



# MANOR ISD ATHLETIC HANDBOOK AND EXTRACURRICULAR STUDENT CODE OF CONDUCT

**2018 - 2019**

It is the policy of the Manor ISD not to discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Manor ISD no discrimina por motivos de edad, raza, religion, color, origen natal, sexo o necesidades especiales (incapacidades) en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas de la Educación, de 1972, y la Sección de la Ley de Rehabilitación de 1973, según enmienda.

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# **U.I.L SPORTS OFFERED BY MISD ATHLETICS**

## **HIGH SCHOOL (9-12)**

Baseball  
Basketball  
Cheerleading  
Cross Country  
Football  
Golf  
Powerlifting  
Soccer  
Softball  
Tennis  
Track & Field  
Volleyball

## **MIDDLE SCHOOLS (7-8)**

Basketball  
Cheerleading  
Cross Country  
Football  
Golf  
Soccer  
Tennis  
Track & Field  
Volleyball

## ATHLETICS

*All policies outlined by the Manor ISD and Manor High School Administration applies to our program. This athletic handbook is in addition to the district and high school handbook.*

The Manor Independent School District believes that the district athletic program should be an integral part of the total educational process.

The mission of the MISD Office of Athletics is to ensure and enhance the quality of life for youth by providing competitive activities. The pitting of one's skills, knowledge, and talent against friendly opponents is a means of learning one's own strengths and weaknesses.

Good contests, properly supervised, give youthful competitors the opportunity to gain self-confidence, improve skills, exhibit good sportsmanship, ethical behavior and integrity. Sports programs help the participant to develop physically, morally, and mentally.

Athletic offerings within the district are competitive and diversified, thereby allowing students the opportunity to realize their full potential relative to growth and development. All programs are designed not only to teach athletic skills, but also to instill good character and teach sound values.

It is felt that the success of the athletic program sets the tone for the entire school year. It builds a positive self-image for the individual athlete, the team, the school, the community, and importantly, for the Manor ISD.

It is our final goal that sports activities will produce young men and women who will be able to enter the community and become constructive, contributing members of society: citizens that will leave their mark on this world by making it a better place for future generations.

Jimmie Mitchell  
Director of Athletics

## ~ UIL BEHAVIOR EXPECTATIONS OF SPECTATORS ~

- Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition-not to intimidate or ridicule the other team or its fans.
- Remember that school athletics are a learning experience for students and that mistakes are sometimes made.
- Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.
- Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.
- Game officials can ask that school administrators have unruly fans removed from a contest facility.
- **There is no such thing as a “right” to attend interscholastic athletics. Interscholastic athletics are considered a “privilege” and the spectator who avails themselves of it is expected to conduct himself or herself accordingly.**
- Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.
- The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of UIL standards and rules.

Parents may go to the UIL website: [www.uil texas.org](http://www.uil texas.org) to obtain the UIL Parent Information Manual regarding health and safety issues including concussions and my responsibilities as a parent/guardian.

## MANOR ATHLETICS

According to University Interscholastic League rules, **being in athletics is a privilege and not a right.** Only those students who abide by school and athletic policies will be allowed to represent Manor ISD. When young men and young women sign up for athletics and become a member of a team, they make a commitment. They are obligated to follow the rules and regulations of the program. They are not forced to participate. It is voluntary; therefore, they are expected to follow rules of order.

We are here for the same reasons you are:

1. **See that the athlete gets an education and a diploma.**
2. **See that the athlete matures and grows as a man or woman.**
3. **See that we have the best team possible.**

The athletic program in Manor ISD is structured very intentionally, with specific goals in mind for athletes at each level. All athletes are required to properly represent MISD on and off the field, or they will not be afforded the privilege of representing MISD in interscholastic competition.

**At the middle school level** our primary goal is to make the athletic experience for the students enjoyable. It is a time to focus on participation and camaraderie among team members. This allows the students to have fun while learning the fundamentals of the sport. All athletes who try out and make a middle school team, are in attendance daily at practice, and are eligible academically will participate in every single game. Winning is a secondary issue for our program at this level. We believe that if middle school student has a great experience with their friends, and learns the fundamentals of their respective sport, we have accomplished the most important foundational goals in building the total athletic program.

As the students move up through our program into **high school** we begin shaping them toward the day they will begin competing at the varsity level. Similar to middle school, our freshmen and junior varsity teams are centered on player development. While the playing time percentage may vary, we attempt to ensure each student has an opportunity to participate in all games. Again, the final score is less important than facilitating player growth.

At the **varsity level we play to win championships.** Playing time is at the varsity head coach's discretion, driven by the intent to win. Varsity players are mature both athletically and mentally and their dedication and commitment to their team must supersede their personal desires. One of life's greatest lessons and gifts is the privilege of living for a purpose bigger than self. We firmly believe a team can, and should compete at the highest level, giving maximum effort, in a way that honors MISD and the teams in which they compete.

