

# Coaches Handbook



## ***Administration***

Kim Davis, Principal

Douglas L. Elias, Assistant Principal

Dr. Judy B. Gallagher, Assistant Principal

Steve Page, Assistant Principal

Maribeth Caldwell, Assistant Principal

Travis DeWalt, Assistant Principal

Russ Schenk, Athletic Director

Kim Stager, Bookkeeper

Phone (727) 774 3300, Fax (727) 774 3390

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# Section One

**Contact Information:**

Athletic Admin:	Russ Schenk	(727) 992-7229 (727) 774 3314
Athletic Admin/ finance:	Doug Elias	(727) 774 3319
Principal:	Kim Davis	(727) 774 3301
Book Keeper:	Kim Stager	(727) 774 3304
Gulf High School:		(727) 774 3300
Athletic Fax:		(727) 774 3390
C2C Tech Support:		(239) 247 3939

**Athletic Governance**

At the start of the 2013-2014 school year, Gulf High School will be piloting a new organizational system regarding athletics. Gulf High School will no longer utilize an athletic director, rather athletics will fall under administration. The new system of athletic governance utilizes two administrators with clearly defined roles: Supervisor of athletics and compliance and Supervisor of athletic finance.

**Supervisor of Athletic Compliance (Mr.Schenk)**

Administrator will be responsible for athletic operations to include the following:

- Personnel
- C2C compliance
- FHSA compliance
- Contracts
- Season ending paperwork
- Trophy orders
- Game day operations
- Eligibility of inputted Rosters
- Officials
- Athletic facilities
- Media contact

**Supervisor of Athletic Finance (Mr. Elias)**

Administrator will be responsible for aspects of athletic finance to include the following:

- Approval of all purchase orders
- Fundraiser requests/ recaps
- Participation fees log
- Ordering and approving transportation
- Spring order
- Assisting with lodging/ per diem
- Food order
- Budget/ purchasing

## Contest Officials

Football: Bob Greco <a href="mailto:grecobobbyg@aol.com">grecobobbyg@aol.com</a>	West Coast/Lake region	813 545 8866
Volleyball: Melody Johnson <a href="mailto:coach.melodious@verizon.net">coach.melodious@verizon.net</a>	West Central	727 809 2247
Baseball: David Wooldridge	Peninsula	813 404 1111
Softball: Ed McGinley <a href="mailto:Dmcg49@tampabay.rr.com">Dmcg49@tampabay.rr.com</a>	West Central	727 809 0330 727 863 1254
Boys Basketball: Bucdave@msn.com	West Coast	813 382 1756 813 842 3129
Girls Basketball: Joe Wajerski	West Central	352 442 3104
Wrestling: Mike Puleo <a href="mailto:mpuleo@wcwo.org">mpuleo@wcwo.org</a>	West Coast	813-477-7634 813-948-2566
Boys Golf: Matt Cote <a href="mailto:mcote@pga.com">mcote@pga.com</a>	Fox Hollow	727 376 6333 x 403
Girls Golf: Mark Haluska	Seven Springs	727 376 0039
B/G Soccer: Jerry Barrantes <a href="mailto:Jerrybarr.sr@gmail.com">Jerrybarr.sr@gmail.com</a>	Pasco/Hernando	727 856 2199

## **Crisis Management Plan**

### **Catastrophic Injury**

- Call 911
- Contact Assistant Principal T. DeWalt (727) 226 2308
- Contact Principal K. Davis (813) 892 5861
- Contact Athletic Director R. Schenk (727) 992-7229
- Contact Family (use assistance if needed)
- Coordinated Media Plan  
**NO CONTACT WITH MEDIA from athletic staff**
- Meeting with athletes to discuss situation  
**NO OUTSIDE DISCUSSIONS OF MEETING WITH MEDIA**
- Fill out an *Accident Report* (see Lynne Goettel; school nurse) and submit to Mr. Schenk
- Have parent/ guardian fill out *School Insurance Claim Form* (see R.Schenk)
- Collect and secure all equipment and materials involved in the incident
- Construct a detailed time line of events related to the incident and submit to Mr. Schenk
- Involve appropriate counseling and ministerial personnel
- Assign athletic staff members to be with family at all times upon arrival; assist family as needed; protect from outside persons
- Critical incident stress debriefing/ counseling as necessary for individuals involved in incident

