

2019-2020 Coaches Meeting

July 31, 2019



LEADING THE WAY

CCISD Athletics Office

Hours

Monday - Thursday 7:00am – 5:00pm

Friday 7:00am – 4:30pm

Main number: 281-284-2845

Debbie Fuchs, dfuchs@ccisd.net
281-284-0087

Jimmy Grier, jgrier@ccisd.net
281-284-0084

Marci Petterson, mpetterson@ccisd.net
281-284-0128

Laura Hatten, lhatten@ccisd.net
281-284-2845



Why are we here? Over 6,000 Student Athletes!

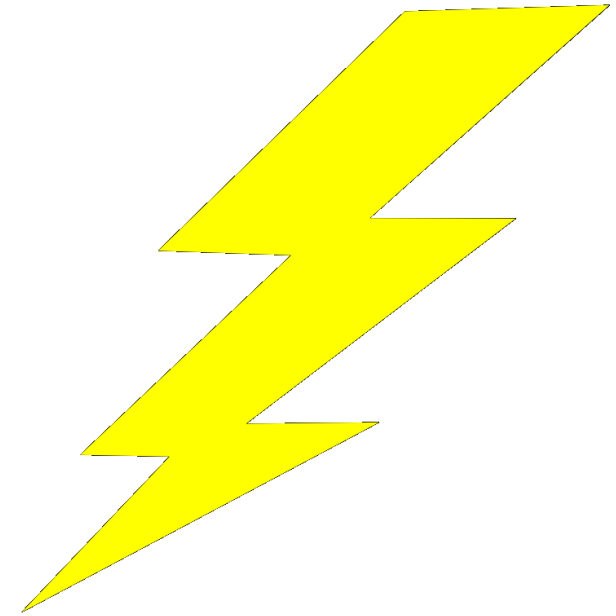


CCISD Welcomes Stephen Mackey



Athletics Handbook

Emergency Procedures



Jessica Morales

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Emergency Procedures

In the event of an emergency when an athletic trainer is not present, the coach present at the scene is responsible for handling the emergency.

1. Check athlete.
2. Call for help.
 - If you feel the athlete is in immediate danger or if you feel uncomfortable with the situation, CALL 911!!!
 - If it is a non-emergency, contact an Athletic Trainer.

Turbulent Weather

Coaches of all sports must be acutely aware of the potential for turbulent weather. If at any time the weather becomes threatening due to lightning, hail, etc., a coach is to immediately move all athletes to safe areas until the weather clears. For guidelines concerning Heat index warning, and Lightning, please refer to Weather policies for details.

**If at all possible, cancellations should be made by 2:00 pm to avoid unnecessary travel.

CCISD Lightning Policy

All physical education teachers, athletic trainers, coaches, playground monitors, marching band instructors, school administrators and other appropriate personnel should be aware of safety precautions during inclement weather.

- Have an evacuation plan and follow it.
 - Determine where and how the group will evacuate
 - Evacuate to the closest, safe structure (NOT dugouts, storage buildings, press boxes or under trees)
 - Avoid metallic objects like metal bleachers, flagpoles, power lines, standing water.
 - Do not be the highest object, close to a high object, or connected to one.
 - Communicate this plan to the student group
 - Have a planned evacuation procedure and signal
- Be aware of weather predictions before the outdoor activities. Monitor weather conditions on a radio.
- Use Telvent (WeatherSentry Online) weather system as the primary warning system.
- Use the 40-40 Rule (Flash to Bang) as a secondary precautionary system.

Turbulent Weather

Telvent

Telvent will be used as the primary warning system for CCISD when possible. The 40-40 Rule (Flash to Bang) will be secondary.

Lightning alerts come for the first strike within each range via text message. These ranges are set at 8 and 10 miles. You DO NOT receive an alert for every strike within a given range, ONLY the first strike.

You will receive an all clear for each range (8 and 10 miles) but it is important to remember that it is not safe to resume activity until you receive the 30 minute all clear for the 8 mile range.

If you notice inclement weather approaching and you are not receiving alerts, use flash-to-bang and common sense.

The 40-40 Rule (Flash to Bang)

When you see the stroke of lightning, count the seconds until you hear the thunder. For each five second count, the lightning is one mile away.

For 40 second count, the lightning is eight miles away.

The National Lightning Institute and the National Weather Service recommend evacuation to a safe structure at that time.

The distance to a safe facility and the number of people involved in the outdoor activity will determine when you evacuate the area.

Wait a minimum of 30 minutes from the last nearby lightning strike (flash to bang count less than 30 seconds) before resuming activities.

Ozone Response Plan Guidelines

Ground-level ozone is the most common air quality problem in Harris and Galveston Counties. Ozone pollution is mainly a daytime problem when temperatures are high, sunshine strong, and winds are weak. When this occurs, ozone can accumulate to unhealthy levels, especially for people with respiratory conditions who are participating in strenuous activities.

