

ATHLETICS OFFICE

The Athletics Office staff serves as a liaison between principals, coaches, teams, officials, the UIL and the YISD Administration and Board of Trustees.

Hours: Weekdays 7:30 AM - 5:00 PM.
Mailing Address: Athletics Office, YISD, 9600 Sims Dr, El Paso, Texas 79925
Telephone Number: (915) 434-0630
Web Site: www.yisd.net

Martin Segovia is the Athletics Director, and is responsible for the entire athletics program and the office. Primary responsibilities include budgeting and assisting with campus budgeting, scheduling, assigning of officials and coordinating athletic activities with the DEC. Martin reports directly to the Associate Superintendent of Operations.

Chris Gee is the Assistant Athletics Director. Primary responsibilities include coordinating the preparation and evaluation of athletic bids, scheduling and organizing assigned sports and investigation of equipment, facility conditions and the Middle School CO-OP Program.

Rachael Blair is the Assistant Athletics Director. Primary responsibilities include coordinating the preparation and evaluation of athletic bids, scheduling and organizing assigned sports and investigation of equipment, facility conditions and the Middle School CO-OP Program.

Beatrice Gutierrez is Secretary to the Director. Primary responsibilities include coordinating out of town travel, budgeting, preparing financial payments for officials, assisting the Athletics Director and Assistant Athletics Directors, and preparing documents.

Rudy Zarate is the Athletics Clerk. Primary responsibilities include assisting the Athletics Director and Assistant Athletics Directors, the Athletics Secretary and processing the athletics high school and middle school schedules by posting and editing schedules and preparing the Athletics website for valid and pertinent information and insuring that the information on line is accurate. Filing and recording prepared athletics documents.

Various coaches' meetings are arranged by the Athletics Office staff to discuss season concerns, post season activities, bid specifications and bid evaluations; and to hold clinics with officials' groups. The Ysleta ISD Athletics staff works closely with athletic staffs in Socorro ISD, El Paso ISD and other local and regional districts in scheduling and organizing competitions. The YISD staff also works with Baseball, Basketball, Football, Gymnastics, Soccer, Softball, Swimming, Volleyball and Wrestling Officials.

The Athletics Office has funds for:

1. Scheduled pre-season out-of-town trips for all sports.
2. Football scouting and post season scouting.
3. Post season contests and out of town travel.
4. District meets when hosting through 1-6A and 2-5A rotations.
5. District Championship Trophies, district meet medals and trophies, YISD and William W. Cowan awards.

ATHLETICS PROGRAMS

The Athletics Office staff oversees 13 district sponsored sports programs, plus athletic trainers and cheerleaders.

ADMINISTERING MEDICATION

The Athletics Office staff recommends that coaches do not administer any medication to students. Athletic trainers and school nurses may administer medication according to district policy. According to YISD Policy FFAC, states that district employees may administer medication to students provided:

1. The person administering the medication is designated by principal.
2. There is a signed written consent statement from the parent and/or physician.
3. That any prescription is in the original container and labeled by a pharmacist.

Please see this policy for specific details.

ALL DISTRICT AND ACADEMIC ALL DISTRICT AWARDS

The coaches of each varsity sport will meet at the end of the season and make selections for all district recognition. The head coach of the district champion team is responsible to call the meeting and to release information to the media.

ALL DISTRICT SELECTION

1. For 1-6A, the all district selection meeting for all sports will be held on the first Wednesday after certification.
2. The athletic director from the school district that is the current DEC chairperson will arrange and send notification of meeting to all athletic directors.

ACADEMICALLY RECOGNIZED VARSITY ATHLETES

1. Coaches are to recommend varsity players with a 90.00 or better GPA (cumulative to last completed semester). Coaches must take a list of their qualified athletes to the athletic All-District Selection Meeting.

YISD ACADEMIC ALL-DISTRICT AWARDS

Athletic Coordinator will coordinate the fall, winter and spring sports nomination and selection process for Academic All District for Ysleta ISD. In order to be nominated and selected, a student athlete must be a junior or senior, have a minimum grade point average (GPA) of 85.00, have lettered this season, and have started (team sport) or competed (individual sport) in the noted varsity position for a majority of the season.

FORMS

Participants in all sports and activities must have completed forms on file to meet UIL and District guidelines. Managers, assistants, etc. must maintain UIL eligibility with the exception of the age rule.