### **AED locations**

(3) Main Office, Media Center, Seasonally located

### **Heat**

- All sports will have an open water policy
- Students will be removed from the field when heat/ humidity guidelines dictate
- If students show signs of heat stress, exhaustion, or stroke, cool the student down immediately with ice and cold towels

### **Injuries**

- Must contact parent or guardian by phone or in person
- Complete Accident Report (Injury Report) and submit to Mr. Schenk and School Nurse the following day

## **Inclement Weather Procedures**

In the event of inclement weather (i.e. thunderstorms/ lightning, hail, hurricane, tornado), it will be under the direct discretion of the on-site administrator or coach, if no administrator is present, to determine if the practice/ game fields should be evacuated. Exceptions will be made for golf and swimming, whereby the head coach will have to suspend activity in the absence of an administrator.

## **Lightning**

Lightning is a dangerous phenomenon. GHS has developed a lightning policy to minimize the risk of injury from lightning strikes to athletes, coaches, support staff and fans. To monitor lightning the athletic staff will utilize the flash-Bang Method and a lightning Detector. Athletic teams that practice outdoors are at risk when the weather is inclement. For the reason, the following guidelines must be observed if it appears that lightening is possible for the area:

- If inclement weather is forecasted for the area or sighted in the area the coach or administrator will get a weather update via the National Weather Service on the Internet. Internet sites are as follows:  
<http://www.weather.com/>  
<http://www.accuweather.com>  
<http://www.lightningsafety.com>
- Lightning detectors must be utilized during the possibility of inclement weather. If lightning is detected and the severe weather signal is illuminated, with two subsequent readings within 30 seconds on the detector at the 3-8 mile range regardless of the presence of visible lightning, all athletes and personnel must evacuate the fields and/ tennis courts and seek shelter. The head coach and or athletic director will facilitate the lightning detector during the contest.
- If the lightning detector is not present, use the “Flash-Bang” Method. To use the Flash-Bang Method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 to determine how far away (in miles) the lightning is occurring. For example, 20 second count =4 miles. As a minimum, the National Severe Storms Laboratory (NSSL) strongly recommends that all individuals have left the athletic sites and reach a safe location by the Flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at 40 seconds or 8 miles.



## **Continued Inclement Weather Procedures**

- If lightning is in the immediate area, the administrator will notify the head coach as to the status of the inclement weather and the need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3-8 mile range or 30 minutes from the last sight of lightning.
- If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts. Unsafe shelter areas: water open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, and light poles. **AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD.**  
\*Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 feet between athletes (NLSI, 2000).

**Note:** Sports utilizing metal equipment need to eliminate equipment. Golfers must drop clubs and remove shoes. Baseball/softball players must drop bats and remove shoes. Tennis players need to drop rackets and seek shelter. If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it has been suggested to run for shelter, rather than stay in the middle of the field.

- If a person feels that his/her hair is standing on end, they should immediately crouch as described in item# 5. If someone is struck by lightning, activate the Crisis Management Plan (CMP). A person struck by lightning does not carry an electrical charge; immediately initiate the CMP and begin the primary survey. If possible move the victim to a safe location.
- Avoid using the telephone except in emergency situations. People have been struck by lightning by using a landline phone. A cellular phone or portable phone is a safe alternative to landline phones, if the person and the antenna are located within a safe structure and if all other precautions are followed.

## **Event Procedures**

Prior to competitions: A member of the administrative staff will greet the officials, explain that we have means to monitor lightning and offer to notify the officials during the game if there is imminent danger from the lightning.

Announcement of Suspension of Activity: Once it is determined that there is danger of a lightning strike, the administrative staff member will notify the head coach and official and subsequently summon athletes (via horn or whistle) from the playing field or court.

