**Hardin Jefferson**

**Independent School District**



*Philosophy, Guidelines, & Expectations*

**Table of Contents**

Philosophy & Vision ………………………………………………… A

Coaching Assignments ………………………………………………. B

Expectations …………………………………………………………. C

Travel/Professional Development …………………………………… D

Required Events Schedule …………………………………………… E

Locker Room Supervision …………………………………………… F

Weight Room Supervision …………………………………………… G

Discussion Points ……………………………………………………. H

UIL Rules Compliance ………………………………………………. I

Game/Season/Facilities Report ……………………………………… J

Athletic Handbook …………………………………………………... K

Awards Criteria ……………………………………………………… L

Booster Club ………………………………………………………… M

Evaluation …………………………………………………………… N

**Hardin Jefferson ISD Athletic Program Mission Statement**

The MISSION of the Hardin Jefferson ISD Athletic Program, a family of stellar young men and women, dedicated and caring coaches, and unheralded support personnel, is to conquer the challenges of competition in all sports so as to gain the ability to conquer the challenges in life.

We will come together as a team united, with an expectation to rise above all others. We will set high goals and attain them by going beyond the breaking point.

We will love and respect each other, and carry that respect toward opponents, officials and authority. We will utilize our resources to continually improve spiritually, academically and athletically, understanding that service is our purpose.

In building on the championship tradition laid down before us, we will plan, prepare, and compete for the glory of God, through the talents He has blessed us with, ultimately being able to CONQUER TEXAS.

# Philosophy of Education

The issues facing today’s young people and the challenging world that awaits them tomorrow present educators with extensive and exciting opportunities. Education must provide children with the knowledge and skills necessary to compete and succeed in our democratic as well as a global society. Moreover, education must enrich the ideas of a strong work ethic, self-discipline, accountability, and individual integrity. Extra-curricular activities and athletic competition in particular offer a setting like few others for the young men and women of our community to build and foster these traits so vital for future success. Instilling these values while maintaining a primary focus on academic excellence will equip students with the tools necessary to face the challenges of life. Having been provided this diverse background of talents today, children can pursue with confidence their goals, hopes, and dreams of tomorrow.

***Philosophy of Athletic Program***

It is the goal of the HJISD athletic program to develop in our student-athletes those traits which are not only keys to success in sports, but, more importantly, are vital to success in life. Confidence, pride, discipline, poise, and the establishment of a strong work ethic are valuable characteristics which extend far beyond the court or field of play. By developing these and other individual attributes, while maintaining team unity and a sense of togetherness, we can then all work toward the common goal of winning. We must give total effort to reach our team goals. Each of us must maintain this commitment in order to effectively pursue any measure of success in life. In all situations, we will conduct ourselves with dignity, sportsmanship, character, and simple decency. The coaches of Hardin Jefferson Independent School District believe that it is not the mere winning of the game, but it is teaching our student-athletes to win the hectic battle over themselves that is most important. When victory is achieved in this battle, the young women and men of our program will be well prepared to face the challenges of life.

# Vision for Students

We must remain focused on why we are here. Our system will be learner-centered. Determining, addressing, and meeting the individual needs of student-athletes is

an ongoing, collaborative process. Our role as coach will be secondary to that of teacher. Children will know that they are valued as human beings and an emphasis on their strengths will serve as the foundation for overcoming their weaknesses. Administration, faculty, and staff should work together in maintaining a supportive, learner-centered environment. The athletic department is a valuable component of this process. Such an environment will maximize the effectiveness of all available resources and serve as a positive framework on which to achieve student success.

# Vision for Coaches

Effective facilitation of a child’s education calls for an individual to serve as supporter, motivator, and encourager. Generations of coaches past, present, and future have and continue to meet the challenges of this rewarding profession. Coaches must receive the support, encouragement, materials, money, and time to effectively pursue lofty goals of their programs, teams, and student-athletes. Self-assessment and formal evaluation will serve as catalysts in determining ongoing needs for professional development. As the needs of student-athletes are constantly changing, we must also identify and address changes within ourselves that will ensure the future success of our programs and school. The girls and boys that are our student-athletes deserve the best women and men to lead them. As professional educators, it is our obligation to ensure that this is what they receive.

***FIVE ABSOLUTES:***

1. You are a role model. Be a positive example for our students.

2. Coach the positives. These are our athletes and you have chosen to work here. If you cannot find a positive, it may be necessary to look elsewhere.

3. Loyalty is critical. Be loyal to our staff, our program, our administration, our faculty, our athletes, our school, and our community.

4. Be professional. Your dress, language, behavior, and communication with parents and community all contribute to the success of our programs. Enjoy the profession of coaching but always keep professional distance.

5. Treat all with dignity and respect.

***TAKE CARE OF BUSINESS:***

**ORGANIZATION:**

Be organized in all aspects of athletics: Practice, paperwork, neat and clean office and storage areas, travel requests, etc.

**DISCIPLINE:**

Coaches are responsible for the discipline of their athletes and consistent enforcement of policies and philosophy is expected.

**COMMUNICATION:**

Notify the Athletic Director in advance of anything involving our athletic program or our athletes. Provide Athletic Director and media outlets with contest reports/summaries *regardless* of outcome.

**ABSENTEEISM:**

Please notify the Athletic Director if you are going to be absent from any of your assigned duties.

**PUNCTUALITY:**

Be on time and ready to perform all duties.

**SUPPORT:**

The HJISD athletic program has a proud tradition in multiple sports. *We need* *multiple sport coaches and multiple sport student–athletes*. Do your part toward maintaining this tradition by supporting all programs with your encouragement and attendance.

**HEAD COACHES:**

Take care of business by ensuring that all scheduling, travel details, inventories, budgeting, scheduling of officials, UIL requirements, professional growth opportunities, and local policies remain in order.

**COACHING ASSIGNMENTS:**

Each coach will be assigned duties and given a general job description by the athletic director. Sport specific job descriptions should be supplied by the Head Coach of that sport in collaboration with the Athletic Director. Carry out all duties as assigned.

**EVALUATION:**

All coaches will receive an evaluation based on observations and periodic conferences throughout the year. Our experiences must be utilized as opportunities for professional improvement.

**ACADEMICS:**

Your primary assignment for HJISD is that of teacher. Take care of business on your campus and in your classroom.

