resources, go to compliance training, and click on “Enroll Me” in “Concussions: Everything you need to know.”

CDL

All Coaches are required to have a Commercial Driver’s License (CDL) and be eligible to drive a school bus. All coaches must have obtained a CDL and completed the 20 hour course no later than February 1 of the school year they begin employment or their contract may not be renewed. The CDL process is outlined on the next page. For all coaches transferring into the district with a CDL, please see the following page for the

district training process. Contact information for the Training Specialists is at the end of the CDL procedures.

FRISCO ISD CDL LICENSING PROCEDURES

1) **Contact Transportation Training Office** – 469-633-6560 to begin your CDL training process

- a. They will need a copy of your Driver's License and SS Card
- b. They will give you forms for your first visit to DPS
- c. A TX Commercial Motor Vehicle Drivers Handbook

2) **Written tests**

You can take your DPS written tests at any DPS location.

It is suggested to use this link and schedule your visit:

http://www.dps.texas.gov/administration/driver_licensing_control/rolodex/getinlineonline.htm

If you don't get in line on line you will be pushed back once at DPS

Transportation's Suggestions:

McKinney – 400 Powerhouse, McKinney, TX 75071
Call ahead number 214-733-5350

Plano – 2109 W. Parker Rd., Plano, TX 75023 -
Call ahead number 972-867-4221

Garland – 4445 Saturn Rd, Ste. A, Garland, TX 75041
Call ahead number 214-861-3700

Carrollton – 4600 SH 121, Carrollton, TX 75010 -
Call ahead number 972-394-4530

Tests must be taken in the following order:

- | | |
|------------------------|--------------|
| a. Commercial Rules - | Section 14 |
| b. General Knowledge - | Section 1, 2 |
| c. Air Breaks - | Section 5 |
| d. Passenger - | Section 4 |
| e. School Bus - | Section 10 |
- Written test is \$25.00 and additional tests are up to \$61. Fees are reimbursed upon completion of CDL process.
 - If a coach fails any of the 5 tests after three attempts, they will be required to repay the CDL testing fee and restart the written testing process including the

vision screening. The DPS is only set up to receive cash, local checks and credit cards....NOT DEBIT.

- The Transportation Training Department is willing to help any coach with their tests.
- The District will reimburse the \$25.00 Written test fee.
- If a coach fails 3 times and has to re-pay the CDL Written test fee, the district **WILL NOT** reimburse the coach for the second fee. The coach should save all receipts they receive from DPS so we can submit for reimbursement.
- Written testing is done on the computer and is in a multiple choice format.
- A coach must show their Driver's License and SS card the first time they go to DPS along with the forms provided by Transportation Training Office.
- They will not be issued a Commercial Learners Permit (CLP) until all 5 tests are passed.
- The week before their DPS Driving Test, they will need to return to DPS and pay the remaining Driving Test Fee.
- **Once a coach is issued their CLP, they should call Paul Russo at: 469-633-6560 before they leave the DPS office.**

At this point most coaches go into “in line for training” – waiting their turn to be trained. They have completed all the steps they can individually complete.

3) Coaches should obtain a D.O.T. Physical after obtaining their CLP (commercial learners permit)

The coach should go to the Rolater Transportation Training Office at 12050 Rolater Rd. to pick up the PrimaCare paperwork. They will need to go directly to the PrimaCare office after they have picked up their form.

4) Training

- Transportation will need a copy of the coach's Commercial Learner's Permit and their testing receipts for our records.
- Coaches will also have approximately 4 hours of videos to view BEFORE they can take their driving test. These videos can be viewed at any time during the day between 6am & 5:30pm at the Rolater Transportation Office. They do not need an appointment; they may come by at any time to view these.

- Coaches should be prepared to spend about 20-25 hours in training and be available for at least 4 hours at a time during training sessions and train on consecutive days.
- A trainer will contact the coach to schedule their behind the wheel training. Training will take place about a week before the coach's CDL driving test.

5) Test Day

- The driving test is done at Rolater Transportation.
- On the scheduled day, the coach will arrive 45min – 1hr before the test.
- Tests are scheduled at 10am, 11am or 12noon, each test is 2 hours in length.
- The coach must have their Commercial Learners Permit and their current Class C license.
- Upon successful completion of the driving test, the coach will be given instructions about picking up their license from DPS.

