



Palmetto Ridge High School
Activities Department Handbook
Athletics
2015-2016

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I. Philosophy

A. Mission Statement

The mission of the Palmetto Ridge High School (PRHS) Activities Department is to develop, enhance, and preserve the educational values of extracurricular activities and interscholastic athletics. The department serves its students by providing resources to develop leadership skills, mentorship, and opportunities for personal and athletic growth. It is also with this understanding that it is acknowledged that interscholastic athletics is a privilege, and not a right, for every high school student.

B. Sportsmanship and Behavior

Extracurricular activities and interscholastic athletics are an integral part of our school's total curriculum. Thus, coaches and sponsors – who are first and foremost teachers – are expected to model good sportsmanship and, in general, to promote self-discipline, poise and compliance with the “Rules of the Game.” Coaches, volunteers, parents, and students are expected to exhibit behaviors that are exemplary and exceptional at all times. They represent our school and our community. In conjunction with the Florida High School Athletic Association (FHSAA), PRHS promotes the spirit of sportsmanship and fair play in all contests and works to safeguard the physical, mental, social, and moral welfare of all high school students, regardless of activity, club, or sport.

II. Duties and Responsibilities of Department Personnel

A. Activities Coordinator

1. The Activity Coordinator is responsible for the development of an effective and efficient Activities Department within the school.
2. Reports to and under the direct supervision of the Principal.
3. Maintain the standards set by FHSAA, Collier County School Board, and PRHS.
4. Specific Responsibilities
 - a. Coordinates and supervises interscholastic and intra-scholastic athletic and non-athletic related activities.
 - b. Administers all interscholastic policies and procedures working within the confines of Rules and By-Laws of the FHSAA including: all eligibility requirements, insurance, and other miscellaneous administrative procedures, guidelines and policies.
 - c. Serves as liaison with school support organizations and media.
 - d. Coordinate use of all facilities with school personnel.
 - e. Maintain a school calendar.
 - f. Hold fall sponsor and coaches' meetings with planned agendas.
 - g. Organize all interscholastic sports and secure game contracts between PRHS and other schools.
 - h. Coordinate schedules with head coaches and other schools.
 - i. Represent PRHS at state, district, and conference meetings.
 - j. Recommend improvements in programs and school facilities.
 - k. Supervise all sponsors and coaches and assist in conduction of interviews and selection.
 - l. Evaluate coaches after each season.
 - m. Administer the Activities Code of Conduct. This includes all tobacco, drug, alcohol, and other violations.
 - n. Coordinate end of season awards ceremonies (fall, winter, spring) with the principal and coaches.
 - o. Prepare and maintain accurate budget records with the school bookkeeper.
 - p. Generate additional fundraising money to help ensure the quality programs for PRHS students.
 - q. Develop and maintain a uniform rotation guideline for all sports.
 - r. Order equipment within budgetary parameters as specified by the head coach, or as seen as needed by the Activities Coordinator.
 - s. Maintain a safe environment for the students to perform.
 - t. Schedule gate workers, clock/scoreboard operators, ushers, and ticket takers for home events.
 - u. Assist booster clubs as needed.
 - v. Assist coaches with the set up for competitions, as needed.
 - w. Formulate and implement an emergency medical plan.
 - x. Work closely with media outlets to promote all phases of PRHS.
 - y. Report negligence and serious problems within the department to the principal, and if necessary, to the FHSAA.
 - z. Work with outside agencies to procure facilities not available at the school (i.e. golf courses, swimming pool, etc.).
 - aa. Collect and maintain athletic records held by the teams and individuals for each season.

- bb. Coordinate the activities of all clubs and classes including fundraising, assemblies, picture days, and other special events.
- cc. Assist coordination and supervision of graduation, Junior/Senior Class Prom, and SGA with homecoming.
- dd. Participates and is in regular attendance as an ex-officio member with department chairpersons.
- ee. Provide a copy of the handbook to each head coach and/or sponsor by paper or electronically.
- ff. Perform other duties as assigned.

