

Athletic Handbook

The following handbook will serve as a guide to each coach in the performance of his/her duties. It is impossible to cover all possible situations that might arise during the course of a school year. The nature of this handbook is intended as a guide and is not “all inclusive”. Between these contents and those found in the county Policy and Guidelines Handbook, each coach will be better informed as to the best manner to handle certain problems and responsibilities. Anytime a question arises, contact the Athletic Director.

Code of Ethics of the Coaching Profession

As a department we subscribe to the statements of ethical practice in Coaching as presented by The National Council of State High School Coaches and the Florida Athletic Coaches Association. In our role as coaches we should carefully study the Code and make every effort to exemplify these behavior in our everyday life and in our performance as a coach.

As a member of the coaching profession I will:

Exemplify the highest moral character, behavior and leadership.

Respect the integrity and personality of the individual athlete.

Abide by the rules of the game in letter and spirit.

Respect the integrity and judgment of sport officials.

Demonstrate a mastery of and continuing interest in coaching.

Encourage a respect for all athletics and their values.

Display modesty in victory and graciousness in defeat.

Promote ethical relationships among coaches.

Fulfill responsibilities to provide health services and an environment free of safety hazard.

Encourage the highest standards of conduct and scholastic achievement among all athletes.

Seek to emulate good health habits including the establishments of sound training rules.

Strive to develop in each athlete the qualities of leadership, initiative and good judgment.

The Athletic Director

Responsibility

Under the direct supervision of the principal, the athletic director is charged with the responsibility of administering the interscholastic athletic program in keeping with the school's philosophy of athletics, and adherence to the School Board and State Associations. He should formulate policies that will implement this philosophy and achieve the objectives for the entire athletic program.

One of his primary responsibilities is to coordinate the athletic program with the entire program of the school and to see that it is properly articulated with other departments so that it provides an opportunity for each individual to participate in athletics to the limit of his/her ability.

Duties

1. Assists in securing high quality coaches for all sports.
2. Provide a work schedule outlining the duties and responsibilities for all athletic Personnel.
3. Provide the principal and coaches of pertinent athletic information.
4. Approves the inventory and storage of all athletic equipment.
5. Establishes procedures for handling athletic insurance, physical examinations, parental Permission, and athletic eligibility.
6. Instructs all athletic personnel on the responsibilities pertaining to their assignments and Supervises the enforcement of the same.
7. Assumes the leadership for instilling in students the proper attitude and sportsmanship at all athletic contest.
8. Establishes procedures and maintains records for athletic awards.
9. Establishes methods to transmit necessary athletic information to parents.
10. Coordinates, with coaches, the release of public information.
11. Represents the school at athletic meetings, clinics, and conferences.
12. Prepares along with head coaches all game and event schedules for the principal's Approval.
13. Prepares athletic eligibility for principal's approval.
14. Establishes game promotion, advertising, signs, etc.
15. Assigns facilities for all practice and game events.
16. Processes all invoices from vendors of athletic equipment and supplies for payment.
17. Provides direction for the athletic booster organizations.
18. Approves tryout procedures for all sports including the method of notification of those to be on teams.

The Head Coach

Responsibility

The coach's influence upon the attitudes and behavior of his/her players, students and Community, is unequalled. It is essential that the coach subscribes to the values of sportsmanship and teaches its principles by exemplifying proper conduct in all phases of life. The head coach's loyalty to the principal and athletic director is a must.