If the coach is a new employee and already has their CDL:

The following should be sent to russop@friscoisd.org:

- Copy of CDL, SS Card and Bus Safety Certification Card
- Contact email
- Contact phone number
- Campus

The coach will need to complete the following:

- 8-10 hour Classroom & Ride Along training with a Trainer
- Bus Driver Physical

If a coach needs a Passenger Endorsement and/or School Bus Endorsement only:

If a coach has their CDL and is lacking their P and/or S Endorsements:

- Start with number 1 above.

If a coach has an out of state driver's license or out of state CDL, they should contact Paul Russo for information on how to proceed.

ALL FRISCO ISD CDL DRIVERS

Bus Driver Physical:

Every CDL holder is required to pass an annual Bus Driver Physical. Physicals are performed by Prima Care, our medical management company. Physicals are done at our Transportation facility in spring or at the Prima Care office in Frisco. The cost of the physical is covered by FISD.

Safety Certification Course:

20 Hour Course:

Every CDL holder is required to take a state mandated Bus Safety Certification Class. The initial course is 20 hours. You must complete the original class you sign up for. Once you pass your DPS Driving Test you can sign up for the 20hr. and will be issued a Temp Bus Safety Certification Card. You may drive a school bus once you have your Temp Bus Safety Certification Card.

8 Hour Course:

Every 3 years you are required to complete a state mandated 8 Hour Bus Safety Re-Certification Class. Please contact Teresa Daily for a list of class dates.

Contact Information for Transportation:

Frisco ISD Transportation
12050 Rolater Rd
Frisco, TX 75035
East Side of Building

Paul J. Russo
Training Specialist
Office: (469) 633-6560
Fax: (469) 633-6565
russop@friscoisd.org

Jennifer Nirmul
Training, Compliance & Accidents
Office: (469) 633-6561
Fax: (469) 633-6565
nirmulj@friscoisd.org

**Frisco ISD Athletic Department
CDL Process & Timeline for Coaches**

All Coaches are required to have a Commercial Driver's License (CDL) and be eligible to drive a school bus. Below is a timeline that coaches should follow to ensure they complete the CDL process to make certain their contract is renewed.

<u>Step in Process</u>	<u>Completion Deadline</u>
Classroom & DVD Training (Approximately 6 hours)	1st Day of School (August 16th)
Status Update (HR, Athletic Directors, Transportation)	October 15th
All DPS Tests & Physical	November 2nd
CDL Complete & Temporary Bus Certification	February 1st
20 Hour Course Complete	July 1 st

BUDGETING AND PURCHASING

Athletic budgets for each campus and for each sport will be allocated by the Frisco ISD Athletic Department.

Purchase Requisition Process:

1. Log into LaserFische. (Web address - lfrweb.friscoisd.org/Forms. When the page loads, a login will appear. Enter your Frisco ISD credentials Click on "Start Process" and then click the Green Start Button in "FIN_PUR_Athletic Requisition Request."
2. Every line item with a red asterisk (*) is required. Enter your campus, school and school sport. A Campus Requisition Number will automatically appear. You will then enter the Vendor Name and Address information.
3. The next section is the information where the items should be shipped with the person placing the order at the Attn line. Enter a date required (asap is not an option).
4. At the Item List section, you will begin entering your items. PLEASE NOTE: The Unit box should only be to tell Purchasing the measure. Examples are EA, DZ, CASE, PR, etc. Do **NOT** enter the item number at this field.
5. Item Description should include the Item Number, colors, brand, and any descriptions as found on quotes you are provided, or in the catalogs from where you are ordering. Basically, anything you need the vendor to know about this order.