**COACHING ASSIGNMENTS**

**Volleyball**

Head Coach: JoLee Kolander

Assistants: Lauren Cowart (HS)

Kristen Schiesler (HS)

Kerry Sims (MS)

Erin Smith (MS)

Shelly Varnado (MS)

**Football**

Head Coach: Dwayne DuBois

Assistants: Xavier Broussard (MS)

Matt Calver (HS)

Cody Cash (HS)

Mike Fogo (HS)

Brandon Granger (HS)

Erich Guidry (MS)

Chad Guillory (HS)

Mark Humplik (HS)

Jeff Lee (HS)

Aaron Pollock (MS)

Richard Robinson (HS)

Edd Trotter (HS)

Open (MS)

**Cross Country**

Head Coach: Raylie Huff

Assistant: Clay Davis

Assistant: Lindsey Miller

**Girls Basketball**

Head Coach: Mike Fogo

Assistants: Kris Rogers (HS)

Omar Sneed (HS)

Kerry Sims (MS)

Erin Smith (MS)

Shelly Varnado (MS)

**Boys Basketball**

Head Coach: Clay Davis

Assistants: Jeff Lee (HS)

D.J. Wilson (HS)

Erich Guidry (MS)

Chad Guillory (MS)

Omar Sneed (MS)

**Girls Soccer**

Head Coach: Cara Robinson

Assistant: Ashley Lipe

**Boys Soccer**

Head Coach: Matt Calvert

Assistant: Ashley Lipe

**Boys Powerlifting**

Head Coach: Brandon Granger

**Girls Powerlifting**

Head Coach: Brittany Granger

**Softball**

Head Coach: Lauren Cowart

Assistants: Cheryl King

D.J. Wilson

**Baseball**

Head Coach: Edd Trotter

Assistants: Cody Cash

Aaron Pollock

**Girls Track**

Head Coach: Brittany Granger

Assistants: JoLee Kolander (HS)

Kristen Schiesler (HS)

Kerry Sims (MS)

Erin Smith (MS)

Shelly Varnado (MS)

**Boys Track**

Head Coach: Brandon Granger

Assistants: Raylie Huff (HS)

Richard Robinson (HS)

Xavier Broussard (MS)

Erich Guidry (MS)

Open (MS)

**Boys Golf**

Head Coach: Lindsey Miller

Assistant: Mark Humplik

**Girls Golf**

Head Coach: Lindsey Miller

Assistant: Mark Humplik

**Girls Tennis**

Head Coach: Chad Guillory

**Boys Tennis**

Head Coach: Chad Guillory

**Boys Swimming**

Head Coach: Christy Alkire

**Girls Swimming**

Head Coach: Christy Alkire

**Athletic Trainer** – Kayla Lozano

**Expectations**

* Remember the ***“Five Absolutes”***
* As a general rule, coaches ***should arrive at least 30 minutes prior*** to the time designated for athletes to arrive. Earlier if deemed appropriate by the head coach and / or athletic director.
* Unless you have a medical release on file (with both athletics and transportation), coaches are expected to have or be in the process of obtaining all necessary licenses and ***certifications to drive a bus.***
* Maintain ***“professional distance”*** with student-athletes.
* ***Coaches need to be addressed as “Coach”*** by our student-athletes, not by first name, etc.
* ***Athletic periods*** to which you are assigned are to be used for working with our athletes. Any exceptions to this must be approved by the athletic director.
* Your attendance in ***athletic periods*** to which you are assigned is mandatory. If it is 1st period, you will need to get their early enough to assist with monitoring of students and preparation for practice. If it is 5th period or 7th period, you will need to ensure that you arrive, get dressed out, and report to assigned area as soon as possible.
* If you are assigned ***attendance and grade posting*** for an athletic period, it is your responsibility to get this done in compliance with campus guidelines and deadlines.
* ***Use of tobacco on school property*** is prohibited. This applies to all employees and students. Thank you for your compliance.
* ***Avoid the use of profanity*** around our athletes and in the presence of parents, community members, etc.
* ***Profanity is not allowed by our student-athletes.*** If you hear a student using profanity, it is YOUR responsibility to correct it. We must remain consistent throughout our staff in this regard.
* Be ***consistent in the discipline*** of our student-athletes. Remove the emotion from the situation and from yourself and discipline in a “matter of fact” manner. *Our philosophy in discipline will be to “correct and re-direct, not crucify”.*
* ***There are certain intangibles that are infectious and have the potential to consume us.*** Excitement is contagious, enthusiasm is contagious. So are an intense work ethic and the power of positive thought. Contagious, too, is complacency, selfishness, doubt, laziness, excuse-making, and the poison of negative words, deeds, and actions. As professionals, as educators, as role models, and as people, it is clear what we should be about and what we should demonstrate.
* ***Belittling, ridicule, harassment, and intimidation is not an appropriate*** means by which to discipline or treat people (students, colleagues, community, etc.). If this is your mode of operation and you cannot change, you will need to find employment elsewhere. This is not a “macho contest” between coaches and teenagers or between coaches and other adults. Encourage, praise, and compliment.
* ***Coaching is teaching***. You would not tell a student to “write the paper” … and then yell “write the paper” when it is not correct …. and then scream “WRITE THE PAPER” when it is again not correct. Pay attention to what we are telling kids … “Make the tackle”, “Get Open”, “Hit the Ball”, “Rebound the ball”, “Play Defense” do not help our student-athletes understand how to do something. Teach them. Coach them. Coaching is teaching.
* ***Practices*** should be organized and detailed. Drills should be organized in a manner that maximizes reps by our athletes. How many are standing and watching and how many are actively involved? If you are asked for a copy of your practice plan or schedule by the head coach, another coach, or the athletic director, you should be able to produce one.
* ***Fundamentals*** should be practiced, emphasized, and drilled every day.
* ***Game situations*** should be a ***part of practice*** every day.
* All ***staff*** present and assigned should be ***utilized consistently*** and in a manner that results in maximum effort and effectiveness for our student-athletes.
* ***FITNESSGRAM*** duties as assigned.
* Coaches are ***required to accompany the team*** on all travel. Be with your team at all times.
* The ***attitude*** and goals of the coach is ***reflected*** in his/her players. The power of example is the greatest motivating tool that a coach possesses.
* The ***expressed approval*** by a respected coach is a powerful, motivating force. ***Praise*** your players consistently and genuinely. Do not criticize your team or an individual to anyone outside the immediate staff. Remember …. they are ours, they are the same ones coming through our doors tomorrow, and they are a reflection of their coach.
* Student-athletes representing HJISD shall be expected to ***hustle*** ***on and off the*** ***playing field / court*** between periods, at halftime, at timeouts, during substitutions, etc. This includes all contests and at practices when appropriate.
* Teach, preach, model, and coach ***relentless effort*** at all times.
* Other duties as assigned.
* Remember the ***“Five Absolutes”***

