Athletic Department Policies- Rules and Regulations

All Bishop Snyder High School athletic department personnel are expected to follow the policies, rules and regulations contained within this handbook. They are intended to supplement FHSAA bylaws and regulations, as well as other documents pertaining to athletic extra-curricular activities at Bishop Snyder High School and to clarify the expectations of BJS athletic department staff members.

Statement of Philosophy

The Department of Athletics of Bishop John Snyder High School sets before itself the challenges of providing young men and women the opportunity to take part, compete, and achieve in an athletic program that stresses self-esteem, personal pride, and achievement. The philosophy of the Department of Athletics coincides with the overall philosophy of the school. We must first, however, understand that the student-athlete is the sole foundation of the department and his/her needs must be considered first. The example we set should be his/her model for honesty, patience, citizenship and religious values.

Athletics and Academics

It is our responsibility to see that the students involved in the athletic program succeed first in academics. Our role will be such that the student will realize that our concern is both academic AND athletic success and achievement. We must properly motivate and support the student both academically and athletically.

Loyalty

Loyalty is of the utmost importance in this department. For us to be truly successful - trust, dedication and respect must go hand in hand. Each coach must treat his/her co-worker with the same respect in which he/she would like to be treated. At no time is public criticism to be a part of the department.
Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she is the coach’s own, and his or her welfare should be uppermost at all times.

Accordingly, the following guidelines have been adopted by the Bishop John Snyder Athletic Department.

The coach shall:

☐ remember that he or she is a representative of the Catholic Church and the teachings of the Church are in the forefront of all we do.
☐ be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, never place the value of winning above the value of instilling the desirable ideas of character.
☐ at no time verbally or physically abuse a student-athlete. The use of profanity, whether directed at an individual, team, or in conversation will not be tolerated.
☐ uphold the honor and dignity of the profession. In all contact with student-athletes, officials, athletic directors, school administrators, the FHSAA, media and public, the coach shall strive to set an example of the highest ethical and moral character.
☐ take an active role in the prevention of drug, alcohol, and tobacco use and abuse.
☐ promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
☐ master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
☐ exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, parent groups, and administrators.
☐ respect and support contest officials. The coach shall not indulge in conduct which will incite players or spectators against officials. Public criticism of officials or players is unethical.
# Bishop Snyder High School

## Interscholastic Athletics

### 2011-2012 School Year

<table>
<thead>
<tr>
<th>Season</th>
<th>Sport</th>
<th>Teams</th>
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<tbody>
<tr>
<td>Fall</td>
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<td>Boys</td>
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<td>Boys</td>
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<td>Girls</td>
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<tr>
<td>Winter</td>
<td>Basketball</td>
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<tr>
<td></td>
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<td>Boys/Girls</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>J.V. Soccer</td>
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<tr>
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<td>Weightlifting</td>
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<td>Baseball</td>
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<tr>
<td></td>
<td>J.V. Baseball</td>
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</tr>
<tr>
<td></td>
<td>Lacrosse</td>
<td>Boys</td>
</tr>
</tbody>
</table>
Organizational Structure

Requests and problems are to go through proper channels according to the illustration below:

**Principal**
**Director of Athletics**
**Assistant Director of Athletics**
**Head Coach of each sport**
**Assistant Coach of each sport**

Director of Athletics

The Director of Athletics is responsible for the school's overall athletic program to ensure that all activities associated with the athletic program are consonant with the overall mission of the school.

Specifically, the duties of the Director of Athletics include:

1. ensuring that in all aspects of its athletic program, the school complies entirely with the regulations of the Florida High School Activities Association and the Southern Association of Colleges and Schools
2. recommending to the Principal the appointment of coaches for the various sports that comprise the athletic program at the school
3. maintaining an inventory of all athletic equipment owned by the school
4. supervising the proper maintenance of all athletic fields and the gymnasium and recommending to the principal repair and/or replacement of any equipment
5. arranging for proper and sufficient additional security when needed at school-sponsored athletic events
6. ensuring that proper and sufficient chaperones are provided for all away-from-school sponsored athletic events
7. reviewing and approving scheduling of games by coaches
8. preparing, submitting, and monitoring the Athletic Department budget
9. serving with the principal and director of development as liaison to the Booster Club.
10. attending school board meetings and accepting appointment to school board committees
11. assuming other administrative duties assigned by the Principal.

