



**CAYUGA ISD**  
**Athletic Handbook**

**Jr. High / High School**

# **CAYUGA ISD ATHLETIC DEPARTMENT**

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**This Handbook was developed to familiarize coaches and parents with the procedures of the Cayuga ISD High School Athletic Program. It defines various procedures that are to be followed in order to facilitate communication within the limits of the CISD board policy.**

# Athletic Department Statement of Philosophy

The Cayuga ISD Athletic Department's objective is to play a pivotal role in development of skills in leadership, teamwork, dependability, accountability, sportsmanship, and work ethic. Maintaining high standards of conduct, citizenship, and academic achievement are essential to this process. Athletes will be evaluated on a constant and consistent basis to encourage each individual to perform to the best of his/her ability at all times. The development and welfare of the student athlete is our concern and transcends any other consideration.

The Athletic program in Cayuga ISD is a voluntary/extracurricular program. It is a privilege, not a right, to be a student athlete in Cayuga ISD; therefore, the privilege of representing Cayuga ISD carries with it a greater responsibility to conduct oneself with respect and dignity, and to serve as a role model for all students in the school district. Student-Athletes are expected to conduct themselves in a manner that reflects positively on the school district at all times, regardless of location. This includes both on and off campus conduct that occurs before, during and after the school year. Consequently, it is necessary for student-athletes to hold a certain code of conduct that is above and beyond those followed by their peers.

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Athletic department. All student-athletes shall abide by the expectations set forth in this handbook, which will earn them the honor and respect that participation and competition in interscholastic programs afford. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program and will not be tolerated. Violations could result in losing the privilege of participating in Cayuga ISD athletics.

The general philosophy of the CISD athletic program regarding violations of conduct or academic policy is that when these expectations are not met, the athlete is experiencing a "setback." With each "setback", there is a consequence. We will strive to help student-athletes when a "setback" occurs. If these choices of behavior continue, the welfare of the team and athletic program must take priority. Coaches have the responsibility to maintain a consistent and fair system of discipline with their teams, but should exercise sound judgement in evaluating specific consequences for "setbacks", keeping in mind the welfare of the team, as well as the individual.

# Parent-Coach Communication Plan

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better to accept the actions of the other and provide greater benefits to children. As a parent, when your child becomes involved in our athletic program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

## **Communication Parents Should Expect from Their Child's Coach**

**The following should be made available to parents at the beginning of the season**

Practice and game information, including locations, times, and structure.

Procedures for reporting and attending to injuries.

Academic requirements for eligibility.

Sportsmanship expectations for eligibility.

How and when to contact the coach with a question or concern.

Team Rules and expectations.

## **Communication Coaches Should Expect from Parents**

Notification of any schedule conflict at least 24 hours before a game or practice by

Phone or email, unless it is an emergency.

Specific concerns about your child's behavior.

Specific concerns about the treatment of your child, mentally and physically.

## **Issues NOT Appropriate to Discuss With Coaches**

Other Athletes in the program

Coaches and their strategies

Playing Time

**Playing time:** As your child becomes involved in the athletic program, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there may also be times when things do not go the way you and your child wish. Usually, this involves playing time. Coaches are professionals, and they make judgements based on their training and what they feel is best for all student athletes involved in their programs. Playing time is earned through performance and is not guaranteed to any student-athlete. If an athlete is concerned about their playing time THEY should request a meeting with their respective coaches. Coaches will provide honest feedback to the athlete and identify performance areas that can be improved to gain additional playing time and experience.

### **Procedure for Addressing with the Coach an Appropriate Concern:**

**Parents must follow the proper chain of command pertaining to any issues, concerns or questions. This process always starts with the Head Coach then the Athletic Director, and finally the Principal.**

1. Email or call the coach to schedule a time to discuss your concern. This must be done professionally, and respectfully as we will not respond to inappropriate language or comments. **If this interaction is done appropriately you can expect a response to your request within 24 hours of your email or phone call.**

Please do not attempt to confront a coach before or after a contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote a resolution. **A 24 Hour “cool-down”** period immediately after each game/contest is in place during which there will be no contact or discussion with a coach. Please respect the policy.