**HEAD COACHES**

***Responsibilities & Expectations***

* Take care of business by ensuring that all scheduling, travel details, inventories, budgeting, scheduling of officials, UIL requirements, professional growth opportunities, and local policies remain in order.
* ***Fulfill all duties*** (practice obligations, game obligations, etc.) ***of “2nd”*** ***sport.*** Any modification to time or duties associated with “2nd sport” duties must be discussed and approved by the Athletic Director. (e.g. “overlap periods between sports, etc.)
* In all ***team and / or group photographs*** (grades 7-12), ensure that all ***team members are dressed alike*** ***and appropriately.*** Also, ensure that ***coaches are dressed alike and appropriately.***
* Ensure that all ***practice and game cloth (***jerseys, uniforms, etc.) is ***purchased through the school budget.*** Purchasing of any “extra” by the student shall not be a requirement to participate as a member of the program. Take care of the basic needs of our student-athletes before program or staff needs are addressed.
* *See “Required Event Schedule”* as it applies to your position as a head coach.
* Ensure that all ***pre-game or in-game (grades 7-12) music and lyrics*** are appropriate. If you have to think about whether it is or not, then it isn’t.
* Make certain that all ***general expectations listed*** in this document are adhered to and ***demonstrated by the coaches and student-athletes*** in the program you are responsible for overseeing.
* All material / information distributed at games or other events must be approved through the athletic director’s office and the HJISD budgetary process must be followed as appropriate. This includes, but is not limited to, game programs, clinic / camp flyers, fall/summer/spring league information, etc.
* For grades 7-12 and as applicable, ensure that all ***early release of*** ***student-athletes from class*** is received by the main campus *by the* *Thursday prior* to the date of the event and that this list is formatted as per campus requirements. You will need to ensure that Jamie and I are both “cc’d” on these early release notifications.
* All ***travel forms*** should be completed and given to Jamie for your season prior to the first game of the season for all grade levels.
* You are responsible for ensuring that ***periodic grade checks*** are made on your student-athletes September - May. You will need to collaborate with the athletic director and other head coaches on this process.
* It is your responsibility to ensure that ***injured athletes*** are reporting to the trainer and are attending all assigned treatment sessions.
* ***Discipline*** of student-athletes will be in accordance with the athletic handbook, and HJISD policies. If reprimands, “motivational exercise”, and other means are not effective, suspension from game (partial or full) will be implemented for chronic conduct issues, unsportsmanlike behavior, etc.
* Report and discuss all major ***violations*** to the athletic director. As a general rule, “major” would be translated to mean those violations resulting in suspension from contests. Communication on these matters is critical as the athletic director will be the first line of “appeal” regarding suspensions, etc. It is your responsibility to ensure that all paperwork is completed and a copy of that document provided to the athletic office.
* Thoroughly complete all applicable paperwork in regard to ***requests for the* *Hawk Athletic Booster Club****.* Forward and discuss these requests with the athletic director. Such requests will proceed then from the athletic director to the appropriate booster club personnel. This includes, but is not limited to, equipment, supplies, playoff T-Shirts, “above district costs, etc.”. A reminder, again, that your budget is responsible for supporting all regular season travel. Extended travel tournaments, etc. should be approved by the athletic director and funds related to this travel shall be secured from the booster club prior to the trip. Request for such funds resulting in denial will result in loss of funds from your supply budget or cancellation of the trip. Booster club funding of such travel is an “extra”, not an expectation, and failure to plan ahead on your part will negatively impact non-travel budgets.
* Provide a ***“Duty Schedule” for supervision of dressing areas*** (for before or after school practices) to the athletic director prior to the start of your season.
* ***You are the immediate supervisor*** to the coaches assigned to the program of which you oversee. Assignment of coaches will be made in collaboration with the athletic director, as driven by the master schedules of campuses, and with respect to other duties of those coaches.
* ***Securing of Game Officials/Workers***. The *athletic department* will be responsible for securing *gatekeepers, ticket takers, and security*. You are responsible for ensuring that this is taking place at all levels of the program. *You may elect to delegate this responsibility to an assistant* *coach but, to be clear; it is your responsibility for ensuring that it is done.*
* Communicate all ***schedule changes*** to the athletic office and to the appropriate campus. You are responsible for ensuring that this is taking place at all levels of the program. The contacting of game officials related to such re-scheduling is the responsibility of you and your staff. *You may elect to delegate this responsibility to an assistant* *coach but, to be clear; you are responsible for ensuring that it is done.*
* You are the immediate supervisor to the coaches assigned to the program of which you oversee. ***Pre-season organizational meetings*** should be held in preparation for the season and expectations and philosophies should be detailed. Consistency throughout your program is your responsibility. Problems or concerns with staff should be addressed initially by the head coach. The athletic director should be kept informed as appropriate and will intervene in matters at the request of the head coach or as per the professional discretion of the athletic director. Communication is critical. I must remain informed and it is your responsibility to keep me informed.
* Ensure the ***completion of*** game reports, season reports, and all other ***reports*** or documents requested by the athletic director or other campus or district administration.
* Other duties as assigned.

***Employee Travel / Professional Development***

The profession of coaching, sport-specific strategies, and most importantly, the challenges faced by our student-athletes are constantly changing. It is important that we seek and take advantage of professional growth opportunities. Funds are limited in this regard but staff members are encouraged to utilize what is available to make themselves and our programs better. Each of us need to make certain that we are a coach with “20” years of experience and not a coach with one year of experience “20” times.

The following amounts are allocated for each staff member to use as deemed appropriate and *may be consolidated with others on staff* for specific opportunities:

Head Coach: TBD

Asst. Coach: TBD

* Allotment applies only once to each coach. (e.g. Head Softball coach does not receive $\_\_\_ plus an additional $\_\_\_ for being assistant volleyball.)

**Assistant Coaches (no head coaching responsibilities) …**

**Rotation for Professional Development (school funds):**

2021-2022: Basketball

Baseball

Softball

Track & Field

2022-2023: Football

Volleyball

Cross Country

***{Note: Strength & Conditioning focused workshops may be attended in any year.}***

***Required Events Schedule***

***ATHLETICS:***

All members of the coaching staff are *strongly encouraged* to attend as many school events (both athletic and otherwise) as possible. Remember, our rapport and relationship with our student-athletes as young men and women (not just as athletes) is our most important responsibility. Stay aware of what all is going on with the campus and with all sports. Support our students in all that they choose to do.

