

## SISD HIGH SCHOOL ATHLETIC PROGRAM INFORMATION

(Effective Date: **July 11, 2006**)

The following information pertains to high school athletic programs and is organized by topic alphabetically.

### SISD ACADEMIC ALL-DISTRICT SELECTIONS

Beginning with the 1998-99 school year, the SISD Athletic Department will sponsor academic recognition for the top junior and senior in athletics, athletic training and cheerleading. The head coaches will nominate student athletes who meet the following criteria:

- 1) Is a Junior or Senior.
- 2) Lettered during the current season.
- 3) Has a 85.00 Grade Point Average (GPA) or higher.
- 4) Played or participated in the noted position or event for a majority of the season.

### GAME WORKERS

The campus game manager is responsible for staffing all campus athletic events, overseeing all ticket sales and collections, signing and/or paying the officials, and turning in the pink copy of the game report, the supplemental pay form and pay vouchers to Athletics.

Only adults (not secondary students) can be paid for working a SISD athletic event.

The following chart indicates pay rates for 2006-07:

Click on [SISD Athletic Contest Gate Procedures](#) to access current information.

EVENT	GAME MGR	GATE WORKER	SCORETABLE
		Ticket Seller	Scorebook
		Ticket Taker	Scoreboard (Clock)
		Pass Gate	Announcer
	VARSITY FOOTBALL @ SAC	Sales Recorder	Message Board
		Press Box	End Zone Clock
		Hospitality	Spotter
Basketball or Volleyball			
Single Game	20	12	13 (Varsity only) 10 (JV or 9 <sup>th</sup> )
Doubleheader	30	21	
Double-Single	33		
Tripleheader	36	24	
Double-Double	36		
Triple-Double (Fiver)	40		
Sixer	45		
Tournament	10 per hr	7 per hr	

Football			
Varsity @ SAC	55	23	23
Sub-Varsity			
Single Game	20	12	10
Doubleheader	30	21	
Wrestling			
Dual with JV	30	21	10
Tournament	10 per hr	7 per hr	
Baseball or Softball			
One Game on Campus	10		12 (Varsity only)
Two Games on Campus	15		
Tournament	10 Per Crew		
Off Site Travel	10		

Cross Country, Swimming, Tennis or Track Assignments set by Athletics Staff

Computer Entries	10-20 per division
Meet Director	30-60 per session
Referee, Starter, Announcer	25-50 per session
Backup Starter, Clerk	20-40 per session
Head Timer, Head Inspector	15-30 per session
Timer, Inspector, Judge	10-20 per session
Timing System	20-40 per session
Hy Tech Scoring	20-40 per session

Wrestling Assignments set by Athletics Staff

Computer Entries	20-40 per tournament
Tournament Director	50-100 per day
Assistant Director	30-80 per day
Announcer	30-80 per day
Daktronics Scoring	30-80 per day
Table Workers	30-80 per day

LETTER JACKETS

SISD purchases letter jackets for varsity athletes who have earned a letter based on the requirements outlined in SISD Policy FG and Administration Regulation FG. The funds for these jackets are assigned to the campus awards budget with purchase approved by the campus principal.

General criteria for athletes would be playing or participating in more than half of the varsity contests and participating in the district championship meet or tournament. General criteria for student trainers would be two seasons of service with a varsity team. Head coaches should establish and publish criteria for their sport and have it approved by the campus principal.

## MEDIA

Coaches are encouraged to develop a positive working relationship with all media personnel.

Coaches need to report scores and statistics to the El Paso Times sports staff.

Times Sport Desk: 546-6161

Times Sports Fax: 546-6343

John Efort: 546-6164 or e-mail: jerfort.elpasotimes.com

Lenny Jurado: 546-6167 or e-mail: ljurado@elpasotimes.com

## OUT OF TOWN TRAVEL

A trip agenda including expectations must be developed and given to everyone going on the trip and to campus administration. A copy must also be sent home to parents. Contact numbers including the number at the hotel should be included.

Coaches are to use the Student Activities: Travel Parent Permission Form. (available on Athletics Web Page: Forms: SISD Forms: Parent Permission) for all district sponsored trips.

Direct supervision of our student athletes is required at all venues. This supervision includes arrival time prior to boarding the bus, van or plane throughout the trip until the group has returned to the drop off site and the students have been released to their parents.

Students may have their bags, luggage or rooms searched prior to or at any time during a trip.

Students are to be supervised at the competitive site, as well as, on the bus, van or plane; at the hotel, restaurant or in other settings on the trip. Curfews are to be set, announced and enforced.