Assistant Director of Athletics

The Assistant Director of Athletics is appointed by the Director of Athletics and reports to the Director of Athletics. The assistant will support the responsibilities of the Director of Athletics by:

1. Ensure student athlete eligibility is completed for each team during the course of the school year.
2. Coordinate the operation of game day events by scheduling staff to man gate, operations and other needed positions.
3. Assist in procuring, completing and sending athletic contracts for contests at Bishop John Snyder High School.
4. Conduct coaches meetings as requested by the director of athletics as these meetings pertain to the operation of seasons.
5. Assist the Director of Athletics in updating, and publishing the Athletic policy handbook.
6. Create and maintain data base of physicals and medical releases for all student athletes at Bishop John Snyder High School.
7. Maintain and update coaches’ files.
8. Serve as game administrator for female sports.
9. Check references for new coaches and staff.
10. Write check requests for athletic purchases
11. Maintain umpire database
12. Perform other duties as assigned by the director of Athletics at Bishop John Snyder High School.

**Head Coach - Job Description**

The head coach is directly responsible for all aspects of his/her program. Specific duties include:

1. Report directly to the Director of Athletics
2. Serve as game day manager of his/her sport which includes preparation of facility, and operations of concession stand
3. Maintain facility
4. Secure/lock all areas
5. Prepare roster and eligibility for FHSAA
6. Ensure all students attending try outs have a completed physical and participation form on file in the athletic office.
7. Schedule all games and prepare a schedule for the Director of Athletics to complete game contracts
8. Assign duties to assistant coaches involved in his/her sport
9. Inventory equipment
10. Prepare budget and execute budget
11. Dress appropriately for all meetings and practices
12. Abide by all the Rules & Regulations for athletic contests as established by the FHSAA

**Assistant Coach - Job Description**

The assistant coach is responsible for performing the duties assigned by the head coach. He/she is to be familiar with and abide by all rules and regulations for the particular sport and those established by the FHSAA.
Eligibility

Each coach must know the eligibility requirements for his/her particular team. In order for an athlete to be eligible for competition his name must appear on the Eligible Team Roster on C2Cschools.com.

NO STUDENT MAY PARTICIPATE IN ANY PRACTICE WITHOUT FIRST CLEARING WITH THE DIRECTOR OF ATHLETICS THAT HE/SHE HAS FULFILLED ALL THE REQUIREMENTS.

The following procedure is to be followed:

1. In the preseason meeting, the names of all students who wish to tryout for the sport must be obtained and provided to the Assistant Athletic Director. Only enter student Name alphabetically on the Eligibility Checklist form. No other information is needed. This form can be found on Department on Pope...Athletics...Forms...BJS Athletic Eligibility Form.

2. Submit the roster to the Assistant Director of Athletics prior to the first practice for clearance on the following:
   a. annual physical form
   b. BJS medical release/parental consent form
   c. FHSAA parental consent.
   d. affidavit of compliance with policy on athletic recruiting – all transfer students

3. Upon completion of the Roster/Eligibility Checklist, the student/athlete will be entered as having fulfilled all requirements to participate. No student should be allowed to participate in a practice without clearance.

Florida State High School Activities Association
Regulations-in-Brief

These guidelines are furnished in this handbook so that they will contribute to a better understanding of the Association’s rules by our coaches and potential student athletes. Please see the Director of Athletics or the Principal if you have questions or need further explanation of details and exceptions.

To be eligible to represent Bishop John Snyder High School in an athletic contest, a student:

1. Must be regularly enrolled and in regular attendance at your school. If the student is a home education student or attends a charter. school, the student must declare in writing his/her intention to participate in athletics to the school at which the student is permitted to participate. Home education students must be approved by the FHSAA office prior to any participation. (FHSAA Bylaw 9.2)
2. Must attend school within 10 days of the beginning of each semester to be eligible during that semester. (FHSAA Bylaw 9.2)
3. Must maintain at least a cumulative 2.0 grade point average on a 4.0 unweighted scale prior to the semester in which the student wishes to participate. This GPA must include all courses taken since the student entered high school. A sixth, seventh or eighth grade student must have earned at least a 2.0 grade point average on 4.0 unweighted scale the previous semester. (FHSAA Bylaw 9.4)

4. Must not have graduated from any high school or its equivalent. (FHSAA Bylaw 9.4)

5. Must participate at the school in which the student first enrolls (attends), or at which the student first takes part in an athletic practice, at the beginning of the school year. (FHSAA Bylaw 9.2)

6. Must transfer schools before the school year begins unless they move. A qualified transfer student will be eligible for competition on the sixth school day of attendance if they submit a sealed transcript and meet all eligibility requirements. (FHSAA Bylaw 9.3)

7. Must not participate on a non-school team (i.e., AAU, American Legion, club setting, etc.) which is affiliated with a school or coached by a representative of a school other than the one the student attends, or has attended, and then attend that school, otherwise the student will be ineligible there for one year. (FHSAA Bylaw 9.3)

8. Must not transfer to a school that the student’s coach has relocated to within a year, otherwise the student will be ineligible there for one year. (FHSAA Bylaw 9.3)

9. Must not have enrolled in the ninth grade for the first time more than four school years ago. If the student is a sixth, seventh or eighth grade student, the student must not participate if repeating that grade. (FHSAA Bylaw 9.5)

