



# Athletic Coaching Handbook

2022-2023

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## Purpose

The purpose of this Athletic Coaching Handbook is to serve as a guide and reference for an understanding among administrators, teachers, coaches, parents, and students of the policies and procedures which help guide and support high school athletic programs within Santa Rosa County. This handbook includes policy, expectations, and best practices relative to athletic administration in Santa Rosa County and is not intended to supersede any FHSAA, district or state policies.

The rules and regulations governing the school district athletic interscholastic athletic programs come from the Florida High School Athletic Association (FHSAA), the National Federation of High Schools, the National Interscholastic Athletic Administrative Association, and the Santa Rosa County School District. Adherence to the procedures and information provided in the subsequent pages will help to ensure opportunities for athletes to further their interest and talent in sports.

It is our hope that all who participate in our athletic programs will gain the necessary tools to be the best they can be and value the opportunity to do something that is both fun and rewarding.

## Philosophy

The major objective of the athletic program in the Santa Rosa County School District is to provide students with interscholastic athletic opportunities to compete in an equitable, sportsmanlike, and wholesome manner.

Interscholastic athletic programs play a vital role in the education of students who participate in them. Through their participation in interscholastic athletics, students are provided character-building opportunities to demonstrate teamwork, honesty, integrity, respect, caring, cooperation, trustworthiness, leadership, tolerance, and work-ethic. These fundamental values enable participants to realize and fulfill their potential as students, athletes, individuals, and as citizens representing their family, school, and community.

Interscholastic athletic programs are designed to enhance the educational experience. The student-athlete is a student first and an athlete second. Every practice and competition are an extension of the classroom and a representation of the school.

Such participation is a privilege, not a right. To earn that privilege, students must abide by the rules and meet the academic performance and personal behavior standards as established by the FHSAA and the Santa Rosa County School District.

Coaching leadership should be of the highest quality and should provide athletes with examples of professional and exemplary behavior. Measurement of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead character, dedication, and integrity should be major objectives of the athletic program.

Every effort should be made to support the athletic program with the best facilities, equipment, and with the most qualified staff available. Coaches, athletic directors, and approved volunteers should teach the specific skills necessary for improvement in athletics and provide guidance in the development of athletic skills, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of athletic practice, preparation and commitment.

## Affiliations

### ***Florida High School Athletic Association***

1. Santa Rosa County High Schools are members in good standing with the Florida High School Athletics Association (FHSAA) that serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic athletic activities of all schools in the state.
2. The purpose of the Florida High School Athletics Association (FHSAA) is to promote, direct, supervise and regulate interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.
3. As a member of FHSAA, schools agree to abide by all of the state by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character and discipline of athletes.
4. The official publication of FHSAA shall be the publication which shall serve as the instrument for periodic communication between the state association and its member schools.

### ***Florida Interscholastic Athletic Administrators Association***

1. Through our affiliation with the FHSAA, Santa Rosa County High Schools are also affiliated with the Florida Interscholastic Athletic Administrators Association (FIAAA) that serves to promote athletics as an integral part of the total educational process.
2. The purpose of this organization is to improve athletic understanding and relationships throughout the state, to foster higher standards of professional proficiency and ethics, to foster a closer working relationship with the FHSAA, and to develop greater unity, uniformity, and fellowship among all members.
3. As a member of the FIAAA, Athletic Directors are provided opportunities for professional growth through accredited Leadership Training Classes and through an efficient system of communication for exchanging of ideas among members throughout the state.

## Athletic Directors Code of Ethics and Responsibilities

The function of an Athletic Director is to develop and maintain a comprehensive athletic program that seeks the highest development of all participants and respects the individual dignity of every athlete. The following guidelines for Athletic Directors have been prepared by the NIAAA (National Interscholastic Athletic Administrators Association).

1. Considers the well-being of the entire student body as fundamental in all decisions and actions.
2. Supports the principle of due process and protects the civil and human rights of all individuals.
3. Organizes, directs, and promotes an interscholastic athletic program that is an integral part of the total educational program.
4. Cooperates with the staff and school administration in establishing, implementing, and supporting school policies.
5. Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.
6. Fulfills professional responsibilities with honesty and integrity.
7. Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators, and the general public.
8. Promotes high standards of ethics, sportsmanship, and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

## Coaches Code of Ethics and Responsibilities

The function of a coach is to educate students through participation in interscholastic competition. An inter-scholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated fairly and with respect, and his or her welfare should always be of highest priority. Accordingly, the following guidelines for coaches have been adopted by the National Federation Coaches Association Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character and integrity.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. The coach shall have mastery of the contest rules and shall teach them to his or her team members.
7. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
8. The coach shall exert his or her influence to enhance sportsmanship of spectators both directly and by working closely with booster clubs, administrators, and other key stakeholders.
9. The coach shall respect and support the contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unprofessional.
10. The coach will not use or direct profanity and/or abusive language towards players, coaches, spectators, or officials.
11. Before and after contests, coaches for competing teams should meet and exchange cordial greetings to set the correct tone for the event.
12. A coach shall not exert pressure on faculty members to give student athletes special consideration.
13. A coach shall not scout opponents by any means other those adopted by league and/or State High School Athletic Associations.

## Head Coach Responsibilities

\*Assistant coaches will assume and assist in helping carry out the responsibilities and expectations listed below.

