

KEENE ISD



ATHLETIC HANDBOOK

**KEENE ATHLETICS
MISSION STATEMENT**

Build CHAMPIONSHIP CULTURE through a COMMITMENT TO EXCELLENCE.

**KEENE ATHLETICS
VISION STATEMENT**

Keene Charger Athletics primary vision is to build CHAMPIONSHIP CULTURE through a COMMITMENT TO EXCELLENCE by instilling the disciplines of RESPECT, COMMITMENT and CHARACTER to develop future ready student-athletes in order to take on future challenges.

KEENE ATHLETICS COACHING OBJECTIVES

“The quality of man’s life is in direct proportion to his commitment to excellence.”

Vince Lombardi

1. **BE THE BEST COACH YOU CAN BE.** Be willing to work the extra hours and go the extra mile with each individual athlete. Be willing to improve oneself.
2. **CREATE A POSITIVE ENVIRONMENT.** Search for the good in each athlete. Help each athlete develop their strengths and work on their deficiencies.
3. **DEMONSTRATE THE QUALITIES YOU EXPECT FROM YOUR ATHLETES.** To demonstrate the qualities you expect means to be prompt, exemplify a professional décor, refrain from the use of profanity or any other negative actions.
4. **BE PROFESSIONAL.** Separate your professional life from your personal life. Practice chain of command. Coaches must respect each other and work as a team.
5. **STRIVE FOR EXCELLENCE.**

KEENE ATHLETICS
ATHLETIC DIRECTOR JOB DESCRIPTION

QUALIFICATIONS: The athletic director shall have earned at least a bachelor's degree and be have completed the certification requirements established by the Texas Education Agency.

REPORT TO: Superintendent and Chief Financial Officer

DUTIES: The athletic Director shall fulfill the following responsibilities:

1. Demonstrate knowledge and administer the rules and regulations set forth by the UIL.
2. Develop and maintain favorable relations with parents, media, and community.
3. Establish rapport and develop integrity within coaching staff and class room teachers.
4. Supervise and organize care and usage of athletic facilities and equipment.
5. Prepare a master budget and supervise equipment inventories.
6. Prepare and master sports calendar that includes district and non-district events.
7. Coordinate facility use for practice and games and outside programs.
8. Coordinate travel arrangements including meals, hotel, transportation request...
9. Coordinate officials, game staff and administrators for athletic events.
10. Submit game reports sheets for payments of officials and game staff.
11. Administer home athletic events.
12. Evaluate athletic programs annually making recommendations for improvement.
13. Complete an evaluation form for all coaches and hold conferences as needed.
14. Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
15. Provide a channel through which students and community may express concerns of athletic program.
16. Coordinate coaches meetings and needed.
17. Coordinate the collection and filing of UIL and other athletic forms.
18. Administer the school athletic code in a fair and consistent manner.
19. Coordinate the ordering of letter jackets.

KEENE ATHLETICS
FEMALE ATHLETIC COORDINATOR
JOB DESCRIPTION

QUALIFICATIONS: The girl's Athletic Coordinator shall have earned at least a bachelor's degree and be have completed the certification requirements established by the Texas Education Agency.

REPORT TO: Superintendent and Athletic Director

DUTIES: The Female Athletic Coordinator shall fulfill the following responsibilities:

1. Demonstrate knowledge and administer the rules and regulations set forth by the UIL.
2. Develop and maintain favorable relations with parents, media, and community.
3. Establish rapport and develop integrity within coaching staff and class room teachers.
4. Assist athletic director in supervising and organizing care and usage of athletic facilities and equipment.
5. Assist athletic director in preparing master girls sports calendar that includes district and non-district events.
6. Coordinate female athletics travel arrangements including meals.
7. Administer female home athletic events.
8. Evaluate female athletic program annually making recommendations for improvement.
9. Assist athletic director in mediation of problems, issues, and concerns that may arise between coaches and athletic programs.
10. Provide a channel through which students and community may express concerns of athletic program.
11. Coordinate coaches meetings as needed.
12. Coordinate the collection and filing of UIL and other athletic forms in female athletics.
13. Administer the school athletic code in a fair and consistent manner.
14. Organize, coordinate and manage coaching staff and female athletes.