6. If you need to add more than one item, you will click on the blue “Add” under Line Item 1. Continue adding lines until you have completed your order. The 20 item limit is still in effect.
7. You will notice that once you enter in a Unit Price, that the total will automatically calculate, as well the Sub-Total. Enter a Shipping Amount, even if 0. The Total will automatically calculate.
8. Orders totaling over \$5000 require a quote. Currently, you cannot attach the quote to LaserFische, so please send to your campus coordinator via email.
9. Once completed, click on the Approver at your Campus for your Sport.
10. The Coordinator will approve and send to Coach Littlejohn or Coach McDowell for approval.
11. Once the order is processed through the Athletic Office, you can go to the W drive and click on the Athletics Folder. Click on the “AthleticOrderUpdates” csv file to see the Purchase Order Number. This process can take up to a week or longer, depending on the time of year and amount of requisitions being sent for approval.
12. Contact the vendor once you receive the purchase order number, and let them know they should receive a faxed purchase order request from the FISD Purchasing Department within five (5) working days. If they do not receive this fax in the allotted amount of time, contact Tracey Curtiss to check on the status.
13. **All purchase orders must be \$25.00 or more. Orders less than \$25.00 will not be processed.**

Receiving process:

1. Once you have received all the items on the purchase order contact **Cheryl Fletcher** to release the purchase order for payment. Email communication is the preferred method for this, and you should include the PO number (found on the W drive) when communicating about orders.
2. Some vendors send invoices directly to the FISD Accounts Payable Dept. Should you ever receive an invoice, it should be immediately sent to Cheryl Fletcher so that payment will be processed. A/P will not process payment until they receive an invoice.

Nike Purchasing Instructions

Nike Order Guidelines:

- All Nike apparel must be purchased from BSN. This includes backpacks, gloves, kneepads, caps, etc.
- All uniforms must be Nike. (Exceptions are wrestling & swimming.) All game apparel for coaches must be Nike.
- Our relationship with Nike requires us to purchase Nike apparel. Any deviation from purchasing Nike apparel will need to be supported and accepted by Nike. Thus, we will only purchase apparel brands other than Nike with the guidance of their sales force (BSN). In summary, if we are going to purchase apparel other than Nike, then it will need to be from BSN.

- **All Nike items must be on a separate requisition from other items.** A different vendor number is entered for Nike orders, so it is important that they are on separate requisitions.
- **Nike custom items must be on separate requisitions from Nike stock items** due to shipping and the length of time it takes to receive custom orders. Custom orders can take up to six months to receive. Plan and budget accordingly.
- Items considered equipment, such as balls, cones, racks, weight equipment, etc. (regardless of brand) can be purchase from any approved vendor. You are encouraged to get a quote on these items from BSN for comparison.

Nike ASD and Switchover Dollars Guidelines:

1. The athletic office and campus coordinators will communicate ASD allocations for each program. **All comp orders (ASD) must be sent directly to Chris Reynolds, creynolds@bsnsports.com** (not to your campus BSN rep).
2. Each school should schedule 3 order periods throughout the year around June 1st, September 1st, and January 1st. Any or all of your dollars may be used during a single order period. ASD dollars may be used for **stock apparel products only** from the ***Men's & Women's Training Catalogs***. (Excludes footwear and custom warm-ups.)
3. Dollars are at retail cost.
4. **Switchover dollars (high schools only)** can be **used anytime** during the order periods and follow the same order product guidelines above. **Stock product only**.
5. Submit switchover orders directly to your BSN rep that services your school. BSN sales pros are well versed on how the switchover dollars work.
6. Stock availability can be an issue. The BSN rep will make coaches aware of any issues at the time an order is being placed.

Tournament Fees

For tournaments we attend outside FISD, coaches are asked to fill out a new Google form and attach the Entry Flier or Letter of Invitation. If there is a form to be completed for the tournament, the coach should fully complete the form before turning it in to the athletic office. Be sure the athletic department knows the exact dollar amount you are requesting, the name of the school district (or to whom the check should be made out to) and the mailing address. Contact Cheryl Fletcher with any questions regarding tournament entries.

For tournaments that we are hosting, give the athletic department a copy of the invitation being sent out as well as a list of schools attending the tournament. Checks should be made out to "Frisco ISD Athletic Department" and mailed to the athletic office in care of Jennifer Helm.

Reimbursements

To receive a reimbursement you must fill out the updated reimbursement form which can be found on the resource center. Attach the receipt and turn it in to the FISD athletic office. Please avoid spending your own money as much as possible. Always pull the reimbursement form from the Resource Center.