2. Discuss the concern with the Head Coach

3. After meeting with the coach, if you are not satisfied with the resolution contact the Athletic Director to set up a meeting.

Parent meetings are respected and welcomed as long as ALL policy is followed. Coaches will meet as stated in the above paragraphs. **However, the coaches will meet during their conference period and NO meeting shall be scheduled on a Game day as they are preparing a team to represent Cayuga ISD.**

Good parent/coach relationships are a necessity for a strong Athletic Program. We are raising our future together.

## Student-Athlete Expectations

Students in the Cayuga ISD program are representatives of the school district and must conduct themselves in a manner that reflects positively on the School District at all times.

- Students will act as students first and athletes second. Dedication to academic success is necessary to compete in athletic events.
- Students will comply with all UIL rules and guidelines.
- Student athletes will comply with, and adhere, to the behavioral, dress and grooming standards as identified in the Cayuga ISD Student Code of Conduct.
- Student athletes will comply with all CISD Athletic Department rules and guidelines.
- Student athletes will treat all school property with respect and ensure that school property is returned upon request and in good condition.
- Student athletes will be courteous and respectful to all fellow participants, school faculty, staff members, support staff, spectators, parents and officials, whether from CISD or from any other district.
- Student athletes will be punctual and prepared for all games, practices, meetings, and/or other scheduled events related to athletics. They are expected to provide advanced notice to the coach if unable to attend any of these events at least 24 hours prior to the event, and the student athlete must accept the “make up” that is required and handle it before they are able to compete.
- Student athletes will be responsible and accountable for themselves and their actions.
- Student athletes will be hard workers on and off the field/court.
- Student athletes will be coachable. Being coachable means they are willing to accept feedback from the coach without pushback or bad body language and then give an honest effort to use the feedback to better their skills.
- Student athletes will place the team above themselves.
- Student athletes will not wear earrings while representing CISD Athletics in practice, games or while traveling with a CISD team.
- Student athletes will carry themselves as positive role models at all times by upholding a positive image, displaying leadership, and respecting the rights of others.

- Student athletes will not engage in the use or promotion of drugs, alcohol, vaping or tobacco.
- Student athletes will be in off season before they compete in any UIL sport. They will also be required to be in Athletics to compete in any UIL sport. The only exception is powerlifting as it is not UIL sanctioned. Student athletes will take pride and have equity in our program before they compete. We will take pride in working hard and be dedicated to the success of the CISD athletic program.
- Student athletes competing in Varsity Sports are expected to ride home with their team. Only on rare occasions will exceptions be made.

## Social Media / UIL / Quitting Sports

### **Social Media Expectations of CISD Athletics**

All student athletes will follow CISD policy regarding social media. Student athletes can be disciplined by the athletic department for social media instances deemed inappropriate. Once sent, consequences designated by the coach in conjunction with campus and/or district administration will occur. Social media is a tool to be used to keep up with friends/family and help in the recruiting process do not abuse, or take for granted the consequences that come with social media abuse.

### **UIL Physicals and Paperwork**

Athletes that are in the athletic period are expected to have a UIL physical form and all UIL paperwork on file within 6 school days from the first day of school, or within 6 days from the first day in which they enroll. Students who do not have a UIL physical and all UIL paperwork on file within this time frame may be removed from Athletics. Athletes that are not in the period and are competing in powerlifting only will not be considered eligible to compete until they have a physical on file.