Duties

1. Teach the values of cooperation, self-control, and proper spirit of competition.
2. Provides fair and equal opportunities for all candidates.
3. Teach the physical skills and mental strategies to compete.
4. Enforces policies and standards of behavior and sportsmanship formulated by the school, Leon County Schools, and the FHSAA...
5. Knows and follows the FHSAA and Leon County rules governing sports.
6. Provides the athletic director procedures for publicizing tryouts, tryouts, and method of team announcement.
7. Establishes rapport that encourages athletes to seek counseling.
8. Knows and teaches the rules of the game.
9. Prepares the schedule under the direction of the athletic director.
10. Secures qualified officials under the direction of the athletic director.
11. Establishes and enforces rules for proper care of athletic equipment.
12. Checks athletes for physical condition.
13. Prepares a list of students for eligibility for the athletic director. (2 weeks prior to the first Contest.)
14. Considers first the welfare of the student.
15. Is responsible for the supervision of all students associated with his/her activity. This is to include supervising all students until they are picked up after practices and games.
16. Secures our facilities after practice and contest. Locks all doors, gates, and sets security system.
17. Provides an inventory of all equipment to the athletic director within two weeks upon the completion of the season. (include condition and storage location)
18. Provides a budget request for the next year within three weeks upon the completion of the season.
19. Monitors the academic progress of each athlete.
20. Secures a copy of the parent permission form and valid physical for every student that is associated with the team (athlete, manager, trainer, statistician, etc.)
21. Processes all invoices from vendors of athletic equipment and supplies for payment.
22. Other duties as assigned by the principal or athletic director.

The Assistant Coach

The assistant coaches must be loyal to their head coach and to the program, which they serve. They must be flexible in their thinking in order to adapt themselves and their ideas to the system, employed by the head coach. They should remember that their contribution to the total program is to assist the head coach in the successful operation of their program.

Hiring Coaches

As we build a complete coaching staff according to Leon County guidelines, certain steps should be followed. Supplements are regulated by the school board, but certain situations can be adjusted in an effort to hire more coaches. Questions with regard to hiring and paying coaches should be brought to the athletic director.

1. Under no circumstances should anyone commit employment to another individual without prior approval of the athletic director and Principal.
2. Before bringing a prospective coach to the athletic director, have that individual complete a resume including references. Any coach who is not certified as a teacher must enter the Coaching Certification program.
3. The applicant will go through screening at the county office, including finger printing and application fees.
4. There are complicated procedures for the hiring of anyone who works with our students. The process can take a long time, as it requires extensive background checks. PLAN ACCORDINGLY!
5. Volunteer coaches provide a vital service to our program. They must complete the Leon County Mentor Program before they can work as a coach.

Athletic Business Manager

Under the direction of the principal, the athletic business manager has the responsibility to successfully manage business transactions pertaining to ticket sales.

Duties

1. Order tickets for all athletic events from the printer in sufficient quantities for the entire School.
2. Supervise pre-game ticket sales
3. Provide adequate game operational personnel, supervise their activities and make payment

- for their services. This can include appropriate parent volunteers.
4. Establish change fund for ticket sellers.
 5. Secure authorized personnel and arrange for security escort to deliver game receipts to night depository immediately after contest.
 6. On the first working day after the contest, pick up the gate receipts and deliver to the school finance manager.
 7. With the finance manager's assistance, count the cash, prepare deposit and reconcile ticket count with cash receipts.
 8. Deliver all unused tickets to the school finance manager
 9. Prepare a financial report and make distribution to the principal, the athletic director, and the coach of the activity involved.

Athletic Trainer

The athletic trainer is the key contact person when dealing with the care and prevention of athletic injuries. The trainer will work with the athletic director to establishing a schedule to provide care during practices and contest.

Duties

1. Work with the individual coach to make sure each student has received a physical and has the proper documentation on file necessary to participate.
2. Maintain a well-stocked and clean training facility.
3. Alert coaches to possible health hazards.
4. Require all students to either present proof of insurance or purchase school insurance
5. Maintain a log of athletic injuries
6. Report all injuries, on the proper form, to the main office and the athletic director.
7. Under the direction of a physician, work with the athlete in treatment and rehabilitation of injuries.
8. Recruit, educate and supervise student athletic trainers.
9. Provide for the completion and filing of the HIPPA forms for student privacy

Eligibility

The FHSAA by-laws address all aspects of eligibility, particularly in Articles 18 and 19, but some basic guidelines are listed below. Any questions dealing with the eligibility of an athlete should be directed to the athletic director. The athletic director or principal will be the only personal that will determine the eligibility of student athletes.