B. Activities Coordinator Secretary

1. The Activities Coordinator Secretary is under the direction of 1) the Principal, and 2) the Activities Coordinator.
2. Eligibility: The Activities Coordinator Secretary is responsible for the verification of eligibility for the school. A student must be verified eligible by the secretary before being able to participate in athletics. Tasks include:
 - a. Prepare all paperwork for athletic eligibility.
 - b. Supply FHSAA and coaches with all required data.
 - c. Maintain an accurate and updated physical, insurance, academic eligibility and parent consent information on all student athletes.
3. Other Specific Responsibilities
 - a. Prepares correspondence for the Activities Department and forwards to personnel concerned.
 - b. Process incoming mail and dispense through proper channels.
 - c. Attend the coaches' meetings.
 - d. Confirm upcoming weekly athletic events with other schools and officials.
 - e. Prepare all athletic and non-athletic extra and co-curricular transportation requests for coaches and sponsors, and verify prior to team or club departure.
 - f. Keep records of eligibility for school van and mini-bus drivers.
 - g. Organize and maintain log of activity vans.
 - h. Notify fire department of home football games, send schedules, and letter requesting coverage.
 - i. Maintain records of participation, varsity lettering, and MVP awards for all sports.
 - j. Develop contact cards for coaches in case of emergency.
 - k. Process reserved seat season ticket sales for the football season.
 - l. Type all award certificates and distribute patches, bars, etc.
 - m. Order and maintain inventory of awards, certificates, etc.
 - n. Order and maintain inventory of necessary athletic forms, bus requisitions, field trip forms, etc.
 - o. Contact curriculum secretary for students needing to be entered on fees and fines for athletic uniforms.
 - p. Prepare and distribute weekly activity calendar for staff.
 - q. Submit Fall, Winter, and Spring sports participation survey to FHSAA.

- r. Submit Fall, Winter, and Spring Academic nominations to FHSAA.
- s. Compile list of athletes for Collier County Random Drug Test program.
- t. Assists with coordination of facilities usage.
- u. Maintain and update awards and scholarships for student-athletes
- v. Maintain athletic statistics for gender equity and sports participation surveys required by CCPS and FHSAA.
- w. Maintain information and documentation for clubs, and other school activities.
- x. Assist coaches, when possible, with other tasks.
- y. Assist with school vending machines.
- z. Perform other duties as assigned.

C. Bookkeeper

1. The Book Keeper is under the direction of 1) the Principal, and 2) Activities Coordinator.
2. Works with the Activities Coordinator and Principal to determine budgets and manage department finances.
3. Maintain records, ledgers, budgets, files, documents, and associated paperwork required to properly account for all internal monies received and distributed within PRHS.
4. Specific responsibilities for athletics include:
 - a. Prepare Financial Reports.
 - b. Issue checks and maintains account balances.
 - c. Receive all monies and makes timely deposits.
 - d. Review payment and change order requests and confirms payment.
 - e. Update and monitor club and department up-to-date balance in accounts.
 - f. Assist in budget preparations.
 - g. Perform clerical support as assigned.
 - h. Meet with the Activities Coordinator regarding club spending and approval.
 - i. Performs other duties as assigned.

D. Assistant Activities Coordinator

1. Keep on file annual inventory records that were developed by the head coaches.
2. Assist with coverage of night events.
3. Head of football operations on game nights.
4. Performs other duties as assigned.

E. Coaches

1. All Coaches

- a. Support your program and the other activity programs of PRHS. Make it a point to visit various school functions throughout the year. **Be Proud to be a Bear.** Your support goes a long way with each other.