The school district has developed a plan to respond to high concentrations of ground-level ozone. The district's plan follows the recommendations for Harris County office of Emergency management and Texas Natural Resource Conservation Commission.

When the district receives an ozone alert from Harris County, district personnel including the high school trainers will carefully monitor ozone levels. When the ground-level ozone reaches unhealthy levels, campuses will be notified of specific ozone warnings.

The levels for the warnings are ORANGE, RED and PURPLE. Based on the ozone warning level, certain strenuous outdoor activities, such as physical education, athletics, marching band, cheerleading, dance or recess will be curtailed for some or all students.

Ozone Response Plan Guidelines

WHEN GIVEN AN OZONE WARNING, CAMPUSES WILL IMPLEMENT THE FOLLOWING GUIDELINES:

ORANGE ALERT

Students in the sensitive groups will curtail all outdoor activities. The sensitive group includes students with respiratory or heart conditions. Trainers, sponsors, directors, nurses and coaches will have developed a list of students in this group based on physicals and health card information. All other students will participate as scheduled.

RED ALERT

Students in the sensitive group will curtail all outdoor activities. All other students will limit outdoor activity to one hour or less if the scheduled outdoor activity is longer than one hour, alternate plans will be implemented.

PURPLE ALERT

All students will curtail all outdoor activities regardless of the duration.

NOTE: If an ozone warning is expected, but has not yet occurred at the time an interscholastic game or event is scheduled to begin, that event may begin as scheduled.

If an interscholastic game or event is scheduled to begin and a warning is in effect, the event should be cancelled, delayed or rescheduled.

Heat Guidelines

Athletic Trainers will notify the coaches, sponsors, and principals when the temperature reaches 104 degrees.

HIGH SCHOOL

- When the temperature reaches 100 degrees or above, all students in the sensitive group may sit out without penalty.
- When the temperature reaches one of the following conditions, all outside practices will choose one or more of the options listed.
 - 104 degrees or above
 - 100 degrees or above AND the humidity is 45% or above
- OPTIONS when conditions are met:
 - Practice will be moved to air-conditioned areas
 - Practice will be called
 - Practice will begin after 6:00 p.m.

INTERMEDIATE

- When the temperature reaches 100 degrees, football players will be dressed in shirts and helmets only. All students in the sensitive group may sit out without penalty.
- When the temperature reaches one of the following conditions, all outside practices will choose one or more of the options listed.
 - 104 degrees or above
 - 100 degrees or above AND the humidity is 45% or above
- OPTIONS when conditions are met:
 - Practice will be moved to air-conditioned areas
 - Practice will be called
 - Practice will begin after 6:00 pm.

All Coaches, Sponsors and Directors are certified in First Aid, CPR and AED. They will receive heat training and lightning safety prior to the start of each school year.



Heat Guidelines

ATHLETES

Athletes should weigh each day before and after practice and have weight charts checked. Generally, a three percent weight loss through sweating is considered safe and over a three percent weight loss is in the danger zone. Over a three percent weight loss, the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.

Observe students carefully for signs of trouble, particularly those who lose significant weight, and the eager athlete who constantly competes at his/her capacity. Some signs of trouble are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance, and unsteadiness.

Heat Illnesses

Disorder	Signs and Symptoms	Treatment
Heat Cramps	<ul style="list-style-type: none"> • Profuse sweating • Cramps in larger muscle groups (esp. in calf, hamstring, quads, abdomen) 	<ul style="list-style-type: none"> • Stop the exercise/activity • Rest in cool environment • Passive stretching involved muscle • Begin fluid consumption
Heat Exhaustion	<ul style="list-style-type: none"> • Weakness, faintness, dizziness • Headache, loss of appetite, nausea • Profuse sweating, chills • Cool, clammy skin • Anxiety, confusion, hyperventilation • Slight temperature elevation (102) • Rapid pulse rate • Usually have heat cramps initially 	<ul style="list-style-type: none"> • Stop activity immediately • Remove from heat immediately and try to place in cool environment to reduce body temperature • Replace fluids immediately • Monitor • If unconscious, get medical care
Heat Stroke	<ul style="list-style-type: none"> • Irritable, aggressiveness, hysteria progressing to disorientation • May collapse and become unconscious • Skin is hot and dry • Strong rapid pulse • Blood pressure falls • Increasingly high core temperature, 106°F or higher • Can come on without a warning 	<ul style="list-style-type: none"> • MEDICAL EMERGENCY • Remove from heat immediately • Cool the body by sponging with cool water and fanning with a towel • The longer the body temperature stays elevated, the greater the risk of death • Transport to a hospital immediately, don't wait on an ambulance

Heat Illnesses

No two students are exactly alike, which means you must constantly monitor all your students or athletes for signs of heat-related illness. Students may try to ignore the seriousness of heat illness, but coaches and directors must take no chances when symptoms appear. Learn to recognize the warning signs of the most dangerous forms of heat illness, heat exhaustion and heat stroke. Be ready to respond with appropriate care.

