

Brooks DeBartolo Collegiate High School



Athletic Handbook

**Brooks DeBartolo Collegiate High School
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Chapter 1

Introduction

Brooks DeBartolo Collegiate High School Athletic Program

The purpose of this handbook is to aid the Brooks DeBartolo Collegiate High School coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic programs.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by this department and administration.

This handbook should be used in conjunction with the Teacher and Student Handbooks that contains expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available through the Athletic Director or Assistant Athletic Director. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

Vision Statement

The BDCHS Athletic Department recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation to become positive and productive members of society.

Brooks DeBartolo Collegiate High School Mission Statement

Brooks DeBartolo Collegiate High School strives to be a model collegiate school, offering a broad and rigorous, technology-rich educational program to students from diverse backgrounds. Within a caring and respectful multicultural environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks, and to overcome challenges. The school community is committed to developing students who are life-long learners and responsible citizens who will succeed in the 21st century.

Athletic Department Objectives

- To give the BDCHS student body a variety of opportunities to experience the benefits of participation in athletics and to be meaningfully engaged after school hours.
- To ensure that student athletes are exposed to positive role models in both coaches and teammates.
- To maintain a consistency of effort and expectation throughout the entire athletic program.
- To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between individual effort and team success.
- To enhance the possibilities for student athletes to go on to postsecondary education.
- To contribute positively to school spirit and community pride.
- To help student athletes learn and master the skills and knowledge necessary to competitively engage in the sport in which they are participating.

- To teach student athletes the benefits derived and lessons learned from both winning and losing.
- To ensure that the student athlete is enjoying the experience that participation brings.

Indicators of a Successful Athletic Program

At the end of each school year, the success of the athletic program should be evident. Each coach has an important role in the success of the athletic program. Desired attributes of the Brooks DeBartolo Collegiate High School Athletic Program should include but not limited to:

- A wide variety of athletic teams that provide opportunities for all BDCHS students.
- All approved athletic teams are staffed with the best available coaches.
- Coaches and athletic department staff are excellent role models for student athletes.
- Student athletes are excellent role models for other students;
 - good grades,
 - good behavior in and out of school,
 - motivated to continue as a role model after high school and as a positive member of our community
- Athletic program consistently supports the development of student athletes and their teams to be the best that they can be.
- Student athletes prepare themselves mentally and physically for the demands of their sport.
- Athletic program receives consistent positive feedback regarding their programs from student athletes, parents and coaches.
- Students freely encourage younger student athletes to participate in the athletic program.
- A significant number of students participate in the sports programs.
- Issues are addressed and resolved in a timely manner.

Chapter 2

Coaching Roles and Responsibilities

2.1. Contract

Each coach must be appointed by the athletic department with approval from BDCHS administration and sign a coach's contract prior to assuming coaching responsibilities and activities. The athletic director is responsible for ensuring compliance with all coaching requirements. The contract is in effect for the duration of the applicable sport's season. Each coach must also be in compliance with the following:

- Coach's - Code of Ethics
- State of FL Coach Certification
- CPR Certification
- First Aid Certification
- Fingerprinting
- Concussion in Sports Training
- Sudden Cardiac Arrest Training
- Child Abuse Training

2.2. Coach's Code of Ethics

The Coach's Code of Ethics is a document that states the athletic program's expectations for each coach. Each coach is expected to abide by these ethics. Similar ethics are presented to student athletes and their parents for their compliance as well.

Brooks DeBartolo Collegiate High School Coach's Code of Ethics

PREFACE

We believe that high school competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student athletes are, first and foremost, teachers who have a duty to assure that their sports program promotes important life skills and the development of good character. We believe that the essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: **trustworthiness, respect, responsibility, fairness, caring and good citizenship**. We believe, further that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student athletes. This Code of Ethics applies to all coaches involved in interscholastic sports at BDCHS. I understand that in my position as coach, I must act in accord with the following code:

TRUSTWORTHINESS

Be worthy of trust in all that I do and teach student athletes the importance of integrity, honesty, reliability and loyalty.

- Integrity – model high ideals of ethics and sportsmanship and always pursue victory with honor, teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- Honesty – don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- Reliability – fulfill commitments; I will do what I say I will do; be on time.
- Loyalty – be loyal to my school and team; put the team above my personal glory.

Primacy of Educational Goals – be faithful to the educational and character development missions of the school and

assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional physical and moral well being of athletes above desires and pressures to win.

Counseling – be candid with the student athletes and their parents about the likelihood of getting an athletic scholarship or playing at the professional level. Counsel them about the requirement of many colleges preventing recruitment of student athletes that do not have serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

RESPECT

Respect – treat all the people with respect all the time and require the same of student athletes.

Advocates Education – advocate the importance of education beyond basic athletic eligibility standards.

Advocates Honor – prominently discuss the importance of character, ethics and sportsmanship.

Class – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

Taunting – don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials – treat contest officials with respect; don't complain about or argue with official calls of decisions during or after an athletic event.

Respect Parents – treat the parents of student athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

Profanity – don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.

Positive Coaching – use positive coaching methods. Refrain from physical or psychological intimidation, verbal abuse, and conduct that are demeaning to student athletes or others.

Effort and Teamwork – encourage student athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline.

Professional Relationships – maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with Student athletes is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student athletes.