Parents should strive to help their son or daughter to achieve success in athletics. Success is defined as participating at 100% of the individual's ability. We can never expect athletes to do more than they are capable; however, we do want them to obtain their fullest potential. Supportive parents can instill this desire in student athletes long after their playing days are over by seeing that the student is on time, attends practices and games, and follows the rules and regulations.

### **Manor Athletes:**

- Will compete with intensity but when not competing they are to conduct themselves as ladies and gentlemen at all times and always show respect for others. Showing respect for authority is an absolute must.
- Should display positive leadership at all times in our school and our community.
- Must be a student first and an athlete second. Academic success is necessary to compete in the athletic program and is necessary for a successful team.
- Should not use profanity or resort to illegal tactics. He/she must learn that both winning and losing are part of the game and that he/she must display good sportsmanship, win or lose. Temper fits; flagrant violations of rules, etc. will not be tolerated. Total respect of officials is an absolute must.
- Should exhibit self-discipline to do what is right and avoid what is wrong.
- Must assume responsibility for their actions and be willing to accept the consequences for their actions.
- Will exhibit pride in their school by standing and singing our school song and showing respect to other schools when their song is being played or sung.
- Will exhibit pride in our country by standing and showing respect for our National Anthem.
- Are expected to put the team first and must practice attitudes and actions that contribute to good teamwork. (Fighting with teammates is unacceptable and does not contribute to the chemistry or good teamwork.)

## MISD ATHLETIC RULES, REGULATIONS AND GUIDELINES

We ask three questions:

1. **Will it make you a better man/woman?**
2. **Will it make you a better student?**
3. **Will it make you a better athlete?**

If the answer is no, then it will be a rule, and there will be no exceptions. If the answer is yes, then there is no need for a rule. The coaching staff has formulated the following rules for Manor ISD Athletes:

### **Felony Crimes:**

The Manor ISD Athletic Department will follow the guidelines of the Texas High School Coaches Association's Code of Ethics when dealing with felony crimes. Article IX of the T.H.S.C.A. Code of Ethics states: It will be considered a breach of the Code of Ethics to willingly allow a student-athlete who is charged with, and/or under indictment for, a felony crime to participate in an athletic contest. This action should not be considered a presumption of guilt, but rather it affords the accused athlete the time and opportunity to clear their name. The student-athlete may be allowed to remain on their team as a suspended member, but should not be allowed to represent their school or community in an athletic contest while under suspension.

### **Other Crimes and Suspicion of Crimes:**

The Athletic Director reserves the right to suspend any student athlete, who is suspected of committing any crime, depending on the circumstances. The Athletic Department's decisions will not conflict with any state or federal laws or the State Student Code of Conduct. (Chapter 37)

### **Drugs and Alcohol:**

Any student-athlete, who smokes, drinks or use illegal drugs on or off school property will be disciplined. The discipline will range from probation to suspension. The district will follow the Texas Education Code Chapter 37 relating to student discipline. This includes provisions that any student who while on school property or at a school-related event on or off school property possesses, uses, sells, gives, delivers or is under the influence of alcohol will be placed in MAP for the amount of time to be determined by the principal. Any student-athlete who possesses, uses, sells, gives, delivers or is under the influence of marijuana, any controlled substance or dangerous drug as referenced to in the Education Code, will be disciplined in line with the punishment from the school/principal. **A second offense will result in dismissal from the athletic program indefinitely.**

**All Game Suspensions, if any, may carry over to the next sport and/or next school year.**

*If a student-athlete is subsequently cleared of charges and no action (disciplinary or legal) results, the student-athlete may be reinstated immediately into the athletic program if the Manor ISD administration determines there were no violations of rules.*

### **Stealing:**

Taking things that do not belong to you, especially from your teammates will not be tolerated. An athlete caught stealing may be suspended and/or punished at the discretion of the coach, athletic director and principal. Depending on the seriousness of the offense, an athlete may be prosecuted by the law. This also involves school equipment not returned.

### **ISS/OSS Placement:**

When a student athlete is placed in ISS, they must attend all practices but they are not allowed to participate in any games or meets till they have completed all of their assigned ISS days (this includes weekends and holidays). Missed athletic class will be an unexcused absence. The student athlete could be removed from athletics if they are assigned to ISS more 2 times.

### **Conduct:**

Play with class. We will be noted for our clean, tough, competitive play. We will always show respect for our teammates and for our opponent. Never taunt the opponent. Praise your opponent and play beyond your ability. We expect you to conduct yourself as a gentleman or lady at all times. This means that you are to follow school rules and procedures while attending class. You are expected to act properly in class, giving teachers and administrators courtesy and respect. We expect you to perform in each class to the best of your ability. Be in class, be on time, turn in all homework assignments on time, prepare for tests, and behave yourself in class, and you will do well. Failure to adhere to the above conduct will result in possible disciplinary action and a student and/or student/parent conference.