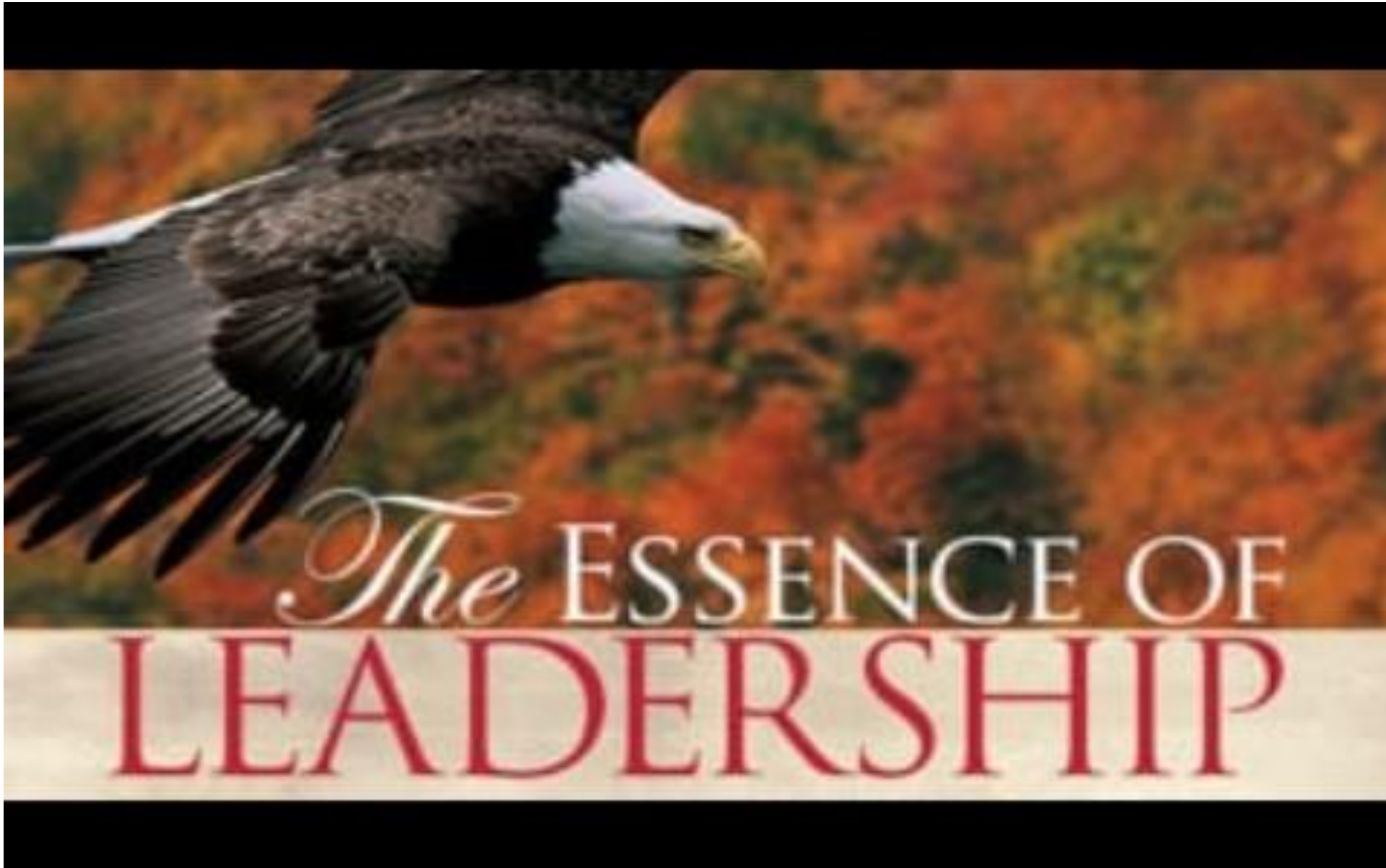
Prevention

- Shade – be sure to identify the spot before the season starts, may have to be indoors
- Water and sports drinks throughout the day
- Drink water during practice
- Water breaks must be taken no longer than 20 minutes apart.
- Allow everyone to drink their fill on water breaks.
- Football – Have child remove their helmets during water breaks.
- Make everyone take a water break even if they feel they don't need it. This is an indication that the body's fluid levels are already too low.
- Stay in air-conditioned areas when not practicing so the body has time to cool itself.
- Avoid caffeine such as tea, coffee, and soda.
- Avoid carbonated drinks.
- Avoid foods high in spice and fat.
- Three proper meals a day a must every day.
- Add a small amount of additional salt on foods.
- If a student has been sick, do not attempt to have him/her go through and entire practice when he/she first returns.
- Encourage these foods/liquids: potatoes, bananas, oranges, and orange juice.
- Always have them wear light colored, lightweight, loose fitting clothes when possible.

