



Athletic Department

Guidelines and Procedures 2019-2020

**Paula Gonzalez, Athletic Director
Lorena Lopez, Asst. Athletic Director
Raul Vega, Asst. Athletic Director**

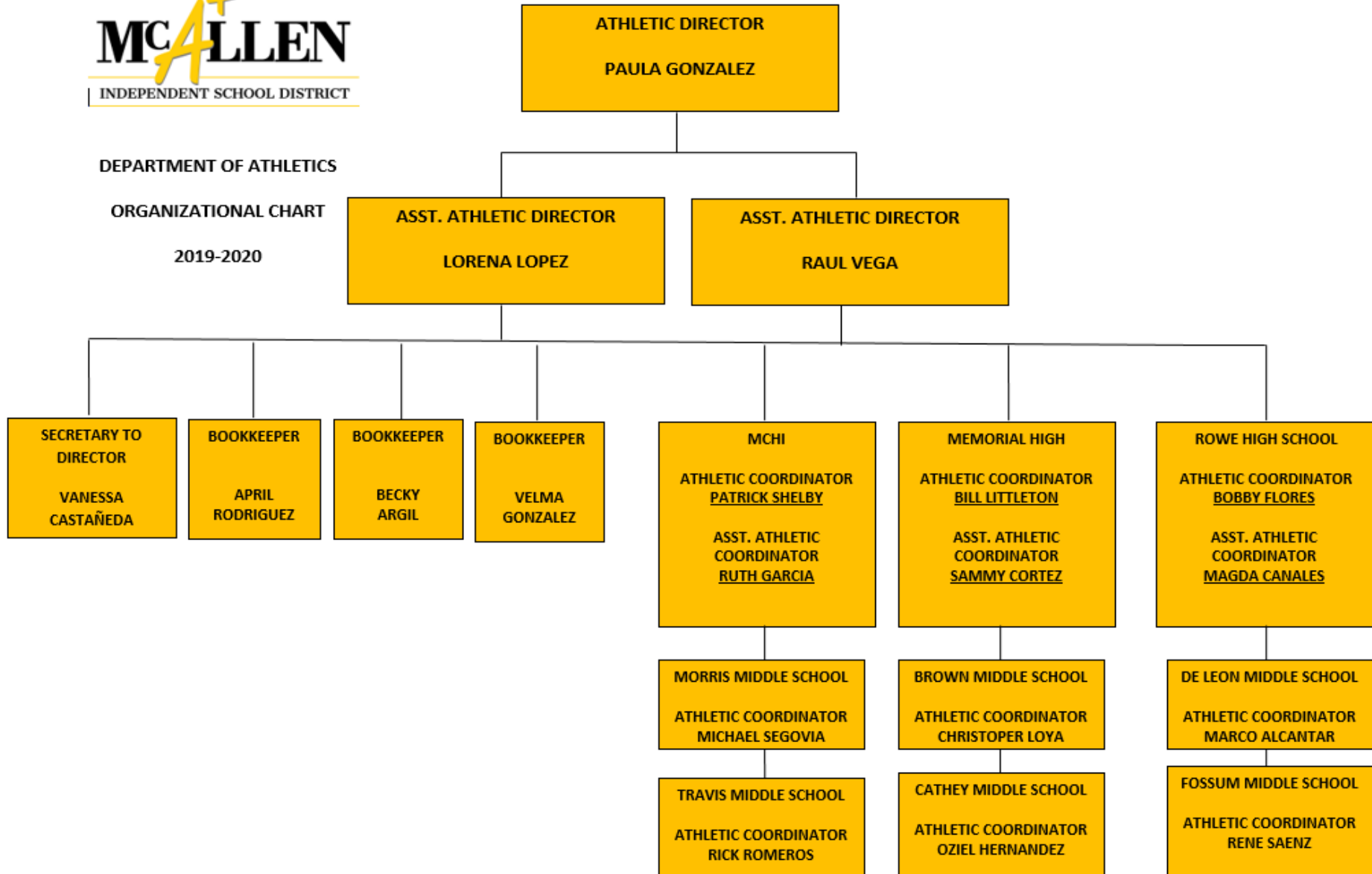




DEPARTMENT OF ATHLETICS

ORGANIZATIONAL CHART

2019-2020





Athletic Department Duties

Lorena
Lopez
618-3081

Asst. Athletic Director

- Sports: Cheer, Cross Country, Soccer, Softball, Tennis, Volleyball, Wrestling.
- Time Clock/Edit Sheets
- Weekly,
- ArbiterPay
- Website,
- Elevate
- Budget
- Awards
- Playoff Contracts
- Entry Fees
- Stipends
- Progress Monitoring
- Inventory