\*\*It is important to note that the organizational responsibilities listed below are a guide for coaches and does not cover ALL responsibilities and expectations associated with being a head coach or an assistant coach.

### ***Head Coach – Pre-Season Responsibilities***

1. Head coach must make sure all their athletes are eligible with required 2.0 GPA and in good academic standing prior to first day tryouts.
2. Head Coach should meet with assistant coaches and discuss roles, responsibilities and expectations going into the season.
3. Head Coach should submit home schedule to Athletic Director on School Letterhead.
4. Head Coach must make sure all their athletes have passed current physicals and provided proof of insurance on Home Campus before first day tryouts. The Athletic

Director will provide a master list of student-athletes showing required completion for auditing purposes.

5. Head Coach should complete and update game schedule along with practice schedule for the Athletic Director to complete the master schedule for all coaches and administration.
6. Head Coach should submit Team rosters and return to the Athletic Director by their due date and update immediately when an athlete drops a sport or if an athlete is added.
7. Head Coach should assure that medicine kits are updated as needed.
8. Head Coach should hold a mandatory pre-season meeting with students and parents to inform them of his/her philosophy of the program, rules and regulations that they should be made aware and any specific player/parent expectations that should be shared for the success of the program. Head Coach should be prepared to share and discuss...schedules, parent meetings, classroom academic expectations, classroom behavior expectation, school attendance expectations, practice times, team selection policies, parental consent forms, opportunities for parental volunteerism, program needs, fundraising ideas and budget goals.
9. Head Coach should do an equipment/uniform inventory to make sure athletic program needs and expectations are met going into the season.
10. Head Coach in conjunction with the Principal and Athletic Director should oversee, monitor, and supervise his/her outside support organization and make sure that his/her organization is aligned with district and school board protocol and expectations.

#### ***Head Coach – In-Season Responsibilities***

1. Head Coach will complete and submit all official FHSAA roster information in alphabetical order to the Athletic Director by required due date.
2. Head Coach will maintain stats for his student-athletes (varsity only) and provide stats as needed for positive athlete/team recognition.
3. Head Coach will take care of athletic equipment/uniforms and keep accurate records regarding the issuance and collection of that equipment/uniform.
4. Head Coach will monitor and be proactive in addressing any physical health and mental health needs of his/her student-athletes.
5. Head Coach will make a concerted effort in helping to oversee student-athlete academic progress throughout the season by maintaining contact with teachers and guidance counselors as needed.
6. Head Coach is responsible for the security of locker rooms, athletic fields, offices, storage rooms, and all items of equipment following practice and game sessions.



7. Head Coach should meet with school bookkeeper throughout season to make sure adequate funds are available to meet program needs and mandatory costs.
8. Head Coach should meet regularly with his/her Principal and Athletic Director to give updates on how the season is going and any issues or concerns the head coach might be facing.
9. Head Coach should keep communication lines open with program stakeholders.
10. Head Coach in conjunction with Principal and Athletic Director should oversee, monitor, and supervise his/her outside support organization and make sure that his/her organization is aligned with district and school board protocol and expectations.

#### ***Head Coach - Post Season Requirements***

1. Head Coach should arrange a meeting with the Principal and Athletic Director for end of year evaluation and feedback session and submit goals and objectives for the following year.
2. Head Coach should provide a master list to the Athletic Director listing any athlete who did not return school equipment or property(uniform) at the end of the season.
3. Head Coach is responsible for making sure all equipment has been properly stored and accounted.
4. Head Coach should compile, maintain, and submit up to date seasonal statistics and milestones to the Athletic Director for scholastic compliance, individual and team recognition and school historical purposes.
5. Head Coach should meet and have "exit interviews" with all returning players and set off-season team goals and expectations.
6. Head Coach should inform Athletic Director of all varsity letter and team award winners.
7. Head Coaches are required to attend meetings sponsored by the FHSAA and FACA that deal with selecting exemplary players, i.e. All-State Selection.
8. Head Coaches must also fill out the media ballots sent by local newspapers or other media outlets and notify school administration of all athletic honors in a timely fashion.
9. Head Coach should help organize and actively participate with athletic banquet or awards ceremony.
10. Head Coach should attend all district and staff meetings as required.
11. Head Coach in conjunction with Principal and Athletic Director should oversee, monitor, and supervise his/her outside support organization and make sure that his/her organization is aligned with district and school board protocol and expectations.

## Athletic Tryouts

All Pre-Tryout Checklist Eligibility items must be completed, i.e., updated physical, GPA etc.

1. All athletes should be given a fair and equitable tryout evaluation.
2. Coaches MUST utilize an evaluation method in order to keep track of strengths and weaknesses of those trying out for their sport.
3. Efforts evaluated over the tryout period are the most important factors used to determine team selection. Out of season workouts, camps, or other sport participation are not considered as criteria for selecting team rosters.
4. Not everyone who tries out for a team will make it through to the final selection process. Coaches are to collaborate as a staff and together are directly responsible for helping select team rosters. Head Coach has final authority determining team roster.
5. Coaches should be aware of, and sensitive to, the disappointment experienced by players not selected at any level. At the first tryout session, the Head Coach should fully explain the criteria for the selection of players, and the projected schedule of this selection process.
6. Any face to face meeting with student-athlete/parent that was not selected for the team must have at least one other coach or athletic director in attendance to prevent any misunderstanding.
7. When cutting a player, coaches should try to offer them an opportunity to stay connected to the team in a role as a manager, scorekeeper, etc.

