



Birdville Independent School District

**Athletics**

**High School Handbook**

**2023-2024**

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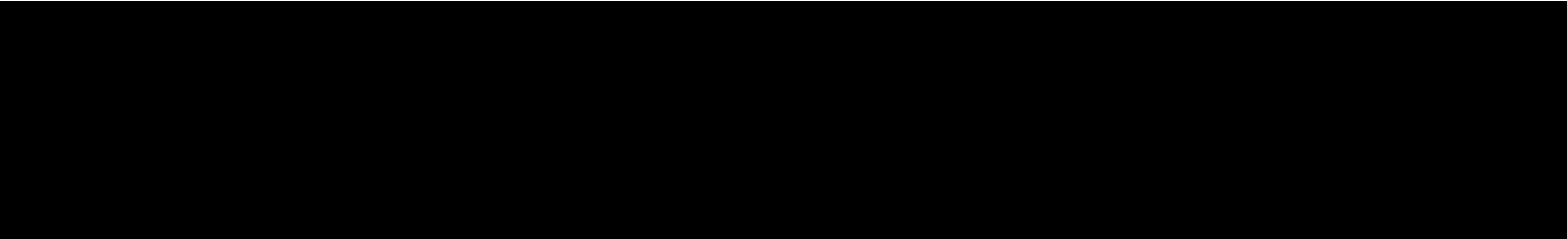
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Birdville Independent School District







This handbook is designed to serve as a guideline for the Birdville ISD Coaches. We hope that it will help you throughout the school year and the season that pertains to your coaching position. Please call the Athletic Office at any time if you have a question or concern (847-5820).

The University Interscholastic League is the governing body for the athletic programs in the Texas Public Schools. Our programs will support and enforce the rules set forth by the U.I.L.

As a Department, BISD Athletics exists to complement the education of each individual that comes into contact with our programs. We strive to help each student athlete develop and become the best that they can be at whichever sport they choose. However, not all students are capable of competing in certain programs. One of the most difficult tasks facing a coach is making the judgment as to who should be selected to compete in each program. Students are not obligated or required to participate in athletics. It should always be stressed that being a member of an athletic program is a privilege and not a right. Because it is a privilege, the coaches have the authority to revoke this privilege when rules are not followed.

Two of the best things that one can learn through an athletic contest are to deal with success and overcome adversity. Winning is the admirable goal of competition, but it is nothing if it comes at the expense of morals, ethics, and common sense. This is where we can teach those in our program how to succeed in a future they create, especially by showing good sportsmanship.

Being involved in athletics demands a lot of time and dedication from coaches and players alike. A coach must always remember that the student athletes reflect your attitudes, beliefs, and work ethic. By demonstrating discipline, responsibility, and a strong work ethic, your programs will also display these traits. Develop these traits in the student athletes in your program, and you will develop a program of which our entire community can be proud!

Barry Norton



Birdville Independent School District

I hereby acknowledge receipt of my personal copy of the ~~BISD~~ Athletic Handbook. I have read and I understand the policies and procedures.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Please return this signed sheet to the Athletic Director upon receiving and reading your Athletic Handbook.





The University Interscholastic League believes: That most students enjoy the pursuit of excellence and seek opportunities to test themselves against their own accomplishments and those of their peers,

That such opportunities are best provided through properly conducted and equitably administered competitive activities,

That the classroom is enriched by the flow of student energy into the more intensified arena of







Copyright [See \_\_\_\_\_ (Legal) and (Local)];  
Prohibition against harming others by knowingly making false statement about a  
colleague or the school system [See \_\_\_\_\_].

Policy DH

Employees are prohibited from communicating with students through any form of electronic media unless such communication is covered by any one of the following three categories:

1. Communication between an employee and a student where a family relationship (i.e., parent, grandparent, marriage, etc.) exists;
2. Communication between an employee and a student where a social relationship exists which is consistent with the Code of Ethics and Standard Practices for Texas Educators [See Policy DH(Exhibit)]; or
3. Communication between an employee and a student where the employee is communicating with the student(s) within the scope of his or her professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

Regardless of the relationship between an employee and a student which may permit a communication, any employee communicating with a student(s) shall be subject to all applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

1. Compliance with the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of the student records [See Policy FL(Legal) and

## Birdville Independent School District

To promote the athletic philosophy of the Birdville ISD by improving effectiveness and efficiency of the athletic program through increased organization and communication among coaches, athletes, and parents.

The Campus Athletic Coordinator for each high school is responsible for the coordination of the athletic program at the school and the feeder middle schools. The Campus Coordinator shall make necessary personnel assignments at their campus to fully utilize the staff to provide a complete competitive, interscholastic program. This person shall be responsible to the Director of Athletics, and the principal.