10. Must have signed permission to participate from the student’s parent(s)/guardian(s) on a form (EL3) provided the school. (Bylaw 9.8)

11. Must be less than 19 years 9 months old to participate in high school; 16 years 9 months old to participate in junior high school; and 15 years 9 months old to participate in middle school, otherwise the student becomes ineligible to participate at that level. (FHSAA Bylaw 9.6)

12. Must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics (form EL2). The physical evaluation is valid for 365 calendar days from the date that it was administered after which time the student must successfully undergo another physical evaluation to continue his/her participation. (FHSAA Bylaw 9.7)

13. Must be an amateur. This means the student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating. (FHSAA Bylaw 9.9)

14. Must not participate in an all-star contest in a sport prior to completing his/her high school eligibility in that sport. (FHSAA Policy 26)

15. Must display good sportsmanship and follow the rules of competition before, during and after every contest in which the student participates. If not, the student may be suspended from participation for a period of time. (FHSAA Bylaw 7.1)

16. Must not provide false information to his/her school or to the FHSAA to gain eligibility. (FHSAA Bylaw 9.1)

17. Foreign exchange and international students must be approved by the FHSAA office prior to any participation. (FHSAA Policy 17)

18. If the student is declared or ruled ineligible due to one or more of the FHSAA rules and regulations, the student has the right to request that the school file an appeal on behalf of the student. See the principal or athletic director for information regarding this process.
Starting/Ending Dates for Individual Sports

- **SCHOOL SPORTS CALENDAR YEAR** - The school year as defined for sports seasons shall be from the first day of school to the close of the school year. No organized practice shall be conducted in any sport until the starting date for that sport.

- **SPORTS SEASON** - A sports season shall be defined as that period which begins with the designated practice date and continues through the last regular season or play-off game in a particular sport (state tournament). Sports seasons have been defined so that students may have a greater opportunity to compete in a variety of sports without the pressure of being restricted to one sport. Refer to individual sports manuals for start dates for sports. The sports in which championships are not conducted (gymnastics and water polo) shall end with the school year.

- **OFF-SEASON HIGH SCHOOL PREPARATION** - During the period of time during the regular school year but outside the defined sports season for a specific sport, the head coach, assistant coach, or anyone else associated with the school, shall not have contact with team members or potential team members except to conduct physical examinations, explain eligibility regulations, solve insurance problems, review films, and build team morale. Off season conditioning as defined in the FHSAA manual.

- During the off season a coach may be involved with a non school team in a sport that he or she coaches provided the non school team meets the requirements established by the FHSAA and found in the FHSAA policy manual.

- A program of **WEIGHT TRAINING** which is general in nature to promote conditioning and physical fitness may be conducted provided the program is not designed specifically for Weight lifting competition or designed for a specific sport. All weight training shall be open to all and required by none (By-Laws Football).

- **OFF-SEASON** - Off-season shall be defined as that period of time prior to the start of a sports season and that period of time after the state tournament to the end of the school year. There shall be no post-season practice after the state tournament in that sport.

- Practice shall be defined as the teaching or coaching of techniques and skills in any manner in a particular sport to a selected individual or individuals.

- **SUMMER RECESS** – The FHSAA does not regulate athletic activities of member schools during the summer with the exception of football. A member school shall not permit student athletes in its member schools to wear helmets or pads or engage in physical contact in any activity sponsored by the school. (FHSAA policy manual).

- Students may participate on a voluntary basis in any summer sports program provided by any amateur or recreational organization as long as amateur rules and the FHSAA amateur rules are not violated. Students may participate in various summer activities provided they do so at their own or family expense (camps, clinics, etc.). No student shall be required to participate in any summer sports program, camp, or clinic by his/her coach to qualify for a place on the school team for the coming season.

- Coaches may be involved in recreational sports programs or camps where their players are in attendance during the summer recess without being in violation of the off-season rules.

- **OPEN FACILITIES** - Open facilities for recreational purposes for all students are permissible. Opening facilities for a select group of students to practice individual skills for a specific sport shall be a violation of the open facilities policy. School personnel who are in attendance in a supervisory capacity only shall not coach or give instructions for sports skills and techniques. No select group of skills or interval training schedules may be assigned to students to perform during open facilities. Open facility must conclude a minimum of two weeks prior to the first permissible date for practice in that sport.
**School Attendance Requirements for Participation**

Bishop John Snyder High School requires students to be present at least one-half of a school day (three full periods) to participate in all school related athletic functions.

**Athletic Coaches Meetings**

Athletic Coaches meetings will be held two times a year; once at the beginning of the school year and once after Christmas. Individual coaches will also meet with the Director of Athletics before their first day of practice. At this time their sport rosters should be turned in as well as their Parent/Student contract for approval. At the end of each sport season, coaches will again meet individually with the Director of Athletics to wrap up their season and receive their evaluation.