### **Continued Inclement Weather Procedures**

Evacuation of the playing field: Immediately following the announcement of suspension of activity all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded structure. **\*Spectators shall take refuge under the visitor and home bleachers.**

Evacuation of the stands: During competition, once the official signals to suspend activity, a member of the administrative staff will announce via PA system something like: "May I have your attention. We have been notified of inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek shelter at the following areas: under the closest bleachers (if at the stadium) and or the lobby/gymnasium. Though protection from lightning is not guaranteed, you may seek shelter in an automobile. Thank you for your cooperation."

Resumption of Activity: Activity may resume once a member of the Administrative staff gives permission providing the following: Thirty (30) minutes AFTER the last lightning strike or activity using the Flash Bang Method and two consecutive readings of the lightning detector at the 20-40 miles away range with no activity in the 3-8 mile range.

Away events: apply the home/facility CMP or modify the GHS guidelines that apply accordingly.

### **Lightning Detection Procedures for Non-Supervised Activities**

Ex. Athletes using facilities in the off-season or outside of regular practice hours. No method of lightning detection can detect every strike nor is prevention from lightning a guarantee. However, we encourage you to follow the Flash Bang Method to monitor the approximation of lightning and seek shelter when needed.

**Greeting FHSAA Officials**

An administrator will greet the assigned officials.

- A designated (secure) area will be provided for the officials to shower/ change
- An escort will be provided before and after athletic competition
- A secure location will be given to the officials for parking as well as complimentary beverages

# Section Two

## **Injury**

In the event of an injury while at practice and or athletic event, please follow the instructions below:

- Upon injury, notify parent
- Depending on severity of injury call 911

### **\*Do not attempt to move a probable Neck, back and or spine injury**

- If parent is unable to accompany athlete to hospital, a member of your staff must go
- If a coach is accompanying injured athlete be sure to have Athletic Participation Form (better be signed, dated, and notarized)
- Phone call needs to be made to athletic director, if no answer leave message
- Please call the principal for notification  
(See contact information in section one)

### **The very next day:**

Refer athlete's parent(s) to the assistant principal over athletics (Mr. Elisa) for the following:

- School insurance claim form  
\*See the clinic personnel and fill out an accident report.

### **Days to Follow:**

Make follow-up phone call to parents to check on the well being of your athlete.

Once medical treatment has been administered, the athlete needs written consent (from a physician) for athletic participation prior to return.

## **Treating Heat Stroke**

In heat stroke, every minute counts. When core temperature is very high, body and brain cells begin to die, so fast cooling is vital. Early features are subtle central nervous system (CNS) changes — altered cognition or behavior — and core temperature over 104-105 °F (40.0-40.6 °C). Advanced features are collapse with wet skin, core temperature over 106-107 °F (41.1- 41.7 °C) and striking CNS changes — delirium, stupor, seizures, or coma (Roberts, 1998).

Field treatment is fast cooling. No faster way to cool exists than dumping the athlete into an ice-water tub. Submerge the trunk — shoulders to hip joints. Research suggests ice-water immersion cools runners twice as fast as air exposure while wrapped in wet towels (Armstrong et al., 1996). The Marines also use ice water cooling (Kark et al., 1996). Recent field research with volunteer runners suggests cold water may cool as fast as ice water (Clements et al., 2002).

## **Continued Heat Stroke**

Cool first, transport second. Send the heat-stroke athlete to the hospital after cooling. With fast cooling, survival rate approaches 100% (Kark et al., 1996). In fact, fast cooling can allow athletes to walk away in good health. For example, yearly at the Falmouth Road Race, up to 10-15 runners collapse with temperatures from 106-110 °F (41.1-43.3 °C), but over a decade nearly all such runners, after ice-water immersion, walked away. After cooling, runners are observed for 20-60 minutes to ensure they are drinking fluids and have normal vital signs and good cognition (Roberts, 1998).

## **Summary**

Many factors — environmental and personal — contribute to heat stroke. Early warning signs of impending heat stroke may include irritability, confusion, apathy, belligerence, emotional instability, irrational behavior, giddiness, undue fatigue, chills, goose bumps, and vomiting. Practical tips for preventing and treating heat stroke in sports are outlined, with the vital adage being: Cool first; transport second. Research on recovery is sparse, but it seems likely that most athletes treated early for heat stroke can soon safely return to their sport.