- b. Recognize that Freshmen and JV programs exist for developmental purposes. All players at these levels should receive some playing time during the season (not necessarily every game). Otherwise, please do not have them as part of the team.
 - i. It is the coaches' responsibility to build up the program.
 - ii. It is the Activity Department's recommendation not to carry upperclassmen on sub-varsity teams, unless there would not be a team without them.
- c. Varsity athletics are about having the best PRHS offers compete against the best of our opponents.
 - i. It is up to the coach's discretion about playing time. The coach should communicate to the individual player their status on the team.
 - ii. It is the Activity Department's recommendation to not carry a senior if they are not going to play.
- d. Recognize while winning is the goal, it is not required of a high school program. **Teaching the sport, developing the person, and providing a positive environment for the student-athlete to grow and improve are the requirements.**
- e. All Coaches who receive a paid supplement from the school district must be certified.
 - i. Must hold a temporary or professional educator certificate, or
 - ii. 3 year temporary or 5 year Athletic Coaching certificate.
 - iii. Any questions please see the Activities Coordinator.
- f. Follow the National Code of Ethics for High School Coaches.
 - “As a professional educator, I will:
 - i. Exemplify the highest moral character, behavior and leadership
 - ii. Respect the integrity and personality of each individual athlete
 - iii. Abide by the Rules of the Game in letter and in spirit
 - iv. Respect the integrity and judgment of sports officials
 - v. Demonstrate a continuing interest in the mastery of coaching techniques and principles through professional improvement
 - vi. Encourage respect for all athletes and their values
 - vii. Display modesty in victory and graciousness in defeat
 - viii. Promote ethical relationships among coaches
 - ix. Fulfill responsibilities to provide health services and an environment free of safety hazards
 - x. Encourage the highest standards of conduct and scholastic achievement among all athletes
 - xi. Seek to inculcate good health habits including and establishment of sound training rules
 - xii. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.”
- g. Specific Responsibilities
 - i. Demonstrate adequate knowledge of the activity.
 - ii. Keeps current with rules and regulations regarding local and state guidelines.
 - iii. Exhibit a working knowledge of the sport and strategies associated with the sport.
 - iv. Supervise the locker room.

- a. The head coach or his/her assistant should locate themselves in such a position that they can see and hear what is transpiring in the locker room. They must be the last to leave and are responsible for locking up.
 - b. Do Not give keys to unauthorized personnel, especially students.
- v. Athletes are not allowed in the gym, weight room, or any other athletic facility unless accompanied by their coach.
 - a. Teach players the proper techniques and the proper use of equipment.
 - b. At no time shall anyone except the head or an assistant coach be in charge of a practice. Do Not leave a practice or game unattended.
- vi. Represent PRHS with the utmost in class and dignity.
 - a. Maintain poise and composure relative to the emotional and stressful events attached to the activity.
 - b. Use effective communication skills in a clear, proper, and professional manner.
 - c. Display respect and dignity for administration, other coaches, student-athletes, and parents.
 - d. At no point should any coach be ejected from a contest.
 - e. Coaches are required to pay any fines that they may incur.
- vii. Attend faculty meetings unless excused by the principal.
- viii. Remain with players until all students have been released to a responsible adult, or driven themselves off campus whether after a **practice or game**.
 - a. The coach should be the last one to leave the school.
 - b. For away games, students must have a signed document on file in the athletic office prior to the event in order to not return with the team. They may leave with their parent/guardian only unless given specific permission by the Activities Office prior to the game.
- ix. In case of an injury, please use reasonable judgment.
 - a. Report any injuries that result in loss of practice or game time. An athletic injury report must be filled out by the coach or trainer. A copy must be given to the A.D. for the office files.
 - b. Have the athlete see the district athletic trainer.
 - c. If the player has gone to get medical care (doctor's appointment, emergency room, orthopedic, etc...), they must have a written doctor's release before returning to practice or games.
- x. Display appropriate self-appearance for practices and games.
- xi. Set up field/gymnasium/track for competition.
- xii. Clean up field/gymnasium/track after competition.

2. Head Coach

- a. The head coach is under the direction of 1) the Principal, and 2) the Activities Coordinator.
- b. Specific Responsibilities
 - i. Read and review the athletic handbook with assistant coaches.
 - ii. Organize and supervise his/her staff.
 - iii. Interview and recommend assistant coaches.

- iv. Develop a method of evaluation for his/her staff.
- v. Verify academic eligibility.
 - a. Administer progress checks of athlete's grades/attitude throughout the program.
 - b. Prior to first practice, the head coach must verify eligibility of each athlete with the athletic office.
 - c. If their season overlaps semesters, must re-verify eligibility with Activities Coordinator Secretary.
- vi. Keep an accurate equipment list for each sport. Document all lost/stolen equipment and/or uniforms. Copies of the list should be given to the Activities Department.
- vii. Make known to all athletes what is required to earn a varsity letter before the season begins.
- viii. Have a written planned agenda for every practice.
- ix. Report all athletic event results to the local media.
- x. Report scores from away games to the athletic office the following morning.
- xi. At the conclusion of the season, the following information must be submitted to the Activities Department.
 - a. One week after the season is over, a list of athletes that have earned a letter or certificate, as needed, to the Activities Coordinator Secretary.
 - b. Within 30 days of completion, a complete inventory list including needs and wants for the upcoming season to the Activities Department.
 - c. Within 30 days of completion, season stats (varsity only) which include team and individual stats for varsity.
- xii. Work closely with the Activities Coordinator in order to communicate between the activities department and booster club/ parent support groups.
- xiii. Attend all mandatory FHSAA rules clinics and district planning meetings.
- xiv. Obtain permission from the Activities Coordinator for all expenditures.
- xv. Any monies collected should be turned into the school's bookkeeper by the following day.
- xvi. Establish dress guidelines for team travel.
- xvii. Set up a concession stand (if desired) to sell items at home games.
- xviii. Buy any additional awards not covered by Activities Department, which will be distributed to team members.
- xix. Fundraise for the team and sport to buy items the team wants.
- xx. Perform other duties as assigned.