Raul
Vega
618-3082

Asst. Athletic Director

- Sports: Baseball, Basketball, Football, Golf, Powerlifting, Swimming, & Track.
- Time Clock/Edit Sheets
- Game Workers
- Grounds Crew
- Facilities
- Work Orders – AC Request
- Entry Fees
- Equipment
- Transportation
- Ambulance



Athletic Department Office Duties

Vanessa Castaneda
618-6090

Athletic Director Secretary

vanessa.castaneda@mcallenisd.net

- Answer phones & assist as needed.
- Order equipment & process POs
- Helmet Reconditioning
- Repairs
- Payroll
- Monitor hourly employee hours
- Awards/Certificates
- Transportation Payment
- Ambulance Payment
- Board Recognitions & ELT Items
- All other duties as assigned by AD & Asst. ADs.

Lunch: 1:00 PM

April Rodriguez
618-6091

Athletic Department Bookkeeper

april.rodriguez@mcallenisd.net

- Answer phones & assist as needed.
- Travel for **MChI, Travis & Morris**
- Varsity Football Game Reports
- Money Bags
- Lettermen Jackets
- All other duties as assigned by AD & Asst. ADs.

Lunch: 12:00 PM

Rebecca Argil
972-5654

Athletic Department Bookkeeper

rebecca.argil@mcallenisd.net

- Answer phones & assist as needed.
- Travel for **Memorial, Cathey & Brown**
- Deposits
- Physicals
- PO research
- All other duties as assigned by AD & Asst. ADs.

Lunch: 1:00 PM

Velma Gonzalez
972-5652

Athletic Department Bookkeeper

velma.Gonzalez@mcallenisd.net

- Answer phones & assist as needed
- **Travel for Rowe, De Leon & Fossum**
- Ticket Sales
- Director's Travel
- All other duties as assigned by AD & Asst. ADs.

Lunch: 12:00 PM



Supervision of Athletes

- It is a coaches responsibility to supervise all athletes at all times.
- This includes during workouts, competition, when traveling, and making sure that they are picked up after workouts & games.
- Please monitor athletes when working outside in the heat.
- Water breaks for athletes are essential, especially for outside activities.
- During the school year, athletes must be released from practice and heading home by 6:00 pm on Wednesdays.
Wednesdays are designated as church nights at MISD.





Prayer

MISD students have a right to engage in prayer on MISD property at MISD sponsored events & during day, as long as:

1. It is truly and voluntarily student initiated.
2. It does not interfere with normal MISD operations.
3. It is not encouraged or initiated by any MISD representative.
4. No MISD representative participates.





Student Activity Club



- Attached is the sample for the club charter/bylaws. All student activity clubs including “athletic” student clubs, need to have a charter/bylaw, elected officers and meeting minutes on file with their campus bookkeeper. Currently, the high schools and middle schools have athletic clubs that are student activity clubs such as the Basketball Boys, Cheerleaders, Football, Softball, etc...
- In order for these clubs to remain as student activity clubs, the 3 items are needed (charter/bylaw, elected officers and meeting minutes). The elected officers can be the Team Captain as President and Co-captain as vice-president, etc.
- Student Activity Clubs belong to various student groups and not the Campus and/or District. The Club students have the sole responsibility for deciding how to spend the money and can use any vendor...meaning the vendor does not need to be an approved vendor of the District
- Please note, that Principal Activity Fund Accounts are considered administrative accounts and must adhere to State and Board Policy, District Regulation, and are thus subject to the procurement laws of the State of Texas.
- It is the best interest of the Athletic Club Sponsors and Students for these Athletic Clubs to remain as a Student Activity Club.