Heat Illnesses

Cooling Techniques

- Get to a shady area – identify this before the start of the season
- Use of icy water towels
- Drink water and sports drinks
- Remove equipment and remove tight fitting clothing, if possible
- Remove clothing that is sweat-soaked and replace with dry clothing, if possible
- Identify who the person is responsible for staying with that student
- Know where your phones are if 911 is needed
- Know where your emergency cards are at every practice so parents can be called expeditiously if needed



LEADING THE WAY



Purchasing

Stephanie Dujanovic

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Barbara Hogue

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NEVER ORDER
ANYTHING
WITHOUT A
PROPERLY DRAWN
PURCHASE ORDER.

Ordering without a purchase order is a violation of district policy (CH Local).



REQUEST FOR APPROVAL OF AN
UNAUTHORIZED PURCHASE

Name of CCISD employee completing form: _____

Campus/Department: _____ Phone #: _____

Vendor Name: _____ Vendor #: _____

Budget Code: _____ Amount: _____

Description of Goods/Services: _____

Reason for not following the Purchasing guidelines:

Authorizing Signature: _____ Date: _____
Campus/Department Budget Manager

(Space Below Double Line for Purchasing Use)

Received in Purchasing: _____

Approved by Director of Purchasing and Materials Management _____ Date _____



LEADING THE WAY

Points to Remember

- PO First always
- Use Contract Management & ILA List first for approved vendors
- Must submit a Consulting Agreement Form for all professional services
- All non-contract purchases over \$10,000 must acquire three quotes and call Purchasing for further instruction on how to proceed.
- Reference *Purchasing Guide*
- If you are not sure – ASK PURCHASING

Paperwork





Travel

Business Service Academy

2017

Arbiter Pay™

How the Game is Paid



Online Pay Sheet Submission

2019 Training



Completing Online Pay Sheets

Where to find the Pay Sheet form

Option #1: Enter the below link into an internet browser

<https://forms.ccisd.net/Auth?form=Pay Sheet>

Option #2: Login to [CCISD Single Sign-On](#) found in employee portal

Logging in under the Employee Portal

Go to CCISD Home Page

The screenshot shows the Clear Creek Independent School District website. At the top, there is a navigation bar with links for 'Select a School', 'Language', 'En Español', 'Login', and 'Search...'. Below this is a blue header with the CCISD logo and a menu with 'Job Openings', '@Home', '@School', '@Work', and 'Need Help?'. The '@Work' icon is highlighted with a red box and a red arrow. Below the header is a dark navigation bar with 'EXPLORE CCISD', 'NEWS', 'DEPARTMENTS', 'PARENTS & STUDENTS', 'COMMUNITY', and 'CAREERS'. The 'CAREERS' link is also highlighted with a red arrow. On the left side, there is a vertical menu with 'Explore CCISD', 'News', 'Departments', 'Parents & Students', 'Community', 'Careers', and 'For Employees'. The 'For Employees' link is highlighted with a blue bar. The main content area is titled 'For Employees' and includes a 'Clear Creek / For Employees' breadcrumb. There are three main login options: 1. 'EMPLOYEE access center' with a 'LOGIN' button and a list of services: 'ACCESS: Employee Information, Salary & Benefits, Payroll Checks, Tax Information'. 2. 'TalentEdRecords' with a 'LOGIN' button and a list of services: 'ACCESS: Employment Records, Name Changes, W-4 Changes, Direct Deposit'. 3. 'My CLEAR CREEK EMPLOYEE PORTAL' with a 'LOGIN' button and a list of services: 'ACCESS: Department Information, Docs & Forms, Technology Apps, Toolbar'. A fourth option, 'NEW Single Sign-On Portal/Password Reset Tool', is highlighted with a red rounded rectangle and a red arrow. It shows a 'Single Sign-On Portal' interface with a 'CLEAR CREEK' logo and a 'Single Sign-On Portal' button. At the bottom, there is a link: 'Click here to reset your CCISD password.'