### **Quitting a Sport**

Any player beginning a season in a sport is expected to fulfill their commitment to that team. The whole premise of our program is built on commitment, responsibility, and a “never give up attitude.” Quitting should always be discouraged. Once an athlete starts a season with a team, he/she is obliged to finish the season. A season is defined as two weeks after that season starts until the final game. If a student does decide to quit, the decision will not become final for a twenty four hour period. This “grace period” is

designed to allow for recovery time from an unpleasant emotion or experience. But, it does not excuse the athlete from the consequences for improper actions by the athlete before or during the “grace period.” If an athlete does decide to quit then they will be placed in off season and will not be eligible to compete for the school for 365 days from the day that they quit.

## Removed from a Sport / Make up Work

### Student Removed from a Sport

If a student is removed from a sport or is not allowed to participate in a sport due to behavioral issues- it will not be treated in the same manner as quitting, however they will not be able to compete in another sport for 4 weeks and at the decision of the head coach in which sport they wish to compete next in. Once this time period is up and the head coach decides they can play this athlete will be placed on a behavioral contract and will have to complete a return to play protocol as designed by the Athletic Director.

### Make up Work

When students decide to participate in the athletic program, they should honor that commitment. Athletes should not miss games. **Make up work, suspension, or dismissal from the athletic program are consequences of missing contests, games, or meets.**

Our practice sessions are very important for the success of the team. All athletes are expected to contact their coach and notify them if they will not be at practice and why. If at all possible, personal obligations should be arranged at times not conflicting with practice sessions. Athletes who miss practice sessions will be required to perform **make up work**. This policy is for **all athletes** in the Cayuga athletic program. Repeated absences from in season practices may also lead to suspension and dismissal from the athletic program. **Athletes will not be allowed to miss school-sponsored practices or games to participate in non-school athletic activities such as, club league baseball, softball, basketball, volleyball unless excused by the head coach of that sport.**

- A. An excused absence is defined as an athlete that notifies their coach. In this instance the athlete will have 250 yards of tire flips as their make up work. This must be done before they can compete in a game.



- B. An unexcused absence is defined as a no call no show. In this instance the athlete will have a 1000 yards of tire flips. This must be done before the athlete can compete in a game, and the athlete will not be able to start.
- C. All make up work will be witnessed by the coach designated for that sport.
- D. Athletes must contact the head coach of the sport **before** missing or being late. Make up work can be adjusted by the head coach for extenuating circumstances and weather. ( towel pushing in the gym)
- E. Any gym sport will implement towel pushes or laps for make up work. Excused absences will be 5 down and backs with towel pushes or 22 laps, an unexcused absence will be 10 down and backs or 44 laps.
- F. Baseball and softball will use timed triangles. An excused absence will be 2 triangles and an unexcused absence will be 5 triangles.
- G. ANY athlete that misses a game WILL sit at a MINIMUM one half of the next game they return and can only play if they have cleared ALL of their make up work.

## Student Athlete Violations and Consequences

### **LEVEL 1 MISCONDUCT**

- Grooming or dress code policy violation, as defined by the Student Code of Conduct
- Tardy to academic class, or tardy to practice or games without permission
- Not providing prior notice to the coach when absent from practice/event.
- Missing practices
- Not dressing out for athletics or practice without permission from the coach.
- Engaging in acts of disrespectful behavior such as:
  - Cheating in the classroom
  - Using profane language or gestures during competition or practice
  - Being insubordinate to a teacher or any ISD staff
  - Being disruptive in class, practice or a meeting
  - Taunting and unsportsmanlike behavior
  - Referral or ISS placement

### **LEVEL 1 VIOLATIONS** may result in:

1. **Sport Related discipline reminders (Determined by the coach)**

2. **A possible placement on an Athletic Department Behavior Contract if repeatedly breaking Level 1 rules.**

## **LEVEL 2 MISCONDUCT**

- Fighting
- Repeated Level 1 Offenses
- Engaging in theft, destruction or misuse of school district property
- Engaging in hazing, harassment or bullying as defined by the Cayuga ISD Student Code of Conduct
- Maintaining or being identified on a website or blog that depicts behavior that is illegal or sexual in nature.
- Sending, transmitting, or posting images or other material that is related to illegal or sexual activity.
- Engaging in activity prohibited by the Cayuga ISD Student Code of Conduct that is punishable by placement in DAEP or expulsion.