3. Assistant Coach

- a. The assistant coach is under the direction of 1) the Principal, 2) the Activities Coordinator, and 3) the Head Coach.
- b. Specific Responsibilities
 - i. Be loyal and work within the program and policies of the head coach.
 - ii. Be familiar with and ready to assume the duties of the head coach in case of an emergency.

- iii. Assume all duties assigned by the head coach.
- iv. Other responsibilities not listed above.

F. Athletic Trainer

1. Responsible for coordination of health care to student-athletes within PRHS. NCH Healthcare Systems Inc. maintains clinical supervisory responsibility for the Athletic Training Program in cooperation with administrative oversight by the Principal and Activities Coordinator. ***Athletic Trainers are health care professionals who collaborate with physicians to optimize and participation of patients.***
2. Specific Duties
 - a. Prevention, evaluation, management, treatment, and rehabilitation of athletic injuries.
 - b. Determine athletic medical clearance of injured athletes, including following concussion protocols.
 - c. Educate student-athletes, coaches, and parents regarding injuries.
 - d. Liaison between athletes, coaches, doctors, parents, and administration to coordinate care of the student-athlete.
 - e. Coordinate physician referrals.
 - f. Develop emergency action plan.
 - g. Maintain medical records.
 - h. Manage budget for athletic training program.

III. Emergency Medical Plan/ Accidents and Injury

- A. If the Athletic Trainer is available, they are in charge of the situation.
- B. If the Athletic Trainer is **unavailable**, the following guidelines should be adhered to in the event of an accident or injury.
 1. EMS should be called when a coach feels an injury requires immediate medical attention.
Always side with caution.

2. Always make contact with the parent/guardian of athlete. A pre-transport call is mandatory if EMS is called. NOTIFY the Activities Coordinator, regardless of time of day.
3. The Chain of Command to transport a student-athlete: Parent, Athletic Trainer, Coach, Activities Coordinator.
4. Stop the Bleeding, Start the Breathing. Otherwise, do not diagnose an injury.
5. Know the HIPAA law.

IV. Coach Concentrated Policies, Procedures, and Guidelines

A. Athletic Paperwork

1. Notify prospective athletes about needed paperwork. Direct them to the Activities Office.
2. Prior to the first practice, receive a list from the Activities Office with notification of student-athletes who have turned in required paperwork. **If a student-athlete does not have everything turned in, they are not allowed to tryout/practice/participate with the team.**

3. See Section G below in Student-Athlete Concentrated Policies, Procedures, and Guidelines for specific paperwork required.

B. Tryouts

Tryouts must be at least two days in length. Initial cuts must be made after 5 days (at the latest)

1. Cuts: If cuts are necessary, they should be posted for athletes to view.
 - a. Review list with Activities Coordinator prior to posting.
 - b. It is recommended that communication be made with students who did not make the team on why they didn't make the team. It is strongly encouraged for individuals who had made the team previously.
2. Sports with No Cuts: An official copy of the roster should be turned into the office after the 5th day of practice.
3. No more additions should be added after the 5th day. (Does not apply to overlapping sport student-athletes.)

C. Practice Schedule

A practice schedule for the season should be turned into the Activities Office prior to the season.

D. Practice

In Accordance with CCPS and FHSAA policy, this regulation identifies the limitations of practice.