## Athletic Trainer

SRCSO has partnered with Andrews Institute to provide certified athletic trainers at all SRC High Schools. Athletic Trainers will work directly with student-athletes, head coaches, and parents and together will assist student-athlete achieve optimal athletic performance and remain safe and healthy while participating. The athletic trainer provides evaluation, assessment, treatment, education, and techniques that can assist in the prevention of athletic injuries for the athletes. The Athletic Trainer also covers athletic events as needed involving our high school interscholastic athletic teams. All injuries should be reported immediately to head coach and/or trainer.

## Medical Supervision

The health and safety of all student athletes is of primary importance during practice and play. The Athletic Trainer ensures that all procedures, provisions, facilities, and equipment for an athlete's medical care are operational and available. Coaches will be required to understand the policies and procedures for preventing injuries, obtaining medical help and treatment, monitoring follow up care, and returning sick or injured athletes to the field.

- Coaches will verify with the Athletic Director that each athlete has passed the required physical examination prior to participation in any tryout, practice, or game.

- Coaches shall be responsible for conducting practices and managing games in a manner that promotes and protects the health and safety of each athlete.
- Coaches shall monitor the physical condition of each athlete during practices and games and ensure and coordinate on- field treatment for any injury or health condition. Any such event shall be communicated to the Athletic Trainer and Athletic Director as required. Any ongoing treatment for relatively minor injuries will be coordinated with the Athletic Trainer.
- Coaches shall report any unsafe equipment or facilities to the Athletic Director and/or school administration.
- In coordination with the Athletic Trainer, coaches will maintain a properly stocked medical kit at all events.
- Athlete's emergency information cards shall always be kept with medical kits.
- An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment.

## Physical Examination

The physical examination of each student-athlete for a sport must be made by a board-certified doctor, before that athlete may participate in a school authorized tryout, practice, or game. A physician must certify, in writing, that a student is fit for such participation. A candidate certified for participation in one sport is not obliged to be re-examined for another sport unless he or she has received significant medical attention while participating in the previous sport. The Athletic Director will maintain a record of physical examinations for each student athlete and will pass on that information to coaches.

Physical examinations are valid for one year from the time they receive official clearance from a board-certified doctor. Each student-athlete is also required to have a valid insurance policy and proof of that policy must be submitted to Athletic Director.

## Concussion Baseline Testing

It is highly recommended that Santa Rosa County Student-Athletes participate in C3Logix Concussion Baseline Test. This test is a pre-season exam conducted by a trained health care professional. Baseline tests are used to assess an athlete's balance and brain function (including learning and memory skills, ability to pay attention or concentrate, and how quickly he or she thinks and solve problems), as well as for the presence of any concussion symptoms. Results from baseline tests (or pre-injury tests) can be used and compared to a similar exam conducted by a health care professional during the season if an athlete has a suspected concussion.

Any student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.

## Accident/Injuries Procedures

Following any injury that occurred during a school sponsored event, coaches must file a *Student-Accident Injury Report Form* and submit to Athletic Director. The head coach also should follow up with student-athlete and/or parent within a reasonable time to check on health status of injured student-athlete. Head coach should immediately notify school administration and/or athletic director of any serious injuries that occur during athletic contests or practices. In the case of minor injuries not requiring the services of a physician, the coach along with certified trainer input will determine when the student-athlete is ready to return to practice and games.

If a student-athlete is injured during the season and is under a physician's care, the student-athlete must obtain a written release from the treating physician prior to resuming active participation in practices and games. If a student-athlete develops a medical condition or is injured outside the season, whether a valid physical exam form is on file at the school or not, and there is any chance that participation in athletics could heighten the seriousness of the condition or render the student-athlete more prone to injury, the Athletic Director reserves the right to request a written clearance from the treating physician prior to declaring the student eligible to participate in athletics.

During a game or practice where the Athletic Trainer is not available, the coach should be prepared as necessary and as follows:

- Assess the injury or illness
- Request immediate on-site medical assistance if required/available
- Conduct first aid
- Request dispatch of medical assistance - 911
- Attempt to contact the athlete's parent or guardian for preferences in type and location of care

***Important Note: A school representative must accompany student-athlete to medical care facility when a parent or guardian is not available.***

- Monitor and communicate athlete's condition to parents or guardian as able.
- A follow-up phone call to the parent(s) or legal guardian(s) should be made to check the status of the injury and treatment received by health care providers.

### ***Reporting***

For injury and illness, a *Student-Accident Injury Report Form* must be filled out in detail by the coach and turned in to the Athletic Director by the following school day. The Athletic Trainer will report all injuries and illnesses to the coaches involved. Coaches will require athletes to report all injuries and illnesses to them in a timely manner.

### ***Follow Up***

The Athletic Trainer will be expected to communicate the status and progress of injured and ill student-athletes to the Head Coach.

