

RGCCISD

Athletic Department

Risk Management Plan/ Coaches Handbook

Rattlers & Gators

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Rio Grande City Consolidated Independent School District

INTRODUCTION

We hope this handbook will serve you as a guide, answering some of the questions that will concern you during the course of the year. We realize many things will come up during the year that will not be answered in this Policy Book/Risk Management Plan. Please call us at the Athletic Office any time you have concerns or questions about rules, policy, schedules, etc.

The University Interscholastic League is the governing body for the athletic programs in Texas Public Schools. The R.G.C.C.I.S.D. Board of Education, administrators, coaches, and teachers fully support the U.I.L. and it's enforcement of the rules.

Please understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition, as we know it at R.G.C.C.I.S.D. Therefore, not all students are capable of competing in this program. One of the difficult tasks you face as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation, but you are encouraged to recruit students at all levels, especially at the lower levels. It must be stressed that being a member of an athletic team is a privilege, not a right. Since it is a privilege, the coach has the authority to revoke that privilege when rules are not followed.

We are all aware that being involved in athletics demands a lot of time and dedication from the coaches and players alike. There is a lot of satisfaction gained by the students who have competed in an athletic program, which will last a lifetime. It should be a positive experience, even though there is a lot of discipline involved. We all know students want discipline and rules by which to abide. We all want an athletic program that will be a compliment to R.G.C.C.I.S.D., and we know you will work hard to make it a reality.

Rey Ramirez

Director of Athletics

R.G.C.C.I.S.D.

PHILOSOPHY

At R.G.C.C.I.S.D. , we believe athletics is an integral part of a student's life. Winning is of great importance, and the goal is to give your best and try to win. Important as winning is, it does not replace all other goals. The program should not sacrifice an ethical-like quality to win a physical victory at every practice and competition. The main purpose of sports at RGCCISD is to promote the physical, mental, moral, social and emotional wellbeing of the student-athlete through aspects of contest.

Athletics is an extension of the classroom; thus they should work to assist academic achievement. Athletics should also promote citizenship in both the school and community. Student-athletes and coaches are constantly observed. The goal of our program is that our student-athletes be role models both on and off the field, within the school and the community. Athletics is an opportunity to practice principles of life, such as subjecting one's self to authority, working together as members of a team, and controlling the emotions that arise in competition. It is important in life to learn to live with both success and adversity.

The coaches, teachers, and administrators are role models for the student-athletes. The best way to lead is to lead by example. The coach performs a critical role in the development of the student-athlete's desire to reach his or her fullest potential. Coaches should always be enthusiastic and prepared each day for practice and games and have a schedule of events to help all student-athletes reach their fullest potential. Athletes may feel cheated by a coach or official. This is when the coach should be in control and display leadership. The coach is in control of the team during all circumstances relating to competition and the school. The student-athletes are responsible each day to be prepared to work towards their fullest potential, respect others, and follow their coach's directions.

The goal and motivation for each student-athlete should be to perform at their personal best to help the team achieve its goals. Student-athletes should strive to achieve goals through competition. However, they should pursue individual goals through the team concept. The student-athlete should not be pressured to perform for friends and family.

University Interscholastic League

Every coach should read the Constitution and Contest Rules of the Interscholastic League regarding his/her sport, and be aware of all rules and rule changes.

The Athletic Director, Athletic Coordinator, and Head Coach of each sport must confer with other staff members regarding rules, starting dates, etc.

Do not hesitate to contact the Athletic Director on any questionable matters.

RGCCISD Athletic Goals and Objectives

Our athletic program will strive to fulfill its philosophy by helping all athletes achieve in relation to individual and team needs and affiliate the following goals and objectives.

