



2016 – 2018 Athletic Policy Manual

District Athletic Assignments:

The district chairperson shall be responsible for scheduling district meetings four times per school year. They shall also be responsible for organizing selection meetings for the following events:

- Football –
- Volleyball –
- Basketball –
- Baseball/Softball –

Each Athletic Director will meet with the head coaches of their assigned sport to discuss district policies, procedures, and scheduling.

Host schools assigned to an invitation will be responsible for each sport they are hosting:

- Cross Country –
- Track –
- Golf –
- Tennis -

GENERAL POLICIES FOR ALL CONTESTS

1. The Constitution and Contest Rules of the Texas Christian Athletic League will govern all interschool contests for the 2016 – 2018 year. In cases not covered by these rules, the official policies of UIL will prevail. The District Executive Committee will settle disputes.
2. The District Executive Committee will serve for all contests for the district. Each school district will be entitled to one vote to be cast by the Executive Committee member of his / her designee.
3. All rules and policies herein stated will remain in effect until changed by a majority vote of the Executive Committee.
4. The District Executive Committee will serve all Texas Christian Athletic League interschool activities. The District Executive Chairman will serve for all athletic and academic events. All sports eligibility lists shall be sent prior to the first varsity competition.
5. Complimentary Passes:
 - a. The director general is to issue 10 district passes to each school to admit bearer and one guest.
 - b. Bus drivers and sponsors admitted free upon proper identification.
 - c. Cheerleaders, band and sponsors will be admitted free when in uniform.



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6. All District

All-District meetings will be held in a timely manner, by the second week after the completion of the final district contest. The meeting will be held outside of school time and at a time and place beneficial to all teams still playing. The meeting will be held at an expense of the hosting school. The results shall be held until after the district teams are eliminated in the play-offs. However, the results shall be sent to DEC secretary, the day following the meeting.

A coach cannot vote for his own player and may not nominate more than one player per school for individual MVP or Newcomer honors. All MVP's and Newcomer votes will be done at the end of the selection process. An administrator from the host school must be present at the meeting to enforce the selection rules. It is recommended that only players that receive substantial playing time be eligible for any all-district award.

All sports will select ONLY the following All-District selections along with a Superlative Award. This Award shall be named and decided on upon the mutual consent of the coaches. All sports will select a Coach/Staff of the year award.

A. Volleyball –

- a) Overall MVP
- b) Defensive MVP
- c) Offensive MVP
- d) Newcomer of the Year (first year on the varsity level at any school)
- e) **Seven (7)** First Team All-District Players
- f) **Seven (7)** Second Team All-District Players
- g) **Seven (7)** Honorable Mention All-District Players
- h) The maximum number for the All-District teams is **twenty-one (21)** (excluding the MVP awards)
- i) Ties for the first team will be accepted but will reduce the numbers selected for the second team
- j) Honorable Mention players will be selected by individual head coaches however; the athlete must have been nominated for one of the All-District teams. Each school can add up to 3 players of their own choice.

B. Football

- a) Overall MVP
- b) Offensive MVP
- c) Defensive MVP
- d) Newcomer of the Year (first year on the varsity level in any school)
- e) Twelve (12) Total Offense for First and Second Team picks.
- f) Twelve (12) Total Defense for First and Second Team picks.
- g) The maximum number for the All-District teams is twenty-four (24) (excluding the MVP awards)



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h) Ties for the first team will be accepted but will reduce the numbers selected for the second team

- i) Honorable Mention players will be selected by individual head coaches however; the athlete must have been nominated for one of the All-District teams. Each school can add up to 6 players of their own choice.

C. Basketball

- a) Overall MVP
- b) Offensive MVP
- c) Defensive MVP
- d) Newcomer of the Year (first year on the varsity level in any school)
- e) **Six (6)** All-District First team members and
- f) **Six (6)** All-District Second team members
- g) **Six (6)** Honorable Mention team members
- h) The maximum number for the All-District teams is **twelve (18)** (excluding the MVP awards)
- i) Ties for the first team will be accepted but will reduce the numbers selected for the second team
- j) Honorable Mention players will be selected by individual head coaches however; the athlete must have been nominated for one of the All-District teams. Each school can add up to 2 players of their own choice.

D. Softball & Baseball

- a) Overall MVP
- b) Offensive MVP
- c) Defensive MVP
- d) Newcomer of the Year (first year on the varsity level in any school)
- e) Ten (10) All-District First Team members and
- f) Ten (10) All-District Second Team members
- g) Ties for the first team will be accepted but will reduce the numbers selected for the second team
- h) Honorable Mention players will be selected by individual head coaches however; the athlete must have been nominated for one of the All-District teams. Each school can add up to 2 players of their own choice.