RESPONSIBILITY

Life Skills – always strive to enhance the physical, mental, social and moral development of student athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.

Good Character – foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M., together everyone achieves more) high standards of ethics and sportsmanship.

Role-Modeling – be worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach.

Personal Conduct – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student athletes or other situations where my conduct could undermine my positive impact as a role model.

Competence – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid, safety, and CPR.

Knowledge of Rules – maintain a thorough knowledge of current game and competition rules and assure that my student athletes know and understand the rules.

Positive Environment – strive to provide a challenging, safe, enjoyable, and successful experience for the athletes by maintaining a sports environment that is physically and emotionally safe.

Safety and Health – be informed about basic first aid principles and the physical capacities and limitations of the age group coached.

Unhealthy Substances – educate student athletes, about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco, and recreational performance enhancing drugs.

Eating Disorders – advise student athletes about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight, and report same to the Athletic Office.

Physician's Advice – seek and follow the advice of medical professional when determining whether an injured student athlete is ready to play.

Privilege to Compete – assure that student athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team, and teammates with honor, on and off the field. Require student athletes to consistently exhibit good character and conduct themselves as positive role models.

Self-Control – control my ego and emotions; avoid displays of anger and frustration; don't retaliate.

Integrity of the Game – protect the integrity of the game; don't gamble. Play the game according to the rules.

Enforcing Rule – enforce this Code of Ethics consistently in all sports-related activities and venues even when the consequences are high.

Protect Athletes – put the well being of student athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

FAIRNESS

Fair and Open – be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

Safe Competition – put safety and health of all competing above the desire to win.

Caring Environment – consistently demonstrate concern for the student athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

Honor the Spirit of Rules – observe and require student athletes to observe the spirit and the letter of all rules.

Improper Gamesmanship – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques that violate the rules and/or disrespect the highest traditions of the sport.

2.3. Coaches' Meeting/Workshop

The Athletic Director conducts a mandatory Coaches' Meeting/Workshop at the beginning of each season. Each coach must attend. The purpose of the meeting/ workshop is to inform new coaches and update returning coaches regarding the athletic program. Topics covered include but are not limited to:

Athletic Program Review

- Philosophy of the Athletic Department
- Chain of Command
- BDCHS policies regarding Athletics
- Budget Development
- Medical Supervision
- FHSAA Updates
- Money Handling Procedures
- Student-Athlete Eligibility

Review Coaches' Handbook

Communication

- Team
- Individual
- Parents
- Athletic Administration

Season Evaluation

- Coach
- Team
- Individual

Round Table-Issues

- Mentorship

2.4. Coach Responsibilities

Reports to: All head coaches report directly to the Assistant Athletic Director and Athletic Director.

Job Description: To help participating student athletes achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Responsibilities:

1. Have and continuously improve current skills and knowledge of the assigned sport, demonstrate knowledge of the competition strategies, proper conditioning techniques, effective teaching skills, sound competition preparation, and prevention and care of injuries.
2. Demonstrate enthusiasm for working with student athletes, athletic and academic staff members, and the sport.
3. Establish discipline that is firm, fair, and consistent, in accordance with school rules and school district policies and is respectful of student athletes.
4. Effectively communicates with individual student athletes, the team as a whole, with other coaches and faculty, with parents, with administration, and with the media.
5. Head coaches are expected to conduct at least one pre-season parents' meeting to discuss team policies, goals, responsibilities and disciplinary expectations and consequences.
6. Provides direction to:
 - a. Care for equipment: issue, inventory, cleaning, keys, etc.
 - b. Utilize all involved staff.
 - c. Plan and organize practices.
 - d. Ensure adherence to district and school procedures, athletic department rules and objectives
 - e. Meet public relations responsibilities.
 - f. Effectively supervise student athletes and assistant coaches
7. Adhere to the Coaches' Code of Ethics in terms of trustworthiness, respect, responsibility, fairness, caring and citizenship.
8. Attend all athletic contests and represent the school district in the absence of the Principal and Athletic Director.
9. Adhere to the procedures outlined in the Coaches Handbook for Pre-Season, In-Season and End-of-Season checklists.
10. Oversee the safety conditions of the facility or areas in which the assigned sport is conducted at all times those Student- athletes are present.
11. Document and notify the Athletic Director of all serious injuries and major discipline problems.
12. Act as a liaison to the Booster Clubs.
13. Attends FHSAA and league meetings relative to rules review, scheduling and All Star voting.
14. Maintain individual and team statistics applicable to the sport and provides a copy of the statistics to the Athletic Director at end of season.

2.5. Pre-season Checklist

1. Procure and review the current copy of the FHSAA Policies and Procedures Manual for their sport
2. Work with the Athletic Director in scheduling scrimmages and games.
3. Plan and schedule a regular program of practice in season.
4. Have gathered all equipment needed for practice. Recommend the purchase of equipment, supplies and uniforms as appropriate.
5. Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice / game schedules and any other pertinent information.
6. Call a meeting of all candidates prior to the start of the season for that sport.
7. All new student athletes must be cleared through the Athletic Director's office before practicing.
8. Update rosters throughout the season with the Athletic Department as changes occur.
9. Distribute necessary forms to the student athletes and submit the completed copies to the Athletic office : Note, all forms must be completed and on file with the Athletic Director before any student athlete may participate in practices or be issued equipment.
10. Check the practice schedule, game schedule and transportation times in the athletic office. Any changes in schedules, rescheduling, practice slots, officials, scrimmages and transportation times are determined by and must be cleared by the Athletic Director.
11. Coaches must document and report all student athletes' injuries.
12. Prepare and use an objective scoring sheet for skill assessment during try-outs.
13. Receive verification that all student athletes who are trying out are eligible to participate.