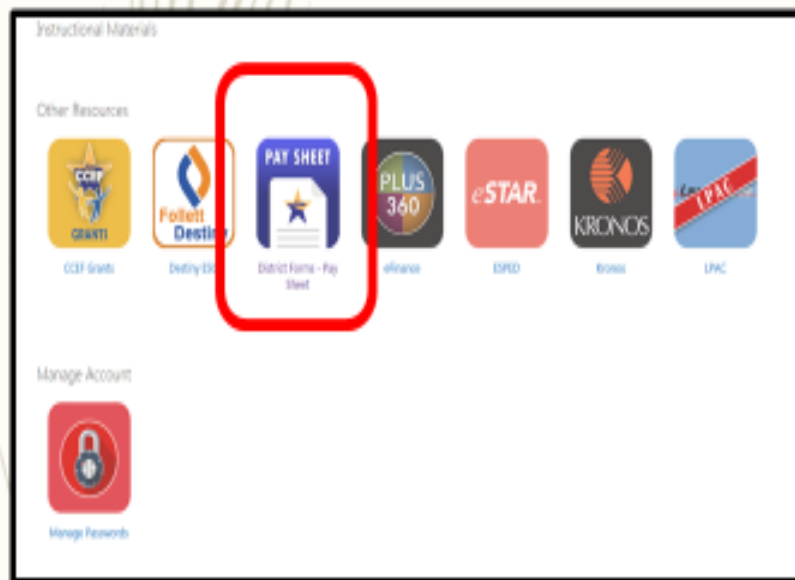
Click @Work icon

Click Single Sign-On Portal

Click on Pay Sheet Forms

Instructional Materials

Other Resources



CCIP Grants

Foflett Destinations

District Forms - Pay Sheet

PLUS 360

eSTAR

KRONOS

LPAC

Manage Account

Manage Passwords

Log in using your CCISD
username & password

Forms Authenticator

Username

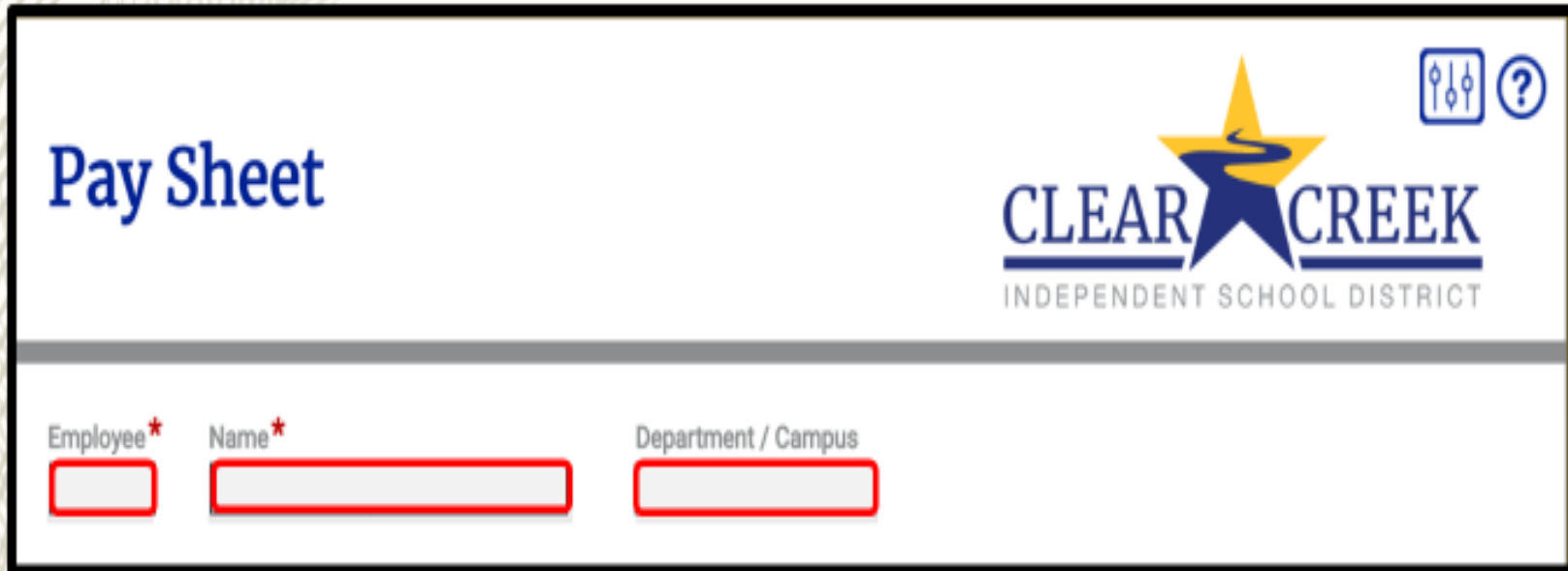
Password

Log in




© 2018 The Clear Creek Independent School District
2424 East Main Street, League City, Texas 77573
Phone 281-284-0000

Employee Info will auto populate

- Employee ID#
 - Full Name
 - Department/ Campus
-



Pay Sheet

Employee* Name* Department / Campus

Choose the correct Job Details

A. Period Worked:

- Enter one Pay Sheet for **all** dates worked the **1st** thru the **15th**
- Enter a separate Pay Sheet for **all** dates worked the **16th** thru **end of the month**