### 1.

#### Performance Indicators:

- a) Assist in the scheduling regular meetings of all coaches on each campus to discuss issues such as maximum participation, off-season programs, scheduling, discipline, and /or goals.
- b) Assist head coaches in scheduling meetings with the parents of participants in each sport at each campus.
- c) Schedule conferences between student athletes and respective coaches as need arises.
- d) Being accessible on an informal basis for meeting with individual coaches in an attempt

- B. Providing positive reinforcement and support for coaches and athletes in each sport.
- C. Providing opportunities for collaborative interaction and support among coaches such as scouting and working together at meets and tournaments.
- D. Showing support of all sports through attendance at athletic events.
- E. To be responsible for use of facilities and equipment on each campus.

Performance Indicators:

- A. Scheduling use of facilities together with the campus principal.
- B. Be responsible for overseeing maintenance and upkeep of facilities.
- C. -
- D. Prepare an equipment inventory and requisition order to submit to the athletic office.

Performance Indicators:

- A. Meeting individually with each head coach prior to the beginning of the season to discuss program evaluation standards and procedures.
- B. Collect and summarize written evaluation reports from each head coach at the end of their respective seasons.
- C. Prepare and complete a written evaluation report at the end of the year for the total athletic program.

Performance Indicators:

- A. Ensuring the head coaches of each sport at the high school meet with coaches at the feeder schools to discuss program goals.
- B. Informing feeder school principals of all coordination efforts.
- C. Ensuring that feeder school coaches fulfill contractual days of duty according to district policy

To provide the organizational means to ensure that each coach follows U.I.L. rules and regulations regarding schedules and facilities at each campus.

To promote a positive of the total athletic program in the community and each campus.



## Birdville Independent School District

### PROGRAM GOAL:

To promote the athletic philosophy of the Birdville ISD by improving the communication among coaches, athletes, and parents.

### JOB DESCRIPTION OF THE ASSISTANT CAMPUS COORDINATOR JOB GOAL:

The Assistant Campus Athletic Coordinator for each high school is responsible for the coordination of the female athletic program at the school and the feeder middle schools. The Assistant Campus Coordinator shall make necessary personnel assignments at the campus to fully utilize the staff to provide a complete competitive, interscholastic program. This person shall be responsible to the Director of Athletics, and the principal and the Campus Coordinator.

### RESPONSIBILITIES:

- 1) To establish effective communication practices.

#### Performance Indicators:

- a) Assist in the scheduling regular meetings of all female sport coaches on each campus to discuss issues such as maximum participation, season programs, scheduling, discipline, and/or goals.
- b) Track the number of female participants in each sport at each campus.
- c) Schedule conferences between female student athletes and respective coaches as need arises.
- d) Being accessible on an informal basis for meeting with individual coaches in an attempt

4)



## Birdville Independent School District

The major responsibilities of head coaches of each sport are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Principal and Athletic Director.

### PROGRAM RESPONSIBILITIES:

Head coach has full responsibility for the overall organizational plan and supervision of his/her particular sport including varsity and ~~varsity~~ programs. If any changes occur in the program, the head coach will work through the principal and campus coordinator.

Head coach is responsible for keeping practice periods for his/her sport within the confines of the time specified by the principal and Athletic Director and is to keep the principal and Athletic Director informed of practice schedules during any holiday period.

Head coach is responsible for the general upkeep and protection of equipment under his/her jurisdiction.

Head coach is directly responsible to complete inventory of the equipment used for his/her sport, to be given to the Campus Coordinator and Athletic Director at the end of each season.

Head coach is to submit a final team report evaluating his/her program and making recommendations for improvements.

Head coach has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.

Coaches are to dress professionally on game days and at practice. Jeans are not acceptable game day coaching attire.

Head coach of each sport must turn in his/her game schedule and a bus request a minimum of one month prior to the beginning of his/her season to the Athletic Director after being approved by the Campus Coordinator and Principal of his/her campus.

Head coach is responsible for arranging and securing officials for games and submitting proper forms for payment to the Director of Athletics.

Head coach is responsible for explaining all district policies, including UIL Contest Rules to all members of the team.







## Birdville Independent School District

: Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction of the team physician to prevent, recognize, assess, manage, treat, and recondition athletic injuries and illnesses.