1. All athletes must maintain a 2.0 GPA (unweighted), cumulative by semester. 9th and 10th grade athletes can also be eligible if their previous semester's GPA is 2.0 and they and their parents sign and fulfill the guidelines of an academic performance contract.
2. A student who lives in our zone at the beginning of school, who enrolls in our school, is eligible to represent our school (with regard to residence) for the school year.
3. Students have four consecutive years to represent our school once they finish the 8th grade.
4. The age limit is 19 years of age prior to September 1st.
5. Home-schooled students that live in our zone can be eligible to represent our school. They must complete the eligibility packet before the first day of practice.
6. The intent to participate must be given in writing to the Athletic Director before the FHSAA designated date for the beginning of that sport.
7. A student from another school that participates on a non-school team that is coached by a Lincoln coach and then transfers to our school will be ineligible for one year.
8. Contact with athletes or an athlete's family that might in any way lead to the transfer of a student athlete.

Scheduling and Contracts

Scheduling of games should follow FHSAA guidelines with respect to number of games per week, travel distances and competition with schools out of state or non-member schools.

1. All events will be entered through the Home Campus system.
2. All events that Lincoln High School is represented will be under FHSAA contract.
3. Loss of school time for a scheduled event must be approved by the Principal prior to scheduling the event and should be kept to a minimum.
4. If we host an event that the FHSAA requires a sanction form for it is the coach's responsibility to have the form completed within the time frames of the association.
5. Scheduling events during exams is prohibited.
6. Make sure you contact the following when a contest is canceled or rescheduled:
 - a. athletic director
 - b. front desk

- c. cheerleading coach
- d. booster concession contact
- e. field maintenance personnel
- f. band director
- g. officials, umpires
- h. press
- i. school resource officer
- j. transportation
- k. athletic trainer
- l. business manager/ticket taker

7. When traveling out of town, the following must be followed:
- a. The proper number and the gender of chaperones should be proportionate to the number and gender of students on the trip.
 - b. At no time should anyone of the group be left unsupervised.
 - c. A complete itinerary should be submitted to the athletic director, principal, and front office.
 - d. Overnight trips should be kept to a minimum and need approval from the athletic director prior to scheduling.
 - e. Late return from out of town trips may necessitate students being excused from early morning classes. If the team arrives after midnight students may be excused from first period, after 1:00 AM excused from 1st and 2nd periods and so forth. The coach informs the students that night which periods they are excused from.

Purchasing

The following is a list of basic policy and procedures that must be adhered to. A complete reference can be found in the Finance Handbook.

Internal Accounts

1. Purchase orders are to be submitted through the finance office. Under no circumstances should items be purchased prior to having a purchase order completed and approved! Plan ahead and anticipate your needs.
2. Purchase orders over \$1,500.00 are sent to the Leon county Schools Purchasing department for approval. This may extend the time it takes to receive approval.
3. You will be notified when your invoices have been received, at which time you must come to the finance office to verify receipt of goods and complete a check requisition.

Receipting Money

1. You must fill out a receipt whenever you collect \$5.01 or more from anyone. If you receive \$5.00 or less, you can simply list all the names of students that you collected money from on a "Collected Monies" form with the amount collected listed individually.
2. All money must be deposited on the day it is receipted or the very next day.
3. No money should be left in the school overnight.
4. If your money is not deposited on time, a letter of explanation must accompany your deposit to be forwarded to the Principal.
5. Any errors made on a receipt must be VOIDED, the original kept intact and a new receipt written. When filling out a "Monies Collected" form, list all voided receipts separately.
6. Any checks taken for deposit must be made out to Lincoln High School. All deposits must be made by 3:00 pm each day.