**Parent Meetings**

In conjunction with the start of each sports season and certainly prior to their first contest, the head coach in each sport shall meet with the parents and participants of his/her sports program.

The purpose of this meeting is to familiarize the parents and the student-athletes in each sport with 1) team rules 2) FHSAA eligibility 3) BJS athletic policies

**Athletic Fee**

Each student athlete will be charged an athletic fee for participating in each sport he/she participates in. The coach of each sport is responsible for determining the amount of the fee by determining the total amount of expenditures for his sport and dividing that cost by the number of athletes participating in the sport. Coaches must offer each athlete the opportunity to pay for the athletic fee through fundraising. Coaches should notify parents and athletes of this fee during the preseason meeting and should include the notification in the athlete contract. **Coaches are responsible for collecting athletic fees.**

**Athlete/Parent Contract**

The head coach of each sport should have an athlete/parent contract designed to describe FHSAA procedures and policies as well as the procedures of the coaches, parents, and athletes. The contract should outline the rules and policies that each student athlete must follow in order to participate in that sport. The contract should include attendance policy, team rules, disciplinary actions, etc. All contracts should be approved by the Director of Athletics prior to implementation or distribution. The athlete and parent should sign and return the contract before being allowed to participate.
Budgets - Policy/Format

Head coaches must submit a budget to the director of athletics at the end of each school year. Upon approval of the budget, budgeted items may be purchased by submitting 1) an Item Purchase Approval form and 2) receiving a purchase order from the director of athletics.

The following format must be used for budget approval:

1. Type and submit on the Budget Request form (see appendix).
2. List sources of revenue.
3. The budget must balance - expenses must not surpass revenue.
4. The total amount of the budget is based on needs and revenue.
5. Itemize all operating expenses - transportation, equipment, clinics, tickets, security, entry fees, etc. Any item or service that requires payment must be listed.
6. All teams will be required to include funds for facility maintenance.

Purchases - Policy/Format

All purchases will be made from your budget proposal. Complete a Purchase Request form (not a check request form) and submit it to the Director of Athletics for approval to obtain a purchase order (48 hours prior to purchase). There are to be no purchases made without these forms and their approval.

Fund Raising

Requests for fund raising activities must be submitted on a REQUEST FOR ACTIVITY/MEETING form for approval by the administrators. Each student athlete should be responsible for their fair share of the expenses incurred by his or her sport. This policy shall be known as an athletic fee and is mandatory for each sport. It is the responsibility of the head coach to inform all team members of the amount they will have to raise. Coaches should allow athletes to meet athletic fee commitments through fund raising.

Financial Obligation of the Athletic Department

The athletic department will be responsible only for approved purchases which were submitted on the "Purchase Request" form and a pre-approved by the director of athletics. The athletic department will not pay for purchases not approved in this way.

Inventories

To maintain the quality of our equipment, an up-to-date inventory of all uniforms and equipment is necessary. Inventories are to be taken before and after each season. Proper storage and inventorying of all equipment are a high priority. The head coach is responsible for maintaining accurate records (including equipment issue to athletes, check out and check in dates, etc.), proper storage areas, and repair and maintenance of equipment and uniforms. A copy of the inventory for
each sport is to be maintained by the head coach and on file in the athletic office by the end of the school year.

**Equipment Issue**

A record of all equipment (including size, color, number, etc.) issued to each athlete must be logged and maintained on file by the head coach. The athlete should acknowledge receipt of items and sign for all equipment issued. Uniform items or equipment are not to be given to athletes as gifts at the end of the season. The athlete will be charged for missing inventory items at the current replacement price.

**Scheduling Games**

Philosophies in making up a schedule vary from coach to coach. The director of athletics will assist in any way possible. It is, however, important that schedules be completed in adequate time to have officials assigned, schedules printed, and facility usage planned. **It is the responsibility of the head coach to not schedule games on days that conflict with faculty obligations such as parent conference day, open house, etc.** A guideline for completion of schedules is for your **SCHEDULE TO BE COMPLETED PRIOR TO THE BEGINNING OF THE SEASON PRECEDING YOURS.**

**Officials**

Once your schedule is completed and submitted to the director of athletics, he will notify the appropriate officials’ association of your needs. If you have strong feelings about using any official, please report this to the director of athletics who will in turn relay this to the head of the officials' association.

The director of athletics will handle all complaints regarding officials. Coaches are to report grievances to the director of athletics who will handle concerns and maintain good relations with officials. Coaches are not to call the heads of officials or any official personally.

Coaches set the example as to how to react to authority. No official is perfect, as we are unfortunately aware, but we must at all times respect the officials’ integrity. To question a call is a coach's prerogative, but **HOW the call is questioned is very important.** Verbal attacks and histrionics toward officials will not be tolerated. Coaches are the "books" that student/athletes read on how to deal with disagreements toward authority figures. Control, composure, and class should guide your actions at all times when dealing with officials. Coaches are to be respectful and hospitable to all officials working our games.