1. Ensure high levels of athletic competition for all athletes in all programs as demonstrated by their high performance in their sports.
2. Provide a challenging program that will demand high performance standards of competition.
3. Provide the best staff and systems to train our coaches to motivate and push the athlete to perform at maximum levels.
4. Develop and implement a safe, disciplined, and drug free program.
5. Coordinate efforts with our faculty to help our athletes achieve success academically as well as being respectful students.
6. To ensure growth and development that will raise the number of individual participants that will stimulate attendance at each contest, that will build gate receipts, and will enable a program of continuing upkeep and improvement of facilities.
7. Develop attitudes that must be part of each standard for success in athletics and LIFE.
8. Programs should be developed in such manner that end results will be unity, harmony, and success. Mass participation encouraged at sub varsity levels.
9. Instill in all athletes/coaches the desire to represent their school and community in such a way that will make administrators, teachers, parents, and townspeople proud.
10. Directing and channeling all efforts by school administrators, coaches, and townspeople so that our total program can one day claim the most successful and envious program in the Valley.

Responsibilities

Code of Ethics for Texas High School Coaches Association

The code of ethics was developed to protect and promote the best interest of high school athletic program. In the coaching profession, the primary purpose of a code of ethics is to clarify and distinguish ethical and approved professional practices from those that are detrimental and harmful. Applied to the coaching profession, ethics will help develop a standard of character in which the public has trust and confidence. The success of these principles and standards emphasized in the code are dependent upon those from whom they have been prepared, the coaches of Rio Grande City CISD.

COACHES RESPONSIBILITIES

TOTAL RESPONSIBILITY

All coaches assume certain responsibilities and obligations to the game they coach, to the players they coach and to their fellow coaches. It is important that every member of the profession be constantly aware of these obligations and responsibilities with the purpose in mind that the coaching profession will always remain a honorable profession and that every member is to conduct himself in such a manner as to maintain the dignity and decency of his/her profession. There is no room for GOSSIP. Gossip can destroy staffs and individual relationships faster than anything else. If it is not a fact, do not advertise.

An active coach is involved in three areas of relationship that entail certain obligations for which some definite standards may be described.

- A. Coaches, teams, officials, sportswriters
- B. School
- C. Players

THE COACH'S RESPONSIBILITY TO THE TEAMS, OFFICIALS, AND SPORTSWRITERS

In his relationship with players under his care, the coach should always be aware of the tremendous influence he controls for good or bad. Parents trust their dearest possession to the coach's charge; and the coach, through his own example, must always be sure that the athletes who have played under him are finer and more decent for having done so. The coach should never place the value of victory above that of instilling the highest desirable ideals and character traits in his players. The safety and welfare of his players should always be uppermost in his mind, and the players must never be sacrificed for any personal prestige or personal glory. In

teaching the game of his choice, the coach must realize that there are certain rules designed to protect the players and provide common standards for determining a winner and a loser. Any attempts to beat or to teach deliberate unsportsmanlike conduct have no place in the coaching profession. Any coach guilty of such teaching does not have the right to call himself a coach. The coach should set the example of winning without boasting and of losing without bitterness. The coach who conducts himself according to these principles need have no fear of failure, for in the final analysis the success of the coach can be measured in terms of respect they have earned from his own players and from his opponents.

In his/her relationship with the school for which they work, the coaches should remember that they are on public display as representatives of that school. It is important, therefore, that they conduct themselves in such a way as to maintain the principles of integrity and the dignity of their school. School policies regarding the athletic program should be adhered to both the letter and to the spirit. The coaches should remember that other members of the faculty also have an interest in the school and in the students, and their conduct must be such that no criticism arises concerning this effort to develop the common interest and the purpose of their school.

Sportswriters and sportscasters should not be used as an outlet for relieving ill feelings toward other coaches, players, officials, or other schools. Sportswriters have an interest in the athletic program also and should be treated with respect and honesty.

Officials are an essential part of the athletic program and of the game, and it should be recognized that they are to attempt to maintain the highest standards of integrity and honesty. And, just as coaches can make mistakes, so can officials. It is important that their efforts secure perfection in performance be highly respected by coaches.

It should be assumed that all members of the coaching profession intend to follow the "Code of Conduct" set forth in a code of ethics. All evidence of unethical conduct should be brought openly to the proper authority through the prescribed channels.