2.6. In-Season Checklist

Coaches' In-Season Checklist

1. Student athletes are supervised at all times.
2. Student athletes are ready promptly for away games.
3. All injuries are documented & reported
4. All coaches are on time for games and start of practices.
5. All coaches and student athletes appear neat and well groomed for all trips.
6. All trips leave as scheduled.
7. All student athletes must ride to an event on transportation approved by the school. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing a release form is signed by the parent or legal guardian.
8. Report scores of all home contests
9. Coaches must report all student athletes' injuries.
10. Disciplinary action involving suspension of a team member must be reported to the Athletic Director.

2.7. End-of-Season Coach's Checklist

1. At the close of each season, the coach must list the names of all student athletes who have satisfactorily completed the season on the awards form, indicating whether the athlete has earned a letter, certificate, etc. This list must be given to the Athletic Director.
2. All uniforms and equipment must be collected and returned with an inventory list given to the Athletic Office.
3. All keys issued for the season are to be tagged and returned to the Athletic Director.
4. Submit end of season team and individual statistics to the Athletic Director.
5. Sign award certificates within one week of the close of the season.
6. Schedule an appointment with the Athletic Director for the purpose of evaluation and submit a report summarizing the season.
7. Inform the team about and promote the awards banquet.

2.8. Evaluation Process

All coaches are evaluated annually, at the end of each season, The evaluations are based primarily on the AD & AAD observations in conjunction with the coach's self-assessment, but also include feedback from head coaches, assistant coaches, student athletes and parents. The Athletic Director may develop an improvement plan for a coach if there are indications that improvements are needed. Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than two weeks after their season has ended.

The types of evaluation include:

- **Coach's Self-Assessment** – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- **Head Coach Feedback** – each head coach is expected to provide feedback regarding their assistant coaches at the end of each season and submit them to the Athletic Director.
- **Student Feedback** – each student athlete is asked provide feedback regarding their season. The student forms are distributed and collected by the Athletic Director. Student feedback is summarized and reviewed by the Athletic Director. The student's feedback forms are kept confidential by the Athletic Office.
- **Athletic Office Evaluation** – the Athletic Director and Assistant AD evaluates each coach based on his observations, the self assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director.

2.9. Hiring Process

All coaching appointments will be considered to be for one season only and are posted for applications annually. Any coach desiring to apply or re-apply must submit a letter of intent to Personnel who will work in conjunction with BDCHS administration principal in making recommendations for appointments or re-appointments. In filling the positions of assistant and sub-varsity coaches, the Athletic Director will solicit input from the head coaches, but all recommendations to the Superintendent for School Board approval will be made by the Athletic Director and the principal.

Coaches shall be hired in accordance with the following criteria in order of priority:

A. EXPERIENCE

- Coaching experience
- Certifications
- Playing experience
- Courses, clinics and workshops attended
- References

B. COACHING PHILOSOPHY

- Development of whole person
- Tolerance of diversity
- Organizational ability

C. AVAILABILITY: If all other qualifications are equal, coaches shall be designated according to availability to team members and Athletic Department:

- Faculty members of BDCHS
- Within one year of being hired, coaches must be certified by the NFHS Coaching Principles Program. Additionally, all coaches must maintain current CPR and First Aid Certifications.

2.10. Coach Certifications

All coaches under contract by BDCHS must have current certifications for minimum coaching skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their certification requirements and must complete the certifications no later than one year after their hire date. The following certifications are required for any coach employed by BDCHS

- NFHS Fundamentals of Coaching
- CPR Certification
- First Aid Certification

2.11. Coach Renewal Nominations and Non-Renewal / Dismissal

Coaches are under contract for one season. At the end of the contract season the Athletic Director has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the reputation of BDCHS. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the assistant athletic director and BDCHS administration.

Chapter 3 Athletic Department

3.1. Athletic Department

The Brooks DeBartolo Collegiate High School Athletic Program is managed and administered by the BDCHS Athletic Department.

The key contacts for the Athletic Department are:

Athletic Director:	Areon Atkinson	813-971-5600, ext 319	aatkinson@bdchs.org
Assistant Athletic Director:	Maggie Hedley	813-971-5600, ext 105	mhedley@bdchs.org

The key contacts for school administration are:

Principal:	Kristine Bennett	813-971-5600	kbennett@bdchs.org
Assistant Principal:	Ryan Malo	813-971-5600	rmalo@bdchs.org
Assistant Principal:	Jamie Ervin	813-971-5600	jervin@bdchs.org

3.2. Athletic Department Chain of Command and Issue Resolution

The goal of the athletic program is to resolve any issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

Coach to Student Athlete: A critical part of being a Championship Athletic Program is effective communication by all involved. It is vital that everyone (student-athlete, coaches, and parents) participate in communication with one another in an effective manner. The subject of communication ranges from schedule changes, transportation, and conflict resolution. The forms of communication range from electronic mail to face to face meetings. If a situation arises with the student-athlete or parent/guardian, we encourage face to face communication to resolve the situation. A 24 hour "cooling off" period may be necessary. Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy of file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic school team. The athletic experience that BDCHS provides supports the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

Coach to Parent: Coaches are expected to communicate with parents. Coaches should encourage parents to schedule meetings or phone calls to discuss important matters to enable each person to be prepared for the discussion.

