

## COACHING RESPONSIBILITIES

All coaches hired by Ysleta ISD are responsible to the district and assigned school. Coaches will serve as appropriate role models and will assume responsibility for the conduct and safety of the student athletes under their care. All coaches will adhere to the Code of Ethics for Texas High School Coaches. YISD coaches will not provide any information, tapes, or reports to schools outside our district or any YISD school.

Coaches are responsible for:

1. Submitting completed eligibility lists.
2. Providing scores and information to the Athletic Office.
3. Maintaining files with team information and forms.
4. Securing campus equipment and facilities.
5. Making arrangements for all home contests.
6. Confering with the athletic trainer concerning athlete injuries and practice schedules.
7. Attending meetings arranged by the Athletic Office.
8. Turning in bus schedules for local travel.
9. Other duties as assigned.
10. CPR/AED Certification
11. RCP Certification
12. Concussion Training
13. Attending meetings arranged by the Campus Athletic Coordinator

Head Coaches are additionally responsible for:

1. Keeping an accurate inventory of equipment and uniforms.
2. Ordering equipment and uniforms following purchasing guidelines and maintaining a bid information file.
3. Ordering varsity letters through the campus secretary.
4. Making arrangements in advance for regular and post season travel including ordering checks for fees.
5. Implementing and conducting an off-season program.
6. Conducting staff meetings.
7. Working with feeder school programs.
8. Arranging for the repair of program equipment.
9. Ordering awards and arranging for hospitality for regular season tournaments and invitations.
10. Being certified in Cardiopulmonary Resuscitation and First Aid according to Section 33.086 of the Educ. Code.
11. Setting up and conducting preseason parent meeting.

9th and JV Coaches are additionally responsible for:

1. Performing scouting duties assigned by head coach.
2. Checking with the head coach before dismissing anyone from the team.

7th and 8th Coaches are additionally responsible for:

1. Working with the high school coach(es) in the particular sport assigned.
2. Using the same terminology and techniques as the high school program.
3. Football coaches will assist with spring training and/or with training which begins before school starts, and perform scouting duties.
4. Basketball coaches will perform scouting duties as assigned.
5. Ordering equipment and uniforms following purchasing guidelines.
6. Keeping an accurate inventory of equipment and uniforms.
7. Practice every day during the school week –“no days off”.

The District Executive Committee (DEC) or Middle School Athletic Council may enact the following penalty against a coach who breaks a rule(s): private letter of reprimand. The DEC may forward major infractions to be heard by the State Executive Committee.

## **ATHLETIC TRAINER'S DUTIES AND RESPONSIBILITIES**

### **GENERAL**

Athletic trainers are to provide quality emergency care, prevention, recognition, treatment and rehabilitation for injured athletes. The athletic trainers will be responsible to the building principal and athletic director. All licensed trainers act under the supervision and direction of a physician.

The athletic trainer makes the final decision regarding the return to practice or play for any athlete not required to see a physician. Neither a parent, nor a coach can over rule the athletic trainer's decision as to when the athlete is to resume practice or play.

Athletes who have been seen by a physician must submit a clearance note by a physician before they are allowed to resume practice or play. An athletic trainer not in full agreement with the physician's release for practice or play may deny practice or play until he/she is satisfied with the athlete's condition.

### **SPECIFIC**

Duties include, but not limited to the following:

1. Distribution, review and filing of UIL and YISD mandated pre-participation forms, and insurance information.
2. Maintain records of athletic injuries, referrals to physicians, and treatments given, on a daily basis.
3. Refer all athletes with injuries which indicate a need to see a physician.
4. Examine all athletes requesting to see an athletic trainer or physician.
5. Establish a program for the yearly physical examination of all prospective athletes.
6. Make water available for in-season teams at practice and home games.
7. Provide water and ice for out of town football teams coming to El Paso.
8. Provide the application of therapeutic modalities, under a physician's director for the treatment and rehabilitation of injuries.
9. Provide the application of devices such as strapping, bandaging, and braces designed to prevent or protect against injury.
10. Inform parents, physicians, and coaches of the injury and participation status of all athletes under their care.
11. Establish an emergency care plan in the event 911 must be activated.
12. Provide the services of at least one licensed athletic trainer for all varsity football games whether home or away.
13. Travel with teams that advance into the state play-offs when schedule permits.
14. Serve as a consultant for: weights and conditioning programs, athletic equipment and its fitting, off-season training programs, nutrition, and performance enhancing substances.
15. Other duties as assigned.

## UIL ADMINISTRATIVE RESPONSIBILITIES FOR ATHLETIC CONTESTS

The school district superintendent and/or his designee are responsible for enacting and enforcing a crowd management policy for contests sponsored by his/her district. Likewise, all phases of interscholastic competition are under the careful supervision of the superintendent.

### A. Guidelines (These basic guidelines may be supplemented by local schools).

1. A crowd control policy for in-season athletic contests shall be endorsed by the school board and should be kept on file with the district executive chairman and in possession of those in the individual school directly responsible.
2. No interscholastic contest may be arranged without the knowledge and sanction of the superintendent or his designee.
3. A game administrator or manager (usually the principal) shall be in charge of the various administrative duties not associated with the contest at all home games. This person shall be on duty during the actual playing of the contest.
4. In all cases where students are competing against those of another school there must be an authorized faculty representative on the premises. In team sport contests such as basketball, football, soccer, softball, and volleyball, the superintendent and/or a designated game administrator shall be present at all home games and should be present at games away from home when large numbers of students and fans are attending the game.
5. Students, participants and staff members representing member schools in interscholastic competition are expected to conduct themselves in a sportsmanlike manner. Failure to do so may be in violation of the UIL Constitution and Contest Rules and subject the school, students and sponsors to penalty.
6. The member school superintendent is responsible for initiating appropriate disciplinary measures against those guilty of violations of the State Education Code.
7. It shall be the responsibility of the host administration to ensure the safety of the meet officials.

### B. Designated School Administrator

1. For varsity games on the court/field the school designee shall meet the officials:
  - a. Introduce himself/herself
  - b. Indicate where he/she will be sitting.
2. If the officials are not contacted by ten minutes prior to tip-off/start of game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
3. If a designated administrator is not present, the official shall notify UIL in writing the next working day and report the incident.
4. The designee shall briefly meet with the officials after the game to discuss the game and any problems during the game dealing with ejections of players, coaches or fans, etc. the designee shall also offer to provide an escort to walk the officials to their respective vehicles.
5. The designee is responsible to inform the administrators of both schools the next school day of unsportsmanlike behavior of fans, players, coaches and any unprofessional behavior on the part of officials.
6. The home school is responsible for security. In playoff games, both schools are responsible.
7. Each school is responsible for the behavior of his/her fans, players and employees