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All-Academic Teams for All Sports:

Students must have a 90 overall average in all courses.

- a. For the Fall Sports, use the average from the 1st and 2nd six weeks. Sports will include football, volleyball and cross country.
- b. For the Winter Sports, use the average from the 3rd and 4th six weeks. Sports will include basketball and Soccer.
- c. For the Spring Sports, use the average from the 4th and 5th six weeks. Sports will include baseball, softball, and Track.

7. Officials

The selection of game officials will be governed by the UIL / TASO.

***Game will not start if less than the requested number of officials shows up for a contest, unless agreed upon by Administrator on duty and both coaches; Sub-Varsity games shall not be postponed more than 15 minutes waiting for the arrival of second official. ***

8. Awards

The district's chairman shall purchase spring meet awards that are presented by the District so there will be consistency through all activities. The DEC shall establish criteria for all awards.

9. District winners will buy their own trophy/team medals at no expense to the other district teams.
10. If a game is canceled because of weather or public disaster, a make-up game must be played at the first available date. The first available date is defined as any day other than Sunday without changing any other district game. The site and time of the make-up game will be the same as the original game was scheduled unless mutually agreeable upon by the schools involved. Superintendents of the two schools or the appropriate representatives involved will determine if the game needs to be postponed. If one team refuses to play on the make-up date, it will be a forfeit by that team.

A game or match may be discontinued due to an emergency situation, which would make continuation of the game or match impossible. An alternative court or field acceptable to each representative or officials shall be used to complete the game on that same date. It shall be the responsibility of the home team to arrange for an alternate site. Should no alternate gym or field be available on the same date, the suspended game shall be completed at the first available playing date. No players may be added to the official scorebook. A game that has an effect of the playoff standings must be completed. If a make-up game is played on Wednesday, it will be varsity only at the earliest possible time agreeable to both schools involved. However, if both teams are in mutual agreement, a JV game can also be played on the same date.

In baseball and softball if a game has completed 5 innings it is a complete game and if it has not completed 5 innings the game will resume exactly where it was suspended. Same (play at the



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next available date, from the exact same spot.) After 4 ½ innings the game will not be replayed if the home team is ahead.

11. UIL regulations regarding filming and taping will be followed.
12. The Regional Chairman shall be authorized to poll each school on the eligibility of athletes filing a Previous Athletic Participation request. **Each request is to be submitted with the completed and legible TCAL forms as well as a letter describing the student athlete's reason for moving.** The District Chair will review each PAPF and if there are not any questions regarding status, all signatures are acquired, forms are completed correctly and all section III is checked "no", he will approve and notify school of approval. If any question or issues arise for the District Chair he will communicate with school for clarifications and then DEC will meet and discuss approval if necessary. Monthly status reports of PAPF's will be sent to Athletic Directors.
13. Pre-game ceremonies should be at the discretion of the home team, with the exception of Football. Home teams will notify visiting teams of any deviation from the normal schedule.
14. All schools shall send a confirmation to each member school of the district schedule prior to the beginning of the non-district play and will notify each district school and DEC Secretary of any changes.
15. Each school shall report the game results weekly to the district chairman and upload to the "Scores" section of the TCAL website.
16. Unauthorized persons or groups shall not be permitted on playing areas before or during the game.
17. Determining District Champions and Playoff Representatives in all sports with the exception of Football.
 - a. Section 1. A double round robin district schedule will be played. The team winning the highest percentage of district games will be declared the district champion. The team with the second highest percentage will be second place. The team with the third highest percentage will be third place.
 - b. Section 2. In Cases of Ties:
 1. Head to Head: If a team has beaten all other tied teams on all occasions in district play or has a higher winning percentage in district games amongst the teams involved, then that team will advance. Should a tie still exist, then seed accordingly, and break remaining tie, with process from step 1 and continuing (means head to head for only tied teams remaining)
 2. Percentage: If a team has the better winning percentage of the games of the involved tied teams, that team will advance. Should a tie still exist, then seed accordingly, and break remaining ties with process from step 1 and continuing. (Means head to head & percentage for only tied teams remaining).