All members of the coaching staff *will be required* to be available to assist in events that we are hosting. It may be that not all are needed for every event, but you need to be prepared to do so should you be assigned. We will give as much lead time as possible to specific assignments and, as much as possible; will attempt to utilize staff that is not “in-season”. If you have questions, concerns, or potential conflicts regarding these, please come by the Athletic Director’s office so that we can discuss.

All staff will be required to be available to assist and / or be present at the following **athletic** events:

**TBD**

***CAMPUS:***

Specified staff will be required to be available to assist and / or be present at the following **campus** events:

* MS Pep Rallies: All MS Staff
* HS Pep Rallies: All HS Staff
* Meet the Hawks (***TBD***): All HS Staff
* Homecoming Dance (***TBD***)
* Winter Dance (January - TBA)
* Prom (***May***)
* Baccalaureate Service (***May***) – As assigned by HS Campus
* Graduation (***May***) – as assigned by HS Campus

***Discussion Points***

* ***Chain of Command***
* *Asst. Coach, Head Coach, AD, Principal, etc..*
* *UIL*
* ***Communication***
* *Parents*
* *Athletes*
* ***Locker Rooms***
* *Supervision*
* ***Athletic Events / Games***
* *Scores*
* *Media*
* ***Social Media***
* *Players*
* *Athletes*
* ***Fundraising***
* *Protocol*
* *Activity Accounts*
* ***Rules Compliance - UIL***
* ***Budget***
* ***Travel Forms***
* ***CDL’s***
* ***Strength & Conditioning***

***DISCUSSION POINT – ALL***

*- Release to parent … procedures/sign out, etc.}*

*- Consistency ……*

***DISCUSSION POINT – Head Coaches / others?***

*- Athletic Periods*

*- Varsity Athletic Period, Freshmen Athletic Period*

*- Strength & Conditioning Days (minimum of two per week)*

*- In-Season Skill Days (???)*

*- Off-Season Skill Days (???)*

*- Facilities?*

*- Questions?*



*Game/Contest Report*

TEAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Circle One) 7TH  8TH 9TH JV V

OPPONENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF CONTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCORE/RESULTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEASON RECORD TO DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF NEXT CONTEST & OPPONENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HIGHLIGHTS/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INJURIES/INCIDENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* This document is to be emailed or hand delivered to the Athletic Office (Secretary or AD) by ***3:30 pm*** of the next school day following the contest.



*End of Season Report*

Fill out a report for each team (7th, 8th, 9th, JV, and Varsity and give a copy to AD.

YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7TH 8TH 9TH JV V

Head Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Asst. Coaches: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Season Record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM HONORS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDIVIDUAL ACHIEVEMENTS: (MVP etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL-DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total participants at beginning of season: \_\_\_\_\_\_\_\_Total participants at end of season: \_\_\_\_\_\_\_

Total participants lost to grades: \_\_\_\_\_\_\_\_\_ Total participants lost to injuries: \_\_\_\_\_\_\_\_\_\_\_\_\_

Total participants lost for other reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Attach a roster – name, grade level & managers.



*Field/Facilities Report*

Location of Field/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General condition of Field/Facility: 1 2 3 4 5 6 7 8 9 10

Safety Hazards present? Yes No

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Repairs/Services needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accept:\_\_\_\_\_\_\_ Reject:\_\_\_\_\_\_

\*This report to be filed with the Athletic Office as requested during the school year.

**HARDIN JEFFERSON**

**Independent School District**



Head Coaches 2021 – 2022

Football Dwayne DuBois

Boys Basketball Clay Davis

Boys Track Brandon Granger

Baseball Edd Trotter

Cross Country Raylie Huff

Boys Powerlifting Brandon Granger

Boys Golf Lindsey Miller

Boys Soccer Matt Calvert

Swimming Christy Alkire

Tennis Chad Guillory

Volleyball JoLee Kolander

Girls Basketball Mike Fogo

Softball Lauren Cowart

Girls Track Brittany Granger

Girls Soccer Cara Robinson

Girls Powerlifting Brittany Granger

Girls Golf Lindsey Miller

**INTRODUCTION**

The policies in this handbook are in compliance with school board policies and administrative procedures. This handbook super cedes all prior publications governing Hardin-Jefferson ISD athletic teams and shall be used by all principals, coaches, and players in grades 7-12.

The athletic program is an integral part of the total school experience for both boys and girls. It offers a variety of sports and activities to all students who have potential skill and the desire to participate. The procedures and regulations set forth in this handbook are designed to provide for the efficient operation of such a program.

You, the student athlete, will be held accountable and responsible for all policies contained within this handbook and for any additional ones that your respective coaches might add.

**PHILOSOPHY**

We believe that an exemplary athletic program is an extension of the classroom. As such, athletics offers students an opportunity to develop and grow physically, intellectually, emotionally, and socially. Positive benefits of athletics include, but are not limited to, self-esteem, self-discipline, self-confidence, and the development of team spirit. Further, participants learn the values associated with competition and benefit from the experiences of both winning and losing. For the participating athlete, these experiences provide an integral part of the foundation needed to be a productive citizen capable of leading a full and enriching life.

**PARTICIPATION**

It is the goal of the athletic program to offer the opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in athletics nor is participation in athletics required. **It is to be stressed that participation in the Hardin-Jefferson ISD Athletic Program is a privilege, not a right. Since it is a privilege, the coaching staff, in accordance with Hardin-Jefferson ISD policy and due process procedures, has the authority to suspend or revoke the privilege with the rules and standards of this athletic program if not followed.**

**AVAILABLE SPORTS**

The following sports are available for students in the Hardin-Jefferson ISD.

Football: Boys Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Basketball: Boys Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Girls Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Baseball: Boys Teams: Varsity, Junior Varsity, 9th/10th squad

Softball: Girls Teams: Varsity, Junior Varsity, 9th/10th squad

Track & Field: Boys Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Girls Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Tennis: Boys Teams: Varsity, Junior Varsity

Girls Teams: Varsity, Junior Varsity

Golf: Boys Teams: Varsity, Junior Varsity

Girls Teams: Varsity, Junior Varsity

Cross Country: Boys Teams: Varsity, Junior Varsity

Girls Teams: Varsity, Junior Varsity

Soccer: Boys Teams: Varsity, Junior Varsity

Girls Teams: Varsity, Junior Varsity

Swim: Boys Teams: Varsity, Junior Varsity

Girls Teams: Varsity, Junior Varsity

Volleyball: Girls Teams: Varsity, Junior Varsity, Freshman, 8th grade, and 7th grade

Teams may be increased or reduced depending on participation.