Coaches whose conduct reflects honesty and integrity will bring credit to the coaching profession, to the games that they coach, to their schools, and to themselves. It is only through such conduct that the profession can earn and maintain its rightful place in the educational program and make its full contributions to the school and community.

THE COACH'S RESPONSIBILITY TO THE SCHOOL

The function of the coach is to educate students through participation in the game under his direction. The primary and basic functions must never be disregarded. Because of the unique place the coaches hold in the educational organization, it is highly important that they support the administration in all policies, rules, and regulations, which may, from time to time, be enacted. Differences of opinion must

be discussed behind closed doors and not aired through the public press and radio. It is important that a harmonious relationship exist between the coach and the Athletic Director. The coach should feel free to suggest and initiate actions, which have to do with the conduct or improvement of the athletic program. Controversial matters should be discussed on a friendly basis: but once final decisions have been reached, they should be accepted and supported. Participation in inter school athletics is based on the individual students observance of established school and UIL rules and regulations. Every coach should be thoroughly acquainted with these rules and regulations. He should assume responsibility for their observance and enforcement in cooperation with the school officials who have been charged with this responsibility. Matters of eligibility should be constantly referred to the school Principal or the Athletic Director for consultation, interpretation, and improvement. One of the coach's fundamental responsibilities must be to insure their players to achieve academic success- not only to make good grades but also to secure a well-rounded high school education and to graduate with honors.

THE COACH'S RESPONSIBILTY TO THE PLAYER

Diagnosis and prescription of treatment of injuries are strictly medical problems and should, under no circumstances, be considered a province of the coach. The coach's responsibility is to see that injured players are given prompt and competent medical attention and to see that the most detailed instructions of the doctor are carries out. The coach must remember that he/she is a living example for all the athletes in the community in which he/she coaches; therefore, it is important to the profession.

GENERAL RESPONSIBILITIES

*Listed Below is general responsibilities of a coach/teacher at RGCCISD

1. Athletics is a recognized class here at RGCCISD. The same protocol taken in the classroom will be taken during your athletic classes (attendance, tardiness, ect.)
2. Supervision is extremely important when dealing with students. Never leave athletes, or a facility unsupervised.
3. Whole hearted commitment is expected from each individual coach towards his or her sport and athletic program.
4. Remember that we are a team, and in no way competing against each other. Encourage athletes to participate in different sports and accommodate them (don't be selfish).
5. Head coaches are responsible for their individual sport, and their assistant coaches.

6. Trainers will expect a list of athletes that will be participating in your individual sports.
7. If any student wishes to participate in athletics, the athlete must partake in an organized off-season program.
8. All coaches who govern a sport must be up to date to ALL rules applied by U.I.L.

DURING SEASON RESPONSIBILITIES

1. Before the athletic events start, check eligibility lists and be sure that every ELIGIBLE athlete on your team is on it.
2. Check with athletic office for transportation, officials and tickets, as they relate to specific sport (Varsity Level).
3. Cooperate with principal and coordinator in arranging of programs for assemblies, awards, special meetings, etc.
4. Check athletes who have left athletics and make sure he is in another class. Do not allow him/her to go unattended.

END OF SEASON RESPONSIBILITIES

1. Set up plan for award of letters
2. Check the return of all school equipment carefully and hold the athlete responsible for school equipment that has not been turned in.
3. Check with Athletic Coordinator for ordering of letters and necessary awards.
4. Check needs list for the following year. Submit a needs lists and order equipment for next year according to R.G.C.C.I.S.D. procedures.
5. Clean, store and inventory equipment. An equipment list should be submitted to the Athletic Director at the end of the season.
6. At the end of your season, report to the coordinator the number of games or meets, scores of each game, a final team roster in the sport you're coaching.

JOB DESCRIPTIONS & ASSIGNMENTS

JOB DESCRIPTION FOR ATHLETIC COORDINATOR

The Athletic Coordinator shall have the responsibility of general supervision and coordination of the Health, P.E., and Competitive Sports programs for boys and girls.