Topics that are appropriate to discuss with parents:

- The treatment of their child, mentally and physically
- Ways to help their child improve individually and as a team member
- Concerns about their child's behavior or academic status

Topics that are not appropriate to discuss with parents:

- Playing time
- Team strategy
- Play calling
- Other student athletes
- Coach's skill and knowledge of the game

3.3. Athletic Committee

The Athletic Committee is an advisory group to assist Athletic Department in organizing and supervising the entire interscholastic athletic program. The Athletic Director may from time to time convene a committee consisting of the high school principal, assistant principals and coaches of interscholastic teams for the following purpose:

- To review organization and policy and make appropriate recommendations to the principal and/or school board.
- To serve as a sounding board for all recommendations of any school personnel concerning interscholastic athletics and to make recommendations to the principal regarding the same.
- To review and update the Coaches' Handbook.

3.4. Athletic Director Roles and Responsibilities

3.4.1 Athletic Director Reports to: Principal

Responsibilities:

- Organize and administer the overall program of co-curricular athletics for the school district.
- Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
- Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
- Assume responsibility for the organization and scheduling of all interscholastic athletic events.
- Hire officials, police as required, and assume general responsibility for the proper supervision of home games.
- Arrange transportation for athletic contest.
- Attend and participate in regional or state meetings and conferences related to interscholastic athletics and scheduling.
- Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
- Organize a method of determining all eligibility connected with interscholastic athletics and supervises the proper administration of these methods and verifies each athlete's eligibility.
- Prepare and administer the athletic program budget
- Requisition program supplies and equipment.
- Supervise all ticket sales and fundraising events of the athletic program
- Arrange all the details of visiting teams' needs, as appropriate.
- Make arrangements for non-school use of playing field and facilities.
- Type and send game contracts to opposing schools
- Arrange fields and gymnasium practice schedules.
- Ensure the physical examination and completion of Parental Consent Form of all athletes prior to the beginning of each athletic season
- Keep records of the results of all school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
- Direct an in-school, co-curricular program designed to foster support for the athletic teams and school spirit among non-participants.

- Plan with the assistant athletic director and athletic committee and supervise annual recognition program for student athletes.
- Evaluate each coach in accordance with the approved evaluation program.

3.4.2 Assistant Athletic Director's Responsibilities

Reports to: Athletic Director

- Perform the usual office routines and practices associated with a busy, productive and efficient office.
- Manage Facilities scheduling and requests
- Confirm bus and game times
- Update the calendar of events.
- Type and send game contracts to officials and opposing schools.
- Maintain a ledger of all expenditures including: transportation, officials, equipment, supplies, repairs and replacements by sport.
- File all records of award recipients, student athlete physicals, parent permission forms, proof or insurance forms, eligibility lists, loss of equipment lists, etc.
- Assist the athletic director with the proposed budget, coaching recommendations and evaluations.
- Take messages and make telephone calls on behalf of the Athletic Department.
- Arrange transportation for athletic contest
- Manage social media outlets on behalf of the athletic department
- Arrange fields and gymnasium practice schedules
- Supervise concessions and ticket taking at home events
- Plan end of year athletic banquet.
- Plan with the athletic director and athletic committee and supervise annual recognition program for student athletes.
- Evaluate each coach in accordance with the approved evaluation program.
- Ensure the physical examination and completion of Parental Consent Form of all athletes prior to the beginning of each athletic season
- Keep records of the results of all school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.

Chapter 4 General Discipline Statement

4.1 General Discipline Statement

All student athletes at Brooks DeBartolo Collegiate High School will abide by school policies and regulations when on BDCHS property or when participating in any school approved activity including field trips and excursions.

BDCHS has adopted a discipline policy that is described in both the students' and teachers' handbooks. All student athletes are subject to this policy at all times while on school property, at a school sponsored event or representing the school.

Furthermore, all student athletes and their parents are expected to sign and abide by a Code of Ethics in order to consistently apply common sense, self-discipline and understanding for the benefit of the Athletic Program. Copies of the Student Athlete Agreement and the Parent Agreement are located in the Appendices.

4.2 Athletic Discipline Rules

For all athletic teams:

1. Benching of a student athlete by a coach for disciplinary reasons.
 - Benching of a student athlete is interpreted as allowing a player to dress in a uniform for a game but not being allowed to participate in the game for disciplinary reasons.
 - Prior to the game it is the responsibility of the coach to inform the student athlete of the benching and the reason.
 - It is the coach's prerogative to bench a student athlete for one game.
 - If a student athlete is to be benched for more than one game, then the coach must notify the Athletic Director of the reason and the duration of the benching.
2. Suspension of a student athlete. (Student athlete not dressed for one or more than one game.)
 - A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic Director and to the parents or guardians of the student athlete by the coach, stating the reason(s) and duration of the suspension.
 - The Athletic Director must approve suspensions of longer than one game.
3. Suspension of a student athlete for the remainder of the season.
 - The coach recommends in writing to the Athletic Director the suspension of a student athlete for an indefinite period of time and states that facts and reason(s) concerning the recommendation.
 - Written notice of the indefinite suspension will be sent to the parents or guardians by administration or their designee.