If the reimbursement is for a clinic, a copy of the agenda, name badge, or certificate needs to be attached to the form as well.

Meals and Travel

Overnight travel must be approved. Contact Alex Baum at Journey House (972.960.5800) to secure a hotel room and send the confirmation to Tracey Curtiss. Journey House will pre-pay for the hotel, and you will need to provide the District's Hotel Tax Exemption Certificate at check-in (contact Tracey Curtiss).

A reimbursement form (found on the Resource Center) will need to be submitted for meals, parking, tickets, etc. immediately upon return from an overnight trip. For meal reimbursement follow the standard amounts allowed for breakfast, lunch and dinner. Pay close attention to departure times and return times when figuring out meal reimbursements. **The reimbursement form must be signed.**

Coaches will no longer be reimbursed for mileage for overnight trips. Coaches should make every effort to request a District SUV for travel over 50 miles. If SUVs are not available, contact Tracey Curtiss regarding instructions for renting a vehicle. Reimbursement for parking will require receipts and reimbursement for tickets will require ticket stubs. Checks made out to district personnel will only be for meals, money for tickets (if applicable) and parking. Make sure to get the most updated form off of the FISD Resource Center, as the form changes frequently.

When travelling with teams to state playoffs or state tournaments, if the event will take place outside of Frisco ISD, coaches can request advance meal money. You must provide a roster and complete itinerary of the trip along with the Check Request form. Contact Tracey Curtiss for instructions.

Scouting

All receipts must be itemized and turned in monthly to Tracey Curtiss at the Athletic Office. Be sure to use the appropriate form for mileage, depending on if scouting is in FISD or out of town. Mileage will NOT be reimbursed for trips over 50 miles and coaches should make every effort to request a District SUV for scouting trips over 50 miles. If you choose to drive your own vehicle and you will be travelling over 50 miles, you can submit a gas receipt after travel is complete (you are required to fill up your tank prior to departing).

Coaches will not be reimbursed for meals if scouting a game within Frisco. Meals will only be reimbursed if they are outside of Frisco ISD. Complete receipts with date, restaurant name and address are required to be reimbursed. Maximum meal amounts apply – note the amounts on the Reimbursement Form found on the Resource Center.

FRISCO ISD CONCUSSION PROCEDURES

- Step 1-** Once an athlete is suspected to have suffered a concussion, the designated school official (i.e. athletic trainer or coach) will notify the parents and hand them the UIL/Frisco ISD Concussion Management Protocol and Return-to-Play Release Form and the list of recommended ImPACT doctors in the area. The parent will be instructed to take the student athlete to see a physician of their choosing (ImPACT or concussion trained encouraged) before he/she will be allowed to participate.
- Step 2-** Student will see physician.
- Step 3-** Log the concussion information on the documentation spread sheet (Name, Age, Date of Concussion, Sport Concussion Occurred in, Position in Sport when injured, and whether or not injury was School Related). Do NOT record Date of Return-to-Play at this point.
- Step 4-** Once student-athlete returns with physician instructions; follow them along with the Return-to-Learn/Return-to-Play protocol.

Stepwise Return-to-Play Progression Program:

- ✓ **Stage 1**
 - Complete symptom Checklist Pre-Workout (workout)
 - Complete symptom Checklist Post-Workout
- ✓ **Stage 2**
 - Complete symptom Checklist Pre-Workout (workout)
 - Complete symptom Checklist Post-Workout
- ✓ **Stage 3**
 - Complete symptom Checklist Pre-Workout (workout)
 - Complete symptom Checklist Post-Workout

- ✓ **Stage 4**
 - Complete symptom Checklist Pre-Workout (workout)
 - Complete symptom Checklist Post-Workout
- ✓ **Stage 5**
 - Complete symptom Checklist Pre-Workout (workout)
 - Complete symptom Checklist Post-Workout

Step 5- When the student-athlete has been released by the physician, completed the protocol, and turned in the UIL/Frisco ISD Concussion Management Protocol and Return-to-Play Release Form to the designated school official (i.e. athletic trainer or coach) he/she may return to play at the discretion of the athletic trainer.