Initial notification and complete schedule to obtain officials is the responsibility of each head coach. This notification should be submitted to the Director of Athletics.
Hosting Tournaments/Play-Offs

Planning and organization are the keys to the success of any tournament. When our school is designated as the host for any event, notify the director of athletics immediately so that plans and preparations may be instituted.

Athletic Calendar

All coaches are expected to avoid scheduling any contests which might interfere with semester exams, major testing dates such as ACT's and SAT's, or parent/teacher conferences. Before beginning to compile your schedule, be sure to check with the director of athletics for any restrictions as to starting dates and conflicts which may occur in the Master Athletic Calendar. This use of foresight will prevent having to reissue contracts due to conflicts with events already scheduled.

Maintenance of Facility

The head coach is responsible for proper maintenance of his/her game and practice facility. Maintenance items include:

**Indoor facilities** -
- restrooms checked for cleanliness and stocked,
- waste picked-up, area swept,
- concession stands clean.

**Outdoor facilities** -
- concession stands clean,
- waste/trash picked up.

The facility must be cleared of trash immediately following the event or within 24 hours of the event. Team members are expected to assist with facility maintenance.

Game Day Administration

Areas of responsibility include:
- Facility preparation
- Security
- Ticket sellers
- Announcer
- Concession stand
- Ticket takers
- Scorekeeper
- Officials

**Checks for all events must be requested at least 72 hours in advance**

Game Cancellations

In the event that a HOME athletic contest is canceled or has to be rescheduled, the following people are to be notified by YOU of that cancellation/re-scheduling.

- Athletic Director
- Opponent
- Officials (A.S.A.P.)
- Police (if assigned) Dale Brannan
Cheer Coach (Angela) 786-859-1047  
Concession workers  
Coaches assigned to work (you will have a list)  
Office Secretaries (A.S.A.P.)  
Amanda Upchurch (trainer) 704-258-3480  
Administrators  
Athletes (remind to call their parents)

In the event an AWAY athletic contest is canceled, the following are to be notified by YOU.  
Athletic Director  
Cheer Coach (Angela) 786-859-1047  
Office Secretaries (A.S.A.P.)  
Administrators  
Transportation (if used)  
Amanda Upchurch (trainer) 704-258-3480  
Athletes (remind to call their parents)

**Transportation**

If bus or van transportation is necessary, the head coach is responsible for arranging details. Remember that planning is the key to organization and all sources for transportation should be contacted several weeks before the event.

Transportation to local events may not be arranged by coaches. Information regarding vendors who offer bus and van service is available from the director of athletics. All transportation costs must be included in your sports' budget.

Vans which carry 15 passengers (including the driver) may NOT be used - this would include parents' personal vans or regular rental van. Smaller vans can be used; however, occupancy for which it was built must not be exceeded. (See appendix for clarification.)

There is to be NO EXCEPTION ever made concerning this liability risk.

**Cancellation of Transportation**

It is the responsibility of the head coach to contact the proper vendor to cancel/re-schedule transportation arrangements.

**Team Attire on Trips**

The way you and your team dress are the way the students of Bishop John Snyder are viewed by others. If in team uniform, the athlete must be dressed in full uniform when arriving at the site of the contest. Shirts must be on and shirt tails tucked in.

**Earrings are not to be worn by athletics at any time they are representing BJS. This includes practices, competitions, and any home events they may be attending.**
Overnight Travel

The coach must submit the Overnight Field Trip Request Form to the administration for approval at least three weeks in advance and follow the guidelines/deadlines as outlined (required forms and check list available from the assistant to the principal). Providing adequate chaperones and supervision is the responsibility of the coach. For overnight trips, chaperones must be informed of and follow instructions as established by the Florida High School Activities Association.

The following procedure is used for teams traveling overnight:

1. Room assignments - all players/managers will be assigned rooms by the head coach.
2. Supervision - the head coach is responsible for the behavior of the athletes. Athletes must not be left alone and must be supervised at all times.
3. Departure procedure - 1) all athletes must make their beds, stack towels, and remove trash from the rooms; 2) the head coach will inspect each room with team members present; 3) the head coach will contact the manager for inspection.

Meals and Lodging

In special circumstances, the athletic department or the Cardinal Booster Club, may be used to provide meals and/or lodging for athletes for an away competition. All competition beyond the district level will be paid for by the athletic department. The Director of Athletics will schedule lodging and provide meal monies based on the following:

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<tr>
<td>Breakfast</td>
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Undue Influence for Participation

It is the philosophy of the Bishop Snyder High School Athletic Department that students should enjoy as many sports seasons as they and their parents wish them to participate in, without influence from any coach to specialize in any one sport. Indeed, BJS coaches are expected to encourage the participation of all athletes in multiple interscholastic sports.

