

AISD ATHLETIC INSERVICE

2021 - 2022

AISD ATHLETIC STAFF INTRODUCTIONS

Name

School

Coaching Assignments

Years in Education

Years in AISD

AI SD \$100 “PERCENTERS”

Previous Winners

2016 Dacy Ivy, Ryan Lewis

2017 Wyatt Martinez, Aaron Roan

2018 Victoria Dudgeon, Daniel Olivares

2019 Didi Pierce, Will Wise

2020 Jody Anderson

2021 ??

ATHLETIC DEPARTMENT DUTIES

Phil Blue: Executive Director of Athletics

Del Van Cox: Assistant Director of Athletics

TBD – Athletic Facilities Coordinator

Annette Franco: Coordinator of Sports Medicine

Rosemary Martin: Girls Athletic Coordinator, Abilene High

Mike Fullen: Campus Athletic Coordinator, Abilene High

Stacey Herring, Girls Athletic Coordinator, Cooper High

Aaron Roan: Campus Athletic Coordinator, Cooper High

WHO IS COACHING YOUR COACHES?

WELCOME TO THE REVOLUTION

ELITE COACHES' MASTERMIND

WITH RANDY JACKSON

PERSONAL DEVELOPMENT | LEADERSHIP | CULTURE

- 40/75 LIVE VIRTUAL SESSIONS ANNUALLY
- "INTERACTIVE PODCAST"
- ELITE GUEST SPEAKERS
- MEMBERS ALLOWED TO ASK QUESTIONS
- ALL SESSIONS RECORDED; MEMBERS HAVE ACCESS TO CURRENT AND PREVIOUS CLASSES
- SMALL GROUP BREAKOUT ROOMS

WHAT IS THE ECMM?

How many coaches have we said this about:

"I think he could be a pretty good, but he needs coaching and mentoring."

Going to watch the state championship games does not get coaches better. Coaches improve by learning from the experts!

The Elite Coaches Mastermind is a way for coaches to hear from the experts. All too often, coaches are left to their own devices to develop leadership skills, gain insights, and develop wisdom.

It's a way for coaches from ANY sport to hear from some of the top coaches in the country. In doing so, leadership skills can grow, wisdom can be gained, mistakes can be avoided, and coaching can improve.

A TYPICAL ECMM CLASS

We are a zoom format with an elite speaker for 35-45 minutes (think podcast). Then all members have the floor to ask questions to the speaker.

Next, groups of 5 to 7 members go to virtual "Breakout Rooms" and discuss key takeaways.

We close by coming back together for anyone to share with the group.

THE VIDEO VAULT

Coaches are busy, so there is no way they will make every live session. However, all past and current classes are recorded and accessible. Athletic Directors and head coaches will have the ability to see how many hours their coaches have watched.

PAST AND FUTURE SPEAKERS



"The best coaching investment I have ever made."

Mike Connor, Silverdale Acad., TN

"This is a 24/7 coaching clinic."

Chris Yeager, Mtn. Brook HS, AL

"The ECMM is a special fraternity of coaches who are on a mission to get better."

Keith Allen, West Palm Beach, FL

"All coaches need this. Coach Jackson and his speakers get the our entire staff better!"

Aaron Beck, Fort Worth All-Saints

"Each session I have at least one 'ah ha' moment where I learn something to use immediately with our program."

John Perry, Nixa, MO

"An amazing, cost-effective solution to get all my coaches 'coached up'."

Phil Blue, Abilene, TX

ELITECOACHMM.COM

HIGH SCHOOL BUDGET GUIDELINES

- ▶ Head coaches are responsible for their own budgets (usually 6399, 6411, 6412, and for some 6499).
- ▶ Requisitions for supplies will need to be done by each head coach or Blinda and Melissa.
- ▶ All budget transfers will be done by Coach Blue, Coach Cox, or Judy.
- ▶ 6399 – General Supplies
 - ▶ Must be used on supplies for each sport. No money will be transferred into the supply account from any other type of account. Each sport has a deadline for spending their supply budget.
 - ▶ **Deadlines for Supplies:**
 - May 1, 2022 Basketball, Soccer, Golf, Powerlifting
 - June 1, 2022 Tennis, Baseball, Softball, Track, Cross Country, Swimming, Gymnastics
 - June 17, 2022 Football, Volleyball, Trainers
 - ▶ If there is a special need that is not usually purchased through your budget, please submit a request and hopefully we can address needs at the end of the year. (No promises but we will try.)