**Respect for each other:**

Players will be treated with respect by their coaches. Coaches/teachers should receive “Yes sir/Yes ma’am,” “No sir/No ma’am” responses from players. Whenever a coach/teacher is speaking to you, give him/her your undivided attention and always establish eye contact with him/her. Public display of affection in the school setting will not be tolerated.

**Hazing:**

Hazing will not be tolerated. Strong disciplinary action will be taken.

Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student athlete.

It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors.

**Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the student or the student’s property,
- places a student in fear of physical harm or of damage to the student’s property, or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

## Quitting A Sport

**Any Manor ISD student-athlete that quit one sport in order to participate in another sport will be subject to the following conditions:**

- The student-athlete may not participate in any other sport until:
  - The season of the original sport he/she quit has concluded.
  - A parent-student conference with the Girls Athletic Coordinator (if necessary) and Athletic Director.
  - All issued equipment and gear have been returned to the athletic department.
- The student athlete must remain outside the athletic locker room area until Manor ISD Athletic Administration reinstates them into the athletic program.
- Any student-athlete quitting as a result of disciplinary referrals or violations of MISD or Mustang Athletic guidelines may result in the immediate removal from the entire athletic program.

## Athletic Dress Code Guidelines

Athletes shall comply with the district's policy on student dress and grooming and according to coaches' guidelines. Remember you are representing Manor Independent School District and your appearance is the first impression that others have of our school.

Athletic clothing is purchased for athletic activities only, not for personal use. Athletes are not to wear any type of athletic clothing away from practices or games (this includes shoes).

Jewelry of any kind will not be permitted during athletics or competition.

## Athletic Period

The athletic period is considered a class period and will be treated as such. All students must attend their respective athletic period each day. Please make every effort to schedule appointments after school so that the student-athlete will not miss any class periods. Every team sport athlete shall be in an athletic class. Athletes who do not go through an off-season program may not be allowed to participate on the varsity level regardless of their grade level.

### **Exception:**

- a. Only when there is a conflict in the scheduling of academic core classes as determined by the counselors and coaches. Not participating in the athletic period, may limit the students playing time.
- b. Individual sports are at the discretion of the head coach.

## Athletic Class

All athletes must be dressed out and ready for class within the time determined by the coach. All athletes **MUST** change back into their street clothes before going to their next class.

## Athletic Grading Policy

- Attitude and participation
- Non-Participation/ Not in athletic uniform: extra work as assigned by the coach.
- Non-Participation in warm up activities: extra work as assigned by the coach

## Eligibility

In order to remain eligible an athlete must pass all courses each six-week's grading period. If an athlete fails one or more courses for a six weeks grading period, the grades for all courses will be checked at the end of the designated status reporting period (approximately 3 weeks) and the athlete will regain eligibility if he/she is passing every course. When any change in eligibility takes place, it is seven days before the change is effective.

**However, the student will attend and participate in all practice sessions until the end of the current athletic season. Failure to comply may result in removal from the athletic period.**

## Letter Requirements and Awards

Participants must meet the scholastic requirements as set forth by the U.I.L. to be eligible to receive an award. A student who is ineligible to participate because of grades is ineligible to letter. Each varsity sport has specific criteria for earning a varsity letter award. The head coach of each sport will provide each varsity team member with the lettering criteria. Earned letter awards (letter jackets, letter blankets) may be denied or taken up in the event a student-athlete violates the code of conduct or acts in a manner that embarrasses the Manor ISD Athletic Program.

**Middle School:** Athletes will receive a certificate (1) for participating in at least one sport.

### High School

- a) There shall be a jacket given one time during the athlete's high school career in accordance with current U.I.L regulations to those who meet the general and specific requirements for lettering in varsity sports.
- b) There shall be a gold certificate given to those who meet the general and specific requirements for lettering in varsity sports who have already received their jacket award.
- c) There shall be a silver certificate given to those competing on sub-varsity sports.
- d) Arrangements will be made so a student can purchase patches such as for all-district honors and numbers to be placed on a jacket.

### Letter Jacket Exceptions:

Any senior not meeting the criteria for receiving a letter jacket who has participated in athletics for at least two years will receive a letter jacket. .