### Essential Job Duties and Responsibilities

Evaluate, treat, and provide the best quality care for all injured athletes in a professional manner. Assist with and/or develop and supervise appropriate rehabilitation programs for injured athletes under the supervision of a physician

Manage concussion protocol in line with state requirements; including documentation, parent contact, and RTP

Provide a healthy and positive environment in the Athletic Training Facility, practices, and games  
Attend all workouts and games, as assigned

Maintain records of student athlete physicals and Rank One treatment/injury reports, roster, and schedule updates; as well as parent contact on significant injuries

Tracking inclement weather conditions; to include player removal from outdoor activities during lightning situations, as well as safe return to play

Communicate with all head coaches of inclement weather conditions; including heat/cold weather policies

Maintain a clean and well-organized Athletic Training Facility, including inventory and ordering of supplies

Develop and maintain a proper and positive relationship with each coach on staff; as well as administrators, teachers, and physicians

Develop and maintain a professional and positive relationship with student athlete trainer aides under your direction

Keep current on all requirements to maintain athletic trainer licensure and/or certification

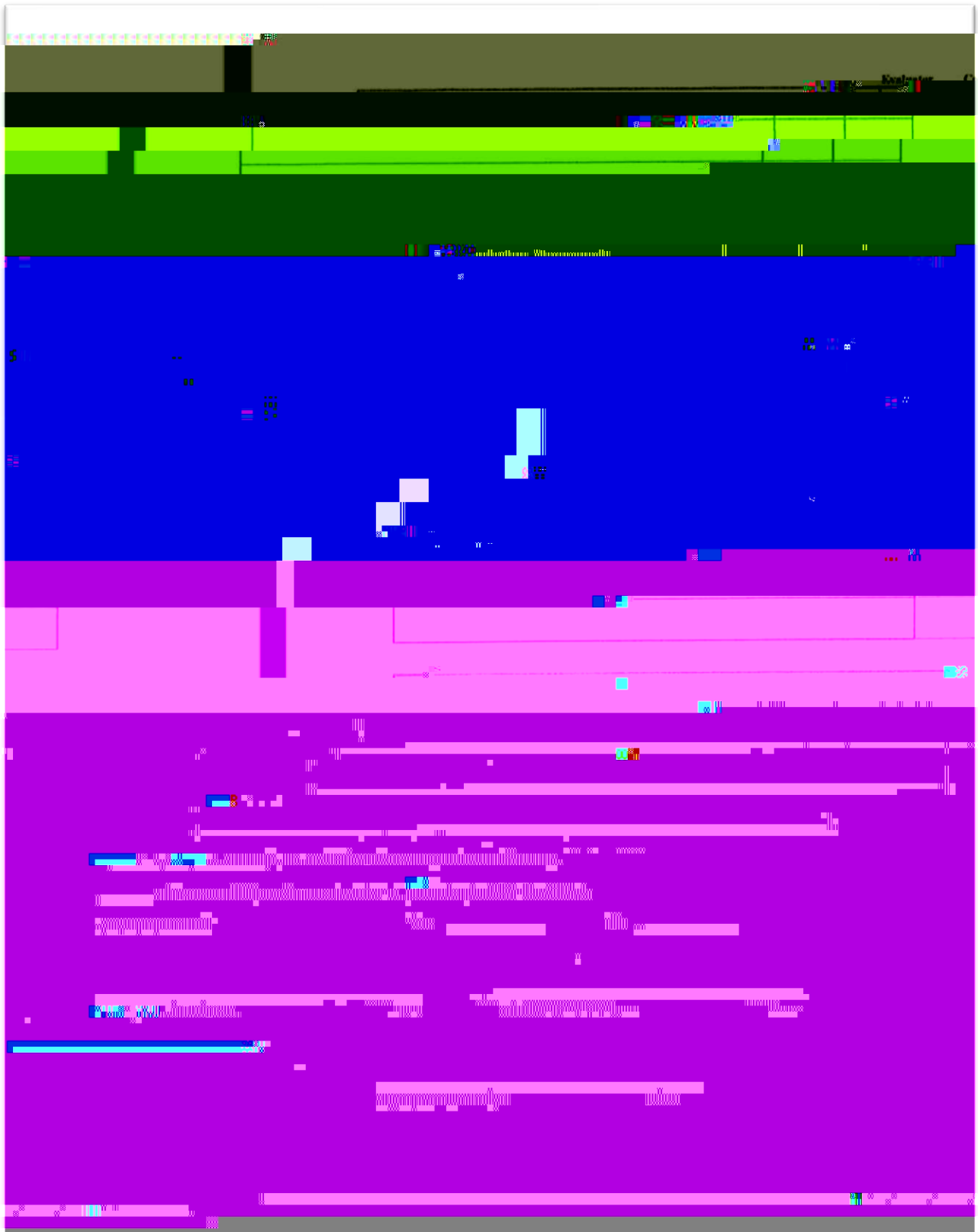
Any other duties assigned by the Athletic Director, Principal, and/or Campus Coordinator for the betterment of the athletic programs.