On the high school campuses, the athletic trainer(s) maintains the individual files with the cooperation of the coaches. Before participation in a tryout, an athletic period, athletic practice or contest, all individual paperwork must be turned in and on file.

Completed team eligibility forms are to be sent to the UIL (varsity), sent to the Athletics Office, kept on file with the campus principal and kept on file with the coach.

The chart indicates the forms which are required for the various programs. Samples of the forms are included.

Form/Sport	FORMS CHART				
	Baseball Basketball Soccer Softball Volleyball	Football	X Country Golf Swimming Tennis Track	Gymnastics Wrestling	Middle School Baseball Basketball Football Soccer Softball Track Volleyball
Physical	X	X	X	X	X
	X	X	X		X
MS Acknowledge Rules				X	
Failure to Warn	X	X	X	X	X
Release liability	X	X	X	X	X
Insurance	X	X	X	X	X
Eligibility					
Varsity	V	V			
Individual	JV, 9	JV, 9	X	X	
Association					X
MS Eligibility					X
Specific Sport					
Game Report		V			FB
Scorebook Page					BB,BB,SB,VB
FB Injury Report		X			
Season Record				V	
Playoff Information	V				
District Entry			X	X	TR
Hazing	X	X	X	X	X
Steroids		X	X	X	X
Bullying	X	X	X	X	X
Concussion	X	X	X	X	X
Acknowledgement Form	X	X	X	X	X

LOCAL TRAVEL

Coaches are responsible for athletes riding to, competing at and returning from local trips. Coaches and athletes should ride in school-provided transportation. An athlete may leave the competitive area with the coach's permission and report to the coach upon return. An athlete may be released to his/her parent(s) at an athletic event after an *Alternate Student Travel for School Events* Q-6 form has been completed by the parent and pre-approved by the school principal/designee prior to the event.

Student transportation in an employee's private vehicle is permitted following district guidelines. The employee driver safety standards are detailed in the YISD School Board Policies and

Administrative Regulations Manual under CNA-R. Each student should wear a seat belt in a private vehicle. Students are not to be transported in the bed of an open pickup truck. Rental and/or transportation of students in 15 passenger vans shall be prohibited at all times, regardless of the number of students to be transported.

Employees transporting student and/or other employees in a rental vehicle must have taken a recognized Defensive Driving Course. Proof of completion must be on file with YISD Risk Management. You may go to the YISD Risk Management website for a schedule and more information.

REPORTING SCORES

The head coach of each sport is responsible for submitting game results to Max Preps for each level within 24 hours of game completion.

MOVING ATHLETES

In Districts 1AAAAAA and 2AAAAA the moving of athletes will be governed by the UIL's Constitution and Contest Rules.

In the individual sports, a school whose team wins an open division must have a full varsity team in order to be recognized as open division champions and receive the team award.

NON SCHOOL PARTICIPATION

The following regulations were adopted beginning for the 1995-96 school year. The following information is abbreviated, please refer to UIL Update 11-1-95 for additional information.

Students may:

1. Participate in a non-school sports camp at any time during the school year or summer.
2. Receive private instruction at any time during the school year or summer provided it does not occur on school time or during school practice.
3. Play on a non-school team or a team at a camp with any number of students from the same school.
4. Miss school to play on a non-UIL team without UIL penalty.
5. Take a recruiting visit to a college or university at any time.
6. Participate in a collegiate tryout session or practice with a collegiate team.
7. Participate on a non-school team during the school season of the same sport.
8. Accept an invitation to participate in an invitation-only camp, shoot-out, etc.
9. Miss school for a non-school golf or tennis tournament, track and field, cross country or swim meet without that meet counting as one of the eight allowed school tournaments or meets.

Restrictions for coaches apply for school camps, transportation to a college for recruiting or to non-school activities, being involved in a college tryout, providing off-season instruction outside of the school day, attendance at non-school team practice during the school season, giving specifications to a non-school coach on which offense to use, drills to conduct or which students should play; asking students to play on any or a specific non-school team, making arrangements with another coach to hold competitions, scrimmages or camps for their teams.