**HARDIN-JEFFERSON HIGH SCHOOL ATHLETICS**

Physical conditioning is of primary importance to an athlete. With weather conditions giving us extreme heat and humidity, it is critically important that an athlete report to practice in top physical condition.

In conjunction with our athletic trainer and various medical doctors specializing in sports medicine, we have constructed the following criteria.

Beginning in August, 2001, an athlete playing high school athletics must successfully complete all of the following criteria:

1. Pass a yearly physical administered at Hardin-Jefferson High School by a staff of sport medicine doctors or your personal doctor. The physical must be on HJ athletic physical UIL form.

All of the physical forms must be signed and completed by the student, parent / guardian and doctor.

2. Be a part of the athletic off-season program the second semester of the previous school year or it will become a decision of the Head coach of that sport. Exception would be participation in other sports.

3. Abide by all rules and regulations as outlined in the student handbook and Hawk Expectations.

4. Must pass a conditioning program before participating.

5. If playing an individual sport the Head Coach of that sport will let you know the type of equipment needed that HJ does not provide.

6. Any other issues that may arise will be handled accordingly by the Athletic Director and Head Coach of that sport.

**RESPONSIBILITIES OF THE ATHLETE**

All athletes have the responsibility to give their best, play to win, follow training guidelines, and exhibit good conduct and fair play at all times so as to be a credit to his/her school. Athletes, as well as coaches, are always on display. As the saying goes “we are judged by the company we keep.” Our actions in everyday life, both private and public are a direct reflection on this athletic program and our school. The responsibilities of Hardin-Jefferson ISD athletes are as follows:

**During Competition, An Athlete:**

1. Learns that both winning and losing are part of the game and must learn to accept both. Be modest in victory and gracious in defeat.

2. Does not use illegal tactics in attempt to defeat the opponent or to beat the rules of the game.

3. Has complete control of himself/herself at all times. Displays of temper, use of profanity, disrespect for coaches and officials will result in loss of respect for the athlete and in disciplinary action from the coach.

4. Will respect the decisions of officials at all times.

**In The Classroom, An Athlete:**

1. Must realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to their academic courses to achieve acceptable grades that meet both local and TEA requirements for participation.

2. Must maintain a satisfactory citizenship and behavior record. Tardiness, disrespect for teachers, and unacceptable behavior will not be tolerated.

**On Campus, An Athlete:**

1. Must maintain proper dress and appearance, grooming, and personal cleanliness.

2. Will refrain from fighting, horseplay, and unacceptable behavior in and around the school building.

3. Will seek out avenues to become leaders in the school population.

4. Will not wear any type of athletic HJISD issued equipment during school hours unless traveling in the early morning to a contest per UIL rules. If a coach sees the athlete wearing athletic issued equipment during the school day, he/she will collect the equipment, and return it to the appropriate coach.

**During The Athletic Period and Before and After School Practice, An Athlete:**

1. Will notify the coach if he/she needs to miss a game or practice that is scheduled after school hours. Absence from the class will be handled according to school guidelines.

2. Will be dressed out and prompt for roll check.

3. Will maintain a neat and clean locker space.

4. Will shower for hygiene purposes after each workout.

5. Will dress decently as he/she leaves the dressing room. You will not be allowed to wear practice clothes home.

6. Will place soiled laundry in the appropriate bin for washing.

7. Will be responsible for any athletic school issued equipment. The coach will make equipment issued list that the athlete will sign. All equipment lost, stolen, not returned, ruined in the laundry, etc. will be replaced at replacement cost.

**During Team Travel/ Activity Run, An Athlete:**

1. Will travel to and from out of town contests with the team. If for some reason you need to ride home with your parents/guardians, you must clear it with the coach in charge prior to leaving and you must present the school an adopted written release form signed by your parents/guardians. Under no circumstance will you be released to ride with anyone other than your parents/guardians or a person designated by your family (must be 21 or older).

2. Will dress neatly and properly on all trips. The type of competition, time, and length of trip may dictate the type of dress acceptable.

3. Will conduct himself/herself properly on the school bus or school appointed vehicle.

4. Will receive permission from the coach before bringing any radios, electronic games, etc. or any other electronic devices aboard the bus.

5. Will be informed of the departure and return times for each trip. Every effort will be made by the coaching staff to notify the proper personnel as to unexpected change in arrival time.

6. Will not allowed to bring parents, family members, or friends on bus trips.

7. The athlete is responsible for making sure that the bus is clean and windows are up before taking bus back to transportation.

**In the Community an Athlete:**

Must be accountable for his/her actions! The athlete must understand that being an athlete is a privilege and all eyes in the community are on them. Athletes are held at a higher standard than that of the normal school student. Athletes should conduct themselves in a way that they do not embarrass themselves, parents or school district. We coaches, teachers, staff and administrators believe that we are one big family and would like for our athletes to understand what happens in the community good or bad affects our athletic family and will/will not be tolerated. Some of the things that could happen that we would like to prevent is alcohol, tobacco, sex, drugs, recklessness behavior, and any type of bad behavior that the athlete knows is wrong. All our athletes should understand the difference between right and wrong. IF AN ATHLETE CHOOSES TO DO THE THINGS THAT THEY KNOW IS WRONG THERE WILL BE A CONSEQUENCE FOR THEIR ACTIONS.

**ATHLETIC CODE OF CONDUCT**

Participation in athletics means more than competition between the different individuals or the different teams representing different schools. It teaches fair play, sportsmanship, understanding, and appreciation of teamwork. It also teaches that quitting means failure, while hard work means success. With these goals in mind, this guide was set up for the use of all concerned, because the conduct of an athlete is closely observed in many areas of life.

In the area of athletic competition, a real athlete doesn’t use profanity or illegal tactics. He or she learns the fact that winning and losing are part of the game, and that he should be modest in victory and gracious in defeat. It is always courteous to congratulate the opponent of a well-played game after the contest. False athletes often display fits of temper, clown, etc. when things fail to go as desired or when replaced by a teammate. A true athlete has complete control of himself at all times.