Fund Raising

1. All fund raising done as a part of Lincoln Athletics must be approved by the Principal, athletic director, and school finance manager. Prior written approval is necessary before fund raising activities can begin. Two forms are available. One for internal fund raising that will involve students, and another that is for efforts that only involve parents and boosters.
2. Raffles and other activities of chance shall not be conducted for school related activities.
3. Collections for all school sponsored fund raising activities MUST be deposited in internal accounts daily.

Transportation

1. All bus requests must be received by the Transportation Department 15 days prior to your scheduled trip; therefore, all bus requests must be submitted for approval to the finance office 2 ½ weeks prior to your trip.
2. Please be certain to verify stop/start mileage and start/stop trip times.
3. Renting of vehicles must go through the finance manager. Rental car/van information can be found in the Finance Handbook.
4. Each sport is responsible for securing / arranging transportation to contest. The school provides some reimbursement funds for post season travel beyond district competition.
5. Students are allowed to drive to practices and contest within Leon County under the direction of their parents

Officials

A contract should be in effect with the officials association that assigns officials for contest that we host. The contract should include the opponent, time, and fee of each scheduled home game and should be on file with the finance manager once the principal and official's association signs it.

Fines

The coach responsible for the fine will pay any fine incurred. Cash or a personal check from the coach must be deposited into the sport's internal account and a check request completed with a copy of the fine and a monies collected form (from the coach's deposit) attached. A check will be sent to the FHSAA from Lincoln High School.

Leave and Reimbursement

When you travel as a part of your coaching responsibilities, you should complete a leave request that will cover you with respect to insurance and is mandatory should you wish to be reimbursed for out of pocket expenditures. The Principal will not approve reimbursement if the proper paperwork is not completed prior to traveling.

1. When the out of county reimbursement form is completed, submit it to the athletic director for approval with all necessary documentation attached. All requests must be remitted to the finance office within three days of return from school.
2. If travel reimbursement is requested, the type of reimbursement must be noted on the leave form at the time of submission.
3. Travel payment for use of private or employee vehicle may be made on the basis of the district per mileage rate or on the basis of gas receipts. When gas receipts are the basis for payment, the receipts must have date of purchase, name and location of station and the amounts paid.
4. Scouting payments must be supported by the following:
 - a. Meal receipt verifying location of game.
 - b. Gas receipt-verifying location of game.

A leave form should also be submitted for you entire season along with a copy of your schedule. The Code used is 680, TDY and write "See Attached" across the rest of the line. This is done for the same reasons as above.

Discipline

Each coach is responsible for the discipline of any student connected with the team as a participant, manager, etc., during practices and games.

1. A student who quits a sport will not be allowed to practice or participate in another sport until the sport the student quit is finished.
2. The county handbook lists policies with regard to drug and alcohol use. It is your responsibility to understand and follow these policies.
3. Students suspended from school are not allowed to practice or play during the period they have been placed on suspension. This includes ISS.
4. Students suspended twice during the same school year become ineligible to represent the school in interscholastic contest.

Injuries

When an athlete is injured it is the responsibility of the coach to do the following:

1. Notify the trainer who will complete the proper accident form.
2. Notify the parents of the injured athlete and explain the procedure for completing accident forms.
3. Notify the athletic director.
4. Follow up with both the athlete and the athlete's parents.

Appearance of Athletes

We want all those who represent Lincoln High School to show the high standards that we all are striving for.

1. The dress and appearance of all athletes shall be acceptable to current codes of dress. The final decision of what is acceptable is the responsibility of the coach, the AD and/or the administration.
2. Athletes that fail to meet required codes of dress and appearance shall forfeit the privilege of participation.

3. This is enforceable year round.

FHSAA

The Florida High School Activities Association, located in Gainesville, is the governing body for all interscholastic high school athletic contests.