Chapter 5

Athletic Association

5.1 Florida High School Athletic Association (FHSAA)

Brooks DeBartolo Collegiate High School is an active member of the FHSAA. The basic purpose of the FHSAA, as an organization of secondary schools, is to serve the interests of, and to act for the member school of the Association in all matters pertaining to interscholastic athletics. As such matters are delegated by local school boards and Superintendents to the principal of the school, the FHSAA's responsibility is directly and immediately to the FHSAA member schools through their principals. All contact between member schools and the Association shall be made through the Athletic Office of the school, and then Association shall rely only on decisions made known to it through the Athletic Director.

5.1.1 FHSAA Handbook

The FHSAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure, classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules, game and practice limitations, sports' officials' fees, sanctioning procedures for athletic competition, and past record and championships. Copies are available and pertinent information is reviewed at the seasonal coaches meeting. If you have any questions regarding any aspect of the Association and you do not have a handbook, copies are available in the offices of the Athletic Director. The handbook can be found at www.fhsaa.com/rules

5.1.2 National Federation

The FHSAA is a member of the National Federation of High School Athletic Associations whose rules govern the various sports. www.nfhs.com

5.1.3 Federation Rule Books

Federation rule books are distributed to the Varsity coaches. Additional copies may be purchased at www.nfhs.com

Chapter 6

Regulations, Procedures and Guidelines

6.1. Announcements

Morning announcements and results of games should be emailed to Athletic Director's mailbox prior to 7:00 A.M If the coach is not a full-time employee of BDCHS. Coaches who are full-time employees of BDCHS should submit their announcements and results to appropriate party.

6.2. Awards and Letters

Varsity coaches establish the awards and letters criteria for each varsity sport. This criterion is communicated to student athletes at the beginning of each season. The coach and the Athletic Director should discuss specific cases not meeting the established requirements. Student athletes who do not complete the season because of disciplinary action or quitting the team are not eligible for an award or letter.

1. **Certificates of Participation** will be awarded to participants who complete their sports seasons.
2. **Varsity Letters** are awarded based on criteria established by the varsity coaches at the beginning of each season. This criteria includes:
 - Varsity managers who have served loyally for one complete season are eligible for a varsity letter.
 - Student athletes who have been members of the same program for four years are eligible for a varsity letter in that program.

Varsity letters:

- The varsity letter will be a gold 7" chenille "BD" with white and maroon trim for all sports and cheerleaders.
- The second, third and fourth year awards will be a gold service bar.

3. **Senior Athletic Awards** are awarded to student athletes who have earned at least one letter their senior year and a total of:

- Three letters in one sport.
- Two letters in one sport and one letter in another sport.
- One letter in three sports.
Note: Managers, trainers, and cheerleaders are eligible.
- Student athletes who have quit teams or have been removed from teams due to disciplinary action are ineligible for this award.
- Senior Athletic Awards will be plaques with the student's name and participation record.

4. The **Athletic Banquet** is held annually near the end of the school year for all student athletes. At that time each varsity coach has the opportunity to present the **Coach's Award** and the **Most Improved Player Awards** to deserving student athletes. The criteria for these awards are established by each varsity coach.

6.3. Banners

Athletic Banners will be awarded and displayed in the gymnasium to varsity teams who meet one of the following criteria:

1. The team achieved a state championship in that particular sport.
 2. Teams that go beyond the state level win regional championships will be awarded appropriate banners.
- All banners will be uniform in size, lettering and colors.
 - Banners will be displayed in chronological order in a clockwise direction starting to the right of the American flag that is presently displayed near mid-court on the non-bleacher side of the gymnasium.

6.4. Cheerleading

Competitive Cheerleading at Brooks DeBartolo Collegiate High School is considered an interscholastic sport and is subject to the same rules and regulations as all other activities.

The use of vaulting devices such as mini trampolines and building of pyramids beyond two persons high are prohibited.

The schedule of coverage for all home contests and all tournaments will be established by the coaches and submitted to the Athletic Director for approval.

6.5. Substance Abuse (Alcohol, Drugs and Tobacco Products)

Student athletes are forbidden to possess or use illegal drugs, alcohol, or tobacco products while they are a member of a school interscholastic team. Student athletes agree to abstain from alcohol, illegal drugs and tobacco products when they sign their Code of Ethics agreement.

Any student athlete determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement agencies on school property or at a school sponsored event, shall be suspended from school in accordance with the school's drug policy and may face dismissal.

Furthermore, any student athlete enrolled in the BDCHS determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement agencies not on school property shall be considered ineligible for participation during that season and may face dismissal.

Coaches are forbidden to possess or use illegal drugs and to abstain from the consumption of alcohol and tobacco products, including smokeless tobacco, while on school property, at school-related events or in the presence of student athletes. Coaches violating this agreement are subject to immediate dismissal by the Athletic Director.

6.6. Eligibility

To be eligible to continue participation in an extracurricular club/sport, a student must maintain a cumulative grade point average of 2.0 (on an unweighted 4.0 scale) in all courses with no failing grades. Weekly academic checks (by Fridays) will be done by the club/sport sponsor to determine the next week's eligibility to participate. In addition, there can be no failing grades the previous quarter of entering the club/sport. A petition for participation based on academic improvement can be made. The petitioning student must have a passing average in the failed subject at the time of the petition.