B. Job Description:

- **Choose correct Job Description**
 - Verify with Bookkeeper

C. Category:

- **Choose correct Category**
 - Verify with Bookkeeper

Job Details

Period Worked*

Job Description*

Category*

Fill in Dates and Times

- Enter Dates Worked
- Enter Time In & Time Out
 - Include lunch times, if needed
 - Pay attention to **AM & PM**

Select Overtime boxes for Para Professionals, if needed

Time Worked

Date*	In	Out (Lunch)	In (Lunch)	Out	Hours*	OT (P)	
08/01/2018	7:30 AM	12:00 PM	12:30 PM	3:22 PM	7.37	<input type="checkbox"/>	X
08/02/2018	12:00 PM			3:00 PM	3.00	<input type="checkbox"/>	X
08/06/2018	11:00 AM			2:09 PM	3.15	<input type="checkbox"/>	X

Click "Add" to include multiple dates

Hours will add automatically

Delete entries, if needed

Uploads & Comments

Hours will automatically add and round to nearest quarter hour

Upload Documents if required:

- Sign In Sheets
- Planning Agenda
- Rosters of Students
- Tutor Log

Read Disclosure and click Box

Choose correct payrate option

Hours	Rate	<input checked="" type="radio"/> hourly <input type="radio"/> daily <input type="radio"/> tutoring	Total Pay
<input type="text" value="0.00"/>	<input type="text"/>		<input type="text" value="0.00"/>
Roster/Agenda/Sign in Sheets*			
<input type="button" value="Upload"/>			
Comment			
<input type="text"/>			
<input type="checkbox"/> I hereby declare that the information above is true and correct to the best of my knowledge. All CCISD employees are paid with tax dollars. If employees are overpaid, they are required to reimburse the District. If they are underpaid, the District will reimburse them. Underpayments must be reported within ten business days of receipt of paycheck or employees may waive the right to obtain reimbursement. The assignment of supplemental duties and stipends may change at any time and are not automatically renewed each semester or year.			

Total amount to be paid will calculate, if pay rate has been entered

Include Optional Comments:

- EX: Description of job worked
- EX: Name of Teacher Subbed for

Pay Rates

Pay Rate must be a Published Pay Rate found in CCISD Budget Manual

Verify Pay Rate with Bookkeeper, if needed



The screenshot shows a form with the following fields and options:

- Hours:** Input field containing "0.00".
- Rate:** Input field, currently empty, highlighted with a red box. A red arrow points to it from above.
- Payment Type:** Radio buttons for "hourly" (selected), "daily", and "tutoring".
- Total Pay:** Input field containing "0.00".
- Roster/Agenda/Sign in Sheets*:** Section with an "Upload" button.
- Comment:** Text area containing the text: "Example: PAY RATE ON FILE WITH HUMAN RESOURCES OFFICE". The text "PAY RATE ON FILE WITH HUMAN RESOURCES OFFICE" is highlighted in cyan. A red arrow points to the start of this text from below.

Please indicate in "Comments" box reason for using any pay rate not published in Budget Manual

Final Steps

Submit To:

Choose the Campus/Department Secretary



A screenshot of a web form interface. The form is enclosed in a black border. At the top, there is a dropdown menu labeled "Submit To*" with a small downward arrow on the right side. Below the dropdown menu are two buttons: a blue button labeled "Submit" and a grey button labeled "Save as Draft". A red arrow points from the text "Choose the Campus/Department Secretary" to the dropdown menu. Another red arrow points from the text "Click 'Submit' when done" to the "Submit" button.

- **Make sure Pay Sheet is correct**
- **Click "Submit" when done**

Saving Pay Sheet as a Draft

- You have the option to save a Pay Sheet that is in progress
 - You can return to it later to add more dates
-