The coaches shall look to the Athletic Coordinator for direction, guidance, and assistance in the effective operation and improvement of the Health, P.E., and Athletic programs. He shall support the policies of the R.G.C.C.I.S.D. as they relate to these areas in accordance to our school board policy.

The Athletic Coordinator shall be responsible in this capacity to the Superintendent and work closely with the High School and Middle School Principals and discharge the following responsibilities:

1. To supervise the Health, P.E., and Athletic programs and coaches in consultation with the Superintendent and Principals.
2. To recommend coaching personnel and to evaluate their performance.
3. To act as a consultant to the administration and coaching personnel on matters pertaining to athletics.
4. To hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the Athletic Programs.
5. To supervise all athletic facilities; schedule practice use; and to recommend maintenance and repairs.
6. To supervise and coordinate the budget for all sports.
7. Collaborate with the campus administrators in the scheduling of athletic instruction; coach's teaching schedule and any other related activities.
8. To coordinate the Health and P.E. programs for RGCCISD.
9. To schedule all athletic events
10. To represent the School District in all athletic business at District Meetings.
11. Coordinate the School bus transportation requests for all athletic trips and work with Principals and Supervisor of Transportation in assuring sufficient transportation for our athletes.
12. To assist the administration in preparation of the pass list to administer the assurance of complementary passes for the School.
13. To act as Coordinator for all local athletic activities that are assigned to the campus.
14. To make all necessary arrangements for all non-school facilities needed in the athletic program; for example, golf courses, swimming facilities, cross country courses, etc.
15. Prepare and submit all necessary reports on a timely basis.
16. Work with student body and community in creating and maintaining School Spirit.
17. Strive to procure scholarships for eligible athletes.
18. Centralize the procurement of all P.E. and athletic equipment.
19. Develop a comprehensive athletic plan.
20. Coordinate, with the help of the Athletic Trainer and Risk Management Director, insurance for all athletes.

21. In collaboration with the principals, secure the best and most qualified personnel.
22. Perform other duties as assigned by Superintendent and Athletic Director.

DUTIES PERTAINING TO ATHLETIC EVENTS

1. Release of publicity: To release to the press and the radio publicity on coming events in athletics and on all special athletic activities in which the high school participate.
2. Home activities: To attend home athletic events; to be responsible for over-all supervision; to obtain adequate personnel to ensure smooth operation on all fronts.
3. Pre-game and half-time programs: To coordinate, with appropriate personnel, the starting and stopping time schedules for bands, pre-game ceremonies, and half-time programs.
4. Notifying principal: To make recommendations to the principal regarding the conduct of each activity.
5. Faculty Help: To work with the principal to determine the need and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the activity; for example, security, ticket sales, officials, etc.
6. Game Program: To assist the school in obtaining, from visiting teams, the needed information to be included in the individual game programs.
7. Liaison: To inform visiting teams and officials of the pertinent details of their participation—time schedules, dressing facilities, etc.
8. Supervision of Press Box: To supervise arrangements in the press box for the official's personnel having duties they're during football games, baseball games, and track meets.
9. Doctor in attendance: To make arrangements to have a doctor present at all home football games.
10. Printed Schedules: To develop schedules as needed for use in publicizing all programs.
11. Ambulance Service: To make sure that there is an ambulance at the high school football games

JOB DESCRIPTION FOR HEAD COACHES

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; the Athletic Director or Athletic Coordinator will delegate these.