Student Activity Club

McAllen Independent School District

AF-12

STUDENT CLUB CHARTER/BYLAWS SCHOOL YEAR: _____

Club Name: _____

Campus Name: _____

Purpose:

Raise monies for the enhancement and development of the _____ program for all students.

Requirements for membership

All students enrolled in the _____ program are eligible for membership.

Dues (amount and frequency): _____

Meetings (date, time & place)

Club Officers (attach a list with printed names and signatures)

The club officers shall consist of the team captain as president and co-captain as vice president.

Is this club new this year or renewal from last year ?

A summary of planned fund-raising requests must be attached to this form.

This form and any attachments must be completed and approved/rejected within the first six weeks of the school year and filed in the Activity Fund files.

Sponsor Signature

Date

Student Signature

Date





Vertical Alignment

- Our district goal is for MS and HS athletic programs to be aligned
- MS Athletes will participate in Strength & Conditioning 3 days during athletic periods and skills for 2 days out of the week. After track season, 5 days will be devoted to strength and conditioning.
- MS Athletes will not be cut from any program due to skill level. **Athletes must be allowed opportunity to participate on practice squad.**
- Middle school teams must run offensive and defensive systems which are vertically aligned with their respective feeder high school.
- Specific rules and guidelines for each sport must be implemented by all middle school coaches.
- **HS head coaches must provide a clinic for middle school coaching staff in their sport. Please turn in agenda and sign in sheet to HS Athletic Coordinator.**
- Summer camps a great way to develop relationships with your young students.
- **Teams will compete or practice on Saturdays during the season.**





Use of Facilities Procedure

- MISD facilities may not be used by any non MISD individual, group, or organization without required paperwork or district approval.
- A booster club or athletic program may not host a tournament outside their sport season.
- Athletic Coordinator & Campus Principal must approve/sign form prior to sending it to Athletic Department.
- Athletic Department will forward form to FMO for approval.
- FMO will approve the use of facilities and apply the fee.





Summer Camps/Open Gym

- Athletic Coordinator must approve camp flyer before it is turned in to Athletic Department or distributed.
- Camp flyer will then be submitted to Athletic Department for approval & posting on website.
- Liability camp insurance for participants must be provided by school hosting camps.
- All camp registration fees must be made out to the program or booster club, not to coach of program.
- Athlete sport instruction during the summer, must abide by all UIL rules and guidelines.
- Open gym session should be open to all campus students.
- Only ex-athletes who are currently college athletes may attend open gym or open weight room, but must be supervised by a coach.





Advertisements

- Advertisements/sponsorships/signs may not promote alcohol or tobacco.
- Pictures used on advertisement must be of good taste and be appropriate.
- As per city ordinance, signs may not be facing a city street.
- Signs **may** include email, address, and phone number.





Booster Clubs

- Booster Clubs must abide by all UIL guidelines.
- All booster clubs must have bylaws and must abide by them. Information must be turned in to Campus Principal.
- Meals to be paid by booster clubs may **not** be charged to MISD.
- **Athletic Department may not issue checks out to Booster Clubs – Athletic Dept. must pay and then be reimbursed by Booster Club.**
- It is a head coaches duty to work with booster clubs, attend meetings, and keep them informed of district procedures.
- **A MISD employee may not serve as an officer in a Booster Club, but may be a member of the Booster Club.**





Donations

- Vendor may donate up to \$5,000.00 without board approval.
- Please document donations and amount donated on MISD Donation Form.





Paraprofessionals & After School Coaches



- Hourly employees may **not** exceed allowed stipend and allowed hours for each sport.
- If complete stipend is not used, employee may **not** roll over hours to another sport or continue to work after one week after sport is completed.
- Must receive principal approval and clearance from Athletic Department and HR before they begin work.
- After School Coaches will be clocking in and out.
- Paraprofessionals will continue with time sheet.





MISD HS Volunteer Coach

- Must be a **full time MISD professional (certified)** employee.
- No hourly wage employees will be allowed to be volunteer coaches.
- Community members/parents may not volunteer to coach.
- A volunteer coach must fulfill all coaches requirements
- Any one who assists in any other capacity and is not a MISD employee, must have a background check and be cleared by Human Resources Dept.