Additionally, all Bishop Snyder High School coaches are expected to discourage the participation in non-school sports over school sports, during the school year.

Changing Sports in Season

- An athlete who is accepted as a team member of a sport and then quits or is dismissed during preseason or regular season will not be allowed to participate in another sport in which the season runs concurrently. The purpose of this rule is to instill the importance of commitment and responsibility and to prevent athletes from depriving others the chance to compete.
• An athlete who quits or is dismissed from a sport which is currently in season may not participate in the preseason or off-season conditioning, weightlifting or any other activity by another team not in season until the current season has ended. Any undue hardship case will be considered by the director of athletics or principal.

• Overlapping of sports seasons does exist and all coaches are expected to communicate and cooperate with one another. No athlete should miss practice of an in-season sport for the next season sport.

• If an agreement cannot be reached between the affected coaches, the Director of Athletics will make the decision.

• Under no circumstances is an athlete to be permitted to choose between two sports. The two head coaches should make the decision after consulting with the athlete.

Awards (Lettering)

The head coach of each sport will determine the letter winners in his/her sport. Avoid problems by communicating to their athletes and parents the criteria for earning an athletic award in a sport. Each coach should consider the following factors:

1. Amount of actual game/contest participation
2. The length of time spent in practice and the faithfulness of attendance
3. The number of seasons the athlete has been engaged in the activity
4. Attitude toward self-improvement as well as the team and team rules
5. Special factors such as illness, injury, etc.
6. General conduct in all school activities, including athletic and non-athletic
7. Successful completion of the season

Awards Banquet

It is up to the discretion of the head coach as to the type of banquet he/she wishes to host. Date of event and cost should be considered when planning the event.

Coaches who wish to include the cost of an end of the season banquet in their budget should do so.

Coach of the Year Award

The Coach of the Year award is designed to provide special recognition to the athletic coach at BJS who best exhibits the following characteristics taken from the National Code of Ethics for High School Coaches along with the BJS Code of Ethics as previously stated:

- Exemplifies the highest moral character, behavior, and leadership
- Respects the integrity and personality of each individual athlete
- Abides by the Rules of the Game in letter and in spirit
- Respects the integrity and judgment of sports officials
- Demonstrates a continuing interest in the mastery of coaching techniques and principles through professional improvement
- Encourages respect for all athletes and their values
- Displays modesty in victory and graciousness in defeat
- Promotes ethical relationships among coaches
- Encourages the highest standards of conduct and scholastic achievement among athletes
- Strives to develop in each athlete the qualities of leadership, initiative, and good judgment

**Coach of the Year Award (Selection Process and Awards)**

The Coach of the Year Award is an annual award that will be presented at the end of each school year. Students, parents, and staff members may nominate any coach for this award. The Principal and Athletic Director will choose the recipient of the Coach of the Year Award from among the list of nominees. The recipient will receive the following recognition and awards:
- $500.00 cash award
- Commemorative plaque
- Recognition on a permanent display plaque at Bishop Snyder High School

**Student Athlete Award**

The Student Athlete Award is the most prestigious of all athletic awards offered at Bishop Snyder High School. The Student Athlete Award provides special recognition for those student athletes who have earned at least three varsity letters and at the same time have achieved a cumulative grade point average of at least 3.75 unweighted. Recipients receive a glass-framed BJS varsity letter.

**Publicity**

Athletes and programs deserve as much recognition as possible. It is the responsibility of the head coach to promote his/her sport to the community, school, and news media. Morning announcements the day after the contest inform students and faculty of the progress of all programs. Athletes enjoy hearing their names during these announcements.

The following have asked that we contact them immediately after each contest - WIN or LOSE -to report scores and individual and team statistics:

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Times Union</td>
<td>359-4246</td>
<td>359-4147</td>
</tr>
<tr>
<td>TV-4</td>
<td>393-9840</td>
<td>393-9822</td>
</tr>
<tr>
<td>TV-12</td>
<td>633-8806</td>
<td>633-8899</td>
</tr>
</tbody>
</table>

**Rules Clinic**

The FHSAA sponsors one mandatory rules clinic for each sport annually. The Head coach must complete this rules clinic on lineat c2cschools.com. Failure to attend will result in a $50.00 fine by the FHSAA which must be paid personally by the negligent coach.
Coaches Relationship with School Personnel

The meshing of the athletic program with the academic program is crucial. It is expected that coaches will make a concentrated effort to become a part of the overall school program. At no time is a coach to get into his/her "own little world" and not be involved in the school community.

Admission Policy and Recruitment of Prospective Students

The marketing policy of our school will be absolutely consonant with the recruitment policies of the Florida High School Activities Association which state:

Recruiting of student athletes shall be considered a violation of the spirit and philosophy of the By-Laws of this Association (FHSAA). The principal of each member school shall be held accountable for recruiting infractions by any member of his or her faculty, non-faculty coaches and those individuals under supplemental or consultant contracts with his or her school.