### Social Media Network

As representatives of the Manor ISD Athletics, student-athletes should remember that they are held to a high standard of behavior. This includes any activities conducted on any social media networking website (e.g., Facebook, Twitter) or any other online site. While we support and encourage individuals' freedom of expression and First Amendment rights, it is recommended that you become sensitive to the information and pictures you post (or others post about you), as they may lead to implications that adversely impact your personal safety, preservation of personal and athletic character. As a condition of being a student-athlete in MISD, the following rules related to the use of the Internet and social networking sites must be abided by:

1. Any postings or communications via social media networking websites which disrupt either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable.
2. Student-athletes may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the Athletic Department or MISD (examples: obscene images or language, nudity, pictures at parties with alcohol, references to drugs, sex or illegal activities).
3. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school). No post should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use).
4. Student-athletes may not post any content online that would constitute a violation of the MISD Student Code of Conduct.
5. Student-athletes may not post any information that is sensitive or personal in nature or is proprietary to the Athletic Department or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
6. Student-athletes are required to abide by all laws related to the use of the Internet (including state and federal privacy laws such as FERPA and HIPPA), and student-athletes are personally liable for any violations of those laws.

**Student-athletes in MISD are required to abide by rules set forth in these guidelines. The failure to do so will be considered a violation of the student-athlete code of conduct and/or the MISD student code of conduct. The violation may result in disciplinary action by the athletics department and the campus.**

## Playing Time

Every one of you wants to start on a team. Unfortunately, not all of you will. The coaching staff must determine who will start. Consequently, we feel it is important for you to understand how we will decide on Depth Charts as practice progresses. The following five points will be:

1. **KNOWLEDGE OF ASSIGNMENT.** We cannot and will not play people who do not know their assignment. Your coach will spend extra time with you if you so desire. Everyone can and should know their assignments.
2. **HUSTLE & EFFORT.** Everyone will be expected to give 100% at all times. Your teammates will be giving 100% and they will expect you to do so also. Extra effort wins games. Everyone can give 100%.
3. **HITTING AND MENTAL TOUGHNESS.** We will discover during practice, who has a strong desire to intimidate our opponents. For example: Football is a contact sport and it must be played with mental toughness. Everyone can hit.
4. **CONTRIBUTION TO THE OVERALL TEAM.** The individual who motivates their teammates to do better, is always enthusiastic and ready, will make a greater contribution than one who does not possess this quality. The athlete who hates to lose is an invaluable player. Everyone can be team player. Everyone wants to win, but what we are looking for are people who can't live with losing.
5. **TALENT.** If the above four characteristics are equal, and they should be, then the athlete who has the most talent, makes the big plays, will start. However, talent will not enter into our evaluation until we look closely at the first four qualities. Obviously if you are injured, it will be difficult for us to evaluate you.

We will give every athlete an opportunity to earn a position on our team. It's our desire to play as many people as possible, but obviously we cannot play everyone. The above information is provided so that you will know exactly how we will evaluate you. Our best athletes will lead us to a championship. Our main concern is to be as fair as possible with you and to be truly honest. If you do not feel that you are being treated fairly, see your coach. In the event you are still not satisfied, then come see the Head Coach.

Consequently, the best players, according to the criteria previously mentioned, will start. In closing, let us reiterate that our starters will be determined on the field by their performance. We have great respect for you and believe that you will know your assignments, give 100%, and will be a team.

**Always attend athletic practice.** Missing practice can effect playing time. There are only three reasons to miss practices:

- a. Being sick in bed. In case you are so sick you cannot attend school or practices, it is essential you contact the coach by phone at school or home and let him/her know. NOTE: If you are well enough to come to school you are expected to be at practice and go as hard as you can.  
Manor High School: 512-278-4800  
Manor New Tech High School: 512-278-4875  
Manor Senior High School:  
Decker Middle School: 512-278-4630  
Manor Middle School: 512-278-4600  
Manor New Tech Middle School: 512-278-4300
- b. Having a serious injury.
- c. An extenuating circumstance approved by the coach (example: death in the family or school related activity). NOTE: In the case where a player misses a practice for any other reason than outlined above, disciplinary action will be taken by the coaching staff. An athlete who walks off the field or court during practice will face disciplinary action. The punishment will be determined by the coaching staff.

The athlete will be required to make up the conditioning work out, as set by their coach, before they will be able to participate in the next game or meet. Each sport has their own set of make-ups. **Make ups are not punishment.**

\*You are expected to attend all classes regularly unless you have an excused absence. **On the day of a game/contest an athlete must be in attendance at least 1/2 day to participate.** (Exception: School Business or special circumstances which should be cleared with the athletic director and head coach.)

**Be on time** for all athletic related functions, including practice, meetings, trips, tutorials and games. Players are expected to be on the field/court and ready at the time practice is scheduled.

## Game Participation

Athletes may be excused from competition to participate in another U.I.L. or school sponsored activity, except for social functions. A coach must be notified of any conflicts at least one week in advance. Noncompliance with this policy will be considered when awarding varsity letters. Failure to be present at a competitive event could result in disciplinary action or dismissal from the team.