Coaching Exceptions

Section 1202

- A retired teacher/administrator with 20 or more years of experience may be hired as an assistant coach in all sports and as a head coach for golf, tennis, team tennis, cross country, track & field, swimming and wrestling. Job must be posted.
- Student teachers, while assigned to a participant school district to fulfill their student teaching requirements, may volunteer to serve as an assistant coach in all athletics.





Entry Fees

Rio Grande Valley Tournament Entry Fees 2019-2020

Cross Country:

\$50.00 per team (Varsity/JV/9th)/ \$10.00 per individual if no full team

- ★ No Charge for Middle School Cross Country Meets

Track:

\$150.00 per Boys Varsity Team Invitational Meets

\$150.00 per Girls Varsity Team Invitational Meets

\$10.00 per individual for teams 5 or less

- ★ No Charge for Middle School, Freshmen or JV Teams
 - 3A Schools will be allowed to charge for sub-varsity meets

Powerlifting/Wrestling:

\$300.00 per Varsity Team Invitational Meets

\$20.00 per individual teams 5 and less

Volleyball/Basketball/Soccer/Softball/Baseball:

Varsity: \$300.00 per team

Jr. Varsity: \$200.00 per team

10th: \$200.00 per team

9th: \$200.00 per team

Middle School: No Charge

- ★ 3A schools will be allowed to charge for middle school meets

Ticket Prices:

Football Ticket Prices District (30-31-32) 4A, 5A and 6A Decision:

- Varsity Reserved: \$7.00/\$8.00 (Or as DEC approved)
- General Admission: \$6.00
- Student: \$3.00

All other sports: Volleyball/Basketball/Soccer/Softball/Baseball/Wrestling/Etc.





Rank One

- All schedules must be made public and updated in a timely manner in Rank One program. Please update!!!!
- A copy of schedule for all teams must also be submitted (email form) to AD & Asst. ADs.
- Please input playoff information in Rank One.
- Please report scores for all teams through Rank One.
- Athletic Trainers will utilize the program for athlete paperwork and injury treatment.
- Inform athletes, parents, and booster clubs of scheduling program.
- Athlete forms must be submitted by parents online through Rank One program.
- **Do not schedule games vs. IDEA Schools.**





Paperwork

- **Original** receipts must be turned in.
- Taxes will **not** be reimbursed by MISD.
- Overnight Travel Recap form must be completed.
- Turn in **all** travel requests prior to season, so that all deadlines are met.
- Coaches must turn in paperwork the day after trip. Time Limit to turn in trip paperwork to Accounting Dept. for bookkeepers is 3 days.
- **You must receive a receipt for all funds returned to Athletic Department.**
- When requesting an entry fee, tournament invitation & bracket must be turned in.
- We are now onboard with Arbiter Pay for payment of officials. Turn in all official forms in a timely manner.
- **Corrective Action Forms must be turned in directly to AD with Athletic Coordinator signature.**





Credit Card Use

- MISD will now utilize credit cards for travel.
- A credit card will be issued to all MISD coaches for team travel – gas, hotel, and meals.
- The credit card will be used only for allowable expenses and all required paperwork must still be turned in.
- Gratuity will be honored when written on receipt as long as it is 15% and within your allotted meal expense.
- Corrective Action Forms must be turned in directly to AD with Athletic Coordinator signature.





Tournament Procedures

- When hosting a sub-varsity tournament, a tournament bracket and tournament invitation must be turned in to Athletic Department.
- Entry fees must be submitted and paid to MISD Athletic Department – not to campus hosting the tournament.
- When hosting a Varsity tournament, officials may be paid through Athletic Department. An invoice will be sent for payment to tournament host.
- A tournament bracket will need to be turned in for all tournaments.