Weekly conduct checks will be done by club/sport sponsors to determine if the student has maintained satisfactory conduct. A Level One offense or suspension automatically disqualifies a student for membership in the extracurricular club/sport for no less than one quarter or indefinitely as determined by Administration.

Student athletes dismissed from school on the day of an activity must return to school prior to the close of the school day or obtain the permission of the assistant principal in order to be eligible for participation in school activities on that day.

Student athletes are encouraged to plan college visits at times that do not interfere with practices or games. If a college visit during a practice or game is unavoidable and the student athlete notifies the coach in advance, the student's absence should be treated as an excused absence.

Whenever a school activity interferes with an athletic practice or game, the student athlete shall not be suspended from the next or any following contests. In fairness to those student athletes who continue to practice and play the game, they should be given the opportunity to start the next game. The student athletes who attended the other activity shall be inserted into the game at the discretion of the coach.

6.7. Eligibility for Team Try-outs

In order to become a member or to try out for an athletic team, the following eligibility requirements must be satisfied.

- The student athlete must satisfy the eligibility requirements of the FHSAA and BDCHS.
- The student athlete and their parent or guardian must review and sign the Parental Consent Form, Physical Examination form, and Student Agreement, provide proof of medical insurance, return all items to the coach, and have it filed with the Athletic Director before the student is eligible to participate.
- Student athletes are required to have passed a physical examination by a medical doctor, and the record of the examination must be on file with the Athletic Director.
- There can be no failing grades the previous quarter before entering the sport. A petition for participation based on academic improvement can be made. The petitioning student must have a passing average in the failed subject at the time of the petition. The principal will review the petition. See the Student and Family Handbook for further information regarding eligibility requirements.
- Any student athlete who has been suspended for all or part of the tryout period, cannot try out for a team. The student athlete may request a "special tryout", if such a request is approved by the principal, Athletic Director and the student athlete meets all other eligibility requirements.
- Any student athlete deemed by the Principal and Athletic Director whose conduct or character would reflect discredit upon the school is ineligible.
- Student athletes may not participate on more than one team simultaneously per season in which they represent the school.
- A student athlete with a prolonged illness or sustained injury must have written permission from a physician to engage in athletics.
- A student athlete who has participated in any school sport will not be permitted to engage in another school sport until the season's schedule for that sport has been completed.

6.8. Equipment and Uniforms

The coach of each sport is responsible for requesting all the equipment and supplies for that sport. Athletic Director with the necessary requisition forms for making the requests which will indicate the quantity, sizes, colors, approximate price, manufacturer, and order numbers with complete descriptions.

At the start of the season, the coach should check equipment inventory to see what is available.

No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must instruct their student athletes of this regulation.

Uniforms are school property and shall be returned at the conclusion of the season. If uniforms are lost or damaged beyond normal wear and tear the student athlete will be responsible for replacing the lost or damaged item(s)

6.9. Fundraising & Money Handling

All fundraising activities must be approved by the Principal and Director of Development

For approved fundraising:

- Funds collected will be deposited through the Athletic Director's office will be placed in an appropriately designated account. Charges to the specific fund raising activity may be made only through the Athletic Director's office. **ALL MONIES COLLECTED MUST BE DEPOSITED IMMEDIATELY!**
- A financial statement will be maintained on all fund raising activities by the school bookkeeper for the Athletic Department.
- Any anticipated expenses on the day(s) of the fundraiser must be paid by check through the office of the Athletic Department and will be charged to the fund raising activity.
- Any monetary resources collected in support of your team for the purchase of additional gear or equipment must be documented and deposited through the BDCHS business office or Booster Club.

6.10. Season Start and End Dates

Seasonal start and end dates are found on the Florida High School Athletic Association's website.

<http://www.fhsaa.org/rules/planning-calendar>

Dates are subject to change and should be reviewed annually.

6.11. Injured Players

The following immediate steps must be taken in caring for an injured student athlete:

1. Notify the nurse or trainer
2. Check to see that the injured student athlete is breathing properly.
3. Take the appropriate steps to control any excessive bleeding.
4. Keep the movement of the injured student athlete to a minimum.
5. Keep the injured student athlete as warm and as comfortable as possible.
6. Notify the parent or guardian.
7. Apply a cold pack or ice pack to the common athletic injuries (sprains, strains, bruises, and possible fractures).
8. If in doubt about the severity of the injury, take no chances. Call for a doctor or ambulance.
9. Report all injuries to the Athletic Director and process the proper forms.

6.11.1 FHSAA Concussion Policy

To help ensure the health and safety of student athletes, the following policy provides guidelines and procedures on preventing, recognizing, and responding to a concussion. (This section is pulled from Section 40 of the FHSAA Handbook about Concussions.)

40.1 Concussions.

A concussion is a brain injury caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from collisions between with one or more individuals or with obstacles. As brain injury, concussions are serious.

40.1.1 Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion including, but not limited to, loss of consciousness, headache, dizziness, confusion, or balance problems, shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health-care professional.

40.1.2 When you suspect that a player has a concussion, follow the "Heads Up" 4-step Action Plan:

- Remove the athlete from play.