1. Length: Practice sessions shall not exceed two and one-half (2 ½) hours in length.
2. School Day Practices: Athletic practices held at the end of the school day should be scheduled to begin no earlier than fifteen (15) minutes after the end of the final regularly scheduled or optional class period. Practice sessions should not be scheduled so that they conclude after 9:00 p.m.
3. Teacher Work Day/In-service Day Practices: Should be scheduled after the end of the teacher contract day (for those who are teachers). Exceptions to this guideline may be made only with the principal's approval.
4. Non-Student Day/Non-Work Day: May be conducted on these days only with prior approval of the Activities Coordinator.
5. Early Release/Dismissal Day Practices: Should be held after the end of the teacher contract day. Supplemented coaches who are not instructional personnel may commence practices fifteen (15) minutes after the end of the student school day.

6. Weekend Practices: May be held on Saturdays. Sunday practices are strictly prohibited.
7. National Holiday Practices: These practices may not be made mandatory for students. Prior approval from the Activities Coordinator is required.
8. Winter and Spring Break Practice: May be scheduled during these times. However, every consideration should be made for students who may be forced to miss practice sessions due to family obligations/travel during these periods.
9. Religious Holiday Practices: They are strongly discouraged. Students who choose to observe their religion's holiday and are absent from practices may not be penalized in any manner.
10. Exceptions to these guidelines for unusual or extenuating circumstances and/or special requests must be approved in advance by the principal.

E. Parent Meetings

Parent meetings must be conducted after the team has been selected and prior to the first regular season contest.

1. Purpose: to communicate with parents and student-athletes about CCPS, PRHS, and team expectations/requirements.
2. Items to potentially discuss: Code of Conduct, fundraising, disciplinary system in place, Random Drug testing, IMPACT testing, team packages, etc...

F. Scheduling

The Activities Coordinator is responsible for scheduling of all interscholastic athletic contests with input from coaches. In some cases, the Activities Coordinator may assign scheduling duties to a head coach, with right of final approval.

G. Equipment

Head Coaches are responsible for the care, issuance and storage of athletic equipment and uniforms for their programs. Coaches are required to utilize a written Equipment/Uniform List, which contains specific information about the numbers, sizes and condition of their inventory. Under no circumstances shall any piece of equipment or uniform ever be issued to any athlete unless it is accounted for in writing.

1. New uniforms are purchased only for the Varsity Level of a program every four years.
Exception: If a team requires HOME and AWAY uniforms, the Activities Coordinator may authorize the purchase of one set of each uniform on a two-year cycle instead.
2. New uniforms purchased shall be top-of-the-line quality uniforms from a national manufacturer. This will extend wear and will also facilitate replacement of individual uniforms if necessary.
3. When uniforms are loaned for the season to program participants, coaches are instructed to provide athletes with proper uniform care instructions.
4. When a uniform is lost or irreparably damaged, the athlete responsible for that uniform must pay the replacement value. It is the coach's responsibility to ensure the athlete's compliance.
5. When new uniforms are purchased for the Varsity Level of a program, the used Varsity Level uniforms are "handed down" to the Junior Varsity Level, and the Junior Varsity Level uniforms are handed down to the Freshmen Level if there is one. If a Freshmen program does not exist, then the uniforms are stored until, at the discretion of the Activities Coordinator, they are designated surplus and discarded.

H. Quit Policy

1. It is the expectation that the student-athlete is to practice with his/her team until the conclusion of their final interscholastic competition. If a Student-athlete quits, or dismissed from a team, then he/she **CANNOT** participate in the next sport until current sport concludes its season.
 - a. Team Sports- Until the team is eliminated from post season competition.
 - b. Individual Sports- After the district season.
 - c. Sub Varsity Sports- At the conclusion of the regular season.
2. If a student quits the team, PRHS has the right not to allow the student-athlete to participate in the same sport the following school year. A meeting must be had between the Activities Coordinator, athlete, parent, and coach before the athlete would be allowed to participate the following season.

I. Two Sports Concurrently

It is the advisement of the Activities Department that it is not in the best interest of the athlete to partake in more than one sport at a time.

1. Two Sports Same Season: If an arrangement is made between the coaches that give permission to the athlete, it must first be accepted by the Activities Coordinator.

2. Two Sports that Overlap Seasons: The sport that is currently in-season (playing games) takes precedence.
 - a. A student-athlete must fulfill their obligation to the current season prior to participating in the next sport (not miss any games or meets).
 - b. Any special arrangement must be made through the Activities Office and must be approved by the in-season coach.
 - c. Coaches should leave a few roster spots open for those student-athletes who are currently participating in another sport.