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3. Playoff Tournament / Lot: 3, 4, or 5 team mini-tourney as prescribed by UIL guidelines apply. If all schools involved agree, a coin toss may be used in place of a playoff.
18. TCAL approved game ball will be designated as an official game ball.
19. Penalty of District Violations – Whenever a rule is broken; the coach/sponsor involved should immediately notify the administrator in charge of the event. He/she needs to try to immediately notify the administrator in charge of the event. He/she needs to try to correct the situation immediately and then notify the district chairman of the violation. The district chairman will in turn notify all district superintendents of the situation and seek their input as to what, if any, punishment needs to be given to the coach/sponsor committing the violation. (See the attached form).
20. Hosting schools of district invitational sporting events will be reimbursed for fees incurred to run the event. No coaches' meals will be paid for by District..
21. For all sports, if there is a change in the number of teams playing, the home team is responsible to set the times of the games notifying the visiting team within 2 school days prior to the contest. In turn, if the visiting team has a change in the number of teams they are sending, they must notify the home team as soon as possible so they can set the game times. All teams should report any changes to DEC 2 days prior to game day.

Football

Article I Section 1. District Chairman

Article II Tie Breaker

Break all ties to determine top seed only. Use head to head, positive points, and then lot to determine top seed only, repeat process to find next highest seed.

Section 1 Head to Head

Section 2 Point System – Positive points system with an 18 point maximum for schools involved

Section 3 Lot – Odd man advance

Article III Admission

Section 1 Ticket Prices will be at the discretion of member schools



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An information sheet designating visitor's seating, parking, tickets and other pertinent information will be mailed out with football tickets before district play.

Section 2 Passes

- A. Each school will be issued sixty (10) passes signed by the District Chairman. These passes will gain entrance for bearer and one guest into any TCAL activity.
- B. All uniformed groups, identified chaperones, and bus drivers are to be admitted free.

Article IV Game Expenses

Section 1 The gross gate receipts of a TCAL game, less expenses of officials, will be kept by the home team w/ 100% profit. TCAL Passes will be honored.

Section 2 There shall be the proper number of UIL/TASO officials on the field and official timers, for all TCAL varsity games. TCAL district games require an official / adult chain crew.

Article V Start of Game, Pre-Game and Half-Time Ceremonies.

Section 1 All varsity games shall be played on Friday nights unless mutually agreed by the administration of both schools to change to some other night. All district games start at 7:30 pm. If two schools agree to change to some other night, all schools in the district shall be notified before the game in ample time to permit schools to have scouts present.

Section 2 JV and Freshmen team games can be played at the opposite site of the Varsity games. Game times will be 5:00 pm and 7:00 pm. Single sub-varsity games will be played at 6:00 pm. Freshmen 9 minute quarters; and JV shall play 10 minute quarters with 10 minutes between games. A mutual change of time and quarters of the two schools involved is acceptable. (See Samples above)

Section 3 The **recommended** pre-game ceremonies are as follows:

- 7:00pm Standard announcements
- 7:05pm Welcome by the Student Council
- 7:10pm Both teams leave the field, silent coin flip when teams leave the field.
- 7:12pm Home team Alma Mater
- 7:15pm Announce line up
- 7:22pm Teams enter the field
- 7:25pm Traditional Coin Flip with Captains (mock)
- 7:27pm Flag Ceremony, National Anthem
- 7:30pm Kick Off



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****If Homecoming or Parents Night festivities occur during a district contest, they will be done with expediency before the game or during halftime. The visiting team will not be forced to leave the field during warm-ups before 7:00 pm. **Please notify the visiting team of such occasions well in advance.****

- Section 4 Each school shall provide a player roster to home teams on their schedule of each year. Visiting team will present an updated roster to press box upon arrival to stadium.
- Section 5 **Length of half shall be 28 minutes (12 visiting, 12 home, and 4 for returning teams).**
- Section 6 Lights will not be turned off nor will fireworks be used.
- Section 7 Before and during the contest spectators are prohibited inside of fence, cable, barrier, bleachers or designated areas leading to the playing field except for uniformed school groups.
- Section 8 Signs are to be put in designated place only and UIL rules apply on noise makers
- Section 9 Photographers may not obstruct the view of the other spectators.
- Section 10 Home team shall provide designated seating at football games for band & pep squad on their respective stands.

Article VI Exchange of District Films

- Section 1 New, unused video tapes on standard play to be used. If both teams can trade via email, hard-drive, hudl or other internet resources, it is acceptable. Otherwise, the coach's choice is in play as to what type of trade tapes they wish for. (Minis, normal VHS, DVD) Also, no film is to be given out at the end of the season on any other district member. **Three** game films of the coach's choice: Tight and Wide by Saturday morning 8:00am.
- A. Tight angle should be set pre-game from hash to hash and 40 to 40.
- B. Wide angle should be set pre-game from number to number and 30 to 30.