Step 6- Log the Date of Return-to-Play on the spreadsheet.

FISD LIGHTNING GUIDELINES

1. The chain of command that will make the call to remove individuals from the field will be as follows:

Practices: The athletic trainer and the head coach or coaches will make the call. If an athletic trainer is not present, the head coach or coaches will make the call to remove the athletes from the field.

Games: The official(s) will make the call, based on weather information accessed by the athletic trainer or a school official. The official along with the school administrator or administrators will make the call. If a school administrator is not present, the official and the head coach or coaches will make the call.

2. The athletic trainer will be the designated weather watcher (A person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous). If an athletic trainer is not present, the head coach and coaches must be the designated weather watcher.

3. Local weather forecasts and warnings will be monitored on the local radio stations. T.V. and the internet can also be used. Some websites that can be used to look at the Doppler radar include: www.weather.com and www.fox4news.com

4. Designate a safe shelter for each venue. Safe Shelter includes:

- A. A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not dug out), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
 - B. 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.
 - C. It is not safe to shower, bathe, or talk on landline phones while inside a safe shelter during thunderstorms (cell phones are okay).
5. When to go to a safe shelter:
- A. Use the weather system program. The weather system program (WeatherSentry – weather.dtn.com) will be used by FISD Athletic Trainers with the parameters set forth by the FISD Athletic Training staff: 20 mile advisory, 10 mile warning and 30 minute ALL CLEAR.
 - B. Use the Flash-to-Bang count. To use the flash-to-bang method:
 - Begin counting when sighting a lightning flash.
 - Counting is stopped when the associated bang (thunder) is heard.
 - Divide this count by five to determine the distance to the lightning flash (in miles).
 - For example, a flash-to-bang count of thirty seconds equals to a distance of six miles. Lightning has struck from as far away as 10 miles from the storm center.
 - Postpone or suspend an activity if a thunderstorm appears imminent before or during an activity or contest, (regardless of whether lightning is seen or thunder is heard) until the hazard has passed. Signs of imminent thunderstorm activity are: darkening clouds, high winds and thunder or lightning activity.
 - By the time the flash-to-bang count approaches thirty seconds, all individuals should be already inside a safe structure
6. Once activities have been suspended, wait until:
- A. All clear received from weather alert system.
 - B. The last sound of thunder or lightening flash prior to resuming and activity or returning outdoors.
7. 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.
8. Observe the following basic first aid procedures in managing victims of a lightning strike:

- Survey the scene for safety
 - Activate local EMS by calling 911
 - Lightning victims do not “carry a charge” and are safe to touch
 - If necessary, move the victim with care to a safer location.
 - Evaluate circulation, airway, breathing, and begin CPR if necessary.
 - Evaluate and treat for shock, fractures and/or burns.
9. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

FISD COLD WEATHER GUIDELINES

Cold exposure can be uncomfortable, impair performance and even become life threatening. Conditions created by cold exposure include frostbite and hypothermia. Wind chill can make activity uncomfortable and can impair performance when muscle temperature declines. Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers, and toes. Hypothermia a significant drop in body temperature occurs with rapid cooling, exhaustion and energy depletion. The resulting failure to the temperature-regulating mechanisms constitutes a medical emergency.

Hypothermia frequently occurs at temperatures above freezing. A wet and windy 30-50 F degree exposure can be as serious as a subzero exposure. For this reason Frisco ISD is developing cold weather guidelines using the wind chill factor instead of the ambient temperature. See website for a wind chill factor chart.

www.mste.uiuc.edu/dildine/wind_chill

Wind speed interacts with ambient temperature to significantly increase body cooling. When the body and clothing are wet (whether from sweat, rain, snow, or immersion), the cooling is even more pronounced due to the evaporation of the water held close to the skin by the wet clothing.

Clothing is one of the most important parts of keeping the athlete’s body warm. Athletes should dress in layers and try to stay as dry as possible. Layers can be added or removed depending on temperature, activity and wind chill. Athletes should layer themselves with wicking fabric next to the body, followed by lightweight or wool layers for warmth. Athletes should use a wind block garment to avoid wind chill during workouts. Heat loss from the head and neck may be as much as 50% of total heat loss, therefore the head and neck should be covered during cold conditions. Other extremities should be covered at all times to protect from the wind chill.