No faculty member of a member school may directly or indirectly attempt to induce or solicit the enrollment of any prospective student/athlete. Normal advertisement in the news media and the distribution of school catalogs, pamphlets and brochures by the school administration is not a violation of FHSAA regulations. The principal may respond to inquiries of a student or the parents of a student relative to the curriculum or enrollment procedures of his/her school.

Principals are responsible for informing booster clubs and school parent groups to refer inquiries of prospective students to the principal.

The penalty for violating this article is severe. It is the intent that a school not profit from the successful recruitment of a student.

Everyone associated with our school needs to cooperate in marketing it in an appropriate manner and in a way that complies completely with the guidelines outlined above.

The following are guidelines to market our school and to respond to those who express an interest in Bishop John Snyder High School:

1. Everyone is free to talk about our school - but tell the whole story. We market Catholic education - not a particular sport or activity.

2. If someone expresses an interest in our school, refer them to the principal. They will be invited to visit our campus and have an interview scheduled with the principal.

3. During the interview with the principal, the overall program will be explained. If interest is expressed about a particular sport or organization, the principal will invite the appropriate individual to join in the meeting.

4. Any member of the faculty or coaching staff not abiding by these guidelines, or who cooperates in or in any way encourages recruitment in violation of the By-Laws of the Florida High School
Activities Association, and in so doing jeopardizes the good name and/or standing of Bishop John Snyder High School, will be discharged.

The following policies are in effect regarding the transfer of students into our school:

1. The principal is the admissions officer of the school; the principal will make the final determination regarding acceptance of any new students according to school guidelines, approved by the Diocese of Saint Augustine, and will make the final determination for transfer students.

2. Only students who have been attending a Catholic secondary school are eligible to transfer into the 12th grade at Bishop John Snyder High School.

**Booster Club**

The "all-sport" Booster Club serves the total athletic program at Bishop John Snyder. All coaches are expected to cooperate with members and comply with their requests for assistance. Coaches should make a concerted effort to attend meetings and listen to the projects the club is involved in. Each sport will have a liaison that represents each sport's interests at the meetings. Requests for assistance may be made through your representative. Your representative is appointed by the head coach. There will be times when the club will need your assistance; your cooperation is mandatory. At no time is an individual sport to form its own club. Encourage parents to join the all-sports booster club - they are working for you.

**Tobacco Policy - Coaches**

The following policy shall be enforced:

1. No Tobacco products on busses or vans going to/from games.
2. No Tobacco products during practice/games.
3. No Tobacco products in areas frequented by students.
4. No Tobacco products in the athletic offices.
Use of Facilities by Outside Groups

Because of diocesan liability, use of all school facilities (buildings, groups, athletic facilities) -- at any time during the year -- by outside individuals or groups must be approved by the principal and the procedures established by the Activities Office must be complied with.

As the condition of the athletic facilities improves, it is understandable that more groups and individuals will request the use of our facilities. We want the best facilities in the State and we encourage their use.

If a group or individual requests the use of the athletic facilities, a "Permission for Use of Facility" request form must be completed and submitted to the Assistant Principal for approval. Upon approval, the group or individual must retain a copy of this form to provide proof of approval to our security company. Proof of insurance and release of liability are required for all groups or individuals.

Groups or individuals are not to be given keys to facilities for their private use. If the group or individual's request is approved, the coach submitting the request must be present for the activity.

Use of Facilities - In School

Because of the number of sports at Bishop John Snyder the demand for use of facilities is an ever-increasing problem. Facilities shall first be available to the sport(s) which are currently in season. Starting/ending dates shall determine "in-season" standing. In the event that more than one sport shares the facility, the facility’s use will be rotated among the sports. Scheduling of games shall follow this same procedure. At no time is one sport to have priority over the facility. Any difficulties in following this policy will be reviewed by the director of athletics.

A schedule for use of the weight room will be determined by the director of athletics. Use of other sports facilities during that sports "off-season" is permissible. Facility use must be scheduled by the director of athletics.

Coaching Clinics and Professional Improvement

Staff and individual professional improvement is crucial to the growth of the department. Attendance at various clinics is permissible provided the following procedure is followed:

1. FACA clinic cost is covered by the athletic department.
2. Cost for all other clinics is covered by the individual sport's budget.
3. Attendance at more than one clinic per year requires approval of the director of athletics.
4. At least three weeks notice must be given to the director of athletics or notification and approval by the administration.
Tryouts

To ensure that all students are properly notified of tryouts, all avenues of promotion are to be utilized: websites, announcements, signs, and word-of-mouth. Notifications should take place 2-3 weeks before the actual tryouts.