J. Activity Conflict

Student Athletes are encouraged to be well rounded individuals and participate in a variety of activities.

1. All students participating in extra-curricular activities should be advised of the procedure that will be followed in the event of a conflict. This should occur sometime prior to the actual season or activity.
2. The sponsors, advisors and coaches shall meet with the Activities Coordinator to identify any anticipated conflicts prior to the three dates listed below. Once this meeting has been held, sponsors, coaches, advisors, etc., are to meet to resolve the identified conflicts while adhering to the guidelines of this policy on or before the following dates: September 1, November 1, and February 1
3. The following criteria should be used to resolve any conflicts:
 - a. Sub-District, District, Region and State Semi-Final or State activities or competitions are given priority. If two similar events occur on the same date, the participant will perform/compete in the event which has the greatest importance toward the team grade, individual event or outcome. Considerations should be given as to how the loss of the individual will affect the group or team concept and the total function of the program before a decision is made.
 - b. Regularly scheduled contests or performances take precedence over any kind of practice session.
 - c. Students may be permitted to participate in multiple activities with conflict possibilities only if the sponsors, advisors, coaches agree in advance.
 - d. Conflict decisions should be made by sponsors, advisors and coaches (whenever possible) before involving students in the process.

- e. Students may not be penalized in the event that a conflict cannot be resolved and a student is able to participate in only one of the conflicting activities.
- f. Disagreements between sponsors, advisors and coaches pertaining to student conflicts will be handled by the Principal and will be final.

K. Undue Influence for Participation

1. Students should enjoy as many sports seasons as they and their parents wish them to participate in, without influence from any coach to specialize in any one sport. Indeed, PRHS coaches are expected to encourage the participation of all athletes in multiple interscholastic sports.
2. Additionally, all PRHS coaches are expected to encourage the participation in school sports over non-school sports during the school year.

L. 24 Hour Rule

1. No Player can immediately be dismissed from an athletic team. There must be 24 hours between action and dismissal from the team. A student-athlete may be told to leave an event or practice. However, they cannot be dismissed from a team until the following day. Alternative consequences are allowed for players actions that led to their removal.
2. There must be 24 hours (the following day) between a student-athlete, parent, and coach if there is disagreement. An appointment is preferable between the sides.

M. Dismissal

The following are procedures for dismissal from a team.

1. Demerit System: If used, it must be presented to the parents and players at the parent meeting at the beginning of the season.
2. Player Probation: At least one phone call must be made to the parents prior to the dismissal to notify them of the player being put on probation.
3. Player Dismissal: Notify the Activities Coordinator first. The player should be notified by the coach in person. Parents should then be notified by the coach as well.
4. Ejection: If a player is ejected from a contest, he/she is put on probation automatically.
 - a. After second ejection, they are automatically dismissed from the team for behavior.
 - b. If student-athlete was already on probation, the ejection is grounds for dismissal.
 - c. The student-athlete is required to pay any fines associated with the ejection.
5. FHSAA Fines: the person is ejected (player or coach) is responsible for paying the fines. It is not the responsibility of the Activities Department.

N. Parents

1. Parents should not be attending practices, or on the field during competition.
2. If a parent is a distraction or disruptive, the Activities Coordinator should be notified immediately.
3. A parent is not to approach the coach before, during, or after any contest to discuss playing time or any other problems. They are permitted to set up a time the following day.

4. Parents are only allowed to discuss their children during any meeting with a coach. Bringing up other student-athletes will not be tolerated (especially in regards to playing time).

O. Volunteers

They are welcomed to be part of a program. However, there are requirements that must be fulfilled **prior to** being allowed with the student-athletes.

1. Must have filled out an online volunteer application through the school district, and been approved.
2. Meet with the Activities Coordinator face-to-face.

P. Cursing

Usage is prohibited for every coach and athlete at PRHS. Vulgar language is not tolerated and cannot be defended.

Q. Hazing

Any form of hazing is prohibited. If hazing is found to have occurred in an athletic program the coach can be let go for their coaching duties, and athletes may be dismissed from their team immediately. Please be mindful of what student-athletes are doing.

R. Media

It is important to have a good relationship with the media.