### ***Returning Injured and Ill Players***

- All student-athletes kept from play by a parent or guardian due to injury or illness must present a note from that parent or guardian to the Athletic Trainer, giving them permission and clearance to return to play.
- All student-athletes kept from play by a doctor or medical provider must present a note from the doctor or medical provider, to the Athletic Trainer, giving them permission and clearance to return to play.
- The coach will verify with the Athletic Trainer that these notes were received prior to participation in any practice or game by that student-athlete.
- The Athletic Trainer has the authority, relevant to physical condition, to manage the participation of all students in athletic events.

### **Athletic Lockers**

The board reserves the right to inspect/search students' lockers or other school property assigned to students in order to protect the health, safety, and welfare of students. Such searches shall be conducted only if school personnel have reasonable suspicion.

### **Drug Testing**

All athletes who participate in interscholastic athletics may be subject to random drug testing in accordance with the School Board approved guidelines. This will include any random drug testing and designated penalties as required by Florida Statute.

### **Scheduling**

- Scheduling of athletics shall be governed by the rules and regulations as defined and established by the FHSAA.
- All interscholastic schedules (varsity, junior varsity, and freshman) will be done by the head coach and Athletic Director and submitted to Grade Level Director. Grade Level Director will submit to School Board for "official" approval before publication.
- All interscholastic schedules (varsity, junior varsity, and freshman) should be submitted on official school letterhead with names of ALL administrators, athletic director, coaches, and school board approved coaching volunteers.
- All interscholastic schedules that are submitted for school board approval should include the dates and locations (TBD) of ALL FHSAA playoff and State final games.
- Practices should try to be scheduled to not conflict with major school events.
- Early dismissal for away games/matches will be necessary from time to time. Coaches will remind student-athletes of their classroom responsibilities on early dismissal days. It is the student-athletes responsibility to communicate and to be proactive with his/her teachers regarding any make-up work that is missed as a result of athletic contest early dismissal.

- Game postponements and reschedules will be the responsibility of the Athletic Director.
- Decisions on postponements of games and practice cancellations will usually be made prior to noon time. The Athletic Department will make notification to coaches and athletes on school days. If a game or practice is cancelled on a day when school is not in session coaches will be notified and it will be their responsibility to notify their players. It is strongly recommended that a notification system be established early in the season to make the notification happen in a prompt and efficient manner. This notification system should be set up and utilized in a “one way only” team communication distribution.
- Practices or games are not allowed on Sundays under normal conditions. Tournament games scheduled by the FHSAA are allowed on Sundays. Under certain situations ONLY a waiver may be granted to varsity teams for a Sunday practice, but permission from both the Principal and the Athletic Director must be obtained in advance.
- The Athletic Director must approve the participation in any early season jamboree or holiday tournament in any sport.
- The maximum number of athletic contests and preseason games/matches allowed to be played during a regular season per individual sport is set and established by FHSAA.
- Limits of games per week are exclusive of postponed games.
- Seasons of participation are defined according to FHSAA rule.

## Student Athlete Eligibility Requirements (FHSAA)

In order to be eligible for participation in interscholastic athletics, a student must satisfy any applicable Florida Statutory requirements, and meet and fulfill the eligibility requirements adopted by School Board Policy, which includes, but is not limited to the FHSAA eligibility criteria, and the criteria set forth in the Code of Student Conduct.

A student must also maintain the grade point average listed below:

- **Student in Grade 9:** to be eligible in the fall semester of 9<sup>th</sup> grade, student must have been regularly promoted the previous year from grade 8. To be eligible in the spring semester of the 9<sup>th</sup> grade year, a student must have a 2.0 GPA on a 4.0 scale.
- **Student in Grade 10:** Student must have a cumulative 2.0 GPA on a 4.0 scale or have earned a 2.0 GPA in courses taken during the current spring semester and sign an academic performance contract with their school and enroll in and attend summer school as necessary.
- **Students in Grade 11 and 12:** Students must have a cumulative 2.0 GPA on a 4.0 scale.

All high schools in the Santa Rosa County School District are members of the Florida High School Activities Association (FHSAA). Interscholastic athletic eligibility is determined according to the

FHSAA Handbook Operational Bylaws. Additional information regarding FHSAA bylaws can be found at <http://www.fhsaa.org>.

- A. Student-athletes are eligible to participate:
  - 1. At the school in which he/she first enrolls each school year.
  - 2. At the school to which the student has transferred with approval from SRC School Board.
  - 3. A student who transfers to a school during the school year may seek to immediately join an existing team if the roster has not reached the maximum size and the coach for the sport determines that the student has the requisite skill and ability to participate.
- B. Exceptions:
  - 1. A student may not participate in a sport if the student participated in that same sport at another school during the same school year, unless the student is:
    - A dependent child of active duty military personnel whose move resulted from military orders.
    - A child who has relocated due to a foster care placement in a different school zone.
    - A child who moved due to a court ordered change in custody due to separation, divorce, or the serious illness or death of a custodial parent; and/or authorized for good cause in Board policy.
  - 2. The FHSAA does not have the authority to make eligibility rulings on student transfers. The School District has a Student Athlete Eligibility for Good Cause Committee consisting of the High School Director, Middle School Director, Athletic Director from a school that is not related to the eligibility ruling as well as an administrator from a school that is unrelated to the eligibility ruling.

## Athletic Awards

The granting of interscholastic athletic awards to students is based upon achievement, earned distinction, and overall contribution to their team.