HIGH SCHOOL BUDGET GUIDELINES CONTINUED

▶ 6411 – Employee Travel

- ▶ Money used for professional travel to clinics, conventions, or state tournaments. Clinic and convention registrations come out of this account.
 - ▶ Very important to fill out Actual Time and Date of Departure and Return. (This determines how much meal money is received. Do not fill out until after your trip.)

▶ 6495 – Dues Accounts

- ▶ This account is for your professional dues for your associations. **ALSD will pay for one professional association.** I know that some of you are members of multiple associations. You can use booster club \$ to cover any other professional association that you are a member.

▶ 6499 – Miscellaneous Operating Expenses

- ▶ Golf Range accounts for range fees.

BUDGET GUIDELINES FOR STUDENT TRAVEL – 6412 (HIGH SCHOOL & MIDDLE SCHOOL)

- ▶ Used for student food, entry fees for tournaments, charters (football), and hotels.
- ▶ Hotels that cost more than \$1500 must have a requisition and check prior to trip (no reimbursement).
- ▶ Student and coach's meals should be kept below \$7.00.
- ▶ The amount that is in your 6412 budget is based on what your previous actual spending was. It will be very close to the amount that you will need.
- ▶ High school coaches – Please turn in all of your travel requests at one time to Mandy Thompson (ext. 7638). She will process them as you go.
- ▶ Middle school coaches – please turn in all of your travel requests at one time to Judy (per sport), as you have done in the past.
- ▶ All post-district travel requests are made through Judy.
- ▶ Try to get travel requests in the week prior to the contest at the latest. (Checks are printed on Wednesdays.)+
- ▶ It is very important to get your travel paperwork settled ASAP. Preferably within the next **three days**, as to get unused money back into accounts for next trips. DO NOT send cash through the pony.

Before I go till this out!

Abilene Independent School District

TRAVEL REQUEST / EXPENSE STATEMENT

Date What day is it? Campus Where to send check?
Employee Name Who am I? Employee ID # What is my number?
Home Address Where do I live? City _____ State _____ Zip Code _____
Purpose of Trip Why am I going... be specific please
Estimated Date of Departure When am I leaving? Destination Where am I going? (City)

Estimated Expenses

Type of Expense

Actual Expenses

_____ Air Travel _____
_____ Mileage on personal car @ _____ cents _____
_____ Rode with _____
_____ Lodging (Attach itemized receipt)
_____ Roomed with _____
_____ Meals-Employees (\$7 Breakfast, \$10 Lunch, \$13 Dinner) _____
_____ Meals provided for (list names) who gets meals? _____
_____ Meals-Students # How many? @ \$7 each (average) _____
_____ Registration (attach receipts) _____
_____ Other expenses (please itemize, attach receipts) _____
_____ _____
_____ _____
_____ _____

TOTAL

TOTAL EXPENSES

NEED ADVANCE

AMOUNT ADVANCED

AMOUNT DUE EMPLOYEE

YES _____ NO _____

\$ _____

AMOUNT DUE DISTRICT

Actual Date of Departure _____ Time _____ AM/PM
Actual Date of Return _____ Time _____ AM/PM

MUST COMPLETE UPON RETURN

ADVANCE/PERMISSION TO ATTEND

FINAL APPROVAL AFTER TRIP IS COMPLETED

I certify that the above expenses were incurred by me in the performance of my official duties.

Date Date Employee Sign Here Date _____ Employee _____
Date Date Supervisor Sign Here Date _____ Supervisor _____

BUDGET CODES

_____ What budget to expense? \$ _____
_____ \$ _____
_____ Please ensure there is enough money !! \$ _____

List Prepaid Expenses (paid by AISD Accounting including registration, hotel deposits, etc.)