Officials in a game are there for the purpose of insuring that both teams will receive a fair deal. Officials do not lose a game for you. It is athletic tradition and rule that no one except the appointed captain, and then in a tone of respect for the purpose of clarifying a rule, will talk to the officials. Any behavior contrary to that, which has been stated, is a direct reflection to your school, to other players, and to coaches. It will not be tolerated.

General Guidelines

Athletes who behave in a manner, which reflects poorly on the athletic program, will

subject themselves to disciplinary action. Disciplinary action which may be taken includes, but is not limited to, the following areas:

1. Extra physical training as assigned by the coach.

2. Missing one or more future contest

3. Suspension from athletics for a period of time specified by the coach.

4. Expulsion from the program.

5. Combinations of actions listed above.

The athletic department will strive to be as fair and equitable as possible in the administration of disciplinary action. However, each athlete’s case will be evaluated on an individual basis. The department will take such action as it feels is in the best interest of the athlete and the program.

**Specific Disciplinary Action** – Following disciplinary action taken by the school:

1. Alcohol – (First Offense) - One week suspension (which must include at least one game) and must run 15 miles (or equivalent workload at discretion of Head Coach and Athletic Director). The athlete will not be able to return to competition until running is completed. If the athlete comes to the coach to disclose the bad choice before coach finds out, the running will decrease to 10 miles. (Second offense) – Four week suspension and must run 25 miles (or equivalent workload). (Third offense) – Removal from all athletic competitions for six weeks. (Fourth offense) – Removal from HJ Athletic Program for 1 year and the athlete must enroll and complete an Accredited Drug Counseling Program.

2. Drugs – (First Offense) - Possession/use of illegal drugs of any type or mind-altering, prescription drugs belonging to others will result in two-week game suspension and must run 25 miles (or equivalent workload at discretion of Head Coach and Athletic Director). (Second Offense) – Dismissal from current sport and all athletic competitions for nine weeks. (Third Offense) - Dismissal from HJ Athletic Program for 1 year and the athlete must enroll and complete an Accredited Drug Counseling Program.

3. Tobacco – Athletes are prohibited from possessing or using tobacco products. (First offense) –Must run 10 miles (or equivalent workload at discretion of Head Coach and Athletic Director). (Second offense) – Must run 25 miles (or equivalent workload) and one week suspension. (Third offense) – Removal from the program for 6 weeks.

4. Felony offenses—See section 37.006 Texas Education Code—each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary. Athletes detained or incarcerated for violations of the law may be suspended from participation in athletics pending the resolution of the case. Upon being found guilty, the athlete will be removed from athletics for one semester or longer.

5. Misdemeanor offenses—(other than traffic violations) each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary. Athletes detained or incarcerated for violations of the law may be suspended from participation in athletics pending resolution of the case.

6. A student ejected from a contest for improper conduct will miss the next contest.

7. For certain circumstances, athletes will be placed on athletic probation. Athletic probation means that any future serious Offenses, or any series of minor offenses may result in expulsion from the program. After an athlete is placed on probation and another violation occurs, the athlete will be subjected to an intense review of his or her performance and attitude to determine eligibility to remain in the program.

8. The athletic department reserves the right to institute any other such rules and/or procedures as may be necessary to ensure smooth and efficient operation of the athletic program along with the “well being” of all athletes. Any other such regulations will have the approval of the principal and/or superintendent.

9. If an athlete is placed in In School Suspension (ISS) or suspended from the school, the athlete will not be able to participate in any practices or athletic competitions until the entire punishment is completed.

The Athletic Code was prepared to inform the Hardin Jefferson ISD athletes and their parents of the expectations during their participation in the Hardin Jefferson ISD Athletic Program. The intent of this code is to establish as much uniformity as possible in the administration of the guidelines of the athletic department.

**DISCIPLINE PROCEDURES**

The coach can successfully manage many behaviors. There should be immediate and consistent intervention of behavior, which impede orderly athletic procedures or interferes with the orderly operation of them. EACH COACH SHOULD HAVE ON FILE A DISCIPLINE LOG TO RECORD PARENT MEETINGS, BEHAVIORAL ISSUES, AND STUDENT MEETINGS WITH ATHLETES.

**Procedures:**

1. Intervention should occur by the coach who is supervising the athlete or who observes the misbehavior.

2. A record of offenses and disciplinary actions shall be maintained by the coach and turned in to the athletic director.

3. The coach must discuss the misbehavior with the parent, athletic director, or support personnel.

4. Each sport will have a written documentation of discipline procedures.

**Discipline Options:**

Corporal Punishment:

Athletes (Males-only) will be subject to corporal punishment within the athletic department. No athlete will receive more than 3 swats per school day. A letter will be sent home to the parents from the Athletic Director asking for approval by the parent to use corporal punishment. Witnesses by other staff, coaches, and/or administrators will be present during corporal punishment.

**Additional Discipline Options:**

- Verbal reprimand

- Conference with student

- All punishment must pertain to sport skills

- Be assigned school duties other than a class task, including but not pertaining to, restoration of property and cleanup

- Probation

- SUSPENSION for one game

- SUSPENSION for two games

- Removal from team that he/she is participating with. If not actively participating in a sport at the time of the violation, the athlete will be suspended from the next sport that they choose to participate in for 20% of the scheduled season.

- The athlete will be placed on one-year probation. Future violations could lead to the suspension of athletic privileges for the remainder of the student’s eligibility.

- Dismissal from the sport for the season. Dismissal from athletics for a year. As outlined in the District’s Policy Manual, a student will be dismissed from the time of infraction until the end of that year. If the infraction occurs within the last six-week period, the suspension is for the entire next year, until that date when the student was suspended.

**Appeal:**

The student and/or parent shall have the right to appeal any decision to suspend, expel a student, or place a student on probation from the athletic program. The steps in the appeal process will be as follows:

1. Personal visit with the coach.

2. Personal visit with the Athletic Director.

3. Personal visit with the Building Principal.

4. Personal visit with the Superintendent.

An appeal by the student and/or parent of suspension, expulsion, or probation from athletics shall be considered by the appropriate school personnel, not on the basis of individual judgment(s), but on the basis of:

1. Variation form printed policy, administrative procedures, regulations, rules, and standards for membership and participation in athletics.

2. Failure to establish reasonable documentation that the student’s conduct/behavior has violated the standards of athletics.

3. Failure to give the student/parent due process about the conduct/behavior and opportunity to refute the charges.

The coach will not discuss issues that have to deal with a player’s playing time.