## **Insurance**

The Pasco County School Board will provide excess student athletic insurance for all student athletes. The plan provides limited excess coverage for medical expenses that arise from the treatment of interscholastic sports.

**This plan is not a guarantee of payment for medical services. An athlete may encounter certain out-of-pocket expenses when he/she is treated for accidental injuries.**

**It is an absolute must that any injury requiring medical attention be reported to the assistant principal over athletics (Mr. Elisa and Mr. Schenk). If expenses are incurred for treatment of these injuries, it is the responsibility of the coach to make sure the student athlete received the necessary Insurance Claim Form. \*Coach must follow steps highlighted under *INJURY*.**

# Section Three

### **Coaching Expectations:**

#### **Mandatory Parent Meeting:**

You must have a parent meeting prior to the start of your season.

Items to be discussed:

- Rules and regulations
- Transfer Policy
- Fees (\*No athlete shall practice and or play without submission of fees)
- Complete physicals
- Expectations for the athlete to include study hall
- Practice/ Game format
- Competition Schedule
- Contact information
- Insurance Memorandum distributed (see attach)

### **FHSAA Compliance Videos:**

**\*Concussion Class** must be viewed by all stipend coaches prior to August 14th:

Link: [www.fhsaa.org/news/2011/0629](http://www.fhsaa.org/news/2011/0629)

It is the responsibility of all coaches to view the FHSAA Compliance Video for his/her perspective sport. Upon completion, you will be given a certificate that must be submitted to the assistant principal over athletics (Mr. DeWalt). Failure to comply will result in a fine payable by the Head Coach. Please check the FHSAA website ([fhsaa.org](http://fhsaa.org)) prior to your season to check on availability of your video.

#### **CPR:**

All coaches must be current with their CPR certification prior to the start of his/ her season.

#### **District and SAC Meetings:**

These scheduled meetings are not optional regardless of personal feelings. **Fines accrued for missed meetings will be at the expense of the coach, internal funds will not be used to cover such fines.**



**Approved Volunteers:**

The District School Board must approve any persons working in contact with student athletes. Please refer volunteer candidates to the attached link in efforts of seeking approval: <http://www.pasco.k12.fl.us/communications/volunteer/>

This process only takes a few minutes and is a necessary piece for any non- faculty members to be on our campus working with our students.

- Please take the time to goto our school website:
- <http://ghs.pasco.k12.fl.us/>
- Click on Pasco County (Bottom of the home page on the left hand side)
- Click on Community (top right)
- Click on Volunteer (top right)
- Follow prompts for "How to register to be a school volunteer"
- Clearance is typically granted within 24 hours, both the applicant and school will receive notification from the district office.

**Coaching Staff:**

As of 2010, volunteer coaches must have completed paperwork on file including fingerprinting. As per the ***Jessica Lunsford Act***, no persons will be permitted on an athletic sideline, bench, court, etc. unless school board has approved. As per District Mandate, failure to comply may result in the dismissal of the head coach.

**Adjunct Coaches** (non school board members):

- Application for Pasco County Schools must be complete and approved
- Must apply for Temporary Coaching Certificate (See Patty
- If all of the above have been met, you will be scheduled for fingerprinting

Once all three have been completed and approval for hire has been granted, you will be referred to County Athletic Director, Phil Bell, who will explain our county requirements for your coaching certification. You will have a three-year window to comply with requirements for your certification.

**Scheduling:**

The individual coach is responsible for developing his/her own schedule. Scheduling games should follow FHSAA and Pasco County Guidelines with respect to total number of contests, number of games per week, travel distances and competition with schools out of state or non-member schools. In addition:

- Athletic Director will complete contract after schedule has been submitted , approved and entered into C2C School by Head Coach
- All events need to have an approved FHSAA Contract
- Loss of school for scheduled events must be approved by the principal prior to scheduling the event and should be kept to a minimum
- All out of county travel must be approved in advance (see attached forms)
- Copy of schedule must be submitted to Athletic Director
- If GHS is to host an event in which more than one other school is involved, a sanction must be completed and submitted to the FHSAA office at least 30 days prior to the scheduled event
- **When it is necessary to cancel or postpone an event, coaches must notify:**
  - A. **Front desk**
  - B. **Assistant principal over athletics (Mr. Elisa)**
  - C. **Transportation if a bus needs to be canceled (40402)**
  - D. **The officials if it is a home contest**
  - E. **The business manager if it is a home contest**

**Mandatory Score Reporting and Roster Management:**

Each coach is responsible for reporting team scores within in 12 hours of home contests. Scores are to be recorded using the C2C Website: C2Cschools.com. Using user name and password scores may be entered for each contest. Please see athletic director for password and username.