Article VII Negotiations of Game Contracts

- Section 1 There shall be a \$1000 paid by any TCAL varsity team that does not show for play to be split \$750 to the school and \$250 to TCAL.

Article VIII Transactions with and information to the media.

- Section 1 Live radio/TV broadcast or internet broadcast of football game should be negotiated between the two schools involved. A live broadcast must be agreed upon by both schools and contract forms provided by the TCAL used. Tape broadcast arrangements are to be made by the two schools involved.



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Article IX Regulations for “Home” School

Section 1 The Executive Committee also recommended that all member schools erect restraining fences around the playing field. Home schools are to provide crowd control security for crowd control and to escort officials at the end of the game only. The security controls are to assist with control on the football field when requested to do so by school officials.

Section 2 The member schools agree to erect or provide a suitable place for visiting teams’ phone talkers to situate in order to have good visibility of the field and be removed from spectators.

Section 3 The home school shall provide convenient parking places for buses as near as possible to the entrance of the playing field.

Article X Eligibility

Section 1 All high school students’ eligibility shall be determined by meeting the State Academic Standards of the TEA, TCAL, and UIL.

High School Volleyball

1. Game Times

A. Games are scheduled for **Tuesdays and Fridays**. There will be three (3) games (one varsity, one junior varsity, and one freshman game). On Tuesdays, the Freshman, JV and Varsity games will be played in the same gym. On Fridays, the Freshman and Junior Varsity games can be played simultaneously in separate gyms. The games will follow this schedule unless otherwise agreed upon by the two schools involved prior to the scheduled match.

<u>Tuesday</u>		<u>Friday</u>	
5:00	Freshman	4:30	Varsity
6:00	Junior Varsity	5:30	Junior Varsity
7:00	Varsity	6:30	Freshmen

B. Coaches may start games two and three earlier if both agree.

C. Pre-game warm-up: 5-5-3 (Visitor-Net/Home-Net/Each serve to each other)

2. Admission

The home team will be responsible for all receipts and game expenses.



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3. Officials

- A. In regular play, the home team is responsible for securing two (2) TASO officials for varsity games who are not employees or students of their school. The schedule of fees to be negotiated by the Home Team.
- B. UIL Standards are not required but suggested

4. Local Game Administration

- a. Music will be permitted during warm-up only. The home school administration will be responsible for monitoring the sound system and the music. Music may not contain lewd sexual references or cursing of any type.
- b. The home team coach is to secure a responsible individual to keep the scorebook for all district games.

5. Rally Scoring Format:

Varsity:

1. Will play by National Federation rules outlined for the school year
2. 3 out of 5 to 25 (no cap)
3. 5th game to 15 (no cap)

Sub-Varsity:

1. 2 out of 3 to 25 (cap at 30)

6. Parents Night during district play must be done with expediency before the game. (10 min. maximum)
7. Official ball will be announced at the Summer meeting each year.

Basketball

1. Schedule: The high school (boys and girls) district games will be played on Tuesday and Friday nights with three games played in one gym with starting times at 5:00, 6:15, and 7:30 pm. (approx.)
2. Admission for high school games shall be at the discretion of the home team.
3. A list of officials that may be used by the home team must be sent to all district teams no later than one month prior to the district season. This list is to serve as a scratch list and must be returned within one week after receiving it. The scratch list must be honored by the home team.



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- a. The TASO/UIIL officials assigned to call the game must be approved by the visiting coaches and all UIL rules followed concerning officials.
 - b. Notification of change in officials shall be given at least two weeks in advance of the scheduled game or as soon as possible in case of emergency.
 - c. Times and officials scorers must be adults for varsity games.
 - d. TASO/UIIL officials should be used for all varsity games.
 - e. A minimum of two and a maximum of three officials are to be used at varsity district games.
 - i. 1A Girls (Minimum of two maximum of 3)
 - ii. 1A Boys (3 officials required)
 - iii. 2A Girls (Minimum of two maximum of 3)
 - iv. 2A Boys (3 officials required)
 - v. 3A Girls (3officials required)
 - vi. 3A Boys (3 officials required)
 - vii. 4A Boys (3 officials required)
 - f. Home teams pay full cost of officials used. Officials must be agreed upon at least 48 hours of game time. Officials scratched at the beginning of the season are not to be used in varsity games concerning the team in which that particular coach scratched a particular official. Fees will be paid as found in the UIL rule book. The home team is responsible for contacting the visiting team as to the officials at least 48 hours prior to game.
4. Filming and / or flash pictures are subject to approval of home game administrator.
 5. Parents Night during district play must be done with expediency before the game (20 min. maximum)
 6. At the conclusion of a contest, no spectators will be allowed on the court and teams will immediately exit the court and go to the dressing rooms. Coaches are responsible for enforcing sending players to the dressing room after congratulating their opponent. **THIS RULE MUST BE ENFORCED!!! Also, only basketball players in uniforms and proper footwear are allowed to shoot during halftime preceding the game they will play. i.e. Varsity shooting during halftime of JV game.**
 7. Music will be permitted during warm-up only. The home school administration will be responsible for monitoring the sound system and the music.
 8. Official game ball will be given at the Summer Meeting.