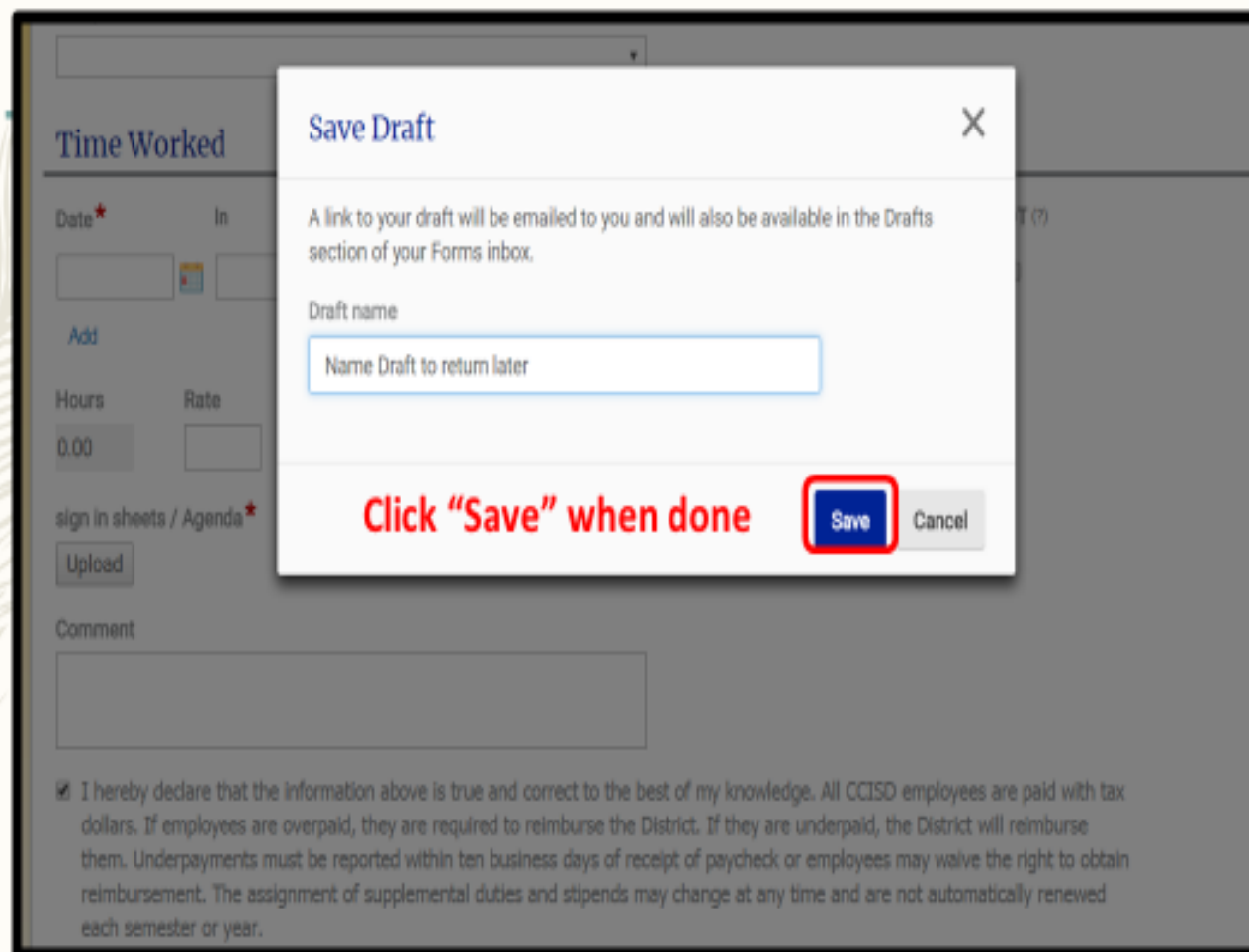


Submit To *

Submit Save as Draft

Click "Save as Draft"

Name your Draft



The image shows a screenshot of a web application interface. In the background, there is a form titled "Time Worked" with fields for "Date", "In", "Hours", and "Rate". There is also a "sign in sheets / Agenda" section with an "Upload" button and a "Comment" text area. At the bottom of the form, there is a disclaimer text starting with "I hereby declare that the information above is true and correct to the best of my knowledge...".

Overlaid on top of the form is a "Save Draft" dialog box. The dialog box has a title bar with "Save Draft" and a close button (X). The main content of the dialog box includes the text: "A link to your draft will be emailed to you and will also be available in the Drafts section of your Forms inbox." Below this text is a label "Draft name" and a text input field containing the text "Name Draft to return later". At the bottom of the dialog box, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red square, and the text "Click 'Save' when done" is written in red next to it.

Click "Save" when done

I hereby declare that the information above is true and correct to the best of my knowledge. All CCISO employees are paid with tax dollars. If employees are overpaid, they are required to reimburse the District. If they are underpaid, the District will reimburse them. Underpayments must be reported within ten business days of receipt of paycheck or employees may waive the right to obtain reimbursement. The assignment of supplemental duties and stipends may change at any time and are not automatically renewed each semester or year.

Open your Draft

Return to Pay Sheet by using link
or through CCISD portal


Forms Authenticator

Username

Password

Log In

Pay Sheet




Employee* Name* Department / Campus

Click on Yellow console box in top
right corner of Pay Sheet (if console
box doesn't appear, click the
question mark, then the back button)

- Choose appropriate draft
by clicking on blue icon
- Continue adding dates and
times to Draft

Forms Console

My Drafts

Form	Entered
 FIN-PaySheet	2018-08-10 12:20

Employee* Name* Department / Campus

5013798 Malinson, Randy R FEDERAL PROGRAMS



MAINTENANCE
DIRECT™



FS
DIRECT™

Work Orders & Facility Requests

Professionalism & Character

You express the truth of your character with
the choice of your actions

-Steve Maraboli

coach

/kohch/ - *noun*

A passionate, dedicated individual who unlocks hidden potential and maximizes a team's performance by believing, encouraging and developing

[See also: 'teacher', 'leader']