## **LEVEL 2 VIOLATIONS may result in:**

1. **A mandatory conference with Head Coach**
2. **A mandatory placement on an Athletic Department Behavior Contract**
3. **A possible game/event suspension**
4. **Possible removal from the Athletic Program**
5. **Any misconduct that results in a DAEP placement will result in at least a Behavioral Contract and could result in removal from Athletics.**

# Example of A Student-Athlete Behavior Contract

## Cayuga ISD Athletic Department

I \_\_\_\_\_, understand that I am on probation concerning my status with the Cayuga ISD Athletic Program. I know that any incident in which I do not meet the behavioral expectations of the Athletic Program will result in immediate disciplinary action. I fully understand what those behavioral expectations are, and I also understand that by signing this contract I have agreed to the terms and conditions listed below:

**Upon any violation of campus rules, team rules or CISD Athletic Department rules, the following will result:**

1. One game suspension
2. One Discipline Reminder Workout for 5 Days
3. The athlete will be expected to participate in practice or off-season workouts. The discipline reminder workout will take place at the end of practice.
4. Issuing a formal apology to the coaching staff and teammates for actions detrimental to the team.
5. Any violation of Team Rules and expectations may result in the athlete being removed from the sport involved or removed from the athletic program.

**I understand that failure to meet these conditions may result in termination from the athletic program.**

**Athlete Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Coach Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**1<sup>st</sup> OFFENSE DETAILS**

**2<sup>nd</sup> OFFENSE DETAILS**

# Lettering

## Cayuga ISD Lettering Requirements

For All sports, these exceptions can be made.

1. A Senior that has been in the program 4 years, but has not met the lettering requirements.
2. A varsity athlete that is a Senior or would have met the requirements for that sport, but gets injured before being able to complete the season can earn a letter at the coach's discretion.
3. In team sports an athlete that is a big contributor in the playoffs and was brought up late can earn a letter.

Managers:

1. A varsity manager can earn a letter

## Football/Volleyball/Baseball/Softball/Basketball

- Must be on Varsity for 50% of the District Season
- Must finish the season in good standing

## Cross Country

- Top 7 Runners for majority of the season including the District Meet or;
- Medalist at District Meet or;
- Member of a Regional Qualifying Team

## Track

- Compete as a Varsity Runner for at least 75% of the meets including the District Meet or;
- Score at least 1 point at the Varsity District Meet

## Powerlifting

- Place in top 5 in at least 1 meet or Qualify for Regionals and,
- Compete in 75% of all scheduled meets

## Golf

- Play in 75% of all scheduled meets including district or Qualify for Regionals

## Fishing

- Fish in 75% of all tournaments scheduled or make the Regional Tournament

## Medical/Insurance/Procedures When Ill or Injured

**Athletes must have physical examinations as required by the UIL. Students may not participate in practices or games until the required forms (medical history, emergency information, steroid, concussion, etc.) have been completed and returned to the head coach.**

**The District participates in a student accident insurance program. However, the school's policy provides catastrophic coverage and only helps after treatment amounts reach \$25,000. As is stated in the Student Handbook, "The District is not responsible for costs of treating injuries and cannot assume liability for any costs associated with an injury." So, the families of student-athletes are strongly encouraged to carry primary insurance coverage.**

**Except for emergencies, the District's insurance policy may not provide coverage for medical expenses incurred without first informing the coaching staff of the need for treatment. Therefore, unless it is an emergency situation, prior to seeing a doctor for an athletic related injury, students should first contact a member of the coaching staff to complete the needed documentation.**

# Parent Signature Page

**I have read and understand that the Athletic Department and Athletes will adhere to the Cayuga Athletic Handbook**

**Parent or Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Athlete** \_\_\_\_\_ **Date** \_\_\_\_\_