Cold Exposure:

- Breathing of cold air can trigger an asthma attack (broncho spasm)
- Coughing, chest tightness, burning sensation in throat and nasal passage

- Reduction of strength, power, endurance, and aerobic capacity
- Core body temperature reduction, causing reduction of motor output

Cold Recognition:

- Shivering is a means for the body to generate heat
- Excessive shivering contributes to fatigue, loss of motor skills
- Numbness and pain in fingers, toes, ears, and exposed facial tissue
- Drop in core temperature; athlete exhibits sluggishness, slowed speech, disoriented

General Guideline:

- Wind Chill Factor will be assessed prior to practices
- Coaches will obtain weather report from weather.com, using the zip code based on campus location.
- The wind chill will determine which protocol will be followed.
- Wind chill readings will be taken before teams leave for traveling for competitions, and an hour by hour report will guide our decisions for the event.

HIGH SCHOOL ATHLETIC COLD WEATHER GUIDELINES

PRACTICE PROTOCOL

Wind Chill Factor 33-35° F with Precipitation:

- 35 min. of exposure/20 min. inside gym (may return outside after 20 min.)
- Dry clothing (socks, gloves)
- Athletes must be dressed in warm-up with extremities covered

Wind Chill Factor 31-32° F (Dry):

- 45 min. exposure/ 15 min. inside gym (may return outside after 20 min.)
- Athletes must be in warm-ups with extremities covered

Wind Chill Factor 32° F or lower with precipitation:

- All practices will be inside
- No outside exposure

Wind Chill Factor 26-30° F (Dry):

- 30 min. of total exposure to chill factor
- 15 min. inside
- Warm-ups must be worn with all extremities covered at all times

Wind Chill Factor of 25° F or lower:

- No outside practices
- All work must be inside

MIDDLE SCHOOL ATHLETIC COLD WEATHER GUIDELINES:

PRACTICE PROTOCOL

Wind Chill Factor less than 45° F with precipitation:

- 35 min. of exposure 20/minutes inside gym (may return outside after 20 min.)
- Dry clothing (Socks, gloves)
- Athletes must be dressed in warm-up with extremities covered

Wind Chill Factor less than 35° F:

- All practices inside

Both High School and Middle School Outdoor Competition Protocol

Games to be postponed due to cold weather will be determined on a case by case basis by the Frisco ISD Administration.

Postponed games to be re-scheduled will be determined by the Head Coach of that sport as well as the Athletic Director or Assistant Athletic Director. An outside sport game date will be considered for rescheduling if the following occurs:

- * Wind chill reaches 25 degrees or less, with precipitation.
- * Wind chill is less than 20 degrees, without precipitation.

FISD HOT WEATHER GUIDELINES

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

General Considerations for Risk Reductions

1. Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.). Education about risk factors should focus on hydration needs; acclimatization, work/rest ratio, signs and symptoms of exertional heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.
2. Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical conditions.

General Guidelines:

1. Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of 7 to 10 days to achieve acclimatization.

2. Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing, and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During acclimatization process, student athletes should practice in T-shirts, shorts, socks, and shoes. Rubberized suits should never be worn.
3. To identify heat stress conditions on the field of play, regular measurements including ambient temperature and relative humidity will be taken 30 minutes prior to practice and every 30 minutes throughout practice. The website below includes a heat index table. Use this table to assess the heat index.
<http://www.weatherimages.org/data/heatindex.html>
4. Unlimited access to drinking water will be provided throughout practices and competitions.

Specific Guidelines: High School Athletics

Heat index of less than 100:

- Water breaks every 30-45 min.

Heat index of 100-105:

Football:

- Full pads
 - o Water breaks every 30 min.
 - o Break duration 1 period (5 min.)
- Shorts/shirts/helmets.
 - o Water breaks every 40 min.
- Cardiovascular Conditioning: remove helmets.

Other Sports:

- Water breaks every 40 min.

Heat index of 106-110:

Football:

- Full pads
 - o Water breaks every 20 min.
 - o Practice will not exceed 1 hr. 45 min.