Booster Clubs



UPCOMING MEETINGS:
August 22nd @ 6:30 pm
Challenger Columbia Stadium

August 28th @ 6:30 pm
Challenger Columbia Stadium

Julie Smith

jsmith11@ccisd.net

Transportation



Ezell Brown

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Greg Gavins

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Sierra White

sierraw@ccisd.net

Sandra Caster

scaster@ccisd.net



Athletic Director Update 2019-2020

Welcome Dr. Karen Engle

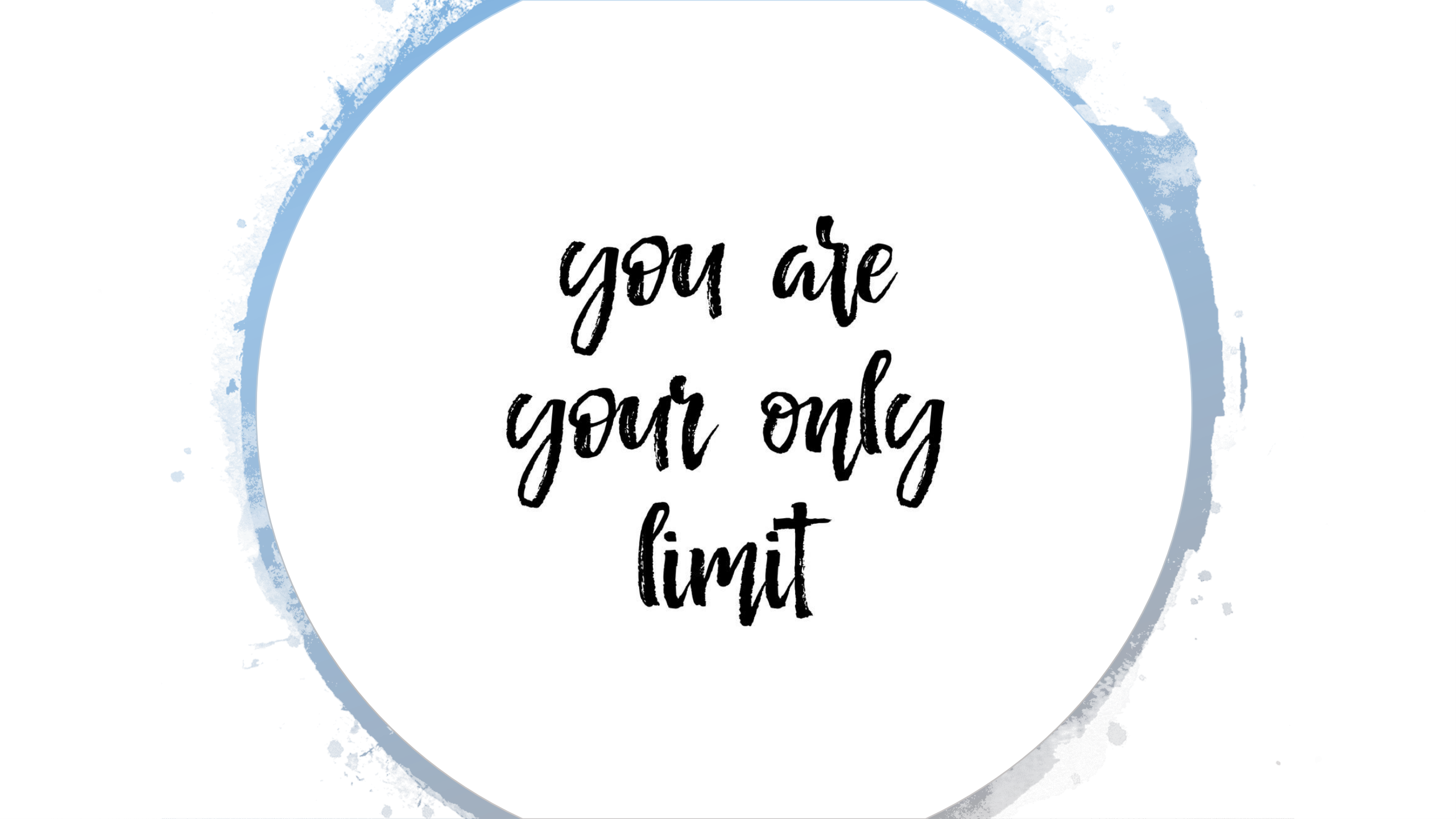
Assistant Superintendent of Secondary Education



Mission Statement

The mission of CCISD Athletics is to create an environment that exemplifies high standards of integrity, sportsmanship, character development, and CCISD Core Values. We will provide student athletes the opportunity to develop into productive citizens through work ethic, discipline, and athletic competition. As CCISD athletic coaches, we will model positive leadership and maintain high standards of character, to ensure that each student athlete has the opportunity to be a champion, on and off the field.





you are
your only
limit