VENDOR	DESCRIPTION	PO#	PAYMENT AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____

White - Send to appropriate supervisor for permission to attend or for advance if requested 5 working days before departure
Yellow - Send to appropriate supervisor when trip is completed
Pink - Campus copy
Gold - Employee copy

RETURN FINAL WITHIN 5 DAYS OF RETURN

Form 4130 Revised 03/13

For Business Office Use Only

Advance Check # _____ Receipt # _____

Trip ID # _____ Refund Check # _____

Now I'm back...fill this out

Abilene Independent School District

TRAVEL REQUEST / EXPENSE STATEMENT

Date What day is it? Campus Where to send check?
Employee Name Who am I? Employee ID # What is my number?
Home Address Where do I live? City _____ State _____ Zip Code _____
Purpose of Trip Why am I going... be specific please
Estimated Date of Departure When am I leaving? Destination Where am I going? (City)

Estimated Expenses

Type of Expense

Actual Expenses

Air Travel _____
Mileage on personal car _____ @ _____ cents _____
Rode with _____
Lodging (Attach itemized receipt) _____
Roomed with _____
Meals-Employees (\$7 Breakfast, \$~~10~~ Lunch, \$~~12~~ Dinner) 1 1 \$ here
Meals provided for (list names) Who gets meals? Who actually went... include bus drivers
Meals-Students # How many? @ \$7 each (average) How many actually went? \$ here
Registration (attach receipts) _____
Other expenses (please itemize, attach receipts) (Attach receipts)

\$ Advance TOTAL

TOTAL EXPENSES Total Exp

NEED ADVANCE

AMOUNT ADVANCED

AMOUNT DUE EMPLOYEE Add'l \$ owed or

YES _____ NO _____

\$ _____

AMOUNT DUE DISTRICT \$ owed District

Actual Date of Departure when left Time what time AM/PM
Actual Date of Return when returned Time what time AM/PM

MUST COMPLETE UPON RETURN

ADVANCE/PERMISSION TO ATTEND

FINAL APPROVAL AFTER TRIP IS COMPLETED

I certify that the above expenses were incurred by me in the performance of my official duties.

Date _____ Employee Sign Here Date Date Employee Sign Here
Date _____ Supervisor Sign Here Date Date Supervisor Sign Here

BUDGET CODES

What budget to expense? \$ _____
Please ensure there is enough money !! \$ _____

List Prepaid Expenses (paid by AISD Accounting including registration, hotel deposits, etc.)

VENDOR	DESCRIPTION	PO#	PAYMENT AMOUNT

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Gold - Employee copy

RETURN FINAL WITHIN 5 DAYS OF RETURN

Form 4130 Revised 03/13

For Business Office Use Only

Advance Check # _____ Receipt # _____
Trip ID # _____ Refund Check # _____

**DETAILED RECEIPT
ACCEPTED**

Food Resturant INC.
123 Sample Rd
Odessa, TX 12345
SALES ASSOCIATE: 444 CASHIER

3/12/15 6:30 PM

ITEM	DESCRIPTION	PRICE
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37
041241	HAMBURGER W/ CHEESE	5.25
124567	CHICKEN SANDWICH	5.37

SUBTOTAL: \$ 63.72
TAX EXEMPT: \$ 0.00
TOTAL: \$ 63.72

NUMBER OF ITEMS 12

THANK YOU FOR EATING WITH US TODAY!
FOR ANY QUESTIONS OR CONCERS
PLEASE CALL 1-800-123-4567

**UNDETAILED RECEIPT
NOT ACCEPTED**

Food Resturant INC.
123 Sample Rd
Odessa, TX 12345

SERVER ASSOCIATE: 444 DOB: 3/12/15
6:30 pm 3/12/15
TABLE 25/1 30012

SALE

VISA 521456
CARD XXXXXXXXXX0123
MAGNETIC CARD PRESENT:
CARD ENTRY METHOD:

APPROVAL: 056123

AMOUNT: \$63.72
+ TIP: _____
= TOTAL: _____

I agree to pay the above amount to the
card issue agreement.