### ***Awards Policies***

- 1. The recommended list of award recipients shall be prepared by the Head Coach and submitted to the Athletic Director for the final award based on published criteria.
- 2. All awards shall be granted at a team banquet or awards ceremony established by the head coach. Scheduling a banquet on a Sundays is discouraged.
- 3. Special coaches' awards are determined by head coach and shall be approved by the Athletic Director.
- 4. Certificates of participation will be awarded to all team participants.

5. Any religious venue to be utilized for a team banquet or awards ceremony site must be preapproved by both the Principal and Grade Level Director by submitting Request for Use of Religious Venue Form.

### ***Types of Awards***

Students who are members of an athletic team are eligible to receive the following school awards:

- **Certificates:** will be given out to all team members
- **Letters:** awarded for successful completion of required standards; Each School determines their criteria for earning athletic letter. Student-athletes that receive athletic letter will be provided an opportunity during school year to purchase Letterman Jacket. Head Coaches are to supply a detailed list of their letter winners for the season to the athletic department.
- **Emblems, Bars, Pins:**
  - Metal emblems will be awarded for the first time an athlete letters in each sport.
  - Bars will be awarded for each additional year lettered in that sport.
- **Other Awards:** to be given at the discretion of the head coach.

### **Changing Facilities**

All student-athletes will be provided and will be expected to change in an appropriate changing facility that is conducive to changing and that is secure and private from outside individuals. Appropriate changing facilities include locker rooms and bathrooms. Changing on the bus or in a teacher's classroom is NOT an appropriate and acceptable changing location. Host schools should provide a secure dressing facility which affords privacy. Host schools should provide the officials access to private shower facilities whenever possible.

### **Coaching Certification and Requirements**

- Any coach employed by Santa Rosa County School District in an instructional position must hold a Temporary or Professional Florida Teaching Certificate.
- Any coach employed by Santa Rosa County School District in a non-instructional position must hold a Temporary or Florida Department of Education Professional Athletic Coaching Certificate to qualify for SRCSD Coaching Supplement.
- Any coach not employed by the Santa Rosa County School District in an instructional or non-instructional position, must hold a Temporary or Professional Florida Department of Education Athletic Coaching Certificate to qualify for SRCSD Coaching Supplement.
- Any coach needing specific information on how to obtain a Florida Professional Athletic Coaching Certificate can call High School Athletic Director for information or visit link <https://sites.santarosa.k12.fl.us/files/CoachingCertificationFlyer.pdf>



- All FHSAA member school head coaches, assistant coaches and student-athletes are required to annually view the FREE online education courses before the start of their sport season for the 2022-2023 school year. These videos can be found at [www.nfhslearn.com](http://www.nfhslearn.com). A list of the required videos can be found on your Coaches Clearance Account.

## Communication Expectations

- The head coach is the key link between student-athletes, parents, opponents, and school administration. Coaches are expected to be in communication and be available as needed.
- The head coach should maintain weekly contact with the Athletic Director about schedules, buses, officials, tournaments, team issues and/or concerns etc.
- If there is a problem with an athlete that could lead to disciplinary action, the head coach should make every effort to contact the parents and make them aware of concerns. In addition to the parents, the Athletic Director and school administration must also be made aware of this situation.
- The head coach will maintain open communication with each athlete regarding his/her role on the team and remain open to feedback.
- The “24 Hour Rule” Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. If a parent(s) has an issue, they are to contact the Head Coach 24 hours after the contest and arrange a formal meeting.
- Discussions with parents should take place by establishing a meeting at a mutually convenient time at the school site. Head Coaches are strongly encouraged to have at least one assistant coach present. The extra coach will be able to serve as a witness, take notes, and provide support as needed.
- Head coach should be prepared with stats, game summary information or any other supporting information that will help support stance.
- Profanity from coaches will not be allowed in any capacity or situation while representing school.

## Construction of Facilities

Any facility that is to be built, expanded, re-modeled or altered must receive the approval of the Assistant Superintendent of Administrative Services and the School Principal.

## Disputes

Participation in interscholastic athletics should be an enjoyable, rewarding, and enriching experience for all parties involved. Participation can occasionally become very emotionally charged. In most cases, participation in interscholastic athletics should be an educational and

positive experience for our student participants. However, there can be occasions when participants can clash with coaches. Those types of conflicts should be addressed and resolved as soon as possible. Clarifications of misunderstandings or disputes between athletes, coaches, parents, or any other interested party shall first try to be resolved with the parties involved.

## **Dress Code**

Coaches can establish a dress code. Any dress code established by a coach should first be cleared by Athletic Director before going into effect. Coaches reserve the right to establish a dress code within their sports for reason of appropriate school representation, safety, or uniformity. Violating a sport dress code as established by the coach will normally be disciplined by the head coach unless there are repeated instances rising to the level of a violation of the dress code.

## **Felony or Felony Act (Student-Athlete)**

Any student-athlete who commits a felony act on public school property or property other than public school property and if, in the opinion of the school administrator, the student-athlete's attendance at school will have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled, the student's right and obligation to attend school may be temporarily or permanently removed.