COACHING PERFORMANCE EVALUATION	
Name	Evaluation period
Mr. [REDACTED]	[REDACTED]
<b>IV. Professional development</b>	





6125 E. Belknap Haltom City, Texas 76117-547-5700 | F A X 817-338-7261  
www.birdvilleschools.net

2023-2024

<https://www.birdvilleschools.net/studenthandbooks>

July 24, 2023

Athletics Department

MEMORANDUM





plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.

Delegate authority to the school, and then support its decisions.  
Set standards by which you expect children to conduct themselves, and live by those standards yourself.

Be aware of the capabilities and limitations of young people.

Allow your children to live their own lives.

Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.

Show respect to the opponents of your children.

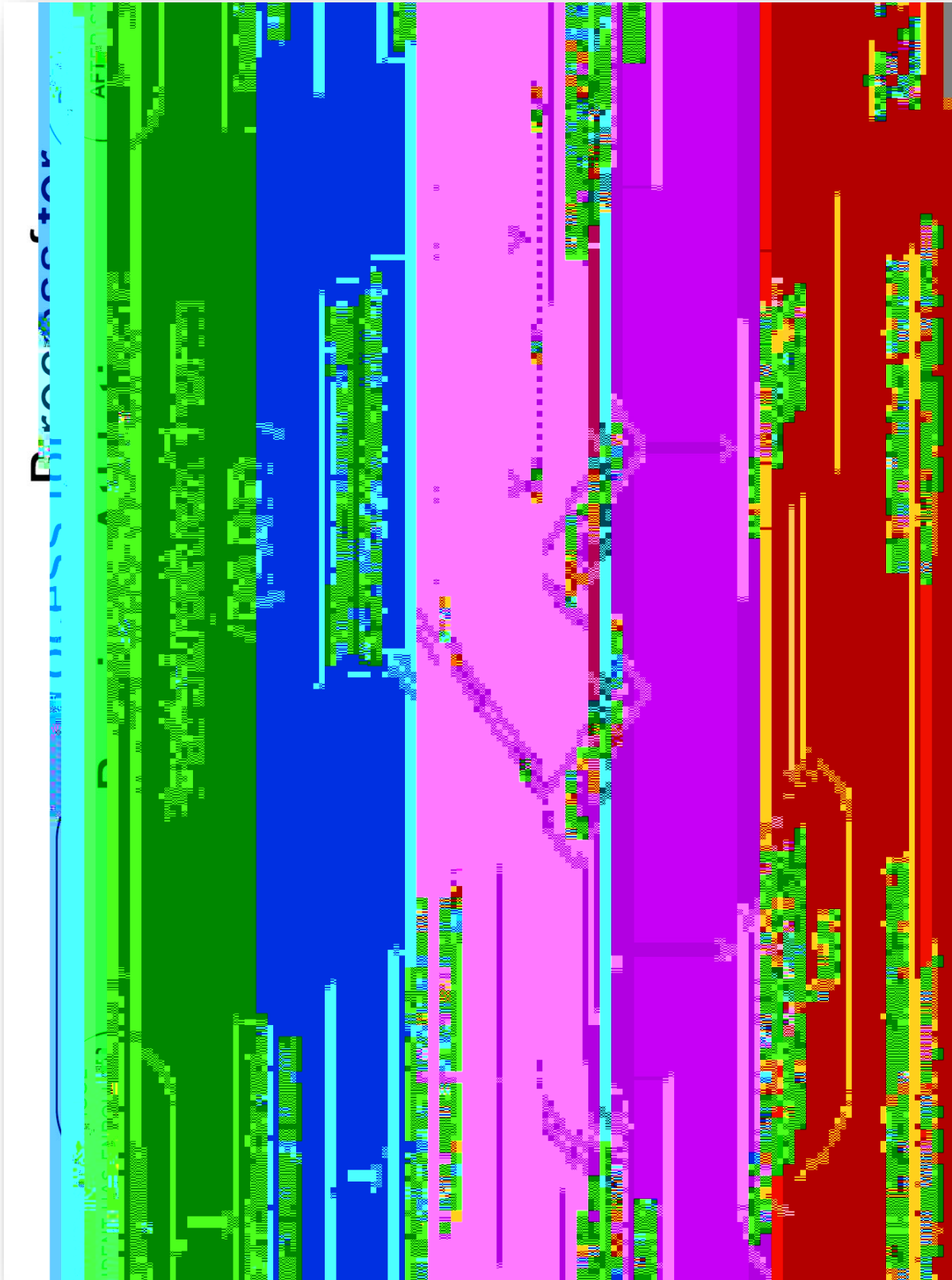




Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often used to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(4) and Section 840 (a)(2)(A)(iv).