1. Any communication with this organization should come through the office of the athletic director and Principal.
2. You are responsible for knowing and following all FHSAA guidelines.
3. Coaches will receive a packet of information including contest regulations, rulebooks, calendars, and other publications from the association.
4. The association's web site is a great source for information. (www.fhsaa.org)

Booster Organizations

Please direct all requests of the boosters through the athletic director. Participation and membership from each sport is needed. All equipment, supplies, uniforms, buildings, etc. donated by the boosters or any other group or individual must be approved by the school and becomes the property of Leon County Schools. All fund raising must be approved in writing by the athletic director and principal and must follow all established Leon County and school regulations.

Booster purchases over \$1,500.00 need to be approved by the athletic director and principal in writing prior to the purchase. Clean up is a requirement for all fund raising efforts including arrangement for the cleaning of all venues where concessions are sold. Specific external sport booster organizations may be established with the permission from the principal. All State and Leon County School Board guidelines must be followed.

Summer Activities

The athletic director and principal must approve summer plans for each sport. Camps held here at Lincoln or camps that will be attended by our students under the direction of Lincoln staff must follow all county and school guidelines. Fund raising efforts and family expenditures must be kept at a minimum. Our facilities must have some down time for cleaning and maintenance.

Student Recognition

1. Banquets, celebrations, year-end parties are not required but recommended especially if the sport has senior participants.
2. Banquets need to be scheduled through the athletic director and will not be held on Sunday. They must be planned and conducted under the leadership of the head coach. Financial stress should not be applied to any family. Budgets should consider no charge to any athlete.
3. The number and expense of awards should be in proportion to the ultimate success of the team. Recognition of administrative and support staff is appreciated but plaques, certificates, and other novelties are not necessary.
4. A written recommendation to retire a jersey must originate from the coach of the prospective player whose jersey is to be retired. Anyone may make a request to the coach, but their recommendation is the only one to be submitted for consideration. The written request must be submitted to the principal and athletic director
5. The written request must include major awards and successes that distinguishes this athlete from others (such as named to an All-American team along with high academic accomplishments, outstanding citizenship, post graduate accomplishments, war hero, etc)
6. Leon County will not allow a school to retire a particular number, only the jersey that the athlete played in.

College Placement

We have a high interest from our students and parents concerning future educational opportunities for our graduating athletes. Helping our student athletes secure scholarships is an important part of our job. The guidance department will help with the NCAA Clearinghouse guidelines. Students must go through the NCAA web site to fill out the form and complete a request for their transcript to be sent. The mission of the sports programs at Lincoln High School has always been for our student athletes to have fun, learn life lessons, and to win. Along with this mission is our desire to see our athletes succeed after they complete their high school careers. This success reveals itself in many ways. One of those ways is the awarding of athletic scholarships to qualified student athletes. The following information will help all understand some of the requirements for eligibility and some of the roles of this process. Scholarship offers should not be **the** reason for participation in high school athletics for the athlete or parent but a by product of outstanding academic and athletic experiences. We all have a role in this process and together we can give our kids the best chance for success.

Coach's Role

- Provide college academic requirements and testing information to all athletes.
- continually build your personal network with college coaches.
- After the sophomore season guide the athlete in establishing goals for their future beyond high school.
- Guide the athletes to begin a list of schools they would like to attend.
- Develop a personal portfolio for the athlete for distribution to college recruiters when appropriate. This might include significant statistics, highlight videos, event footage, awards, etc.
- After the junior year update all information and distribute to college recruiters when appropriate.
- Remind students to register with the NCAA Initial Eligibility Clearinghouse.
- Remind athletes to take the SAT and ACT tests
- For seniors, aggressively pursue colleges that have shown a genuine interest in the athlete. Pursue interest of recruiters at the appropriate level of competition for each athlete that has the desire to compete beyond high school.

Parent's Role

- Motivate your student athlete
- Stay informed with academic progress and standards
- Encourage test taking
- Keep coaching staff informed

Athlete's Role

- be the absolute best student athlete you can be, show commitment to both your academic and athletic
- Keep parents and coaches up to date
- Work with your coach to develop goals, portfolio, college list
- set a schedule for tests
- Register with the NCAA Initial Eligibility Clearinghouse