KEENE ATHLETICS COACHING JOB DESCRIPTION

QUALIFICATIONS: The teacher/coach shall have earned at least a bachelor's degree and be certified or working toward certification requirements established by the Texas Education Agency. If certification is not completed, terms and timelines will be agreed upon.

REPORT TO: Athletic Director, Principal, and/or Superintendent

DUTIES: In addition to performing all the duties of the classroom teacher, the teacher/coach shall fulfill the following responsibilities:

1. Demonstrate knowledge pertaining to his/her sport.
2. Understand and cooperate with school administration and with rules and regulations set forth by UIL and all other governing agencies of his/her sport.
3. Prepare for daily practices with written plan so maximum instruction is presented.
4. Develop and maintain favorable relations with parents, media, and community.
5. Develop respect by example in appearance, manners, behavior, language and interest.
6. Demonstrate fairness, understanding, tolerance and patience with team members.
7. Establish rapport and develop integrity within the coaching staff and among fellow classroom teachers. Communicate with athletes other teachers.
8. Develop individual and team discipline.
9. Supervise care of facilities and equipment, including issue, inventory and storage.
10. Show an interest in athletes in off-season activities and classroom efforts.
11. Work to maintain and improve professional competence as a classroom teacher and coach.
12. Perform other duties as assigned by the principal, and/or athletic director.
13. Uphold professional appearance:
 - a. Clean cut
 - b. Practice appropriate dress-athletic attire

- c. Class room appropriate dress-professional dress; polo shirt / athletic pants (no shorts / t-shirts) physical education teachers
 - d. Cover tattoos at school functions
- 14.Refrain from inappropriate language / Tabaco products at school functions.
 - 15.Coordinate schedules, tournaments, leagues... of athletic events (head coach).
 - 16.Coordinate officials for sporting events (head coach).

KEENE ATHLETICS
COACHING RESPONSIBILITIES

1. Equipment and supplies
2. Transportation
3. Schedules
4. Meals
5. Athletic Banquet
6. Budget Request
7. U.I.L./Student forms
8. Staff development
9. Purchasing items
10. Practice schedules
11. Facilities scheduling
12. Facilities
13. Student meal forms
14. Weekly schedules
15. Phase schedules

KEENE ATHLETICS
COACHES CHECK LIST

- _____ 1. Athletic Code
- _____ 2. U.I.L. waiver forms
- _____ 3. PAP forms
- _____ 4. Varsity sport eligibility
- _____ 5. Parent and student steroid agreement/acknowledgement form
- _____ 6. Physical/Medical History
- _____ 7. Acknowledgement of Rules
- _____ 8. Steroid Form
- _____ 9. Medical History
- _____ 10. Professional Acknowledgement
- _____ 11. Game Schedules
- _____ 12. Practice Schedules
- _____ 13. Officials confirmation
- _____ 14. Team roster
- _____ 15. Athletic Handbook
- _____ 16. Schedule mailed to opponents
- _____ 17. Requisition/Budget
- _____ 18. Awards
- _____ 19. Team/Individual Goals and Expectations
- _____ 20. Progress/Grade Check/Study Hall forms
- _____ 21. Bus driving certification
- _____ 22. C.P.R. and First Aid certification
- _____ 23. Bus driving physical
- _____ 24. Sudden Cardiac Arrest Awareness Form
- _____ 25. Rules Compliance Training
- _____ 26. Concussion Acknowledgement Form
- _____ 27. Emergency Care Release Form
- _____ 28. Insurance Information Form
- _____ 29. Athletic Code Acknowledgement Form
- _____ 30. UIL Professional Acknowledgement Form

KEENE ATHLETICS
GAME DAY PROCEDURES

HOME GAMES:

1. Bleachers
2. Chairs
3. Score Table / Position Arrow
4. Clean Floor
5. Mow / Stripe / Drag Field
6. Visitor Locker Room / Bench
7. Confirm Officials / Game Staff
8. Raise Goals
9. Set Bases
10. Label Officials Dressing Room
11. Payment Forms
12. Cash Box
13. Water Coolers / Cups
14. Towels
15. Open Cafeteria / Bathroom Doors
16. Game Book
17. Uniforms
18. Slip Knot
19. Trash Cans
20. Medical Bag

AWAY GAMES/MEETS/TOURNAMENT:

1. Uniforms
2. Travel Bags
3. Travel Request Confirmation
4. Game Book
5. Slip Knot
6. Directions to Games/Meet
7. Video Equipment(if needed)
8. U.I.L. Forms
9. Water Bottles
10. Tent / Tables
11. Meals for athletes
12. Travel procedures

- a. Send dismissal to principals at least one day in advance if departing before school ends
- b. Get bus at least one hour before departure
- c. Fill out transportation information
- d. Inspect bus before trip
- e. Check number of athletes departing and returning
- f. Athletes walk together before and after competition
- g. Athletes stay together prior to game / meet
- h. Athletes sit together during other games and after games are complete
- i. Check for trash on bus, windows down, and equipment upon arrival
- j. Fill out transportation information upon arrival
- k. Lock bus / Yukon
- l. Return keys to ALC or Athletic Director
- m. At least one coach must stay until all athletes have been picked up, or leave the school campus
- n. Overnight travel: send permission slip parents, itinerary for trip to parents, varsity only for overnight trips

KEENE ATHLETICS
INSURANCE INFORMATION FORM

Each athlete is strongly encouraged to obtain insurance coverage. Those athletes who are not covered on a family plan are encouraged to purchase insurance.

Keene ISD will insure athletes that do not have insurance and supplemental insurance to athletes that do have coverage. Athletes are covered while participating in school functions.

This form is provided so that the coaches will have record of insurance coverage for injuries or emergencies which may occur during the school year. A copy of this form must be on file in the athletic office before an athlete will be allowed to participate in any contest.

Please check the appropriate box and fill in the blanks where applicable.

My son/daughter is covered on our family insurance.

Insurance company

Policy number

My son/daughter is not covered by any insurance plan.

Student Name

Printed Parent's Name

Parent's Signature

Date

KEENE ATHLETICS GAME ANNOUNCEMENT FORM

Welcome to Keene High School, home of the Chargers.
Tonight's game will be between the _____
and the Keene Chargers. And now let's meet the starters for both teams.
The starters for the _____.

Class	Position	Number	Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coaches: _____

And now the starters for your Keene Chargers

Class	Position	Number	Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coaches: _____

EMERGENCY CARE RELEASE FORM

It is understood that even though protective equipment is worn by the athlete whenever needed, the possibility of an accident remains. Neither the University Interscholastic League nor Keene ISD assumes any responsibility in case an accident occurs. If in the judgment of any representative of the school, the student should need immediate care and treatment as a result, I hereby request, authorize, and consent to such care and treatment as a result, I do hereby request, authorize, and consent to such care and treatment as may be given said student by a physician, trainer, nurse, or school representative. I do hereby agree to indemnify and save harmless the school hospital representative from any claim by a person on account of such care and treatment of said student.

If, between this date and beginning of athletic competition, any illness or injury should occur that limit this student's participation, I agree to notify the school authorities of such illness or injury.

Student Signature: _____ Date _____

Parent / Guardian: _____ Date _____

Grade: _____

Print Student Name: _____

KEENE ATHLETICS

Strike Form:

I _____, am acknowledging that a strike has been filed against me by the Keene Athletic Department in the reasoning of _____

_____ on this day _____. I understand that three strikes filed against me in a single year is grounds for removal from athletics.

Comments: _____

Signature of Athlete _____

Signature of Parent _____

Signature of Coach _____

Signature of Athletic Director _____