- Shorts/shoulder pads/helmets
 - Water breaks every 30 min.
 - Practice will not exceed 2 hr.
- Athletes allowed to remove helmets while not in contact with drills.
- Cardiovascular Conditioning: remove shoulder pads and helmets.

Cross Country/Men's and Women's Track:

- **Long Distance runners** must be directly supervised by coaches at all times.
- Water breaks every 30 min.
- Practice will not exceed 2 hr.
- **Track and Field athletes**- Water breaks every 30 min.
- Practice will not exceed 2 hr.

Baseball, Softball, Soccer and Tennis:

- Water breaks every 30 min.
- Practice will not exceed 2 hr.

Other Sports and Off Season Programs:

- 45 minutes total of heat exposure with a minimum of 1 water break

Heat Index of 111-115:

Football:

- Shorts/Shoulder Pads/Helmets only
 - Water breaks every 20 min.
 - Practice not to exceed 2 hr. total
- Cardiovascular Conditioning duration and intensity decreased.
 - Remove shoulder pads and helmet

Cross Country/Men's and Women's Track:

- Long Distance runners must be directly supervised by coaches at all times.
- Water breaks every 20 min.
- Practice will not exceed 2 hr.

Baseball, Softball, Soccer and Tennis:

- Water breaks every 20 min.
- Practice will not exceed 2 hr.

Other Sports and Off Season Programs:

- 30 minutes total of heat exposure with a minimum of 1 water break

Heat Index of 116-117:

Football:

- Shorts/Shirt/Helmets only
 - Water breaks every 20 min.
 - Practice not to exceed 1 hr. 30 min. total
- NO Cardiovascular Conditioning

Cross Country/Men's and Women's Track:

- Long Distance runners must be directly supervised by coaches at all times.
- Water breaks every 15 min.
- Practice will not exceed 1 hr. 30 min.

Baseball, Softball, Soccer and Tennis:

- Water breaks every 20 min.
- Practice will not exceed 2 hr.

Other Sports and Off Season Programs:

- 30 minutes total of heat exposure with a minimum of 1 water break.

Heat Index of 118-120:

ALL SPORTS:

- No outside practice will be allowed in any sport

Specific Guidelines: Middle School Athletics:

Heat index of less than 100:

All Sports:

- Water breaks every 30-45 min.

Heat index of 100-105:

Football:

- Full pads
 - Water breaks every 20 min.
 - Practice will not exceed 1 hr. 30 min.
- Shorts/shoulder pads/ helmets
 - Water breaks every 30 min.
 - Practice will not exceed 1 hr. 45 min.
- Athletes are allowed to remove helmets while not in contact with drills.
- Cardiovascular Conditioning: remove shoulder pads and helmets. Decrease duration and intensity.

Other Sports:

- Water breaks every 30 min.
- Practice will not exceed 1 hr. 45 min.

Heat index of 106-110:

Football:

- Shorts/Shoulder Pads/Helmets only
- Water breaks every 15 min.
- Practice not to exceed 1 hr. 30 min. total
- No cardiovascular conditioning.

Other Sports:

- Water breaks every 15 min.
- Practice not to exceed 1 hr. 30 min. total
- No cardiovascular conditioning.

No outside practice when temperature exceeds 109° F and/or heat index is 111° F.

AIR QUALITY INDEX POLICY

Air Quality Index

Good: Code Green

Moderate: Code Yellow

Unhealthy for Sensitive Groups: Code Orange

Unhealthy: Code Red

Very Unhealthy: Code Purple

Guidelines to Follow

No action taken

No limit to exercise, but watch those that may be affected: Asthma

2 ½ hr practice limit, but watch those that may be affected: Asthma

2 hr practice limit, but watch those that may be affected: Asthma

1 ½ hr practice limit, but watch those that may be affected: Asthma

FISD ATHLETIC BOOSTER CLUBS

Coaches should be familiar with all UIL Booster Club Guidelines, FISD Booster Club Requirements and Operational Guidelines, and FISD Athletic Booster Club Regulations. Coaches should have a thorough understanding of the purpose of booster clubs in FISD. A coach should attend every booster club meeting in an advisory capacity.