Equipment Budgets



- HS: Equipment budget must be used by (February 10, 2020)
- MS: Football/Volleyball/XC (October 14, 2019)
- MS: All Other Sports (February 10, 2020)
- Budget may not be exceeded – must include freight & shipping charges. Freight must be a part of the quote.
- **Equipment quotes must be submitted via email.**
- No orders may be submitted to vendor without a PO. Athletic Department or MISD will not be responsible for payment for orders without a PO.
- Coach must follow up with vendor regarding specs and date of delivery.
- 2019-2020 equipment orders must be received by June 30, 2020 or charge will be paid from the 2020-2021 budget.
- Coaching attire may **not** be purchased through equipment budget.
- Vanessa Castaneda, AD Secretary, is in charge of all equipment orders. (618-6089).



MS Equipment Replacement Cycles

(2019-2020)

Middle School Cycle 1

Football
Volleyball

(2020-2021)

Middle School Cycle 2

Basketball
XC/Track

(2021-2022)

Middle School Cycle 3

Soccer
Tennis
Swimming

***MS Cheerleading uniform on a 4-year replacement cycle.**





HS Equipment Replacement Cycles

(2019-2020)

High School Cycle 1

Football

Wrestling

Powerlifting

(2020-2021)

High School Cycle 2

Volleyball

Basketball

Soccer

Tennis

Golf

(2021-2022)

High School Cycle 3

Swimming

XC/Track

Softball

Baseball

***HS Cheerleading uniform on a 4-year replacement cycle.**





Under Armour Branding Rights

Game Day Apparel Contract with BSN for:

Middle School: Football, Volleyball, Basketball, Soccer

High School: Football, Volleyball, Basketball, Soccer, Baseball, Softball

**BSN Rep for Memorial and All Middle Schools: Marc Evans
(956) 533-4495**

BSN Rep for MChi and Rowe: David Keith (956) 432-8207





Team Travel

- All travel forms require Athletic Coordinator's signature before they are turned in to Athletic Office.
- There must always be a male and female chaperone when trip includes both male and female athletes.
- Adults and students may not occupy same room.
- When only one individual athlete advances, one additional same gender **athlete** will be allowed to travel.
- Itineraries and supervisory plan and schedule must be turned in for all trips with Travel Form.
- You must meet with Athletic Coordinator to explain supervisory schedule for overnight travel.
- **All contracts & agreements may only be signed by Dr. Gonzalez, MISD Supt. Turn in all contracts or agreements to Athletic Office – so they may be submitted to Purchasing Department for approval. Enterprise reservations must be done online by Athletic Office Bookkeeper.**
- Lodging receipt must show detailed breakdown of expenses.
- Gas receipts must state gallons purchased, fuel cost, and date in order to be reimbursed.





Team Travel

- Travel Requests must be turned in **2 weeks** prior to check writing schedule cutoff date. Please call your designated bookkeeper for details.
- Please turn in all receipts and money by 3 business days after trip, so that trip may be closed out.
- MISD “Guidelines for Field Trips” must be followed for Out of Town Travel.
- **Drivers must be approved by school district-Driver’s License Approval Form must be on file at Athletic Department Office.**
- **All infractions and accidents when transporting athletes must be reported to Athletic Department and Athletic Coordinator immediately.**
- Rental of vehicles must be approved prior to submission of travel form.
- Canine search must be scheduled with MISD Police Department 24 hours in advance for all trips beyond Border Patrol check points. If using a rental, please have canine search before students board vehicle.





Team Travel

- Please make sure that attendance of all athletes is taken (roll call) prior to departure and prior to return of trip.
- Please contact parents if an athlete does not report to a game and you have not been notified.
- **Swimming or water activities without an on-duty lifeguard or certified water safety sponsor are prohibited on athletic trips.**
- **Athletic programs will receive funding from Athletic Department for 2 overnight out of valley trips. There are guidelines for the funding. For an additional out of valley up and back trip, the Athletic Department will pay for meals and program will pay for transportation. A 3rd overnight trip will be funded completely by program.**





Meals for Early Departures



- When departing to a game or tournament before 9:30 am on Monday – Friday, breakfast will be provided by MISD Food & Nutrition Department. Information requesting the meal must be included in the note section on the bus request. An email must also be sent to Alex Molina, Director of Child Nutrition with a cc to Stanley Smith, Director of Transportation and to myself. Meals will be picked up by transportation and will be available on the bus when your team is picked up.
- When departing to a game or tournament between 10:45 am – 1:00 pm on Monday – Friday, lunch will be provided by our MISD Food & Nutrition Department. Athletes may go through the lunch line at school cafeteria or a sack lunch may be requested by the coach on the attached form.
- MISD Sack Lunch Bus Form must be submitted.
- Please plan accordingly and please encourage students to keep bus clean.
- Athletes may also just go through breakfast and lunch line at cafeteria.