\*All coaches are responsible for entering their rosters into C2C two weeks prior to their first scheduled contest. \*Tech Support: Isaac Perez 239 247 3939

**Award Ceremonies:**

It is the head coaches' responsibility to have an awards ceremony for his/ her sports team to recognize team members and distribute awards. The school will purchase only three trophies per team. These events may be held at an approved site of choice and may or may not include a meal. The cost of the event will be the responsibility of the program and not the athletic department. Please plan accordingly. All ceremonies are to be scheduled no later than 4 weeks after your last contest. \*Please provide the bookkeeper with all purchase orders and or contracts related to your banquet at least three weeks in advance.

**End of Season Recap:**

It is the head coaches' responsibility to submit a completed End of Season Recap. It is on pdf form and will be sent to you upon completion of your season.

**Fundraising:**

Fundraising will be extremely important, as you will be responsible for raising monies for your banquet and uniforms. Please note that you need to seek approval prior to engaging in any fundraising endeavor (see attach MIS 176). If you will be paying a vendor you must have a Fundraiser Agreement approved (see attach). Please note 10% of all monies raised will be transferred to General Athletics to assist with essentials.

**Facilities Request:**

Teams requiring the usage of the Activity Center must attend scheduling meeting prior to the start of the season. A schedule will be made and posted for reference. \*Please note: In-season sports will be taken care of first.

Coach must submit an athletic facilities request form seeking approval for usage of the Athletic Center (tournaments, classics, parent meetings, etc.). Once approved, the assistant principal in charge of athletics will place the event on the calendar. This process will minimize scheduling conflicts.

### **Athletic Transfer Policy (ATP) / Procedures – Effective July 1, 2013**

The following procedures operationalize Athletic Transfer Policy (ATP) 2431.01. Exceptions for student-athlete transfers to allow athletic participation that may be considered by the Athletic Transfer Participation Committee (ATPC) described above include the following:

#### **A. Full and complete move to a new residence**

This section applies to a student who moves to a new home address due to a **full and complete move** by the student and the persons with whom s/he has been living for at least one (1) calendar year that makes it necessary for the student to attend a different school and meets all other eligibility requirements. A student and his/her parents cannot be a resident at more than one (1) address, and only the student's current residence may be used for eligibility purposes. The following items are evidence of a full and complete move. The requester is advised to present as much evidence as possible.

1. The former residence will not continue to be occupied for any purpose at any time by the student or any of the persons with whom the student has been living.
2. All of the student's personal belongings are moved from the former residence.
3. Mail pertaining to the student and members of their family is received at the new residence.
4. All utilities (this does not include cell phones) are transferred to the new residence.
5. Driver's license, voter registration and other forms of legal identification are changed to the new residence.
6. Forms of address verification – examples include, but are not limited to:
  - a. Homestead exemption information;
  - b. Utility bill, including service address (no cell phone bills);
  - c. Proof of purchase of home;
  - d. Current notarized and fully executed lease agreement.

#### **B. Necessary relocation to residence of another individual**

This section applies to a student who transfers because s/he has to move into the residence of another person, making it necessary for the student to attend a different school, and meets all other eligibility requirements. This exception applies only to the following specific situations:

1. One of the persons with whom the student has been living dies;

2. One of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility;
3. The student is made a ward of the court or State and is placed in a foster home by a court of jurisdiction; In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the ATPC;
4. Guardianship must be appointed legally by a court or jurisdiction.

C. Move to new residence following marriage

This section applies to a student who marries and immediately establishes a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and meets all other participation requirements.