Before the actual tryouts, a meeting is to be scheduled at which time tryout information, policy/rules, and issuance of necessary forms is to occur.

A roster/eligibility checklist must be used and submitted to the director of athletics before the first official practice.

Team Selection

An unpleasant and unfortunate reality that all coaches have to deal with is that you can keep only so many players. This is oftentimes a very difficult situation for a coach to handle. It is of PARAMOUNT IMPORTANCE that the procedure of "cutting" any individual from a team be done with sensitivity and tact. Every athlete is a "winner", nonetheless, some may not achieve "varsity" status.

All coaches must make certain that candidates have had ample opportunity to show the level of skill that they possess. Under normal circumstances at least several days of observation will suffice for proper evaluation. This should be done through drills, playing conditions, etc. It is best if some type of objective criteria is used in evaluation of those trying out for the squad. This could include such things as times running over a specific distance, so many shots made out of a given total, etc. Avoid subjective criteria whenever possible so that the tryouts are as objective as possible. This will help to eliminate any questions that might arise at a later date regarding the validity of the tryouts.

Once your decision has been made as to the final squad, please make an honest effort to see and speak with those who did not make the final cut. Have a frank discussion with those individuals explaining what you were looking for, areas they need to work on, and leave them with some positive advice/comments. Whatever method you use in talking with those who did not make the team, remember that these are young people who do have feelings, are sensitive, and deserve to be treated with sensitivity and tact by every member of the coaching staff.

Early Dismissal From School - Team/Coach

Early dismissal from school should be limited to one time per week. If an early dismissal is necessary, the head coach is to notify the principal and front office 48 hours prior to that date with a list of athletes for approvals.

Medical Personnel

Bishop John Snyder High School has contracted with the Jacksonville Orthopedic Institute for all medical/athletic training services. Any medical problems should first be directed to our athletic trainer for evaluation and determination of course of treatment.
**Injury Procedure**

If a student/athlete is injured, the following action is to be taken:

1. Evaluate the condition of the athlete.
2. Call for medical assistance/trainer if needed.
3. Call the parent/guardian. If the head coach is unable to call, have an assistant coach, parent, or another adult call. Do not have a student call the parent.
4. Complete and submit an Injury Report form to the athletic director within 24 hours.

**Roster Updating**

The director of athletics is to be notified immediately of any changes in the team roster. Written notification is necessary to ensure proper eligibility. Each head coach is to be familiar with the deadline date for roster changes. This information is available in the rules/regulations bulletin from the FHSAA.

**Athletes' Locker Rooms**

The safety, security, cleanliness, and maintenance of the locker rooms are the responsibility of all coaches. Athletes are to be reminded and encouraged to "pick up" after themselves and maintain the areas. Athletic shoes (cleats) are to be removed before entering the locker rooms. Shoes are not to be cleaned on walls of locker rooms.

The security of the building is the responsibility of all coaches. Doors are to be kept locked at all times, if the athlete(s) need to enter the building, the coach is to unlock the building and lock it upon the exit of the athlete. Do not send a student with your keys to unlock an area.

**College Coaches Visiting Bishop John Snyder Campus**

As college recruiting becomes more competitive, many recruiters find it necessary to visit the high school players' campus. The high school coach is to remind the college recruiters that athletes at Bishop John Snyder face many academic demands, and therefore, are not to be excused from classes. Coaches are not to request from a teacher that a student misses his/her class to visit with a college coach. Appointments are to be made with a guidance counselor concerning academic standings of students.

**Keys to Athletic Facilities**

Coaches are not to make duplicate keys to the facilities and are not to lend out keys to anyone who is not a member of the athletic staff at Bishop John Snyder. If a key is lost, immediately notify the director of athletics. When a coach leaves the employment of Bishop John Snyder High School, all keys are to be returned to the director of athletics before his/her departure.
**Repair/Cleaning Requests**

All Repair/Cleaning Requests are to be submitted in writing to the Director of Facilities.

**Maintenance of Coaches' Offices**

The general appearance of the coaches' offices is an indication of the professionalism of the coach. The upkeep of these offices is the responsibility of all coaches. It only takes a few minutes to empty trash cans, dust, and put clothing items in the proper place (clothing, shoes, etc. are to be stored in your locker). Those few minutes go a long way in maintaining a professional atmosphere.

**Additional Duties**

Coaches will be asked to assist with various athletic functions. All coaches are required every effort to assist with these additional duties as assigned by the Director of Athletics.

**Coaches Conduct**

It is expected that all Bishop John Snyder High School Athletic Department personnel (faculty or non-faculty) shall conduct themselves in a sportsmanlike manner and follow all FHSAA policies.

In the event an Athletic Department employee is reprimanded or fined by the FHSAA, the principal shall conduct an investigation and report the findings to the FHSAA. Any fine levied by the FHSAA shall be paid personally by the employee.