X _____

THANK YOU FOR EATING WITH US TODAY!
FOR ANY QUESTIONS OR CONCERS
PLEASE CALL 1-800-123-4567

Detailed Gas Receipt -
Must have price per gal and # of Gallons
and a total amount

ACCEPTED

WELCOME
NEX AUTOPOINT
NAVY035001

NAVY035001
VISA
INVOICE# 003103
DATE 05/21/08 11:51
PUMP # 06
PRODUCT: UNLD
GALLONS: 17.718
PRICE/G: \$ 3.969
FUEL SALE \$ 70.32
AUTH# 04594B
****CHARGE****

THANK YOU
HAVE A NICE DAY

C O P Y
<DEMO MODE>
10/08/2007 14:57:58
Sale:

Transaction # 2
Card Type: MasterCard
Acc: *****6781
Entry: Manual
Invoice # 3
Total: 1.00

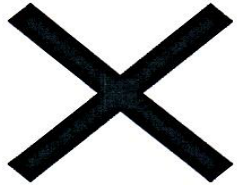
Respon. APPROVE OFF-LINE
CUSTOMER COPY

Westin Dallas Fort Worth Airport
4545 W John Carpenter Fwy
Irving, TX 75063
United States
Tel: 972-929-4500 Fax: 972-929-0733

WESTIN[®]

HOTELS & RESORTS

Page Number : 1 Invoice Nbr : 467785
Guest Number : 1187532
Folio ID : A
JAN-27-17 12:59
JAN-29-17 13:15
3
511



Not Acceptable Hotel Receipt
State Tax Was Charged

Westin DFW Airport MAR-08-2017 08:42 LINDGRE

JAN-27-17	RT511	Room Charge	129.00	
JAN-27-17	RT511	State Tax	7.74	
JAN-27-17	RT511	City/Local Tax	11.61	
JAN-28-17	RT511	Room Charge	129.00	
JAN-28-17	RT511	State Tax	7.74	
JAN-28-17	RT511	City/Local Tax	11.61	
JAN-29-17	MC	MasterCard-5618		-296.70
For Authorization Purpose Only				
xxxxxx5618				
Date	Code	Authorized		
JAN-27-17	091783	361.2		

Approve EMV Receipt for MC - 5618: Signature Captured
TC:F00DEEEF85A67972 TVR:0000008000 AID:A0000000041010
Application Label:MASTERCARD

** Total

296.70

-296.70

PAPF TIP SHEET

- ▶ Go to UIL Portal
- ▶ Go to Home Page
- ▶ Click on “Initiate PAPF”
 - ▶ 2 Options
 1. Help parent fill out PAPF pages 1 & 2

Supply hard copy to parent to fill out to aid in putting online form to help head coach/Blinda or Melissa type information in to portal. (Keep hard copy in a file.)
 2. Send PAPF form link to parent’s email

Be sure that parent looks for email from “RMA Portal”: account and not UIL. (May need to check junk email.)
 - ▶ Have parent fill out page 1
 - ▶ Make sure all areas and boxes are accurately filled out.
 - ▶ Any “Yes” answer may require an explanation in a drop down box. (Make sure the parent answers the explanation boxes completely and accurately.)
 - ▶ Make sure to answer the date of enrollment for 9th grade at the end of question 11.
 - ▶ After question 18, it will ask what level of participation is requested, Varsity or Sub-varsity. (If student has an opportunity to participate in yours or any other varsity sport, mark Varsity.) If the student will only be sub-varsity for at least a year of enrollment, then you can mark sub-varsity. We will try to eliminate marking sub-varsity and having to change it to varsity.