D. Reassignment by the District School Board of Pasco County

This section applies to a student who is reassigned to a different school by the School District, as long as the reassignment is not for athletic or disciplinary reasons, and is not requested by the student or his/her parents, and meets all other eligibility requirements. In this case, the student may participate in interscholastic athletic competition at the school where s/he is assigned to attend.

Consideration will be given to:

1. A student-athlete with an Individual Education Plan (IEP);  
An IEP team determines that another school will better serve a student-athlete's educational needs.
2. A student-athlete who has medical and/or psychological need that warrants a transfer of schools; This determination will be made by the appropriate Assistant Superintendent with input from health care providers.
3. A student-athlete who transfers after an acceptance of Pasco County School Choice during the open enrollment choice period.  
**Students approved prior to June 1, 2013 for school choice for the 2013-2014 school year will not be impacted by this transfer policy but must meet all other eligibility requirements.**
4. A student-athlete who is considered a student in transition (SIT) and requires a transfer of schools;  
Eligibility for SIT determination will be made by the District Homeless Liaison.
5. A student-athlete who transfers to home education or charter school from a District school or to a District school from home education or charter school is allowed to participate at their zoned school only. The student-athlete must

meet all requirements for participation set forth by the Florida High School Athletic Association (FHSAA).

### **General Regulations (ATP)**

- A. Student-athletes of employees of the District School Board of Pasco County must meet the same guidelines set forth for all other student-athletes.
- B. In the event the student's parent /guardian would like to appeal the student's non-participation status they will complete a request for appeal of athletic participation packet (ATP) and appear before the ATPC to appeal a student's non-participation status. A schedule of ATPC hearing dates will be posted on the district website along with the request for appeal documentation.
- C. Fraudulent, false, erroneous or incomplete information provided to the school and/or School District by the parent/guardian and/or student will result in the student-athlete being prohibited from participating in athletics for one (1) calendar year from the date in which the information is discovered. Such information may also require that the student be enrolled in the school that serves the area where the student-athlete resides. If a change of school is necessary, it will occur at the time determined to be most educationally sound for the student-athlete.
- D. When a change of residence of a student-athlete occurs, it is the responsibility of the parent/guardian and student-athlete to **notify the school within ten (10) school days**. Failure to do so will prohibit a student-athlete from participating for one (1) calendar year from the date in which the information is discovered and may result in the student being returned to their zoned school.
- E. Student athletes must abide by all FHSAA eligibility requirements and District School Board of Pasco County Code of Student Conduct.

**2013-2014 Athletic Transfer Participation Committee (ATPC)  
Hearing Calendar**

<b>Hearing Dates</b>	<b>Due to Athletics</b>	<b>Due to the School</b>
7/31/2013	7/18/2013	7/16/2013
8/14/2013	8/1/2013	7/30/2013
8/27/2013	8/16/2013	8/13/2013
9/10/2013	8/30/2013	8/27/2013
9/24/2013	9/13/2013	9/10/2013
10/29/2013	10/18/2013	10/15/2013
11/22/2013	11/15/2013	11/12/2013
1/28/2014	1/17/2014	1/14/2014
2/25/2014	2/14/2014	2/11/2014
3/25/2014	3/14/2014	3/11/2014
4/29/2014	4/17/2014	4/15/2014
5/27/2014	5/16/2014	5/13/2014
6/24/2014	6/20/2014	6/17/2014
7/29/2014	7/25/2014	7/22/2014

## Recruiting

- Any student that did not attend GHS in the ninth grade must have a GA4 completed (see attach) and submitted for state approval prior to competing.
- Refrain from talking with athletes and or parents from opposing teams about relocating. If approached, simply refer to administration.
- If you are involved in coaching a summer program that involves athletes from other schools, those individuals may not be eligible to transfer regardless of any discussions regarding possible relocation. The FHSAA has declared this practice as prima facie recruiting resulting in loss of eligibility for the athlete and possible dismissal for coaches involved.

**\*No GHS staff member is permitted to solicit his/her athletic program(s) at any middle school, as the FHSAA does not recognize *feeder schools*.**

## Media and Public Relations

While it may be very difficult at times, when speaking with the media, it is hoped that a positive spin is placed on all interviews. It is expected that a negative light never be cast on any student, referee, opposing school, and or Gulf High School. Be professional and stay positive.