PROGRAM RESPONSIBILITIES

1. Has full responsibility with the help of the Athletic Coordinator for the overall supervision of the program, including Freshman, J.V. teams, and Middle School teams
2. Is in charge of assignments and duties of assistant coaches working in his sport along with a staff clinic to make sure all policies, assignments, and techniques are discussed and assigned.
3. Is responsible for keeping practice periods for his sport within the confines of the time specified by the Athletic Coordinator, and is to keep the Coordinator informed of practice schedules during the holiday period.
4. Is responsible for the general upkeep and protection of equipment under his jurisdiction.
5. Reports periodically while his sport is in season to the Athletic Coordinator with regard to the development of his program.
6. Is directly responsible for a complete inventory of the equipment used for his sport, to be made two (2) weeks after the season.
7. Submits, at the end of his season, an annual report evaluating his program and making recommendations for improvements.
8. Is responsible for keeping records as requested by the Athletic Coordinator.
9. Is responsible for drafting and submitting a budget for his sport.
10. Has the main responsibility for striving to build good sportsmanship and developing good public relation in the school and community.
11. Responsible for bus requests, entry fees, meals, in-service clinics, and scheduling.
12. Assist in track meets and tournaments and any other duty assigned by the Athletic Coordinator.

PERSONNEL RESPONSIBILITIES

1. Is responsible for assuring that his assistants and he know the rules in the UIL Handbook and at all times abide by them.
2. Is responsible for seeing that each participant trying out has had a physical exam prior to his first practice.

3. Is responsible for the general health and welfare of students in his sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
4. Is responsible for the actions and conduct of his team whenever they are under his jurisdiction.
5. Is responsible for seeing that the members of his team are dressed appropriately for trips to other schools.
6. Is responsible for clearing with the principal, the departure time for trips that involve loss of time; and for seeing that the faculty is given adequate and appropriate notice. An excused absences list should be approved by the Athletic Coordinator prior to submitting for principal approval.
7. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
8. Make recommendations for letter awards, and is responsible for clarification of the award policy to athletes. A list of all participants should be in the Athletic Office immediately after the season.
9. Shall take appropriate action to see that his play areas, shower, and locker rooms are clean and safe for student participation.
10. Need policies and rules on your sport.
11. At the end of your season, submit an evaluation of your coaches to the Athletic Coordinator.

WORKING CONDITIONS

- Physical Demands
 - Strenuous walking, standing, sitting, and or climbing
 - Lifting and carrying
 - Exposure to hot and cold temperatures
 - Exposure to dust
 - Walking or running on uneven surfaces
 - Work alone
 - Riding on bus
 - Demonstration of athletic skills and techniques as per sport

JOB DESCRIPTION FOR ASSISTANT COACHES

PRIMARY RESPONSIBILITIES

YEAR ROUND

1. Have understanding knowledge of rules and regulations regarding the sport as presented in the UIL Handbook.
2. Keep abreast of all rules and rule changes.
3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
4. Assist head coach in carrying out assigned or unassigned responsibilities.
5. Assist in track meets and tournaments or other assigned duties.

SEASONAL

1. BEFORE THE SEASON

- a. Assist head coach in proper registration of all athletes.
- b. Assist head coach in making systematic issuance of equipment.
- c. Assist head coach in providing accurate information needed to compile eligibility lists and other reports.
- d. Meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code and UIL handbook.

2. DURING SEASON

- a. Assist in implementing athletic objectives outlined in Coaches' Handbook.
- b. Assume responsibility for constant care of equipment and facilities.
- c. Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
- d. Be in regular attendance at all contests and practice sessions.
- e. Instruct players in rules of the game, rule changes, new developments, and innovative ideas.
- f. Carry out all "Regulations for Coaches" as described in the Handbook.

3. END OF SEASON

- a. Assist in return, storage, and inventory of school equipment.
- b. Recommend athletes for awards. NOTE: Only Juniors and seniors will be recommended for letterman jackets.
- c. Recommend facility maintenance and improvements.
- d. Recommend equipment to be purchased.
- e. Recommend schedule improvements.
- f. Make reports as requested by head coach, Athletic Coordinator, and the Athletic Director.

ADDITIONAL RESPONSIBILITIES

Additional responsibilities occurring during the season may be assigned: scouting opponents, team trainer, publicity reports, filming, supervising games, working track meets and tournaments, and supervising weight room.