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9. The home team will provide water and cups for all home and visiting participants.

10.		<u>Time by Quarters</u>
	Varsity	- 8 minutes
	9 th / JV	- 7 minutes

Baseball / Softball

1. Admission:

The decision to charge admission is at the discretion of the home school.

2. Softball Time and Game Procedures

Suggested game times:

Junior varsity games will begin at 3:00 PM. No inning after 4:20 PM, drop dead time will be at 5:30 PM. Varsity softball schedule:

5:40 – Visiting team warm up

6:50 – Home team warm up

7:00 – National anthem, starting line-up, game

All varsity games are suggested to begin on weekdays no later than 6:00 pm. The start times may be delayed by the umpire due to safety concerns. If the positioning of any of the fields and the setting sun pose a safety hazard to the participants, the umpire may opt to delay the game for safety concerns.

If only one game is to be played, game times may be altered with an agreement by both teams with at least 2 days of prior notification.

3. Baseball Time and Game Procedures

Weekday Junior varsity games will begin at 4:00 PM. No inning after 5:45 PM, drop dead time will be at 6:00 PM. Varsity Baseball schedule:

7:00 – Home team warm up

7:15 – Visiting team warm up

7:30 – National anthem, starting line-up, game

All varsity games will begin at 7:30 pm. The start times may be delayed by the umpire due to safety concerns. If the positioning of any of the fields and the setting sun pose a safety hazard to the participants, the umpire may opt to delay the game for safety concerns.

If only one game is to be played, game times may be altered with an agreement by both teams with at least 2 days of prior notification.

4. Varsity Softball/Baseball games will consist of seven (7) innings of play. See Suspended game rules in general policies.

- a. The 15 run rule (Softball only) after four innings (3 ½) if the home team is ahead and the 10 run rule after five innings (4 ½) if the home team is ahead will be enforced.



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- b. Contract two TASO/UIL officials.
 - c. Official balls will be designated at the Summer meeting.
4. In baseball or softball, all tie games all will be played until the tie is broken.

Track & Field

Rules: Will follow UIL Track & Field Manual and National Federation Rule Book.

- a. Awards for track will be determined and purchased through the DEC.
- b. PARENTS of participating athletes on field or inside field event boundaries during prelims or finals or field events must stay in designated areas.
- c. For all state qualifiers, **schools** will pay all entry fees.
- d. No events in the district meet will start until ALL judges are in proper place and position.

ATHLETIC TRAINING INFORMATION

- Water and injury ice should be provided for both teams for all sporting events.
- It is recommended that an ambulance, or certified trainer, be in attendance for all high school football games (varsity, junior varsity, and freshman).
- If employed by the individual school, an Athletic Trainer shall be in the area / on call for all high school home games for all sports unless previous notification is given to the host head coach of the individual sport affected.
- The National Athletic Trainers' Association (NATA) lightning policy shall be in effect for all outdoor district contests.
 - a. When lightning is spotted in the area one or more of the following should be notified:
Head coach, administrator in charge, head official.
 - b. When using a flash to bang* count of 30 seconds (lightning within six miles of site) the event will be suspended and all contestants, coaches, and fans should seek safe shelter**. The suspension will be for a minimum of 20 minutes from the last lightning strike within a six-mile distance to game site. Every time there is a lightning strike within six miles using a flash to bang count of 30 seconds the 20-minute suspension period restarts.



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Each 5 seconds between seeing a lightning flash and hearing thunder represents approximately one (1) mile of distance from yourself and the lightning. For example, a flash-to-bang count of 15 seconds would represent a distance of 3 miles.

Safe Shelter includes buildings which people occupy; office buildings; clubhouses; classrooms; gymnasiums. Emergency Shelter (if safe shelter is not available) includes such things as an enclosed car with metal roof; dense cluster of similar height trees/bushes; depressed areas. "Shelters" that are NOT safe – convertible car; golf cart; storage sheds; picnic shelters; portable toilets; single tall objects (i.e. a tree); umbrellas; open fields; bodies of water; hills.