### ***Extra-Curricular Activities Procedures***

1. Arrested: Any student who is arrested for a felony act may be suspended from participation in extra-curricular activities if, in the opinion of the school administrator, the student's continued participation in extra-curricular activities would adversely impact the school.
2. Any student who has been charged, (per accompanying documentation from state attorney's office), will not be eligible nor permitted to publicly represent the school or the school district in any extra-curricular activity until a court rendering.
3. Any student who has been convicted of a felony, adjudicated delinquent or had adjudication withheld will not be eligible nor permitted to publicly represent the school or the school district in any extra-curricular activity for the balance of the school year.
4. A report of an alleged violation of this standard of conduct shall be submitted to the Principal or designee for investigation. If the Principal or designee determines that a violation has occurred, the student and his parent or legal guardian shall be notified in writing of the suspension from the school-sponsored extracurricular activities.

## **Fundraisers**

All athletic programs in Santa Rosa County are self-supporting. Fundraisers are strongly encouraged as they are vital to the budgetary needs and operational success of an athletic program. Athletic Teams are prohibited from requiring or requesting "player/parent dues" to be able to participate in a sport. Parent donations are encouraged, allowed, and accepted but

should NOT be expected. Under no circumstances should a student-athlete be penalized or disciplined for not giving a monetary donation or taking part in a team fundraising activity. All fundraising activities utilizing name, logo, mascot, or trademark of their school, must be approved and signed off by principal or designee.

## Hazing

Santa Rosa County School District does not tolerate hazing. Hazing is referred to any action or situation that endangers the mental or physical health or safety of a student at a school for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanctions of the school. All hazing suspicions/concerns should be reported immediately to school administration. Any student(s) found guilty of hazing will be disciplined accordingly utilizing the Santa Rosa County Code of Student Conduct.

## Host School Crowd Control Responsibilities

1. The host school administration is responsible for the control of spectators before, during and after an athletic contest.
2. The host school administration is responsible for the control and sportsmanship coming from student-sections.
3. The host school administrator on duty has authority to remove any spectator that demonstrates any inappropriate and offensive behaviors that creates a hostile athletic environment.

## Host Schools' Responsibilities to Officials

1. An authorized representative of the host school shall greet the officials upon their arrival.
2. The host school should provide a private, secure place for the officials to park.
3. The host school should provide a secure dressing facility which affords privacy.
4. The host school should provide the officials access to private shower facilities whenever possible.
5. The host school should provide the officials with refreshment (i.e., water and/or sports drinks) during halftime intermission, following the conclusion of the contest and other appropriate times.
6. The host school must provide pregame, halftime and postgame security for the officials. A school official or principal's designee must escort the officials to and from the playing field or court to prevent any type of harassment.
7. The host school principal, principal's designee or game administrator must indicate to the referee or umpire his/her location should a situation develop where assistance is needed during the contest. The contest coaches should not serve as the principal's designee or game administrator.

## Locker Rooms

- Head Coaches should implement expectations regarding locker room behavior and decorum as part of the routine planning process.
- Coaches should be visible and have a presence. Supervision minimizes bad behavior.
- Coaches should be vocal and define the expectations for student-athlete locker room behavior.
- Coaches should listen carefully this means being aware of what is going on in the locker room.
- Coaches should demonstrate foresight and leadership in order to limit the risks in the locker room.
- Coaches should seek assistance from the athletic director or school administration if they are struggling with the process.
- Head Coach should develop a rotating plan for supervising the locker room involving the entire coaching staff.
- Only coaches and players are allowed in the locker room. Friends and family members are not allowed in the locker room before, during, or after practices or games.
- Coaches and student-athletes are expected to keep their lockers and the surrounding locker room areas clean.
- A student's athletic locker is the property of the Santa Rosa County School District. School officials reserve the right under reasonable suspicion to search the locker, with or without the student's permission, knowledge, or consent if it is deemed necessary to do so by school administration for the safety and security of students and staff.
- Student-athletes are not allowed to "hangout" in locker room before or after practices and/or games. Prior to and after practices and contests, all students are to shower, get dressed, and leave the locker room immediately. Horseplay will not be tolerated
- Student-athletes are not allowed to eat their lunch in locker room during the school day.
- Head Coach is responsible for making sure locker room is locked up and secured so that "outsiders" do not have access. If locker room can't be secured, inform athletic director or school administrator immediately.
- Any misconduct in the locker room will result in disciplinary action as defined by the Santa Rosa County Code of Student Conduct.

## Outside Support Organizations – Booster Clubs

The Santa Rosa County School Board approved Outside Support Organization Manual outlines policies, procedures, expectations, and guidelines for the operational use of outside support organizations to support and enhance our athletic programs. This document can be accessed at <https://sites.santarosa.k12.fl.us/files/opdocs/OutsideSupportOrganizations.pdf>.

The School District encourages citizens to form Outside Support Organizations (OSO). These organizations support individual schools or activities at a school. Examples of such organizations include the PTO/PTSO and booster clubs.

Our booster organizations are a vital part of our athletic and extracurricular programs. The funds provided by our booster organizations are to support and enhance the athletic or extracurricular program. A booster organization's major function is to support and raise funds for the various athletic and extracurricular programs. Booster organizations are not charged with making decisions that affect the operation of the sport area or activity. Decisions concerning the operation of the sport area or activity are **solely** the responsibility of the coach/sponsor under the authority of the principal and athletic director. Directors (Athletic, Band, and Choral) of each school have complete authorization of conduct, supervision, and management of all booster/parent support groups in their respective areas. (Directors report directly to the Principal or his/her designee).