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gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), UIL



## Birdville Independent School District

Athletic Trainers will make an effort to communicate with a parent/guardian on most injuries.

The goal for any injury evaluated resulting in lost practice/game time, or is referred home due to said injury, will be a phone call to the parent within an hour of seeing the individual. Depending on the time of day, or other variances of the given situation, it may take more than an hour for the phone call to be accomplished. Athletic Trainers will document the communication in a daily report.

## Birdville Independent School District

High School Athletic Trainers oversee and make sure the following guidelines are implemented for Campus Pre-Participation Student-Athlete Physicals

\*All completed forms and paperwork must be returned to the athletic trainer's office.

\*Papers will be given back directly to the student athlete at physical registration. Information will not be given to another student athlete or a coach.

\*Papers MUST stay with the student athlete until the physical is complete.

\*Any and all private information must be recorded in written form and not stated verbally.

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The following are precautionary guidelines for coaches and athletic trainers to follow in the prevention of heat related illnesses and emergencies. These guidelines should be strictly followed.

**Gradually Acclimatize Athletes** Start slowly, and take your time getting the student/athletes back into school having lost the aerobic capacity they may have had at the close of last season.









Birdville Independent School District

Wind chill under 35 degrees with rain:

35 minutes of exposure, 20 minutes inside gym, 35 minutes of exposure, 20 minutes inside

\*Extremities covered at all times

Wind chill under 32 degrees without rain:

45 minutes of total exposure

\*Athletes must be in warmups with extremities covered

Wind chill 32 degrees with rain:

All practices inside

No outside exposure

Wind chill 30 degrees without rain:

30 minutes of total exposure

\*Athletes must be in warmups at all times with extremities covered

Wind chill 20degrees:

There will be no outside practices everything indoors

\*Guidelines are expected to be followed for all practices.

\*\*Game play decisions will be made through coordination and discussion with administration to ensure safety measures are considered for all participants.



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Within two (2) weeks following the completion of each sporting season, the head coach will submit an AWARDS RECORD, which lists all team members who will receive a jacket or plaque for their participation to the Athletic Director. A purchase order for jackets and plaques will be processed by the Athletic Department.

Limitation of Awards: Schools may give one major award (jacket), not to exceed \$70.00 in value, to a student during high school enrollment at the same school for participation in one of the UIL inter school competitions. One additional symbolic award (plaque), not to exceed \$10.00 in value, may be presented for participation in each additional activity. The \$10.00 award shall not be given to a student for an activity during the same year that the major award is given for that activity. Award pins representing the individual sport will be given to all 9th grade athletes. These will be available in \_\_\_\_\_ )

@ \_\_\_\_\_ )  
program. It is also the responsibility of the head coach to communicate the lettering policy to his/her student/athletes.





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Admission will be charged at athletic events held in Birdville Stadium, Fine Arts/Athletics Complex, W.G. Thomas Coliseum and/or individual campuses regardless of level.

Admission may be charged for tournament play on any campus.

## Birdville Independent School District

**Game Schedule:** A minimum of one month in advance of the season, coaches should prepare game schedules and bus requests. A schedule should be filled out for every team level on the Rank One system.

**Bus Request:** Bus requests must be submitted to the Transportation Dept. A bus request must be made for every team level and indicate if more than one level is riding on the same bus. Email requests to [transportation@birdvilleindependent.org](mailto:transportation@birdvilleindependent.org) or call the Transportation Department at 688-7924.

**Officials:** BISD Athletic Pay Vouchers are available at the athletic office. It is the responsibility of each head coach to secure game officials for all contests.

There are circumstances where the Athletic Department uses charter bus companies for transportation of athletes to games and competitive events so that they can have a comfortable ride and be rested in preparation for competition. ~~but~~ they can have a Tm Tf 1 a3(h)-4(a)





Birdville Independent School District

Birdville Independent School District

CHECK REQUESTS: Please use the Purchase Order/Voucher Request form for entry fee check request. A tournament tier or brochure must be submitted P <6d



Birdville Independent School District

These forms and more are available on the  
Athletic Resource website page:

<https://www.birdvilleschools.net/domain/4395>

BIRMINGHAMVILLE INDEPENDENT SCHOOL DISTRICT  
ATHLETIC PAY VOUCHER

JOB # 20951

PLEASE PRINT:

DATE 8-15-23

NAME Gracie Smith

ADDRESS 800 Example Drive

PHONE # 817-597-9900

CITY STATE ZIP 8000

EMPLOYEE ID # 00000

ENT SCHOOL DISTRICT

BIRDVILLE INDEPEND

OF SEASON

BEGINNING

Beginning of season Parent Meeting for

Meeting Information

School

Date

Place

Comments/Notes



4th Grade (1) 5th Grade (1) 6th Grade (1) 7th Grade (1) 8th Grade (1) 9th Grade (1) 10th Grade (1) 11th Grade (1) 12th Grade (1)

Year \_\_\_\_\_

School: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

SITY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VAR  
JV  
8<sup>th</sup>  
7<sup>th</sup>



# Community Service Activity Form - Sample

SCHOOL:

SECTION:

DATE:

TIME:

COACH:



# School Business Days Form – Sample

**SCHOOL BUSINESS DAYS FORM**

**SCHOOL DISTRICT**

**SCHOOL NAME**

**SCHOOL ADDRESS**

**CITY**

**STATE**

**ZIP**

**PHONE**

**FAX**

**CONTACT PERSON**

**CONTACT TITLE**

**CONTACT PHONE**

**CONTACT FAX**

**CONTACT EMAIL**

**DATE**

**TIME**

**REASON FOR ABSENCE**

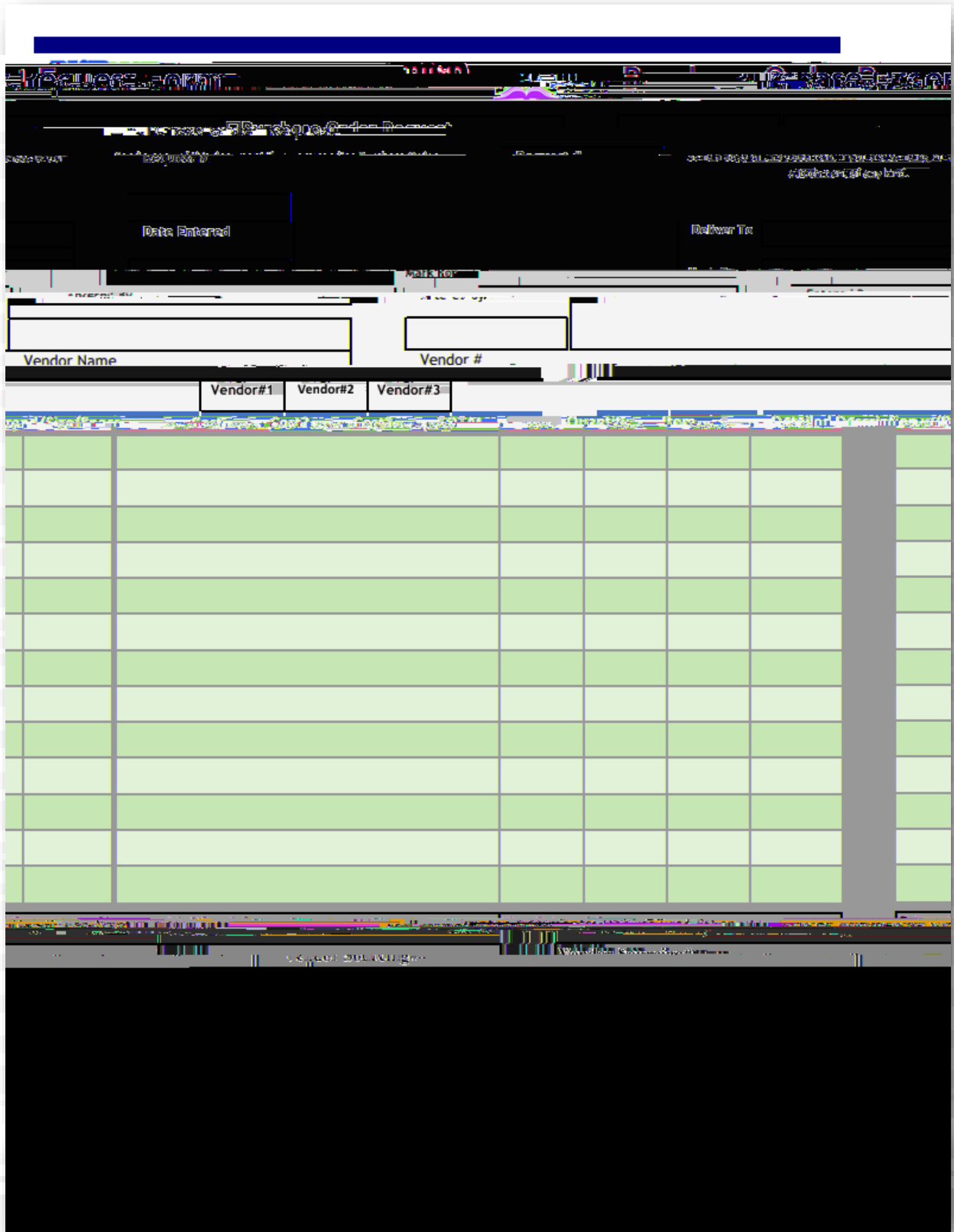
**SIGNATURE OF PARENT/GUARDIAN**

**DATE**

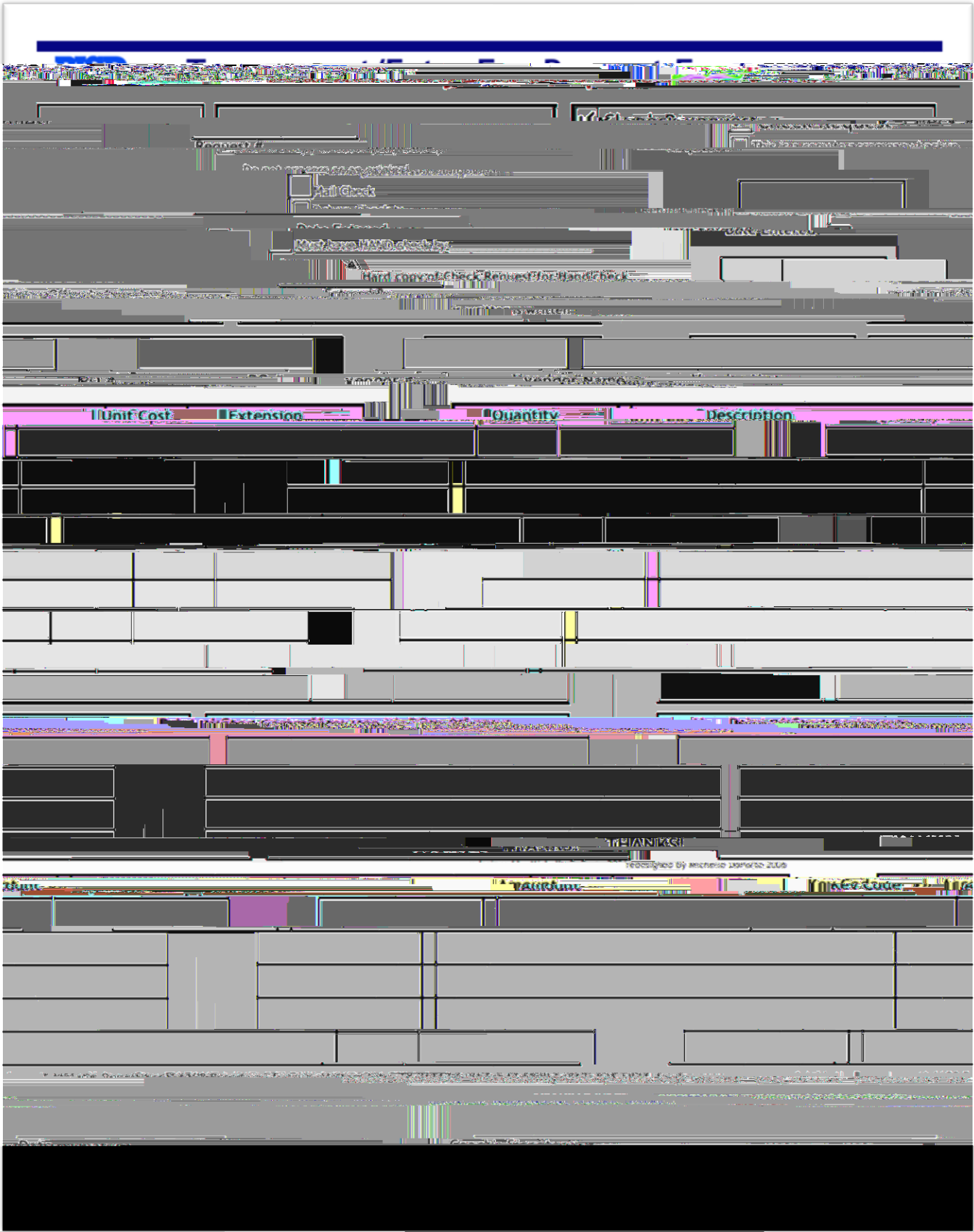
**SIGNATURE OF SCHOOL OFFICIAL**

**DATE**



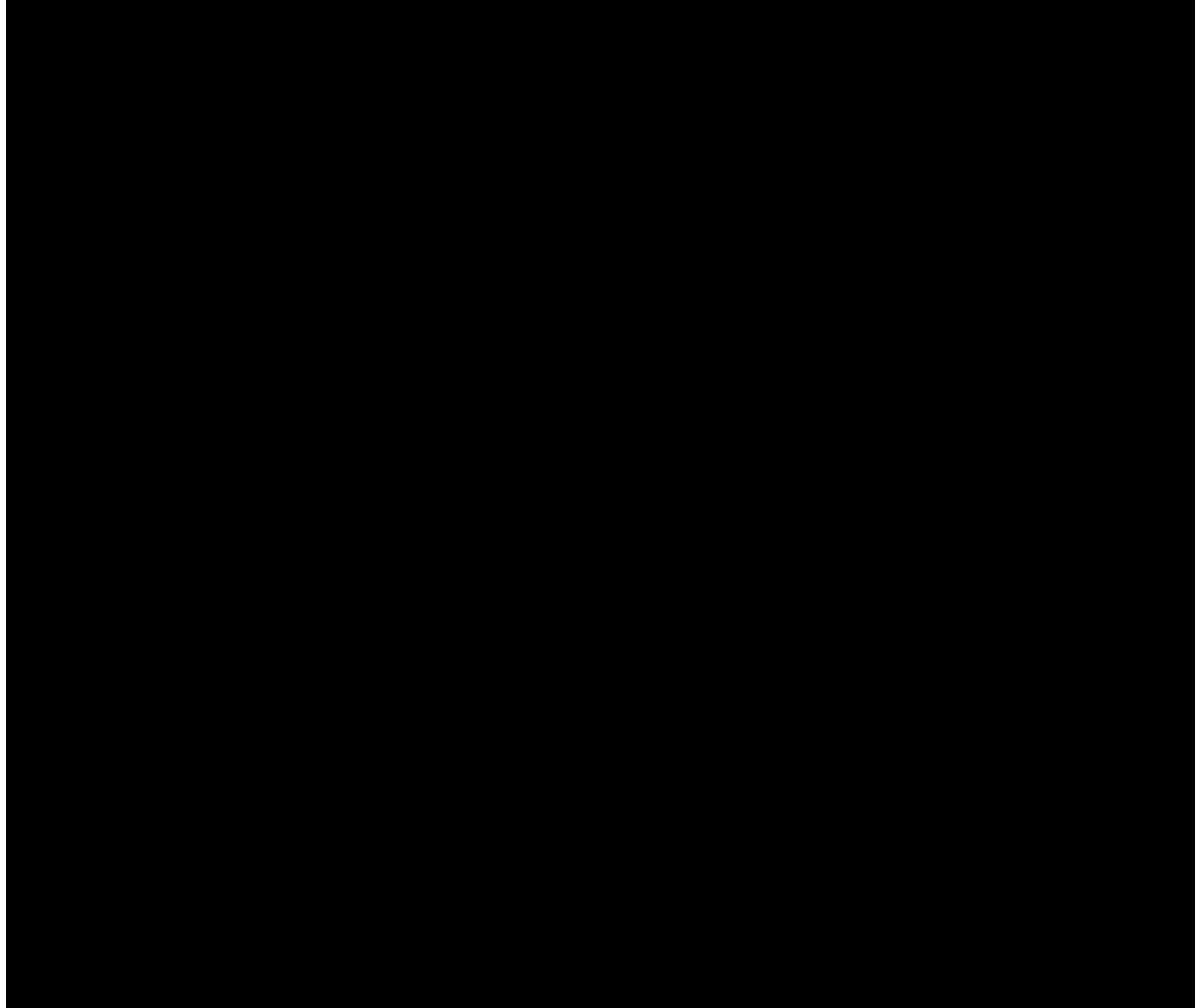







### Travel Request and Expense Reimbursement

Emp ID	Title	Date	Employee
Campus/Department		Destination	
Brief description of purpose and/or duties performed		Concise statement of purpose	
Conference/Event	Conference/Event	Conference/Event	Conference/Event
Departure Date	Return Date	Departure Date	Return Date



	EMPLOYEE SIGNATURE	Employee Supervisor	ESIGNATURE
Approval ESIGNATURE		ESIGNATURE	
Director of Business or Designee Approval		ESIGNATURE	
State Grant	ESIGNATURE	ESIGNATURE	ESIGNATURE
FOLLOWING		***Funds 701, 459 REQUIRE THE	
[Large blacked-out redacted area]			