**Profanity/Disrespectful Behavior:**

Profanity and disrespectful behavior will not be permitted on the field, court, dressing room, or on the school campus. Disciplinary action for these offenses will be outlined at the beginning of the season. Discipline will in all cases match the severity of the offense. This can include additional running to probation and suspension. Additional offenses will result in expulsion from the program.

**Absence From Contest/Workout:**

Workout time is valuable to you and your teammates. If you must be absent from a workout or contest, you must notify the head coach of your sport or athletic office at 981-6430 (x3137) (981-6430 x3142 for female athletes). If you are sent home during the school day for any reason, it is important that you let the coach in charge know that you will not be at practice. Failure to report an absence will result in additional makeup work when you return. The amount of additional work will be determined by the coach in charge in concurrence with the Athletic Director. By following the call-in procedure, the athlete will lessen the amount of makeup work required for participation. All athletes will be required to make up missed practices according to the individual Coach’s discretion

Repeat assignments to SAC:

ISS-SAC -Repeat assignments to SAC could be grounds for removal from the athletic program.

1st offense – coach discipline / parent contact by coach of that sport

2nd offense – doubles discipline / parent contact

3rd offense – triples discipline / parent contact

4th offense – 1 game suspension / parent, coach conference with administrator to determine removal of program. Discipline will be enforced by each Head Coach of that sport. At the end of the school year the discipline will start over for next year.

**EXTRA-CURRICULAR ORGANIZATION UNIFORM**

**DISCIPLINE MANAGEMENT SYSTEM (EC-DMS)**

This document covers the discipline procedures for all athletic extra-curricular programs within the Hardin-Jefferson ISD. Student participants in Hardin-Jefferson ISD will adhere to the following disciplinary guidelines. By definition, discipline is meant to train, correct, mold, or perfect. In no way do we want to be harsh with our students or throw them out of organizations that are there to help them build the very attitudes and characteristics that they may at times experience difficulty with. This discipline management system is designed to set high and consistent expectations for all athletic extra-curricular participants. If a student chooses not to cooperate with the system, he/she may ultimately be put out of the extra-curricular activity.

Disciplined teams win championships. It is a cornerstone of all successful organizations. Do your part and bring PRIDE to yourself and the Hardin-Jefferson ISD.

**Definitions and Explanations:**

Suspension- During a period of suspension form an extra-curricular program, students may be required to practice but will not be allowed to compete in any event related to that organization, nor will they be allowed to travel with the group for fun or competitive trips.

Probation- A period of one calendar year after the offense. A probationary period begins the day that the sponsor meets with the student and delivers the written reprimand. There will be zero tolerance during the probationary period.

Communication Requirements- Any student, parent, or school employee who is aware of any offense on or off campus is under obligation to report it to the Principal. The Principal will the report the offense to the sponsor/coach of each organization the student belong to.

Enforcement of the System-Enforcement of the EC-DMS will be the responsibility of the sponsor/coach of the organization. The Principal will provide consultation to the sponsors/coaches as needed to assure consistency between the organizations.

Appeals- if a student or parent feels that the system has been applied incorrectly, they must appeal in writing within seven (7) days to the sponsor. If the sponsor cannot resolve the matter, the appeal letter should be passed along to the Principal, then the Superintendent, and finally the School Board.

Confidentiality- everyone involved has a responsibility to maintain confidentiality.

Scope of the System- The system is intended to apply to offenses that occur during school, during participation in the extra-curricular event, or offenses committed out of school.

Removal- A period of time ranging from the rest of the school year to one full calendar year where the student would not be allowed to participate at all in an organization.

**Awards Policy & Lettering:**

**Awards Policy and Lettering: Hardin Jefferson ISD**

1. Each athlete is allowed one jacket during his/her high school career. Any 9th – 12th grader who letters in a varsity sport may be eligible for a jacket.
2. The coach, with the approval of the athletic director, reserves the right to letter or not letter an individual, trainer, manager, or transfer student based on specific activity or team policy.
3. Student must complete the season in good standing. (Including Academic eligibility and conduct)

While it is hard to designate an objective amount of minutes or quarters to determine who does or does not earn a varsity letter in athletics, the following criteria will be used.

**Lettering Criteria:**

**Attitude:** Willing to sacrifice self for good of the team.

**Ability:**  Contributed to the team in practice and games.

**Attendance:** Consistent attendance and punctual to mandatory team meetings.

**Conduct:** Player is a good example of first class program on and off the field.

**Eligibility:** Player remained academically eligible throughout the season.

**FOOTBALL**

1. Complete the season as a squad member in good standing; and
2. Be a member of the varsity squad for at least 6 games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**VOLLEYBALL**

1. Complete the season as a squad member in good standing; and
2. Be a member of the varsity squad and suit up for at least 60% of the games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**CROSS COUNTRY (BOYS & GIRLS)**

1. Complete the season as a squad member in good standing; and
2. Compete in 3 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**BASKETBALL (BOYS & GIRLS)**

1. Complete the season as a squad member in good standing; and
2. Be a member of the varsity squad and suit up for at least 60% of the games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**TRACK (BOYS & GIRLS)**

1. Complete the season as a squad member in good standing; and
2. Compete in 3 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**BASEBALL**

1. Complete the season as a squad member in good standing; and
2. Be a member of the varsity squad and suit up for at least 60% of the games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**SOFTBALL**

1. Complete the season as a squad member in good standing; and.
2. Be a member of the varsity squad and suit up for at least 60% of the games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**GOLF**

1. Complete the season as a squad member in good standing; and
2. Compete in 3 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**SOCCER (BOYS & GIRLS)**

1. Complete the season as a squad member in good standing; and
2. Be a member of the varsity squad for at least 60% of the games.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**SWIMMING**

1. Complete the season as a squad member in good standing; and
2. Compete in 3 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**TENNIS**

1. Complete the season as a squad member in good standing; and
2. Compete in 3 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**POWERLIFTING**

1. Complete the season as a squad member in good standing; and
2. Compete in 2 Varsity meets, plus the district meet.
3. Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it, if not for the injury.

**STUDENT TRAINER OR MANAGER**

1. Complete the season as a squad member in good standing; and
2. Work varsity sports for 2 consecutive years

UIL Sponsored events:

Football

Volleyball

Basketball

Baseball

Soccer

Softball

Track & Field

Cross Country

Golf

Tennis

Swimming

Cheerleading

Band

Choir

UIL Academics

One Act Play

Lettering Criteria:

* Athletes involve in Football, Basketball, Baseball, Soccer, Softball, and Volleyball will need to play at least ½ the season for a letter to count with a ¼of the season being in district play. Ex. 20 game district schedule, athlete must play in 5 district games, unless injured then it becomes coach’s decision.
* Athletes involved in Track, Cross Country, Golf, Tennis must compete in 3 varsity meets plus the district meet unless injured then it becomes coach’s decision.