Overnight Travel Departure Times During Instructional Days

- Departure times for out of town travel must be approved by campus Athletic Coordinator, Campus Principal, and Athletic Director.
- Every effort will be made to avoid athletes to miss school time.
- When traveling no further than Corpus or Laredo, the team may depart after school or during athletic period, if athletic period is at the end of the school day, the day prior to competition.
- When traveling no further than Austin, the team may depart at 12:00 pm, the day prior to competition.
- When traveling past Austin, the team may depart early morning, the day prior to competition.
- Teams may be allowed to leave earlier with approval.





CHARTER BUS TRAVEL

- No Charter Bus travel allowed to Cameron, Willacy, Starr, or Hidalgo County. (This includes travel to Roma and Brownsville for playoffs).
- Charter Bus travel may be allowed when a school bus is not available.
- MISD Transportation Department will match the price if Charter Bus quote is less.





Meals



- Meal allowance is **\$6.00** for athletic trips from Brownsville to Roma; \$7.00 in Laredo, and \$8.00 for meals outside of this area (Region 1). **No overages allowed.**
- Allowable team meals for cheerleading, football, volleyball, team tennis, basketball, soccer, wrestling duals, softball, and baseball: Donna or further east and La Joya and further west.
- **MS cheer travel and meals are a campus expense.**
- For tournament play in McAllen and surrounding areas, a team must play 2 or more matches in a day to qualify for a meal – this **excludes** teams playing tournament games onsite (at your own campus).
- Allowable team meals for Individual tennis, swimming, track, XC, golf, wrestling tournaments, and powerlifting: qualify for a meal for all meets.
- A Purchase Order must be requested prior to the trip. Please include bus driver for meals when traveling by school bus.
- Meals paid by booster clubs/activity clubs may not be charged to MISD.
- Only food will be allowed to be reimbursed as a meal expense.



Professionalism

- Professionalism with student athletes is always of utmost importance – coaches behavior; language; texting; dress – always keep it on a professional basis.
- Coaching dress code – flip flops are not allowed; when wearing leggings, top must fit over hips; caps are not allowed when coaching indoor sports.
- You are the coach and not your athlete's friend.
- Use Remind 101 to inform your students about information about your program.
- Avoid personal texts.
- Be aware of time information is texted.
- Social Media – Do not post personal or negative information about your athletes, staff, or program on your personal accounts.