## Discipline

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

- A player who quits after a regular season contest is ineligible for practice or participation in another sport until the previous sports season is completed.
- Students suspended from school are not allowed to practice or play during the period they have been placed on suspension.
- The county policy regarding athletes who are arrested for crimes must also be followed. It is the responsibility of the athlete and coach to be totally aware of this policy and its consequences (see student planner for details).

## Sportsmanship

The FHSAA policy states that any athlete ejected from a contest for unsportsmanlike conduct must sit out at least the next two events or 7 days. Depending on the severity of misconduct, these suspensions could be as long as six weeks. In addition, The FHSAA levies fines against schools involved in these incidents. Our athletic department encourages all supporters, coaches, and athletes to exhibit the utmost sportsmanship and respect for our opponents and their fans, as well as officials who are working the contests.

***\*Bench clearing:*** In accordance to the FHSAA, any athlete that comes off of his/her seat, moves out of the box, and or assigned area will be considered participants in a *bench clearing* and subject to FHSAA Unsportsmanlike fines and possible suspension.



**Ejection(s)**

In the event of an ejection (player and or athlete), Mr. Schenk is to be notified ASAP. All coaches are to adhere to the Pasco County/ FHSAA guidelines regarding sportsmanship. If a fine is issued to a coach, it is the responsibility of the coach and not the athletic department to pay for assigned fines. A coach will not be permitted to return until fines have been paid.

**Student ejection and or fine:**

It is the responsibility of the athlete and not the athletic department to pay for assigned fines. \*Please include this information in your rules as well as share our stand regarding fines with your parents. NEW POLICY: IF A STUDENT ATHELTE HAS TWO UNSPORTMANSHIP LIKE CONDUCT IN THE SAME SEASON: THEY ARE SUBJECT TO BEING REMOVED FROM THE TEAM-NOTE: TWO STRIKES YOUR OUT POLICY

**Summation on Fines:**

**Please note it is the responsibility of the athlete to pay for any fines assessed by the FHSAA due to unsportsmanlike conduct. The athlete will not be permitted to participate until applicable suspension has been served and fines have been paid to the High School (General Athletics).**

**Use of Profanity:**

The use of profanity, obscene gestures, or abusive language is a Level III (serious breach of conduct) offense of the Student Code of Conduct. At anytime a student shows disrespect toward school officials, contestants, spectators, game officials, teammates or their coaches, the student will be suspended for a minimum of one contest.

**Class Attendance:**

Students can never make up for class instruction missed when absent from classes. Thus, it is imperative that students be in school whenever physically able. The FHSAA has no policy regarding the number of classes a student must attend school on any day to practice and or participate in an athletic contest. Coaches must dictate in their policies his/ her attendance rules. \*In summation it is expected that each coach will have a tardy and attendance policy for his or her perspective athletes.

**Mandatory Study Hall:**

All ninth grade student athletes and athletes will have a mandatory study hall two days per week after school.

**Study Hall Rules**

**Purpose:** The purpose of mandatory study hall for 9-12<sup>th</sup> grade Student/athletes is to increase student achievement by scheduling a consistent block of time in a controlled environment with academic coaches.

**Start Time:** Study Hall will begin in the Cafeteria no later than 1:50 pm and will run to 2:35 pm. The school day ends at 1:40 pm, they will be allotted ten minutes to take care of socialization; being late will not be tolerated, as it will disrupt the learning environment.

**Behavior:** Any behavior(s) displayed that are not acceptable in accordance to the assigned academic coaches will result in a loss of athletic privilege(s) for the day. The academic coach will notify the coaches and assistant principal of any behavioral issues resulting in forfeiture of practice. Loss of practice time has been addressed in the Gulf High School Student Athlete Handbook and further has been signed in acknowledgment by a guardian and or parent. Parental calls to the Athletic Department will not circumvent and or reinstate loss of practice time.