- Ensure that the athlete is evaluated by an appropriate health-care professional.
- Inform the athlete's parents or guardians about the possible concussion and give them information on concussion.
- Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

40.2 Appropriate Health-Care Professional (AHCP)

An appropriate health-care professional (AHCP)

is an individual who is trained in the diagnosis, evaluation and management of concussions. Such individuals will be a licensed physician (MD, as per § 458, F.S.) or a licensed osteopathic physician (DO, as per § 459, F.S.). Consistent with the American Academy of Neurology and other organizations, it is strongly recommended that an AHCP as defined in Policy 40.2 above or an athletic trainer

(ATC, as per § 468, F.S.) is present at all sporting events, including practices, where athletes are at risk for concussion or for those classified as a collision sport, whenever possible.

40.3 Mechanics for Removal from Athletic Contest.

The FHSAA concussion rule calls for the immediate removal of the participant from the contest or practice. Players, coaches and contest officials should be cognizant of athletes who display signs, symptoms or behaviors of a concussion and immediately stop play for injury evaluation within the rules of the game (the responsibility of the contest official is limited to activities that occur on the field, court, mat, etc.).

40.3.1 Symptoms Reported by the Athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

40.3.2 Signs Observed by Other Individuals

- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit

40.3.3 Removal.

Once the participant has been removed from a contest due to a suspected concussion, the coach, school and AHCP(s) assumes full responsibility for that athlete's further evaluation and safety. If available, a certified athletic trainer (ATC) under the direct supervision of a MD/DO can assist with the sideline evaluation of a student-athlete when a student-athlete is sent out of a competition or practice, but cannot provide written clearance to return to play (refer to above). If after sideline evaluation, it is determined the athlete does not demonstrate symptoms consistent with a concussion the ATC will follow procedures within a written operational protocol created and signed by a supervising physician to determine return to play. In this situation, the athlete should continue to be monitored for any delayed onset of concussion symptoms and must be removed from activity immediately if signs or symptoms return.

40.4 Return to Play (RTP) Criteria – Recommended Concussion Management

40.4.1 No athlete should return to play (RTP) or practice on the same day of a suspected concussion. "When in doubt, sit them out!"

40.4.2 Any athlete suspected of having a concussion must be evaluated by an ACHP (as defined above) as soon as possible and practical.

40.4.3 Any athlete who has sustained a concussion must be medically cleared by an AHCP (as defined above) prior to resuming participation in any practice or competition.

40.4.4 After evaluation and examination by an AHCP (as defined above), return to play must follow a step-wise protocol as defined by the "Graded Return to Play Protocol" form and under the supervision of an AHCP, athletic trainer, coach or other health care professional (Post Head Injury/Concussion Form).

40.4.5 A written medical clearance from an AHCP (as defined above) is required for return to competition (Post Head Injury/Concussion – RTP Form, AT18).

40.5 Education on Management of Concussions

40.5.1 Requirement for Coaches. All FHSAA member school head coaches, paid/supplemented coaches and student athletes are required to annually view the FREE online education course "Concussion in Sports – What You Need to Know". This NFHS concussion course may be viewed online at www.nfhslearn.com.

40.5.2 Recommendation. All member school personnel, contest officials, parents and media are encouraged to educate themselves by viewing the FREE online education course "Concussion in Sports – What You Need to Know". This free NFHS concussion course may be viewed online at www.nfhslearn.com.

40.5.3 Additional Information. Current and up-to-date information on concussion can be found on the Center for Disease Control and Prevention website at:

- <http://www.cdc.gov/concussion/HeadsUp/youth.html>; and
- <http://www.cdc.gov/concussion/HeadsUp/highschool.html>.

40.6 Concussion Release Form.

Each student-athlete and their parent or legal guardian, duly appointed by a court of competent jurisdiction, must submit a release form provided by the association (Form EL3 – Consent and Release from Liability Certificate).

40.7 Sanctions on Coaches

40.7.1 Level 1 Suspension. A head coach who commits a violation of any condition listed in Policy 40 will be ineligible to coach or attend the next contest, at any level, for a minimum of the next two (2) contests during the period of suspension, in all sports except football. For football, the coach will be ineligible for a minimum of one (1) football game

40.7.2 Level 2 Suspension. A head coach who receives a second Level 1 Suspension due to a violation of any condition listed in Policy 40, or commits multiple violations in Policy 40 will be ineligible to coach or attend any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks; or

40.7.3 Level 3 Suspension. A head coach who receives a second Level 2 Suspension for violating any condition of Policy 40 or commits an egregious violation of Policy 40, as determined in the sole discretion of the Executive Director, will be ineligible to coach or attend any interscholastic athletic contest in any sport for a period of up to one (1) year.

6.12. Insurance Policy

Every participating student athlete must be covered by and provide evidence of medical insurance.

6.13. Officials

Officials will be hired from the FHSAA list of approved officials for all varsity and junior varsity games for that sport.

6.14. Out of Season Programs

Brooks DeBartolo Collegiate High School is a member of and follows the rules and regulations of the FHSAA regarding out of season competition. Please refer to the FHSAA Handbook.

The following also apply:

- Whenever a conflict arises between the high school team practice or competition and an out-of-school or out-of season practice or competition on the same day, the high school team practice or competition must be honored by the student athlete.
- All coaches should encourage their players to participate in other sports. The final decision for participation, however, must rest with the athlete, not with the coach.
- Coaches involved in out of season programs must not allow student athletes currently in season to participate in these programs. Professional respect and courtesy should be shown to fellow coaches and their programs.