**DRESS CODE AND GROOMING**

**Grooming and Hair:**

1. Good hair grooming must be evident at all times, so as not obstruct the student’s vision.

2. The hair of male students should be kept in a neat, clean, and frequently trimmed style.

3. Hair length in male students should not extend over the ears, curl up or extend over the ears, curl up or extend beyond the top of a dress shirt collar in back.

4. Male students shall be clean shaven at all times from ear lobe to collar.

6. Ponytails on male athletes are not permitted.

**Miscellaneous:**

1. Caps, hats, and headbands are not to be worn inside buildings.

2. Shoes must be worn at all times. (Soft soled flip-flops, shoes with cleats; beach or shower shoes are not acceptable.)

3. Dark glasses are not to be worn inside the building unless approved by the campus administrator.

4. The wearing of earrings is not appropriate for boys, while participating in athletics. We will adhere to UIL rules that state no jewelry will be worn during competition.

5. Suggestive writings, symbols, emblems or pictures on garments depicting sex, violence, blood or gore, Satanism, or cults are not permitted.

6. The display of advertising (logos and emblems) of alcoholic beverages, illegal drugs, or tobacco products will not be permitted on clothing items.

7. Appropriate undergarments will be worn at all times.

8. Any student wearing attire deemed inappropriate by the campus administrator will be asked to change or be placed in SAC for the day.

Appearance is basically the responsibility of the students and parents. The school does not want to assume this responsibility. However, certain guidelines need to be followed so that the educational process is not diverted.

**STUDENT ELIGIBILITY**

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated in the subsection:

1. **Beginning at the 7th Grade Year –** Promoted from the 6th to the 7th grade.

2. **Beginning at the 8th Grade Year** – Promoted from the 7th to the 8th grade.

3. **Beginning at the 9th Grade Year –** Promoted from the 8th to the 9th grade.

4. **Beginning at the 10th Grade Year –** Promoted from the 9th to the 10th grade.

5. **Beginning at the 11th Grade Year –** Promoted from the 10th to the 11th grade.

6. **Beginning at the 12th Grade Year –** Promoted from the 11th to the 12th grade.

In order to be eligible to participate in extracurricular activities for a six-week period following the initial six-week period of the school year, a student must not have received a grade lower than a 70 on a scale of 0 – 100 in any course for that preceding six-week period.

A student whose recording six-week grade average, in any course, is lower than a 70 at the end of the six-week grading period shall be suspended from contest in any extracurricular activity during the succeeding three-week period until the end of a three-week period during which the student achieves a course grade average of at least 70 in all classes. Student athletes must continue to practice with the team if they fail. An athlete that chooses not to participate in practice is choosing not to be a part of that team/individual sport.

**PHYSICAL, MEDICAL, AND INSURANCE REQUIREMENTS**

All students are to have on file in the Athletic Trainer’s office a copy of the following athletic forms. These will be updated at the beginning of each school year. These include:

1. **Physical Form -** current information regarding the health standing of each athlete. These must be completed on a standardized form and signed by the parent/guardian.

2. **Acknowledgement of the Rules** – signed by the parent/guardian.

3. **Insurance Waiver** – required UIL form indicating primary insurance coverage for the participating athlete. \*

4. **Copy of Letter of Acceptance** – form indicating receipt of student athletic handbook.

\*Athletic insurance shall be offered to all students who are participating in UIL sponsored activities. The program will be in accordance with the rules and regulations of the UIL and Hardin-Jefferson ISD. This is a **secondary type** of policy that will pay only after claims have been submitted to the athlete’s primary carrier. If the athlete has no other coverage, then this coverage becomes primary. Policy requirements are subject to change yearly.

**PROCEDURES WHEN ILL OR INJURED**

Your health is not only a personal item, but also a concern of the participating team. In the event you feel ill and your condition does not improve, if possible, please see the trainer first or your doctor as soon as possible.

An injury that could possibly hamper your ability to participate must be must be reported to the Athletic Trainer/Coach. Specific instructions regarding treatment by the trainer will be given to you at the start of the season. On all injuries, please check with the trainer/coach **first.** If further care is needed, the trainer can direct the athlete and parents to the appropriate source of care.

Whenever you are injured or ill of a minor nature, you are required to dress out (but not participate) and attend and group/team teaching sessions. Treatment by the trainer will be set on an individual basis.

Any athlete that has seen a doctor must obtain a written release form from the doctor before they can practice or participate.

**DROPPING A SPORT**

There will be times when some athletes find it necessary to quit playing a sport before, during or after the season. Reasons for such a decision will vary widely, but despite the reason, the following should be adhered to when dropping a sport:

1. The athlete should think the whole situation through before reaching a final decision.

2. The athlete should talk to the coach to see if a solution can be reached without having to quit.

A conference between the parents, athlete, and coach, or any combination thereof may be required and is highly recommended before an athlete will be permitted to quit.

3. If an athlete decides to quit, he/she must check out of the sport just like he/she would check out of any academic class.

4. All equipment must be returned clean. Missing equipment must be paid for.

5. If an athlete wants to return to a sport, he/she must consult the appropriate coach. The decision will be left up to the discretion of the coach with regard to allowing the athlete to return or not to the team.

6. If the athlete decides to quit one sport and join another, the athlete must receive permission from both coaches involved. If the coaches involved do not give permission, then the athlete must wait until the first sport has completed its season before joining the new sport.

\* Once a semester or season has started, the Athletic Director in writing must approve all athletes that are removed from a sport or athletic period. No coach shall be allowed to request a schedule change without the approval of the Athletic Director. This does not pertain to moving an athlete from one class period to another (i.e. 7th period football to 5th period football). If a student is new to the district, they may be admitted to an athletic program, but the coach and Athletic Director should be made aware of the new athlete when setting the students schedule.

**HARDIN JEFFERSON ATHLETICS**

**Acknowledgment of Receipt**



My child and I have reviewed the ***Hardin Jefferson ISD Athletic Handbook*** for 2021-2022. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Athletic Handbook, and or as outlined per HJISD policies.

Printed name of student:

Signature of student:

Signature of parent:

Date:

***Please sign and date this page, remove it from the handbook, and return it to your child’s coach.***

***ATHLETIC HANDBOOK***