### **Participation in More Than One Extracurricular Activity**

Participation in multiple sports is encouraged. However, an athlete must complete the season in a sport before they move on to the next sport's season unless mutually agreed upon by the varsity head coaches and Athletic Director. Manor ISD coaches will make every effort to insure that a student may participate in as many activities as they wish.

Some students participate in more than one activity at a time. Occasionally, these activities overlap and a student must make a choice as to which activity to attend. The following procedures have been established:

- a) Competitions take priority over practice.
- b) The higher-level activity has top priority (i.e. Varsity over JV).
- c) District and play-off competitions take priority over normal contests.
- d) If the activities are roughly equal, the adult coaches / sponsors will meet face to face to attempt to reach a conclusion in the best interest of the student and school

### **Trips**

All athletes in middle school and high school represent the community, school, and coaches. Therefore, it is expected that all will dress in an acceptable manner on trips and conduct themselves in a manner in keeping with this code.

- a) All athletes will act like ladies/ gentlemen, at all times.
- b) All athletes will be dressed in appropriate and neat attire. Each head coach will determine the attire of their athletes.
- c) There will be no horseplay or loud noises on the bus.
- d) When we eat in a restaurant, all athletes will behave in a refined manner.
- e) Athletes making the trip on the bus will return on the bus unless in an emergency type situation or when parents are present and there is good reason for returning with parents. This should be cleared with head coach/athletic director prior to trip.
- f) Athletes are never to return with anyone other than on bus or their own parents. **Exceptions:** Must be cleared with athletic director.

### **Non-School Participation**

- Athletes are discouraged from participation in non-school sports during in-school athletic seasons. (Exception: Non-school sports sponsored by the MISD.)
- Extracurricular insurance will not cover non-school sport activities.
- Missed practices due to an injury in a non-school athletic activity will not count as an excused absence.
- U.I.L. school sponsored activities, practices, and games will have precedence over non-school athletic activities.

## The Parent's Role

Being the parent of an interscholastic athlete can be a great experience. Manor ISD has many different sports. Parents' participation with their son or daughter can be and should be an enjoyable activity. Their support is very important to their athletes, the high school and community. To make this experience the most rewarding for all concerned, the following are some suggestions on being a supportive athletic parent:

1. **Be positive** - Being on a school team is quite an accomplishment. Do not let playing time dictate the athlete's happiness. Celebrate the fact he/she was good enough to make a team. When things are not going well for your son/daughter or for the team is when parents need to be most positive and supportive.
2. **Be supportive of coaching staff in front of your son/daughter**. Nothing can injure teamwork faster than athletes doubting the capabilities of their coaches. The coaches are trying to do their best at every moment. If you have concerns, follow the MISD Athletic Department communication process. Our staff will listen, appreciate your confidentiality and give you a timely response.
3. **Be part of a parent network** - Whether you are part of a booster club or not, very special relationships can be fostered over the careers of athletes by socializing with other parents. This socialization can take place at games, after games, at team dinners, etc. Parents need support too! Be positive with each other and do not hesitate to remind each other about remaining positive at all times. If you hear a "rumor" that concerns you about any athletic issue, call a MISD coach to verify or clarify what you've heard. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.
4. **Booster parents** - We appreciate the fact that you are an active booster parent and supportive of our total program. Don't feel you are obligated to donate funds or equipment to our athletic program in order for it to be successful. While we have financial needs from time to time, our school historically has made a strong commitment to athletics. Your attendance at our sporting events and encouraging other fans to come and watch our athletic teams perform would be of tremendous support. Booster parents are also encouraged to be involved in ongoing booster meetings and projects for all sports. The Manor Athletic Booster Club is for all MISD sports in grades 7-12. Your membership and participation in MABC is very much appreciated.
5. **Winning and losing** - It shall be our staff's goal to pursue excellence in the school's athletic program, through motivating students to achieve to the best of their ability, while honoring themselves with their talents. Winning, under a positive goal-oriented environment, can be a natural and enjoyable outgrowth of this attitude. Everyone enjoys a well-played victory, but a "Winning is Everything" philosophy cannot become the controlling force. Too much is sacrificed when that philosophy is dominant. The philosophy should be to be honorable in our attitudes and skills and whether we win the physical victory or not, we have still won the game of life.
6. **College Scholarships** - Having lofty expectations for our children is a normal and healthy goal. In striving for these expectations, we must also be realistic. Not everyone can receive a college scholarship, nor should your child's athletic success be measured by the number of offers he or she receives. We have received our share of scholarships based on all the hard work you, the athletes and the coaches have put in. Our coaches will help individuals and parents in whatever way they can to find an opportunity for those who wish to pursue collegiate careers. Coaches will not, however, recommend a school at which the athlete cannot potentially be successful.
7. **Other thoughts** - The success of our athletic program is not dictated by the athlete alone. Our school's teams, students and adult supporters should work together. If the contributions of either are less than total, everyone stands to lose. We have a tremendous amount of support for our athletes by the coaches, administration and the board. We thank you for your support and participation.