PHYSICAL EXAMINATIONS

UIL physical examination forms must be signed by a physician, a physician assistant licensed by the State Board of Physician Assistant Examiners, a registered nurse recognized as an Advanced Practice Nurse by Board of Nurse Examiners, or a Doctor of Chiropractic. Physicals are good from May 1

(current school year) to May 31 (the following school year). It is the responsibility of the student to provide a new physical before they will be permitted to participate during the in school athletic period or practice after the school day.

The maximum charge for a physical exam given on a campus is \$15.00. A currently licensed physician must be in attendance for any physical examinations given on a campus. A commercial endeavor, a group of medical personnel offering their services rather than a team doctor or individual physician need a contract approved by the YISD Contracting Officer. Any physical examination given on a campus must be cleared through the campus principal.

OUT OF TOWN TRAVEL

The athletics office will fund one (1) trip every other year for teams on a rotation basis.

AIR TRAVEL

Due to major airline restriction, unused airline tickets may only be utilized by the person for whom the ticket was issued. The district will require employees to repay the cost of their airfare, if the trip is canceled for nonemergency reasons. Emergency situations include, but are not limited to: death of immediate family member, unexpected illness. After district is reimbursed, the ticket becomes the personal property of the employee to use at will.

(DEE-R2)

DRIVER SAFETY DOCUMENTED

District employees who, at any time, use their privately-owned vehicle on District business, or use a District vehicle in the conduct of their duties shall adhere to driving standards that ensure safety of students, staff, and others and shall provide documented evidence of defensive driving course, as applicable. DBA (LOCAL)

For more information go to the YISD Risk Management website for more information.

POST SEASON PLAYOFFS 2-A-A-A-A-A

The athletic directors and District Executive Committee members of District 1-A-A-A-A-A & 2-A-A-A-A-A agreed to the following playoff format beginning with the 2002-2003 season. The higher seeded team will host the lower seeded team when appropriate and will have the option to choose place and time of the game.

In football the top four teams advance to the playoffs with the two teams with the largest enrollment going into the large enrollment division. If one team is higher ranked within its district it will host the lower ranked team. Of the two schools from each district advancing in regular enrollment division, the team with the higher ranking from each district will host the team with the lower ranking in each district. If the teams are tied in ranking, then a coin toss will determine the host team.

POST SEASON TRAVEL

In post season competitions, the qualifying team or qualifying individuals will travel to the competition site. The head coach and varsity assistant coach may travel with the team. If the varsity assistant coach does not travel, he/she may not be replaced with another individual. In individual sports the following athletes qualify to the next level in state competition:

REGULAR SEASON TRAVEL

SPORT	TO REGIONALS	TO STATE
Cross Country	Top 3 Teams Top 10 Individuals	Top 3 Teams Top 10 Individuals
Golf	Top 2 Teams Top 2 Individuals	Top 2 3 Teams Top 2 3 Individuals
Swimming 6A 5A	Top 6 Individuals Top 6 Individuals	Top Individual Plus next best state 8 times
Team Tennis	Top 2 Teams	Top 2 Teams
Tennis	Top 2 Singles Top 2 Doubles	Top 2 Singles Top 2 Doubles
Track	Top 3 Individuals	Top 2 Individuals plus next best state time
Gymnastics*	Top 2 Teams **Top 6 Individuals Plus 6 All-Round Top 4 All Around	Top 3 Teams Top 8 Individuals Top 8 All Around
Wrestling	Top 4 Individuals	Top 4 Individuals

*All waivers require YISD Athletic Office approval

** With qualifying scores from state manual (WWW.THSGCA.ORG)

The out-of-town trip provides the Ysleta ISD athletes an opportunity to compete in contests, tournaments and state qualifying events. District regulations, including those regarding the use of alcoholic beverages and illegal drugs, are in effect throughout the trip for all district representatives and employees. Travel, meals, curfews and site practice times are set according to the competition schedule.

The coach is responsible for his/her athletes throughout the duration of the trip. Prior to a trip the coach should present his/her expectations and rules to all athletes. The coach is advised to collect signed parent permission forms (a copy of the district form is included) and medical information form prior to departure. If an athlete does not comply with directives of the coach or district representative, he or she may be suspended from competition, dismissed from the team and/or sent home on public transportation at the parent's expense.