**Beginning 2006-07, a new incident investigation procedure was enacted for student trips. This procedure is detailed in Travel Investigation Procedures. May 2006 (click on to access) If an incident occurs, the coach should use the following Forms: SISD Athletics-Fine Arts Incident Report Form and SISD Athletics – Fine Arts Incident Report: Witness Information Form, which are available on the SISD Athletics Web Page: Forms: SISD Forms. In addition to the parent permission form, student and parent must sign a Notice of Consequences Form approved by the high school principal for all campus student travel. A sample of this form is included in SISD Forms as SISD Athletics Discipline and Notice of Consequences Form. A sample of SISD Athletic-Fine Arts Behavior Contract is also provided.**

**The Head Coach should have a folder on the trip with all signed parent permission forms, all signed notice of consequences forms/contracts, and blank copies of the incident report form and witness information form.**

## OUT OF TOWN TRAVEL FORMS AND PROCEDURES

The Travel Request Form (TR) is an NCR form available on campus or in Athletics. The individual in charge of the trip is the traveler. All students and other adults going on the trip should be listed on an attached form. All information is to be completed including all possible expenses, specific notes/comments, checks required and signatures. A registration form, agenda or schedule (bracket, event times, etc.) should be attached.

A matrix detailing per diem will be developed based on the trip timeline.

Student per diem is currently \$ 7, \$ 7 and \$ 8 (dinner).

Adult per diem is currently \$ 8, \$ 8 and \$ 9 (dinner) on a trip with students.

Any trip should be reconciled the week following the trip.

Individuals sign for meal money or meals. If a person does not sign, that amount must be returned.

#### OUT OF TOWN POST SEASON TRAVEL

All post season travel is arranged through the Athletic Department.

Departure will be based on the practice or workout schedule prior to the contest at or on the way to the competition site. The number of athletes, student managers and trainers and adults will be approved by the campus principal, athletic director and Assistant Superintendent for Administrative Services.

In individual sports, the head coach will be able to take any athlete who is competing and has the latitude to change relay teams, lineups, etc.

Coaching and adult staffs may be limited when using air transportation.

#### OUT OF TOWN REGULAR SEASON TRAVEL

Funding for regular season travel for 2005-06 is based on a formula and assigned to campus budget lines by the district athletic director. Most SISD teams will be funded for one trip during the 2005-06 school year.

Generally teams will travel the same day as the competition. If the location and event schedule determine departure the day before, the teams will generally leave at the end of the academic day.

All regular season trips are arranged by the campus staff.

#### PASSES

Beginning with the 2002-03 school year, there will one 1AAAAA Athletic Pass issued for all district schools. The high school principals will issue passes for campus coaches, sponsors, administrators, etc. The athletic department will issue passes for non-campus administrators, school board members, etc. The pass will be good at all EPISD, YISD and SISD venues for all regular season and some playoff games.

Specific passes will be developed for 1AAAAA Band Chaperones and for 1AAAAA Media Technology/ Journalism.

The SISD Athletics staff will make and distribute Athletics year specific stickers that can be put on the back on the SISD Employees Badge. This sticker will allow free access to any regular season game in SISD venues.

The only other passes accepted at SISD venues are the THSCA, THSGCA and THSADA membership passes. Scouts from other districts will be permitted access upon approval of the athletic director.

#### PERFORMANCE AT GAMES

A student who performs as a member of a musical group, dance group, organized pep squad, color guard or in a role during the pre-game or half-time in uniform at a UIL athletic contest may be admitted free to the contest.

#### SCORES

All coaches should call in or e-mail their scores either following or on the first school day after the game(s). The sport, level and scores for both teams need to be reported. Coaches should also report any incidents including any concerns with officiating.

Scores can be called in at any time to these numbers:

Vivian Hernandez	937-0504
Maria Barros	937-0507
Ron Leiman	937-0506

#### SCOUTING

Scouts may be arranged for early season football and for post season contests. Scouts will travel by ground transportation and use either a private or rental vehicle to scout opponents in the District 2AAAAA or 3AAAAA area.

A maximum of two scouts may travel by air to locations in the Metroplex, etc.

Scouting arrangements must be made through Athletics by generating a trip request from the campus for each scout who will receive reimbursement for per diem.

Any trip should be reconciled the week following the trip.

#### TICKET PRICES AND SALES

Varsity football tickets are sold on a pre-game basis at the SISD high school the week of the game through the lunch hour on the day of the game.

Pre-Game tickets are: Adults \$ 4.00 and Students \$ 2.00.

Gate tickets are: Adults \$ 5.00 and Students \$ 3.00.

All sub-varsity football, volleyball, basketball and wrestling regular season tickets are: Adults \$ 2.00 and Students \$ 1.00.