Any inappropriate comments or actions towards any student athlete, fan, official, coach or school employee at any time which disrupts either the educational or athletic environments or which advocates the violation of any school or team policy can lead to disciplinary action from Manor ISD. This includes but not limited to any comments or actions made in person by letter, email, text on any social media outlet or to the media (newspaper, radio or TV). Your inappropriate comments or action can lead to the removal of your child from the athletic program.

**\* Your support is appreciated, however; a ticket is a privilege to observe the contest, not a license to verbally assault or be generally obnoxious. This privilege may be taken away if abused.**

## Parent / Coach Communications

As your children become involved in the programs at Manor, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Examples of these situations include the treatment of your child, ways to help your child improve, concerns about your child's attitude, or academic support.

It is very difficult to accept your child not playing as much, when, or where you may desire. It will be the coach's discretion to make all decisions about playing time or position for individual student-athletes, regardless of the score of the game or the personal feelings of the student-athlete's parents.

Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you can see from the list below, certain things can be and should be discussed with your child's coach. Other things should be left to the discretion of the coach. **Examples include team strategy, other student-athletes, playing time, etc.**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents, you have the right to know, and understand, the expectations placed on them and their children. Coaches have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. **There will not be a conference regarding playing time without the student-athlete and coach present.**

### ***Communication, you as a parent should expect from their child's coach:***

- 1) Coach's philosophy
- 2) Expectations the coach has for your son or daughter, as well as other players on the team
- 3) Locations and times of practices and contests
- 4) Team requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations
- 5) Procedures that will be followed if your child becomes injured during participation
- 6) Discipline that may result in the denial of your child's participation

### ***Communication coaches can expect from you as parents:***

- 1) Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place
- 2) Specific concerns in regard to the coach's philosophy and/or expectations
- 3) Notification of any schedule conflicts well in advance

As your child becomes involved in interscholastic athletics, he/she will experience some of the most rewarding moments of their lives. It's important to understand there may be times when things do not go the way you or your child wishes. These are the times discussion with the coach is encouraged.

### ***Appropriate concerns to discuss with a coach:***

- 1) The mental and physical treatment of your child
- 2) What your child needs to do to improve
- 3) Concerns about your child's behavior

It is very difficult to accept your child is not playing as much as you may hope. Coaches' make decisions based on what they believe is in the best interests of all students participating. As you can see from the list above, certain things can and should be discussed with your child's coach.

Other things, such as those listed next, must be left to the discretion of the coach.

### ***Issues NOT appropriate for discussion with your child's coach:***

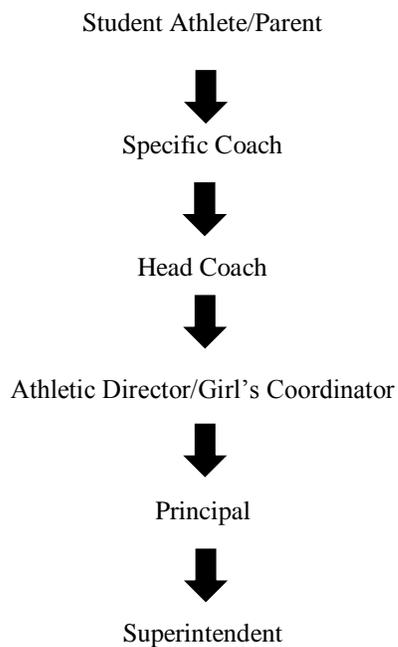
- 1) How much playing time each athlete is getting
- 2) Team strategy
- 3) Play calling
- 4) Any situation that deals with other student-athletes

There are situations that may require a conference between the coach and parent. These are not discouraged, as it is important for each party to have a clear understanding of the others' position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

**Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.**

## Chain of Communication

It is important that information and concerns about the sports programs proceed through a logical level of authority. Problems may be resolved at an initial level and would not need to involve the principal or superintendent. Parents are advised they should address their concerns and requests using the same format.



If the proper chain of command is not followed, student-athletes and/or parents will be referred back to the appropriate individual in the chain. Please allow at least 24 hours for MISD staff to return any messages or emails.

## Forms That Need To Be Completed

Before a student athlete can participate in a sport or in athletics, they must have the following forms completed and updated:

1. Pre-Participation Physical Examination – good for one year from doctor’s examination
2. Medical History Form
3. Emergency Contact Form
4. UIL Acknowledgement of Rules Form
5. UIL Steroid Testing Form
6. UIL Concussion Acknowledgement Form
7. UIL Sudden Cardiac Awareness Form
8. Athletic Handbook and Student Extracurricular Student Code of Conduct

### Athletic Trainer

The Athletic Trainer is licensed by the State of Texas to treat and rehabilitate minor injuries. The Athletic Trainer will work closely with an athlete's personal physician in all cases requiring physician's care. The Athletic Trainer is responsible for monitoring the physical well-being of all MISD athletes during practices and games. Since it will be impossible for the Athletic Trainer to personally attend all practices and games, he/she will work with both coaches and parents to ensure that our athletes' physical well-being is monitored at all times. The Athletic Trainer will handle any insurance questions.