1. Any contact about an interview or story with the press must first be presented to the Activities Coordinator or Principal.
2. Head Coaches: report results of all varsity contests to the Naples Daily News (Win or Lose) and to the school announcements.
3. Always remain positive and compliment both teams in interviews after games.

S. Security

Two simple guidelines: if you open it...close it. If you unlock it...lock it.

T. Ordering Equipment and Supplies

1. All purchases must be approved in advance. Items not approved may not be reimbursed, and those responsible will have to pay for them.
2. Any item over \$250 must have a Purchase Order from the Bookkeeper.

U. Work Order/Repairs

Please report all needed repairs to the Activities Coordinator or the Facility manager. They will put in the work order(s).

V. Athletic Trainer/ Training Room

PRHS is provided full-time (40 hours/week) athletic training services by the Naples Community Hospital Healthcare System. Each athletic trainer is NATA certified and well qualified to treat and

rehab injured student-athletes. Coaches in all sports are encouraged to utilize the athletic training services we have available courtesy of NCH.

1. Only those athletes who are receiving treatment are permitted in the training room and then only under the direct supervision of the trainer(s).
2. Do not remove anything from the training room (supplies, equipment – anything) without the knowledge and/or permission of the Athletic Trainer or the Activities Coordinator.
3. Treatment and rehabilitation of injuries is mandatory for all injured athletes.
4. Help to keep the training room clean.
5. Taping for all sports needs to be completed no later than 15 minutes prior to practices. No athletes will be taped on the field.
6. PLEASE NOTE: If you have an emergency and the athletic trainer is NOT available, call 911. If a student requires treatment, the coach should notify the Athletic Trainer ASAP and arrangements should be made for evaluation and/or treatment.

W. Transportation

1. All athletes will ride to and from away contests together in a CCPS School Bus, PRHS Activity Van, PRHS Mini-Bus or other approved transportation, under the direction of a coach. Athletes should not be released after an away contest to travel home with their parents unless pre-approved by the Activities Coordinator. Exceptions: For some Away Varsity contests versus local, student-athletes may be asked to meet at the opponent's venue at a pre-determined time.
2. School Bus/Activity Van/Mini-Bus: A completed Transportation Needs Request Form must be submitted to the Activity Coordinator Secretary at least two weeks prior to the first away contest in each sport. The form must include dates of all trips, destination, number of people traveling, load time and return time.
3. Leave Forms (District Employees Only): Temporary Duty forms must be completed and submitted to the Curriculum's secretary for any reason that you leave the school on official business during the regular school day. This must be done for any regular or post-season competition, tournament or coaching clinic, etc. as well as any trips taken "in the line of duty" outside of the regular school day. This also needs to be done well in advance but at least two weeks prior to your absence from school.
4. Charter bus transportation may sometimes be provided for FHSAA State-Series Away events. Factors that will be considered in determining whether a school bus or a charter bus will be used are cost, squad size, travel time/distance and travel conditions.
5. Zonar GPS Vehicle Tracking System: All CCPS vehicles (including District Activity Vans and Mini-Buses) are equipped with a GPS vehicle monitoring and tracking system. Real time data (exact location, direction of travel, precise speed of vehicle) is transmitted continuously from vehicle to base. When a vehicle is operating outside of established parameters, at excessive speed for example, Z-Alert automatically and immediately sends that information to District administration.

X. Post Season Travel

1. The Activities Department, when available, may be used to provide meals and/or lodging for athletes for an away competition. Typically this away competition would be an FHSAA State-

Series event beyond the District level. Head coaches must obtain prior approval from the Activities Coordinator

2. If approved, allocate the following amounts of money per meal, per athlete/coach:
Breakfast: \$3.00, Lunch: \$6.00, Dinner: \$9.00 (athlete) \$12.00 (coach)
3. LODGING, when necessary, with input from the Head Coach, will be arranged by the Activities Coordinator or Bookkeeper. Housing will be obtained in a standard hotel, motel, dormitory or other recognized facility.
4. Regular Season Overnight travel will be discussed with the Activities Coordinator but normally paid through club funds.

Y. Weight Room

PRHS has a top quality weight room. The weight room and the equipment should be treated with respect and taken care of at all times. At no time should any student or student-athlete be in the room or be allowed to use the equipment without adult supervision provided by a faculty member or a member of the PRHS coaching staff. The use of the weight room after school hours will generally be guided by the following procedures:

1. Teams in season will have first priority in the weight room.
2. When an overlap of seasons occurs, the team in season first will have priority over a team just beginning its season.
3. Coaches and their teams are expected to utilize the weight room and establish sport-specific pre-season, in-season, and post-season weight training programs with the PRHS weight room instructor.
4. Coaches are expected to communicate and work with one another to ensure the efficient use and maintenance of the PRHS weight room.