All district or campus money should be accounted for following district guidelines. All coaches will make arrangements with Athletics Office (434-0630) and turn in rosters and pick up money as directed. Coaches need to be aware of the following procedures:

1. Tax exemption forms/stickers are to be used for lodging and meals.
2. All phone calls are the individual's responsibility
3. In room movies are to be paid for in advance by the individual.

Coaches need to complete the travel forms, attach the receipts and reconcile the trip within five school days after returning.

Each program has specific guidelines for regular season travel which are indicated in the chart below. The numbers indicate head coach and varsity assistant coach, players, manager, athletic trainers, student athletic trainers, etc.. If the varsity assistant coach does not travel, he/she may not be replaced with another individual. Coaches interested in taking additional individuals over the set

number MUST pick up an *Extra Student Travel Request* Form from the Athletics Office, complete it, get the appropriate signatures and return to the Athletics Office. Students participating in out of town competition must compete in the varsity level or open divisions. The Athletics Director will have the final approval and it can be subject to change up until boarding time. If approved, the Athletics Office is not responsible for making hotel reservations and/or paying for lodging and meals.

Travel Chart
Regular Season Trip Approved Numbers

Sport	Without Varsity Asst	With Varsity Asst
Baseball, Basketball, Softball	18	19
X-Country, Swimming, Track	15	16
Wrestling	16	17
Football	45	
Golf	6	
Gymnastics	15	16
Soccer	21	22
Tennis	13	
Volleyball	15	16

Adult athletic trainers may travel with their team sport programs on single team trips. If more than one team or individuals representing more than one district program travel together to a competition, an adult athletic trainer may be asked to accompany them. A student athletic trainer may travel on trips, but will be part of the total approved and should be the same sex for room purposes. Schools will be responsible if an extra room is necessary.

Parking fees at the El Paso Airport are reimbursable with receipts for coaches traveling out of town to scout or for competition; if the coach has approval from the Athletic Director prior to the trip.

TRANSPORTATION OF EQUIPMENT

In order to move a wrestling mat, gymnastics equipment, etc. a work order must be submitted through Tyler Munis at least four days prior transporting the equipment. Wrestling coaches are asked to have wrestling mats on the upper levels of the gyms at BAHS, EHS, HHS (small), PHS (small), RHS and YHS.

The work order should contain the following information and be approved by a campus administrator:

1. Campus requesting the transfer.
2. Description of items to be transferred.
3. Date and time items are available to be picked up.
4. Location where items are stored.
5. Contact person at campus.
6. Campus/site where items will be transported.
7. Date and time items are to be delivered at the campus/site.
8. Location where items are to be delivered.
9. Contact person where items are to be delivered.
10. Date and time items are to be picked up and returned to the originating campus(es).

You can follow-up on the work order by contacting Robert Armendariz at 434-1711 and have your work order number ready.

VARSITY LETTERING AWARDS

The following criteria have been established by the DEC. The lettering of an athlete should be left to the discretion of the head coach when the lack of participation is a result of a disabling injury. Athletes not completing the season for any reason other than an unavoidable move from the attendance zone will not be awarded the letter although the criteria may have been satisfied.

<u>Athletic Trainers:</u>	Should work a minimum of two seasonal sports or one year around sport and be a junior or senior in eligibility.
<u>Baseball and Softball:</u>	Should play in one half of the total games during the season or pitch a total of 35 innings. Relief pitchers' letter at the discretion the coach.
<u>Basketball:</u>	Should play in one half of the games played
<u>X Country:</u>	Should run in 5 major meets and participate in the district meet.
<u>Football:</u>	Should play in one half of the quarters played during the season or be a regular on one of the specialty teams, or at the discretion of the coach.
<u>Golf:</u>	Should play in 6 tournaments and participate in the district meet.
<u>Gymnastics:</u>	Should participate in at least $\frac{3}{4}$ of the meets during the regular season and participate in the district meet.
<u>Managers:</u>	Should work a minimum of two years in a seasonal sport or one year in a year around sport and be a junior or senior in eligibility.
<u>Soccer:</u>	Should play in one half of the games played.
<u>Swimming:</u>	Should swim in at least 6 meets, 3 of which must be major, and in the district meet.
<u>Tennis:</u>	Should play in at least 6 meets during the regular season and participate in the district meet.
<u>Volleyball:</u>	Should play in one-half of the games played.
<u>Wrestling:</u>	Should place in tournament competition or wrestle in more than half of the total number of dual meets.