## Public Relations

- Report varsity game scores and other pertinent statistical information to the MaxPreps website in a timely manner.
- Report varsity game scores and any "positive" pertinent statistical information to all area newspapers immediately following any contest.
- Provide a brief game description for the school's morning announcements if applicable.
- College scholarship signings are a special event in the life of our student-athletes, their families, and their school. The list below gives a brief outline of specific responsibilities required for athletic signing. Athletic Directors at each school will identify 4 specific "signing dates" during the school year for student-athletes who are receiving a scholarship to participate. The following steps should take place.
- The student-athlete should notify the head coach and the athletic director their desire to have a formal athletic signing at their school. The student-athlete will work with athletic director at their school to determine specific signing date. The student-athlete/family will be responsible for providing ALL college memorabilia to be used at the signing table. Any reception following the signing will be provided by the family. Athletic directors at each school will be responsible for notifying local media and for arranging photographs of the event.

## Solving Conflicts (A mutual understanding for Coaches, Athletes and Parents)

- If a conflict arises during a practice or a contest, follow the 24-hour rule prior to having a conversation with a parent. Given the emotional nature of athletics it is much more constructive to handle conflicts after some time has passed.

- If a conflict cannot be resolved between the athlete and the coach, the athlete should make an appointment to see the Athletic Director.
- If the problem is still unresolved, then the parent should contact the coach.
- Only if the problem cannot be resolved with the coach, should the parent contact the Athletic Director.
- These are the steps to be followed until a resolution of the problem is reached:
  1. Athlete > Coach
  2. Athlete > Coach > Athletic Director
  3. Parent > Coach
  4. Parent > Coach > Athletic Director
  5. Parent > Coach > Athletic Director > Assistant Principal > Principal
  6. Parent > Coach > Principal > Grade Level Director

## Sportsmanship Expectations – Coaches

- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards on and off the fields and courts.
- Respect the integrity and personality of ALL athletes.
- Abide by and teach the rules of the game in letter and in spirit.
- Instruct all players and fans in proper sportsmanship responsibilities and demand it from them.
- Respect the integrity and judgment of the officials. Treat them with respect even when you do not agree with their calls.
- Display modesty in victory and graciousness in defeat in public and in the media.
- Do not use profanity, obscene language, or improper actions.

## Sportsmanship Expectations – Spectators

Santa Rosa County School District is proud of its athletic programs and holds its student-athletes to high standards of conduct and sportsmanship. In order to portray good sportsmanship also on the part of our fans, we have the following expectations for our spectators:

- Praise student-athletes in their attempts to improve themselves. Participation in interscholastic athletics provides learning experiences for students and mistakes are made.
- Be a positive role model through your own actions by censuring those around you whose behavior is unbecoming.
- Remember that you are at a contest to support and cheer for your team.
- Learn the rules of the game so that you understand what is going on.
- Respect the integrity and judgment of contest officials even if you disagree with them.
- Refrain from the use of controlled substances (alcohol, tobacco, drugs, etc.) at any time.
- Recognize and show appreciation for an outstanding play by the other team.

- Show respect for opposing players, fans, and coaches.
- Support school administration in their efforts to emphasize the educational benefits of interscholastic athletics.

### ***Sportsmanship Expectations – Student-Athletes***

All student-athletes are expected to adhere to the following expectations of good sportsmanship both on and off the field of play:

- Accept and understand the seriousness of your responsibility and the privilege to represent your school and your community.
- Live up to the standards of good sportsmanship established by your coach, your school, your parents/guardian, and the Santa Rosa County School District.
- Treat your opponents with mutual respect.
- Refrain from taunting, trash-talking, or making derogatory remarks to your opponents before, during, and after the contest.
- Refrain from intimidating behavior or drawing attention to yourself.
- Respect the judgment of officials even if you disagree with their judgment.
- Win with humility; lose with grace. Do both with dignity.

## **Supervision**

Supervision is one of the most important responsibilities of a coach.

1. Coaches are not permitted to leave practices or games until all players have been picked up or have left the school grounds.
2. Coaches are required to monitor and supervise locker room activity.
3. Head Coach of sport or program will be expected to ride bus to and from athletic contest for required supervision. Any deviation from this expectation must be approved by the principal.
4. Head Coach is directly responsible for supervising all school board approved volunteers assisting with sports program. Level 1 volunteers are not permitted to be alone with student-athlete(s).

## **Santa Rosa County Schools Recommendations for Supplements**

1. All personnel receiving supplements may be called upon to substantiate additional hours beyond the regular day.
2. The appropriate contest schedule and practice schedule will be kept on file in the Grade Level Director's office.
3. No more than three supplements will be paid to any individual for athletic activities
4. The maximum supplement amount per person allowed is 36%
5. Any person receiving two supplements in the same sport must conduct two separate practices in which practice times do not overlap.

## **Supplemental Contract Employee Evaluation**

SRC Supplemented Coaches will be evaluated by school administration in four specific areas.

1. Relationship with students, parents, and community
2. Compliance with all district and school policies
3. Management of Program Responsibilities
4. Positive Performance and Results

\*Supplemental Evaluations must be completed by May 30<sup>th</sup> each year.