PAPF TIP SHEET CONTINUED

- ▶ Have parent fill out page 2
 - ▶ This page deals with new and old student addresses and status of previous address.
- ▶ Head coaches need to check the status of the parent process daily for completion of pages 1 and 2
 - ▶ Press submit pages 1 & 2 should say “complete” when parents have filled out their pages. More PAPF’s are held up during this process of getting the parent and student information than anywhere else. Please be diligent in checking the status of the parent pages.
 - ▶ After pages 1 & 2 are “Completed” by parent, send notice to Campus Athletic Coordinators (boys/girls) to review and certify information and for them to submit/send to previous school.
 - ▶ After Head Coach and Campus Coordinators review Previous School Certification pages, the Campus Coordinators or Coach Cox can submit to DEC.
 - ▶ **Head coaches should continually check the status of the PAPF to ensure proper completion.**
- ▶ PAPF & Waiver Instructions & Walkthrough can be found on UIL Portal page under UIL Portal Instructions

WAIVER PROCESS

- ▶ Waivers can be initiated to gather all information but should not be sent to UIL until PAPF process is completed and “Approved Varsity Pending Waiver” by the DEC. PAPF could be denied so money should not be paid until PAPF process is approved.
- ▶ Letters for the waiver process should be as detailed as possible so that waiver committee can make an appropriate decision. The waiver committee uses the information provided to determine if the “Circumstances that cause the student to be ineligible are involuntary and/or unavoidable actions such that the student could not reasonably be expected to comply with the rule.”
- ▶ **PAPF & Waiver Instructions & Walkthrough can be found on UIL Portal page under UIL Portal Instructions**

ATHLETIC FACILITY USAGE

**When schools or non AISD groups
contact you about using
AISD Athletic Facilities,
please refer them to
Mike Scott, Energy Specialist (Ext. 8536)**

WHAT IS COACHING?

Definition:

A form of development in which a person called a COACH supports a learner in achieving a goal through instruction and demonstration.

COACHING SHOULD...

Coaching should be full of energy and
positive in delivery.

2ND/3RD SPORT ASSIGNMENTS / PHILOSOPHY & EXPECTATIONS

- ▶ Great coaches can coach any sport
- ▶ Great head coaches can teach assistants what they need to know
- ▶ Coach all athletes / sports with PASSION!

RELATIONSHIP BUILDING ACTIVITIES

- ▶ Should be done off campus
- ▶ Not related to the sport
- ▶ **Not team meals (appraisals)**
- ▶ Examples from previous years: Ropes Course, Putt-Putt, Card Games, Cake Decorating Contest, Frisbee Golf, Backyard Cookouts, Croquet, Mudslinger Fun Run

**BUILDING
PARENT ENGAGEMENT
AND
BUY-IN**

PRESENTER: JUSTIN REESE

PRACTICE EXPECTATIONS

- ▶ Defined & consistent staff planning time
- ▶ Computer driven practice plans
- ▶ Practice plan detail: segments & minutes, individual coach responsibilities per segment
- ▶ Minimal wait time for reps
- ▶ Player expectation during wait time
- ▶ Verbal feedback to players (constant) at least every 30 seconds
- ▶ Coaches must move during practice
- ▶ All coaches are on duty for morning practices at a time set by the corresponding CHS or AHS head coach of each sport. This can be no later than 7:45 a.m.
- ▶ 8th grade will practice every day until at least 4:30 p.m. unless previously approved by Coach Cox

COMMUNICATIONS EXPECTATIONS

- ▶ Conversations about PLAYING TIME
- ▶ We will meet with parents & discuss playing time
- ▶ The delivery of the message is honest, transparent, and empathetic
- ▶ May have to agree to disagree in a professional manner
- ▶ Communication with colleagues and/or parents
- ▶ If the topic could be considered controversial or adversarial, the communication should be conducted with a face to face conversation or by phone, NEVER by text or email.

CHAMPIONSHIP ORGANIZATION & PLAYER ROLES

At Georgetown High School, the players that the coaching staff feels give the TEAM the best opportunity to WIN will play. Being a great student does not guarantee the right to play. Being in FCA does not guarantee the right to play. Being a great athlete does not guarantee the right to play. Having parents in the booster club does not guarantee the right to play. Coming to practice everyday does not guarantee the right to play. Being a captain does not guarantee the right to play. You must be able to produce positive results versus quality competition in order to play on the varsity level.

SENIORS: All seniors will be on the varsity. Being a senior does not entitle a player to anything more than being a valued member of the TEAM. Many seniors will see quality playing time.....many will not.