### Athletic Injuries

All athletes will be coached, instructed and conditioned to compete at the peak of their abilities. Along with the competition and effort to acquire excellence is the reality of possible injury. Despite efforts made by MISD coaches and personnel to provide proper conditioning, protective equipment and safety practices, not all injuries are preventable and severe injuries can occur during athletic participation. When an athlete is injured during an athletic event, they must inform their coach and the Athletic Trainer as soon as possible. If the athlete goes to the Doctor or to the Hospital, they must bring back a signed note from the attending Doctor that states their injury, treatment and the length of time that they will be out of athletics. If the athlete has a note from a physician not to participate in athletics, **ONLY** a physician can release the athlete. **Parents cannot over rule physicians’ orders.**

### Athletic Insurance

The Manor Independent School District has a sincere interest in the welfare of the students and families of those participating in our interscholastic activities. For that reason, MISD provides your son/daughter with a supplemental accident insurance policy while he/she is participating in any UIL/ MISD sponsored event.

The coverage provides benefits for medical expenses only which are incurred due to accidents during regularly scheduled and supervised practices and games as governed by the UIL/MISD. This supplemental policy states that all bills be submitted to your family insurance company before the MISD policy will take effect. If you do not have any insurance on your child then the District's insurance will be applied for eligible expenses as listed on the fee schedule.

**Parents/guardian will be responsible for submitting the claim form and paying the remaining balance after benefits have been paid.**

Once again, this policy only provides coverage while your child is participating in UIL activities, and if you have any other type of insurance, you must file with them first. This policy does not cover any physical educational classes.

Should your son or daughter be injured while participating in our interscholastic activities and requires medical attention, the following procedures must be followed:

1. Report the injury to the Athletic Trainer or Head Coach.
2. Ask for a claim form from the Athletic Trainer or Head Coach.
3. Take your family insurance information along with the MISD insurance claim form to the medical provider (Doctor, Hospital, etc.)

Some important time lines:

1. Medical attention must begin within 90 days after the accident.
2. Claim form must be filled within 90 days after the accident.
3. The insurance will only pay for treatment, care, and services that occur within 90 days after the date of the accident.

# **Manor ISD Guidelines for Sports Concussion Management**

## **Introduction**

Concussions received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level. Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management. The present document will update the UIL requirements for concussion management in student athletes participating in activities under the jurisdiction of the UIL and will also provide information on compliance with Chapter 38, Sub Chapter D of the Texas Education Code (TEC).

## **What is a Concussion?**

A concussion is a type of traumatic brain injury (TBI). Concussions are the common result of a blow to the head or body which causes the brain to move rapidly within the skull. This injury causes brain function to change which results in an altered mental state (either temporary or prolonged). Physiologic and/or anatomic disruptions of connections between some nerve cells in the brain occur. Concussions can have serious and long-term health effects, even from a mild bump on the head. Symptoms include, but are not limited to, brief loss of consciousness, headache, amnesia, nausea, dizziness, confusion, blurred vision, ringing in the ears, loss of balance, moodiness, poor concentration or mentally slow, lethargy, photosensitivity, sensitivity to noise, and a change in sleeping patterns. These symptoms may be temporary or long lasting.

Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of game, score or opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit.

Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

## **What should be done if a concussion is suspected?**

1. Immediately remove student from practice or game
2. Seek medical attention right away
3. Do not allow the student to return to play until proper medical clearance and return to play guidelines have been followed. The permission for return to play will come from the appropriate health care professional or professionals. If you have any questions concerning concussions or the return to play policy, you may contact the athletic administrator at your school.

## **What should the athlete know about playing with a concussion?**

Teach athletes it's not smart to play with a concussion. Rest is the key after a concussion. Sometimes athletes, parents, and other school or league officials wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your athlete convince you that they're "just fine."

## **What are the risks of returning to activity too soon after sustaining a concussion?**

Prevent long-term problems. If an athlete has a concussion, the brain needs time to heal. Don't let an athlete return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he / she are symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems.

## **What can happen if my child keeps on playing with a concussion?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

## **Subsequent concussion**

Any subsequent concussion requires further medical evaluation, which may include a physical examination prior to return to participation. Written clearance from a physician is required as outlined in TEC Section 38.157 before any participation in UIL practices, games or matches.