FISD Athletic Booster Club Regulations

1. Booster clubs are expected to observe and follow all ***UIL Booster Club Guidelines*** and the ***FISD Booster Club Requirements and Operational Guidelines***.
2. An annual FISD district meeting will be held for booster club officers. The president, another officer or representative, must attend this meeting.
3. Booster clubs must have written by-laws on file with the athletic coordinator at their respective campus.
4. Booster clubs must obtain tax exempt or 501(c)(3) status. Booster clubs may not use the FISD Sales Tax Permit number for any reason.
5. Booster clubs must turn in regular financial reports to the head coach of the sport represented and the athletic coordinator at their respective campus.

6. For accountability purposes, there should be at least two people involved with collecting and depositing of funds in addition to the treasurer, who will be responsible for verifying the account and depositing the funds.
7. Booster financial transactions should always incorporate the distribution and collection of receipts or a comparable communication and record keeping system.
8. Coaches should not handle money associated with booster club activities.
9. Transparency should be a goal of our athletic booster clubs. Officers should be elected by the membership. The election process should be clearly outlined in the by-laws, and the election outcomes should be communicated to the campus principal.
10. FISD employees should not serve in a booster club role connected with booster club financial operations. FISD employees must obtain principal approval prior to serving as an officer/board member of a booster club.
11. The head coach, or an assistant coach appointed by the head coach, should attend **every** booster club meeting in an **advisory capacity**.
12. Booster clubs may seek guidance from the head coach and must obtain final approval from campus administration on all decisions directly impacting students or campus or district programs.
13. Booster clubs do not have the authority to direct the duties of a coach/school employee. Scheduling of contests, scheduling of practices, program rules and expectations, and all other program related criteria are under the jurisdiction of the local school administration.
14. Fundraisers which are routinely approved by FISD include spirit wear sales, the sale of concessions at FISD facilities and FISD partner facilities, and sports clinics organized by the coaches during their respective season. Questions about these fundraisers should be directed to the campus administration. Booster clubs must obtain approval for all other booster club fundraisers from the campus administration.
15. Booster clubs can raise funds to provide items such as team programs, team posters, end of season banquet, and/or scholarships for graduating seniors.
16. Scholarships should be awarded through the Frisco Education Foundation. Criteria for the scholarships should be reviewed by the campus administration. The Frisco Education Foundation will examine applications and make final decisions.
17. Booster Club funds should rarely be used for the purchase of athletic equipment or supplies. This type of purchase should only occur after receiving approval from the Frisco ISD Athletic Director. On the rare occasion Booster Club funds are approved

for the purchase of athletic equipment or supplies, the funds will be made available for spending in this manner:

1. The Booster Club will submit a check made payable to the Frisco ISD.
2. The check will be deposited into the Frisco ISD General Fund.
3. The donated funds will be made available to the athletic program directly connected to the donating Booster Club.
4. The head coach will submit a purchase requisition for the appropriate equipment or supplies. Note: Booster Clubs cannot dictate how donated funds will be spent.

18. Booster clubs are expected to follow FISD procedures concerning concession stands, which can be found on the FISD Athletic Department website.

Concessions

- Providing concessions is a community service that is expected of booster clubs.
- Concession should be provided at all team competitions and most individual competitions.
- For some reason if a booster club is unable to provide concessions, it is up to the head coach and campus to find another booster club to take on that responsibility.
- Any issues with equipment inside concession stands should be communicated by head coaches to Jennifer Helm. Mrs. Helm will submit work orders as needed.

FISD Booster Club & Concession Resources

1. All FISD Booster Club Contacts can be found on the FISD Learning Hub on the ***FISD Athletic Department Coaches Handbook*** course.
2. UIL Booster Club Guidelines can be found on the University Interscholastic League Website at: <http://www.uil texas.org/policy/guidelines-for-booster-clubs>
3. FISD Booster Club Regulations can be found at:
http://www.friscoisd.org/docs/default-source/athletics/booster_club_requirements.pdf
4. FISD Concession Stand Information can be found at:
<http://www.friscoisd.org/departments/athletics/concessions>