ROLES: Starter – **expected** to perform on a HIGH level versus quality 6A competition with minimal mistakes
Backup – **expected** to be game ready if for any reason a starter cannot perform. Expected to perform on a HIGH level versus quality 6A competition with minimal mistakes
Special Teams – **expected** to perform flawlessly in every special team assignment. Mistakes are inexcusable, perfection of assignments is mandatory!
Squadman – **expected** to provide auxiliary support for your team. This includes scout teams, sideline encouragement, leader in the dressing room & a positive attitude at all times. Squadmen will get very few game playing opportunities.

JUNIORS: The majority of juniors will play on the JV Silver team. Some juniors may be on the varsity for the following reasons: (1) Ability level makes him a starter, (2) lack of position depth makes him a backup who sees playing time, or (3) a major contributor on special teams. Juniors on the JV Silver team can be called up to the varsity at any time during the season for any reason and be **expected** to perform on a HIGH level versus quality 6A competition with minimal mistakes.

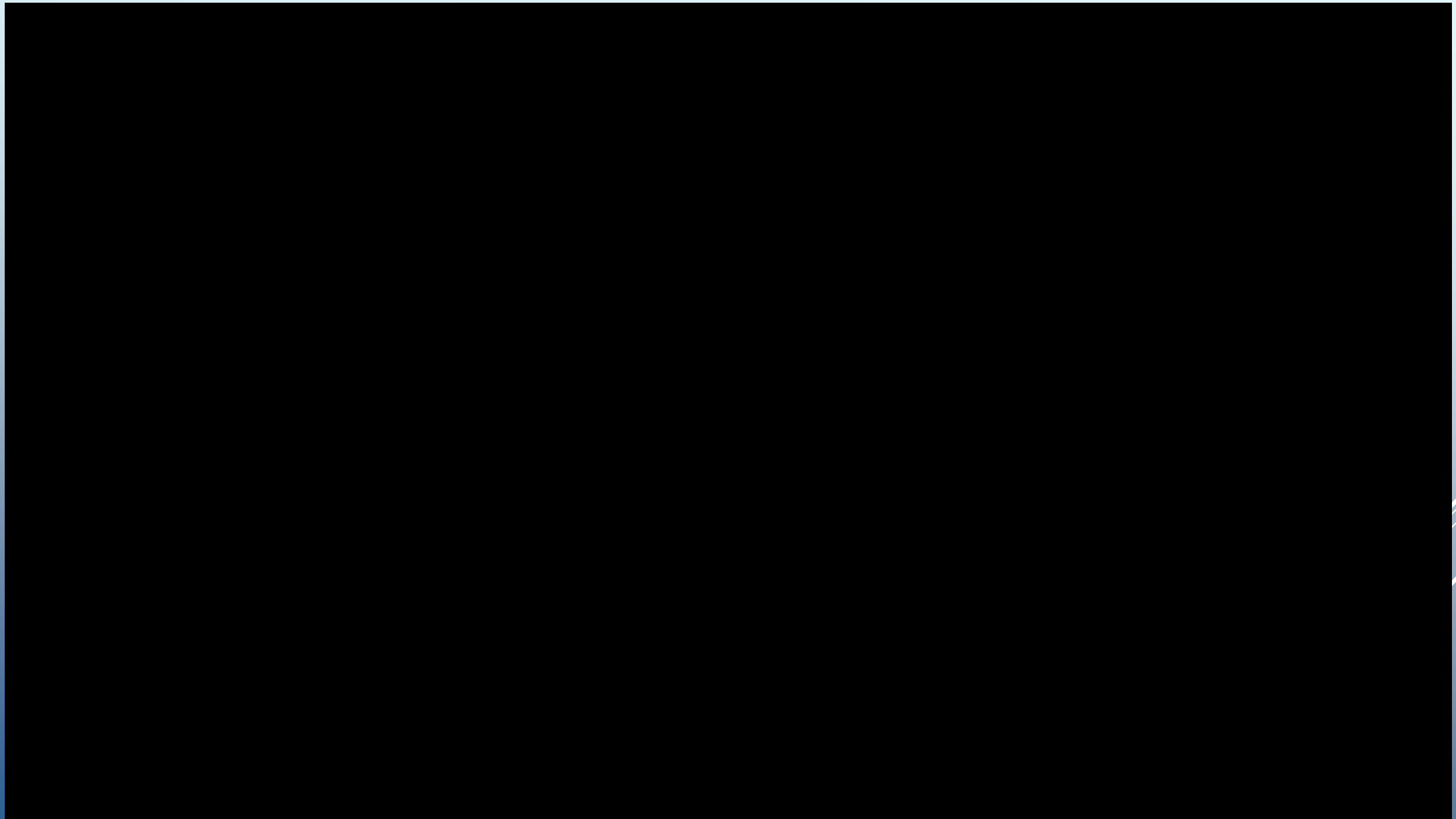
EACH PLAYER IS EXPECTED TO ACCEPT A ROLE WITHIN THE GHS FOOTBALL PROGRAM AND FULFILL THAT ROLE TO THE BEST OF YOUR ABILITY. IF EVERY PLAYER IN THE FOOTBALL PROGRAM DOES THIS, THE WINNING TAKES CARE OF ITSELF! EVERY ROLE MATTERS!