JOB DESCRIPTION FOR MIDDLE SCHOOL ATHLETIC COORDINATOR

To serve as a guide for carrying out assigned duties, the major responsibilities of head coaches are listed below. Additional responsibilities may be inherent in individual programs for various coaches and sports; these should be delegated by the Athletic Coordinator whenever they arise.

PROGRAM RESPONSIBILITIES

1. Have full responsibilities for the over-all supervision of the program.
2. Is in charge of assignments and duties of assistant coaches
3. Is responsible for keeping practice periods within the confines on the time specified by the Athletic Coordinator and is to keep the Coordinator informed of practice schedules during any holiday period.
4. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
5. Reports weekly throughout the season to the Athletic Coordinator with regards to the development of the program.
6. Is directly responsible for a complete inventory of the equipment used throughout the season, made at the season's end.
7. Writes, at the end of the season, an annual report, evaluating the program and making recommendations for improvements.
8. Is responsible for keeping records as requested by the Athletic Coordinator.
9. Has the main responsibility for striving to build good sportsmanship and developing good public relations in school and community.

PERSONNEL RESPONSIBILITIES

1. Must assure that all staff members know the rules of the sport and the district policies concerning the game
2. Must see that each individual trying out has a physical examination form filed with the school.
3. Is responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
4. Is responsible for the actions and conduct of the team on and off the field, whenever they are under his or her jurisdiction.
5. Is responsible for explaining all district, league, and school policies to all members of the team and other members of the staff.
6. Shall take appropriate action to see that the play areas, showers, and locker rooms are clean and safe for student participation.

POLICIES & PROCEDURES

DRESS POLICY

A coach should set a great example to our athletes and community. Strive to look sharp and neat. In addition, shirttails must be tucked in at all times.

- Mustaches should be short and trimmed. Side burns should not extend below the earlobe and haircuts should reflect a good example.
- Skirts length should be in keeping with professionalism and school policy.

When entering the main campus building refrain from entering in coaching/athletic shorts. Use of appropriate coaching pants or appropriate school color warm-ups is considered proper attire when having to visit the main campus. Use of school color attire is an expectation for all our coaches. Also, the contest coach's attire should be more formal.

PRACTICE SCHEDULES

A well-written daily/weekly practice schedule is to be prepared to organize your practices. "Failure to prepare, is preparing to fail". Each one of your practices should be detailed down to the minute so that everyone involved knows exactly what to do and what is expected of them. As a coach, always be aware of extreme weather conditions that may occur (extreme heat, extreme rain/lightning) and take proper actions to keep your athletes and coaching staff safe (sufficient water breaks, and proper cover during lightning storms).

INVENTORIES

An inventory of equipment will be done immediately after the season. Turn in a copy to the athletic office two weeks after the conclusion of the competition season. Head Coaches are responsible for all their teams 9-12.

PURCHASE OF EQUIPMENT

Any purchase using athletic budget or activity funds is to have the approval of the Athletic Coordinator. Submit purchase requisitions with all pertinent information to the athletic office. The business office will work with you on your purchases by sending out your bids. All purchases using athletic budget funds must be approved and signed by the Athletic Director.

FORMS FOR ATHLETIC PARTICIPATION

The forms listed below must be turned in completed to the head coach prior to an athlete participating in any sport offered here at RGCCISD.

- Parent or Guardian's Permit Form
- Acknowledgment of Rules Form
- Medical History Form
- Physical Examination Form
- Athletic Directives
- Over-the-Counter Medication

DROPPING OR CHANGING SPORTS AND TEAM PARTICIPATION

No athlete may quit one sport and turn out for another after the season has begun without mutual consent of both coaches and Athletic Coordinator. No mutual consent by both coaches, the Athletic Coordinator will make the final decision based on the best interest of the overall program

Quitting and returning to the team by an athlete warrants careful review. Using guidelines listed below will help you when this situation occurs.

- Establish communication with the athlete and hold conference
- Reinstatement should be an option
- Absences will be dealt with as policy dictates
- Sub-Varsity advise respective high school head coach
- Middle School- Advise Coordinator
- Varsity- Advise Athletic Coordinator

CANCELLATION OF AN EVENT

If you have to change a date or time on your schedule for any reason contact the athletic office and all appropriate persons involved. Use the following as a notification guide.