### **Response to Suspected Concussion**

According to TEC section 38.156, a student 'shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

- (1) a coach;
- (2) a physician;
- (3) a licensed health care professional; or
- (4) the student's parent or guardian or another person with legal authority to make medical decisions for the student.'

Texas state law requires that all suspected concussions be referred to and evaluated by a physician or concussion specialist. An athlete must provide a note of clearance to the athletic trainer to begin the MISD return-to-play protocol. Athletes must complete a 5-step process before they are fully released back to activity. It is as follows:

- Day 1 – Athlete is cleared by a physician and is symptom free for at least 24 hours.
- Day 2 – Light Aerobic Activity (i.e. stationary bike for 15 minutes)
- Day 3 – Conditioning Activity (i.e. treadmill/running laps – increased physical exertion)
- Day 4 – Non-Contact Practice (drills, weight room, etc.)
- Day 5 – Full-Contact Practice (no restrictions)

If at any time during the 5 days an athlete reports a return of symptoms they will return to Day 1 until symptom free for 24 hours. If you have any questions or concerns about the MISD Concussion Policy, please see the athletic training staff.

### **Hydration and Nutrition Recommendations**

1. **Athletes need to drink water every day and throughout the day, NOT just during athletics.**
  - This includes before, during, and after athletic competition; as well as at home.
2. Sports drinks are good to drink before, during, and/or after athletics to replenish electrolytes in your body.
  - Examples are Gatorade.
  - Sports drinks should also be consumed with water, not just sports drinks alone.
3. A balanced meal should be consumed at least 3 times a day to get a balanced nutrition.
  - Snacks such as fruits are good to eat between meals.
4. Nutritional supplements such as protein, creatine, and/or any other nutritional supplements should **NOT** be taken at any time.
  - **Supplements are not allowed to be stored or to be used at school at any time**; this is according to the UIL policy.
5. Energy drinks should **NOT** be consumed at any time; due to the high amounts of caffeine and other ingredients.
  - Many of the ingredients that are found in energy drinks have been banned at the NCAA level. For example: caffeine when it is found in high levels, such as it is in "RedBull".
  - These drinks are also being banned by many high schools throughout the nation.
  - There are multiple adverse effects that a person can experience after exercising and drinking an energy drink.
  - Such effects are heart problems, breathing difficulties, dehydration, and nausea just to name a few.

**Athletes have access to water during every athletic period as well as every athletic competition that takes place during the school year. Water can be found on every field and every court by way of water fountains and/or water coolers.**

## Manor ISD Athletic Handbook Authorization

Students Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

### Parents: Please initial each statement and sign the bottom.

\_\_\_\_ I (we) have received a copy of the 2018-2019 Manor ISD Athletic Handbook. We have read it and understand the information, rules, and regulations in the handbook, including parent / fan behavior, which is required for extracurricular participation.

\_\_\_\_ I hereby give my consent for the above student to compete in University Interscholastic League / MISD approved sports, and travel with the coach or other representative of the school on any trips.

\_\_\_\_ It is understood that even though protective equipment is worn by the athlete whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the school district assumes any responsibility in case an accident occurs.

\_\_\_\_ I have been provided the UIL Parent Information Manual, [www.uilTEXAS.org/files/athletics/manuals/parent-information-manual.pdf](http://www.uilTEXAS.org/files/athletics/manuals/parent-information-manual.pdf), regarding health and safety issues including concussions and my responsibilities as a parent/guardian.

\_\_\_\_ I have read and understand the Role of the Parent. Page 13

\_\_\_\_ I have read and understand the social media network policy. Page 10

\_\_\_\_ I understand the risks and dangers related with returning to play too soon after a **concussion**. Furthermore, in the event that my son/daughter is diagnosed with a concussion, I give my consent for my son/daughter to participate in and comply with the Manor ISD return to play protocol. Pages 17-18.

\_\_\_\_ I understand that failure to provide accurate and truthful information on UIL forms could subject the student in question to penalties determined by the UIL.

\_\_\_\_ The undersigned agrees to be responsible for the safe return of all athletic equipment issued by the school to the above named student.

\_\_\_\_ If, in the judgment of any representatives of the school, the above student needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, licensed athletic trainer, nurse, hospital, or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

\_\_\_\_ I understand that the extra-curricular insurance provided by MISD is secondary coverage for injuries during organized practices/ games. My personal insurance pays first, and then the District's accident insurance applies benefits according to a fee schedule. Students not covered by personal insurance, the District's insurance will be applied for eligible expenses as listed on the fee schedule. **I, the Parent/guardian, will be responsible for submitting the claim form and paying the remaining balance after benefits have been paid.** Page 16

**Your signature below gives authorization that is necessary for the school district, its' athletic trainers, coaches, associated physicians and student insurance personnel to share information concerning medical diagnosis and treatment for your student**

Student Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_