A STRATEGY FOR DISCIPLINE


- ▶ **Ask... “Are you okay?”**
- ▶ **Reply... “I need your best effort” or “do whatever you can do”.**
- ▶ **If behavior continues:**
 - ▶ **Have them sit on bleachers and observe practice.**
 - ▶ **Call parent ASAP. “John had difficulty giving an acceptable effort today, so we asked him to sit on the bleachers. I just wanted to inform you.”**

DISMISSING A PLAYER

- ▶ It is good practice to seek the help of the parent prior to dismissing a player. **“Why am I just now finding out about this?”**
- ▶ Please communicate with the principal prior to dismissing a player. **(Don't let the principal get caught off guard)**
- ▶ All communication with parents involving discipline needs to be done by phone or face to face. **(NEVER BY TEXT or E-MAIL!!!)**
- ▶ Middle schools already have a procedure in place for removing a student athlete from the athletic program. **(Documents are in your folder)**
- ▶ 504 and Special Education students must be reasonably accommodated before they are dismissed from a team or program.



I MESSED UP!

- ▶ Admit
 - ▶ Apologize
 - ▶ Move on
- 
- Three parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

FUNDRAISER PROTOCOL

- ▶ Coaches cannot cut a player who has participated in a fundraiser.
- ▶ No grouping or recognition of those who have not participated.

OVERNIGHT TRIPS

- ▶ Head coaches must communicate a CLEAR BEHAVIORAL EXPECTATION to students and parents prior to the trip. Communicate with your principal about these expectations.
- ▶ Behavior Agreement Contract (Prior to trip)

▶ Student Travel During School Day

- ▶ Coaches are responsible for travel of athletes on in town trips during the school period or school day.
- ▶ Documentation is required from a parent/guardian before an athlete can travel in their own vehicle, with their parent, with another athlete and/or parent.

LOCKER ROOM SUPERVISION

- ▶ **This is VERY important. Leaders must make sure supervision assignments are given and followed.**

ELECTRONIC COMMUNICATION BETWEEN EMPLOYEES AND STUDENTS

- ▶ **REMIND is the only AISD approved communication APP.**

RANK ONE EXPECTATIONS

- ▶ **SUBMITTING SCHEDULES – MUST include the MAPS**
- ▶ **SCORES / RESULTS – these should be submitted within 24 hours after the contest is completed.**
- ▶ **QUESTIONS – Contact Annette Franco**

RANK ONE DEADLINES

Sport	Schedule Public
Volleyball	July 23, 2021
Tennis	July 23, 2021
Cross Country	July 23, 2021
Football	July 23, 2021
Golf	August 20, 2021
Swimming	August 20, 2021
Girls Basketball	September 10, 2021
Boys Basketball	September 10, 2021
Gymnastics	September 10, 2021
Soccer	November 5, 2021
Track and Field	December 10, 2021
Softball	December 10, 2021
Baseball	December 10, 2021