**Expectations:** All students will be visibly working in stations in accordance to assigned work. If a student is working on mathematics, he/she will be sitting in the mathematics station assigned to the mathematics coach. Upon completion he/she will move to the next station in accordance to their next assignment. No talking will be permitted unless it is with an academic coach. The instructional environment will be silent in efforts of maximizing concentration. Failure to comply will result in possible loss of athletic privilege(s).

**\*Skipping Study Hall:** Failure to attend study hall will result in loss of athletic privilege(s). Simply put, no study hall will equate to no practice.

**Clinics and Camps:**

Please fill out appropriate paperwork in advance for approval. Failure to comply may result in forfeiture of reimbursement.

**Eligibility of Athletes**

All Head Coaches are responsible for checking academic eligibility of athletes.

- Eligibility is evaluated on a semester by semester basis
- 2.0 cumulative GPA
- A period of 7 calendar days beyond the last day of the grading period is provided to determine academic eligibility during the current school year.

**Age**

A student is eligible to participate in athletic contests until they reach the age of 19 years and 9 months.

**Physicals**

No athlete will practice/ participate in any activity unless a completed/notarized physical has been collected. Once physicals have been collected, please keep a copy and submit the original to Athletic Director. \* See attach for common mistakes.

**Prior to the first practice session all students must have:****\* Located on school website under athletic forms (see attach)**

- A current physical examination. This physical should be given as recently as possible as they are only good for one calendar year
- Preparticipation physical evaluation
- A signed Parent Permission form for the current year
- Participation Form notarized
- Fee paid

## **Travel**

In most cases, travel to and from athletic contests will be provided on buses. There will, however, be times that private vehicles will be used for this purpose. In either case, athletes will be expected to travel to and from these events with the team. If parents wish to bring their child home instead, permission to do so must be obtained from the coach. At no time will athletes be permitted to return with anyone other than their parents.

At no time, are coaches to assign athletes to go in any one certain vehicle. It is up to the athletes and their parents to arrange transportation to and from events that the district school board does not provide transportation.

When a student misses school due to athletic participation, he/she must be placed on an approved SRA form (see attach). Please see principal's secretary for form. Once approved, submit form to attendance office after you mark who actually attended the SRA.

\*As of 2011, it is expected that all coaches be labeled *safe driver* prior to the start of each season. Regardless of who owns the vehicle (rental, district, personal etc.), all coaches are required to be cleared and labeled as "*safe driver*" from the district office. This can be accomplished by going on to the Pasco County Website and following the steps below:

<http://www.pasco.k12.fl.us/departments/>

Go to Transportation (bottom middle under departments)

Click on Transportation

Go to Navigation

Click on Transporting Students Application

Follow prompts

\*The process takes only a few minutes. You will need your driver's license and tag number handy. Also if you have a parent and or volunteer that is willing to assist with transportation, they are not to transport students until MIS Form #167 has been submitted and processed (approximately 2 weeks). Please discuss this at your parent meetings prior to the start of your perspective season. I will send you a copy of MIS Form #167 in a follow up e-mail.

### **Book Keeping Items:**

**Athletic participation fees** are to be collected and deposited using MIS Form 179  
Not to be confused with MIS 170 (see attach).

### **Concession Stands:**

#### **Concession**

It is the responsibility of the head coach to purchase concession food items (using internal funds) in advance through Margaret Herzek our Cafeteria Manager. In addition, all Coke products must be ordered in advance through Andrew Richardson. The concession stand must be opened at every home contest and must be staffed by your parents.

**Monies collected** through fundraising efforts must be collected using MIS 170 (see attach) and must have an attached Internal Accounts Request (transfer/entry request). Transfer form will have 10% General Athletic Monies calculated (see attach).

\*Do not take monies home and or store in your office, please deposit all monies daily.

**Purchase Orders** need to be filled out and submitted to the assistant principal over finance (Mr.Elias). You need to have monies in your internal account prior to writing a purchase order. When using internal monies, all purchases need to come from an **approved bid vendor**.

\*Please make sure that all purchase orders have the following:

- Documentation for expenditure
- Leave slip (hard copy)
- Quote

**Purchase Order for Entry Fee** for tournaments/ travel must have the following:

- Back up (invitation sent to your program)
- Purchase order for entry
- Request for Leave or Temporary Duty (MIS 101)