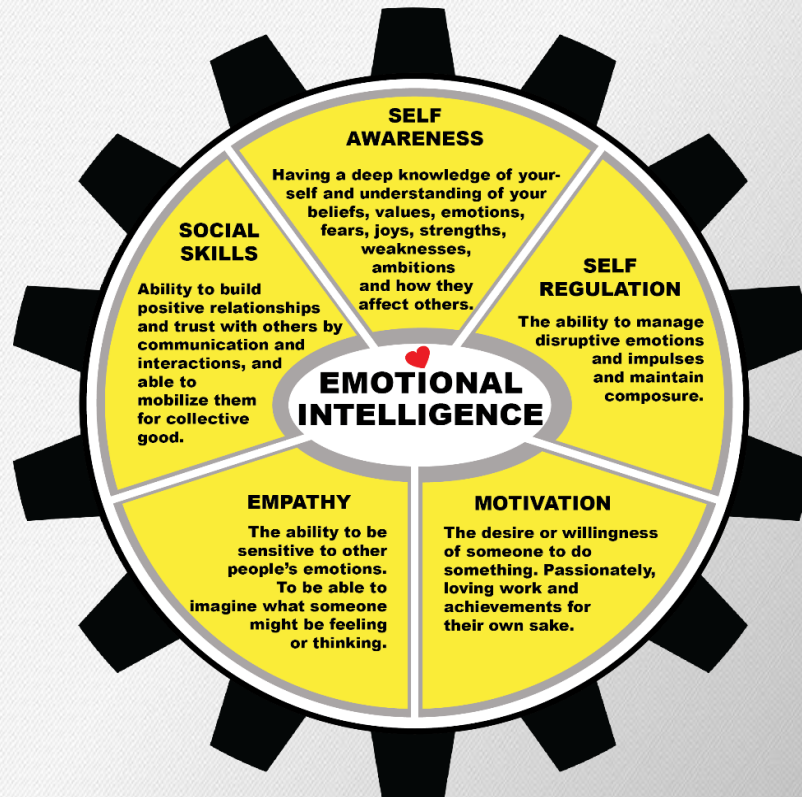
Extra Days

- Football Offensive & Defensive Coordinator: 10-10 days
- Head Coach & 2 sport Asst. Coach: 8-7 days
- One Sport Coach: 4-3 days
- Days not worked at beginning or end of year will not be paid.



5 Domains Emotional Intelligence

EMOTIONAL INTELLIGENCE





Incident Report



Department of Athletics
Incident Report

2019-2020

School: _____
Sport: _____

Date: _____
Coach: _____

Summary of Incident _____

Signature: _____

Title: _____

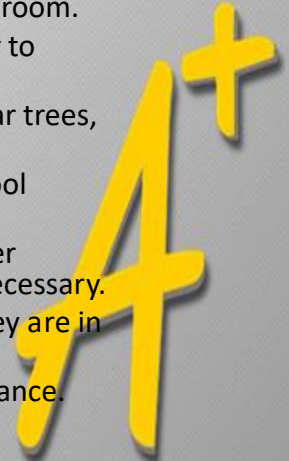




Lightning Safety

Lightning Safety and Protocol 2019-2020

- Inclement weather, thunderstorms, and lightning can present dangerous situations for our student athletes when practicing outdoors or in a pool. Please be reminded and informed of the following regulations as recommended by UIL:
- At the high schools, the athletic trainer is in charge of declaring when activity needs to be suspended and athletes must leave the outdoors and go inside during lightning and thunderstorms. At the middle school, a coach of the sport involved with the assistance of the campus coordinator must make this decision.
- If coaching an outside sport or swimming, please use the WeatherBug app for guidance. The app is free of charge.
- When thunder is heard within 30 seconds of a visible lightning strike or a lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play or practice for at least 30 minutes and take shelter immediately. When lightning is within an 8-mile radius, all outside athletic activities must be suspended.
- The Nikki Rowe natatorium is not exclusively equipped with lightning arresters, but is appropriately grounded. Swimmers at the Rowe natatorium must still be asked to get out of the pool and seek shelter within the hallway area or in a classroom.
- Once activities have been suspended, wait at least 30 minutes following the last sound of thunder or lightning prior to resuming activity and returning outdoors.
- Avoid being the highest point in an open field, as well as being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.
- When activity is suspended, please bring athletes inside to a safe shelter: weight room, dressing area, gym, or school building.
- When managing victims of a lightning strike: Call 911 immediately; if necessary, move the victim with care to a safer location; evaluate airway, breathing and circulation, and begin CPR if necessary; evaluate and treat for injuries as necessary.
- Please be reminded that all individuals have the right to leave an athletic site in order to seek shelter if they feel they are in danger of impending lightning activity, without fear of repercussion or penalty from anyone.
- Safety for all our student athletes, coaching staffs, and athletic training personnel is a priority and of utmost importance.





MS Guidelines

Athletic Periods

- Priority is to have 100% of student athletes enrolled in athletic period.
- Athletic periods should be pure 7th grade or pure 8th grade athletes for safety and skill progression. Only athletes with scheduling conflicts may be scheduled differently.





MS Guidelines

Hiring from Within the Vertical Team

- All coaching assignments must be from within vertical team
- Elementary and MS coaching assignments to HS must be from feeder pattern schools.
- Elementary coaches to MS or HS coaching assignment must stay within feeder pattern schools.