TWITTER ACCOUNTS

- ▶ Each head coach or assigned assistant, will need to set up and operate a Twitter page for their team.
- ▶ Even if you have an account set up currently, you need to re-register your account. (This is done to update all accounts every year.)
- ▶ We had an awesome start to this last year. It is a great publicity opportunity for your team.
- ▶ Great way to get information about games and any last minute changes.
- ▶ Great opportunity to highlight and brag on players, teams, and coaches.
- ▶ It is really cool to follow each other and repost each other's stories.
- ▶ All coaches in charge of Twitter accounts must either see Charles Caddell or call him at ext. 4345. Charles also said that you could register your account by logging in to the AISD website and going to the social media link:

<https://www.abileneisd.org/departments/communications/social-media-registry/>

Try to keep same accounts that have already been set up. Charles Caddell can assist in getting credentials and passwords switched.

- ▶ ******Let's tell our own stories before someone else highlights the negatives!!!***

TWITTER ACCOUNT DO'S AND DON'TS

- ▶ **DO** Follow each other (your school and district)
- ▶ **DO** Have parents and students follow your page (parent meeting)
- ▶ **DO** Follow colleges and coaches where our players are playing
- ▶ **DO** Follow your associations (THSCA, TGCA) local sportscasters, motivational speakers
- ▶ **DO NOT** Follow your parents or students
- ▶ **DO NOT** Follow or post about politics or religion
- ▶ **DO NOT** Post personal stuff!

AISD REQUIRED PAPERWORK

- ▶ Pre-season Checklist & Goals Sheet (head coaches only)
- ▶ Sports Procedures & Rules (head coaches only). See insert in folder
- ▶ Middle School Athletic Procedures document is provided in your folder
- ▶ Only the important stuff
- ▶ Avoid inflexibility
- ▶ First Time Athletic Participation (FTAP) Forms (head coaches & MS coordinators)

PROCEDURE: FIRST TIME ATHLETIC PARTICIPATION (FTAP) FORMS

- ▶ The FTAP roster that lists each student **MUST** be delivered to the AISD Athletic Office within seven (7) calendar days of the first contest.
- ▶ The FTAP Parent Acknowledgement Form must be checked to see if the documented residence is the same as the residence that is entered in the school's computer information. If these addresses are not the same, you must investigate why before submitting the final list. The student's residence is determined by the biological parent(s) address. An address for a step-parent, grandparent, aunt, uncle, sibling, etc. is **NOT** acceptable for FTAP records. If there is no living parent, an alternate address may be used. Please call Coach Blue or Coach Cox for clarification.
- ▶ A hard copy of the FTAP Parent Acknowledgement Form will be kept on file at your respective campus.
PLEASE DO NOT LOSE THESE. Keep them on file for 2 years.
- ▶ If a middle school student transfers to your school from another AISD middle school, or is currently attending your school on an AISD approved transfer, you must schedule a meeting with the parent(s). Transfer students cannot participate in a contest until a parent meeting has occurred. During this face-to-face meeting, you must fully explain the FTAP Policy to them. Document the time and date of the meeting and attach it to the FTAP Parent Acknowledgement Form that you have on file.
- ▶ Accurate FTAP records are extremely important. The middle school athletic coordinators are accountable for the accuracy of these records.

FTAP SCENARIOS

TEXAS EDUCATION CODE REQUIREMENTS UIL EDUCATION AND TRAINING REQUIREMENTS

The lists are included in your folders

QUIZ – YES, NO AND WHY?

Your team just won the district championship. Several of the seniors throw a couple of sophomores into the showers fully clothed as part of the celebration.

Could a parent be justified in filing a hazing complaint? Yes, no and why?

ANSWER

YES

Supervise your locker rooms. A lot of trouble is avoided if coaches are visible.

LOYALTY

**If you work for a man, in heavens name work for him;
Speak well of him and stand by the institution he represents...
remember an ounce of LOYALTY is worth a pound of
cleverness.**

**If you must growl, condemn, and eternally find fault, resign
your position and when you are on the outside, damn to your
heart's content;**

**But as long as you are part of the institution, do not condemn
it... if you do, the first high wind that comes along will blow
you away, and probably you will never know why.**

Elbert Hubbard