1. Campus Administration
 2. Custodians
 3. Officials
 4. Security
 5. Trainer
 6. Transportation
- Coaches are responsible for confirming every contest scheduled with opposing schools.

STUDENT TRANSPORTATION POLICY

An employee at R.G.C.C.I.S.D. is at their own risk when transporting an athlete or student in their private cars. R.G.C.C.I.S.D. assumes no liability or responsibility when one of its employees carries a student-athlete regardless of the situation.

BUS PROCEDURES

1. All bus requisitions must be at the Transportation office no later than 72 hours prior to the activity
2. On any athletic trip, the coach is responsible for the school bus. Please see that you athletes are well supervised.
3. All athletes will begin and end on a school campus. No students are to be picked up at any other location. In case of an emergency, students will be released to the parents only.
4. Do not wear cleats or spikes on the bus.
5. Always call the Athletic office or bus barn for cancellations
6. No profanity or obscene jesters will be allowed.
7. Buses must have proper supervision from the coaches due to their large size. If there is more than one coach on the bus, one coach should sit in front and the other should sit in the back.

OVERNIGHT TRIPS

1. One trip will be allowed per a varsity team.
2. All paperwork must be submitted at least two weeks prior of event.
3. Lodging-The Athletic Department will not pay for hotel, unless it's post season competition.
4. Distance- There will be a 300-mile radius for overnight trips.
5. Minimal class time will be missed. Team will leave after 4pm the day before the event. Team will leave at 12 noon the day before regional and state events. Teams will return after the competition.
6. Money will be given to athletes
7. All receipts must be turned in back to Athletic offices.

TRAINERS REQUESTS AND PROTOCOL

Physical Exams-First and foremost all athletes must take and pass a physical examination by a medical physician before practicing or participating in athletics. Athletes will not be allowed to participate in the athletic period without this physical.

Emergency Response Plan- Every campus must develop an Emergency Response Plan. The head coach or Coordinator will assign 3 different roles in the plan. First, A person will be in charge of assessing the injury and overall responsibility and specific training. Second, another person will be responsible for calling and meeting emergency personnel (ambulance). And third, a person will be responsible of controlling the area, keeping people away from the scene. It is extremely important that everybody knows what role they play in the Emergency Response Plan. Coaches need to practice this plan prior to the beginning of the season. In all cases the parents need to be notified as soon as possible, and records need to be kept by the training staff.

Note: If you are the only coach present you might have to assign some of your older, more responsible athletes, to cover the other roles.

Injury Policy-An injured player that has needed to visit a doctor cannot return to physical activity until a written release has been presented back to the athletic trainers.

USAGE OF DISTRICT ATHLETIC EQUIPMENT AND FACILITIES

The R.G.C.C.I.S.D. allows athletic facilities to be used by school and non-school groups only if the following procedures are followed:

1. Athletic Office must clear the use of any facilities within the district.
2. A facility Use Agreement Form must be completed by the organization.
3. For school use, a school employee, security guard, custodian must be present at the event.
4. Non-school organizations, security guards and custodians must also be present and available.
5. Policies must be followed for charging non-school groups for usage of facility.

SUPERVISION OF ATHLETIC AREAS/ FACILITIES

Coaches have supervision responsibilities in the dressing room and bus loading area when our athletes are present. We have this responsibility from when the time the athletes arrive on to the premises until the time they depart the premises.

Hazing- Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into a affiliated organization operating under the sanction of a postsecondary institution. RGCCISD has a zero tolerance on hazing.

Secure any building that is not in use. Ensure that all electronic units are off when leaving and lock all doors before exiting the facility. Periodic inspections of all facilities will be done to ensure that the facility is a safe environment for any athletes or anybody stepping in or on to the premises. If a coach sees anything that can be hazardous, please notify the Athletic Coordinator so that maintenance can be notified.