Staffing

- If MS Athletic Periods are vertically aligned with those of the HS, schedule in-season HS coaches to teach during their season.
- HS Football Offensive and Defensive Coordinator will teach during a middle school athletic period. They will not be the teacher of record. There will be a rotation schedule between the two middle school feeder schools.



MS Guidelines

Vertical Alignment Games

- Play Future Bulldog, Mustang, Warrior Games at vertical team high school if schedule permits.
- There will be MS Nights for all Team Sports. These games will be listed on the high school schedules.

Inclement Weather – Games & Practices

- MS Athletic Coordinator must inform HS Athletic Coordinator and Athletic Director if any practices will be cancelled.
- Every effort will be made to compete during inclement weather – delay game, reschedule, change venue, etc.
- Communicate with parents when games or practices are cancelled.



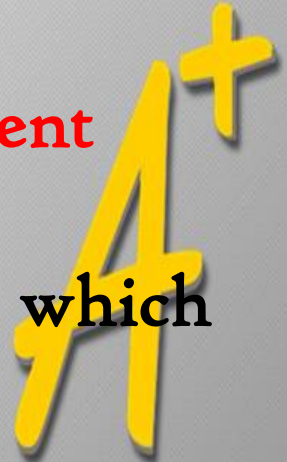
MS Guidelines

MS Strength & Conditioning

- Athletes work out every day of the week.
- 2 days of the week designated as skill days for sport in season
- 3 days designated for strength and conditioning

Physical Education Teachers/Coaching Assignment

- PE Teachers must coach.
- MS Athletic Coordinator must coach 3 sports which must include Football & Track.





MS Guidelines

Chain of Command

- Allow MS Athletic Coordinator opportunity to address concerns before MS coach goes to MS campus Principal.
- MS Coach- MS Athletic Coordinator-FYI MS Principal & HS Athletic Coordinator-Athletic Director





MS Guidelines

Football Staff Requirements

- A. MS Athletic Coordinator & all Non-STAAR testing football coaches will attend 9 Spring Football Workouts. STAAR testing football coaches will attend 5 Spring Football Workouts.
- B. All MS football coaches will have 100% attendance during Football Camp.
- C. All MS football coaches will attend 100% of 2 a day work outs during Freshmen Football workout week beginning August 6.
- D. Attend HS Coaches Clinic before MS football season.
- E. Paraprofessional MS football coaches may not exceed hours allowed for \$2200.00 football stipend.
- F. Consequences for not attending workouts as required
 1. Notify Athletic Director and Principal in writing of absences or concerns
 2. Verbal Warning – Meet with Coach involved to inform of expectations
 3. Write up by MS Principal
 4. No recommendation for coaching assignment the upcoming year as needed





MS Guidelines

- All Middle School Coaches will be evaluated for each sport that they coach by the Middle School Athletic Coordinator.
- All teams for all sports (except for swimming & cheerleading) will practice every Saturday except Saturdays when there are games, tournaments, or holidays.
- All Middle Schools will hold a 3 day 6th grade evaluation camp in May for both male and female athletes.





Misc. Information

- **Try-outs – must have documentation when conducting try-outs. Don't call it a tryout, if it is not a tryout.**
- A coach must always ride in the back of the bus at all times to assist with the monitoring of athletes and the emergency exit.
- Pre-Season Parent Meeting – inform parents of goals & expectations.
- Local Clinics – hopefully, can be supported by Athletic Department.
- \$250.00 allowance per high school head coach and one assistant to attend a sport specific clinic or state tournament (limit of one). Travel form must be submitted prior to trip.
- Scouting mileage allowed for one vehicle when traveling outside the valley –other mileage by approval.





Misc. Information

- A maximum of 2 days for subs will be allowed for all head and assistant coaches with Athletic Director approval for a coaching clinic or attendance of state tournaments.
- MISD Employee Transfer window during the school year – be aware of deadlines.
- No raffle sales permitted on campus grounds
- **Documentation: Parent/Athlete Concerns, Parent Meetings.**
- Tickets must be used for all Varsity tournaments when admission is charged.
- All paperwork must be processed by coaching staff and not parents.