In order to organize any out of season program, a request must be made to the Athletic Director. This request must include at least the following:

1. The type of program that is planned.
2. The time(s) and date(s) for the program.
3. The facilities and equipment needed.
4. The provisions for supervision.

6.15. Overnight Trips

Any trip that includes student-athletes staying overnight requires specific planning and must have the approval of the Principal prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

6.16. Postponements

If a game or practice must be postponed due to weather conditions or any other factor not conducive to good game or practice conditions, the following procedure should be followed:

- The home Athletic Director will contact the Athletic Director of the visiting school to determine the time that the bus is scheduled to leave and a decision will be made by the home Athletic Director at that time.
- The home Athletic Director will be responsible for contacting officials and offering them a rescheduled date. If the officials are unable to make the rescheduled date, other acceptable officials will be contacted.
- If BDCHS is the visiting team, the Athletic Director will contact the bus driver and reschedule

Factors to be considered in postponements are:

- Playing conditions of the field.
- Safe travel for opponents.
- Weather conditions and forecasts.

6.17. Practices and Sunday Participation

There will be no practices on Sundays or holidays without prior approval by the Athletic Director.

During the December holidays junior-varsity players may be excused from practices and games if their family has prearranged vacation plans and if they notify their coach in advance. At the varsity level, student athletes are expected to attend all planned and approved practices and games unless the coach has been notified of any planned absences.

If a student athlete needs to attend tutoring, the student athlete should notify the coach at least a day in advance. During exams and state assessments, practices and games should be limited and should not go late into the evening where it may impact student academic performance.

6.18. Press Releases

All press releases, except the reporting of game scores, should be made through the office the Athletic Department with approval from BDCHS administration.

6.19. Public Relations

As the coach must make yourself available to the media for information concerning your sport and the student athletes who play for you.

The following guidelines are suggested in dealing with the media:

1. Always try to promote athletics and the programs of Brooks DeBartolo Collegiate High School.
2. Always be positive in your approach.
3. Promote your particular sport.
4. Never say anything detrimental about a student athlete, another school, team, or an official. If you can't say anything good, remain silent.
5. Encourage your student athletes to support other BDCHS teams and activities.
6. Establish good relations with the parents or guardians of your student athletes and the Athletic Booster Club.
7. All coaches should give their student athletes the benefit of available publicity.
8. Telephone all home game results

6.20. Release from Class

It is the basic policy of the Brooks DeBartolo to keep to the very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the assistant principal. Under most circumstances, it appears that the normal dismissal time is suitable for the release of student athletes. If approved, the coach must submit a notice, with the names of student athletes, placed in the teachers' mailboxes and the attendance monitor one week prior to the athletic contest.

6.21. Scheduling

The Athletic Director & Assistant Athletic Director will schedule all interscholastic athletic contests with consultation from the head coach. Any schedule changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Office

6.22. Showers, Locker Rooms, & School Grounds

The following will be expected:

1. The in-season sports teams have the priority use of the locker room and shower facilities.
2. The coaches' room is off-limits to unauthorized personnel. This includes all student athletes and team managers unless invited there for counseling or special instruction.
3. Do not give keys to a student
4. The use of tobacco products by coaches is not allowed in or on school property.
5. Coaches must be present and provide supervision as long as members of their teams are still present on campus. If parents are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents should be aware of the student supervision times, i.e. Student athletes will be supervised for one-half hour after practice, in writing by the coach. A copy of any and all correspondence must be provided to the Athletic Director and the Principal.
6. The coach, being the last person usually to leave the building or area, must make sure that the following has been accomplished:
 - All showers are turned off.
 - All lights have been turned off.
 - The locker room and gymnasium are in proper order and neat.
 - All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.
 - All alarms are set (if applicable)

6.23. Statistics

Student athletes, individually and as a team, may be recognized for outstanding achievement. This achievement maybe determined through the compilation of statistics that are routinely tracked in their respective sport. Coaches should identify the statistics to be tracked each season, designate a team statistician, and provide a final tally to the athletic director at season end. These achievements may be used in consideration for athletic awards and other recognitions.

6.24. Student Athlete Feedback

Student athletes are encouraged to provide feedback regarding their coach at the end of each season. Student athlete's feedback is important to the coach evaluation process and the individual student forms are confidential.

The process for providing student athlete coach feedback:

1. Athletic Director meets with teams at end of season meeting.
2. Students complete form at meeting.
3. Rating and comments summarized by Athletic Director.
4. Information from feedback summary is shared with coach.

6.25. Tournaments

The privilege of participation in a post-season tournament is an honor for every team and school. When we achieve that honor, we all should work to support our teams. All invitational tournaments must be approved by BDCS administration and athletic department.

6.26. Transportation

Coaches are responsible for communicating departure times and return times to student athletes and their families. In the event parent pick-up is delayed and that parent cannot be reached, the coach has the discretion to discuss and arrange for alternate transportation with that student athlete.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated time. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event. The coaches are completely responsible for the conduct and actions of their players while traveling to an event. Coaches should inspect the bus before and after the game to check for damage and articles that have been left. Coaches with "Approved Driver" status will have the ability to check out a van to travel to team related events and destinations.

6.27 Weight Training Room

Coaches must be present in the weight training room in order for a team member to use the facility. The weight room is off limits to all student athletes during school hours unless he or she is with a class. First priority for the use of the weight training room will be given to in-season coaches.