\*Evaluation will be on file at the school where the supplemental services are rendered.

## Team Captains

The role of a team captain is a very special role because the team captain is expected to set the tone for the rest of the players on the team by actively assuming a leadership role and by setting a good example – on and off the field of play. The team captain selection process is determined by head coach of the program. Head coaches are not required to have team captains and are also not limited to only one team captain per athletic team. Team captain designation is not exclusive for senior student-athletes only, these decisions are at the discretion of head coach.

## Title IX

Title IX is a federal law enacted in 1972 which protects individuals in education programs or activities from discrimination based on sex. It states that *“No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.”*

Title IX applies to all aspects of education and related programs, not just athletics. It requires that equal opportunities be provided for members of both sexes. It does not require that each team receive exactly the same services and supplies, but rather that the male and female programs, receive comparable levels of service, facilities, supplies, etc.

## Transportation

The head coach is responsible for establishing and arranging transportation to and from a school sponsored athletic contest. In most instances, transportation will be provided in the form of a district school bus. An approved rental vehicle or charter bus may be deemed appropriate by the principal. No contract or reservation for travel by approved rental vehicle or charter bus will be initiated without approval of the school principal or designee. Head coaches are expected to provide their athletic teams and/or student-athletes transportation accommodations for the following:

1. Travel to pre-season and regular season contests.
2. Travel to any regular season contests.
3. Travel to all contests that are part of the FHSAA state series. (District, Regionals, State Finals).
4. Travel to off campus practice facilities as approved by the Director of High School Education.



It is the responsibility of the head coach to plan and make arrangement for transportation for his/her team. Head coaches should work directly with Athletic Director to make certain that all transportation needs are properly covered. It is highly recommended that bus requisitions be filled out and returned to the Athletic Director as soon as your athletic schedule is completed.

In an effort to meet the transportation needs for our athletic teams at our high schools, all coaches are encouraged to obtain a CDL license. The Athletic Director will periodically send out memos to inform unlicensed coaches of classes provided by the county. Any school bus driven by a paid driver funds will be taken out of the high school's internal account for that specific sport.

It is the responsibility of the coaching staff using the bus to ensure that the buses are left clean and presentable for use at the end of a trip. Prior to leaving, coaches will be responsible for making sure that all windows are pulled up and bus door is closed. Also, coaching staff will make sure that the bus is swept out after use to make sure all dirt and garbage is removed for next athletic team or group to utilize. Schools should provide brooms for each activity bus at their school site so coaches and staff members can utilize when needed.

The use of vans and other rentals is permitted by Santa Rosa County. It is important to know that 12 passenger vans are not allowed to be utilized as source of transportation. Also, it is NOT PERMITTED for coaches to transport student-athletes in their own personal vehicle. Any questions associated with transportation needs or concerns should contact their athletic director or school administration for guidance and direction.

In the event of any type of accident or malfunction with the bus (minor or major) the head coach or designee should report the accident/malfunction immediately to the Athletic Director and/or school administration. The Transportation Office in conjunction with school officials will give explicit directions to the head coach and driver as to the correct actions needed to ensure safety for our student-athletes and coaches.

## Unsportsmanlike Conduct

Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with SRC Schools shall adhere to the principles of good sportsmanship and the ethics of competition before, during and after all contests in which they participate and/or attend.

## Unsportsmanlike Act by a Student-Athlete (FHSAA)

Student-athletes who commit unsportsmanlike acts before, during or after a contest will be subject to FHSAA suspension and possibly team disciplinary consequences.

1. **Level 1 Suspension.** A student-athlete who commits an unsportsmanlike act or flagrant foul for which he/she is ejected from the game/contest will be ineligible to compete for the remainder of that contest and for a minimum of the next two contests. For football, the student-athlete will be ineligible for a minimum of the next football game.
2. **Level 2 Suspension.** A student-athlete who receives a second Level 1 Suspension or commits unsportsmanlike act in FHSAA Bylaw 7.2.1, will be ineligible to compete, at a

minimum, in the next interscholastic athletic contest, for a period of up to a maximum of the following:

- Baseball, Basketball, Soccer, Softball and Volleyball – 12 contests
- Lacrosse and Tennis – 9 contests
- Cross Country, Swimming and Diving, Track & Field, Flag Football and Weightlifting – 6 contests
- Football and Competitive Cheer – 5 contests
- Golf – 8 contests
- Wrestling – 10 contests

3. **Level 3 Suspension.** A student-athlete who receives a second Level 2 Suspension or commits an egregious unsportsmanlike act, as determined in the sole discretion of the FHSAA Executive Director, will be ineligible to compete in the next interscholastic athletic contest in any sport for a period of up to one year.

## Volunteer Coaches

Individuals interested in becoming school volunteers must submit a Volunteer Application and Preference Checklist and a Security Background self-disclosure form to a District principal for eventual School Board approval. School volunteers shall meet level one (1) or level two (2) screening requirements as determined by the nature of the volunteer activity(ies). A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.

Individuals are not cleared to volunteer in any capacity until school board “officially” approves.

Head Coach determines volunteer needs for his/her athletic program.

## Weight Room

Student-athletes may not use the weight room unless they are under the direct supervision of a coach or other qualified adult, and are expected to follow all safety precautions, including proper spotting, at all times.