Z. C2C

ALL FHSAA/Member School-related business must be conducted using the web site C2CSchools.com. This includes, but is not limited to: management of all student-athlete eligibility, athletic team roster management (including State Series Entry Lists,) contests and tournament scheduling, contest contract management, event sanctioning, and of course score reporting.

1. It is the responsibility of each Varsity head coach to create and maintain a user account with C2CSchools. Utilizing that account, coaches are required to report the results of their regular season contests (only) within 12 hours of their completion.
2. All other PRHS FHSAA/C2CSchools requirements will be fulfilled by the athletic secretary, the assistant Activities Coordinator or the Activities Coordinator.

AA. Thor Guard

Lightning is a severe hazard that must be taken seriously to prevent injury and/or loss of life. The District School Board of Collier County, Florida utilizes the Thorguard Lightning Prediction System that is designed to predict lightning strikes within a defined geographical region.

1. When the conditions for a lightning strike exist, below appears the outlined procedure.
 - a. The horns blast for 15-seconds and the yellow strobe activates.
 - b. All outdoor activities must cease at this time.
 - c. Outdoor participants should seek refuge indoors.
 - d. Three short blasts emit from horns and the yellow strobe light ceases. Outdoor activities may resume.
2. REMEMBER, when the siren goes off YOU are responsible for the safety of students and athletes. It is imperative that you take shelter indoors immediately during a signal of potential lightning activity. Failure to follow these procedures will have consequences that will be determined by the Principal and/ or Activities Coordinator

BB. Recruiting

1. Coaches are encouraged to recruit student-athletes to participate in their sports within the school population (students already attending PRHS).
2. Prohibited: FHSAA FHSAA Bylaw 9.2.4 and Policy 36. Reference Section below in Student Athlete Concentrated Policies 5.B.3. Please see Activities Coordinator for clarification if there are any questions.

CC. Coaching Supplements

1. Coaching supplements are computed by multiplying the decimal number listed for each coaching position with the base pay for a BA degree/0 Step experience teacher. See next page for percentage chart.

<u>SPORT</u>	<u>HEAD COACH</u>	<u>ASST. COACH</u>
Assistant To Activities Coordinator	.04 Per Sports Season	
Baseball/Softball	.08	.05*
Basketball	.12	.07*
Cheerleading (Per Season)	.03	.015*
Cross Country	.05	N/A
Football	.13	.08*
Golf	.05	N/A

Soccer	.08	.05*
Swimming	.08	.06*
Tennis	.05	N/A
Volleyball	.06	.04*
Wrestling	.10	.06*

*To be approved by the Superintendent based on adequate number of participants.

2. A coach who completes five (5) consecutive years as a coach in the CCPS in the same sport and who continues as a coach in that sport in the CCPS shall receive a 20% plus adjustment to the supplement amount for the position beginning with the sixth (6th) continuous year and continuing through the 9th (ninth) year in that sport. A 30% plus adjustment to the supplement amount shall be made for the tenth (10th) continuous year in the sport, and thereafter, as long as continuous coaching is maintained in that sport. A 50% plus adjustment to the supplement amount shall be made for the tenth (20th) continuous year in the sport, and thereafter, as long as continuous coaching is maintained in that sport. The requirement for continuity shall be waived if the Principal requests that a coach change sports.
3. A coach whose team or individual team member(s) advances beyond the district level competition in the FHSAA State Championship Series shall receive a 1% plus adjustment to the supplement amount for the position for each calendar day from the day following the conclusion of District competition through the last day of competition.

V. Student-Athlete Concentrated Policies, Procedures, and Guidelines

A. Sport Seasons- Interscholastic Athletics

1. Fall

Cheerleading	Varsity, Junior Varsity, Freshmen	Girls
Cross Country	Varsity, Junior Varsity	Boys & Girls
Football	Varsity, Junior Varsity, Freshmen	Boys
Golf	Varsity	Boys & Girls
Swimming and Diving	Varsity	Boys & Girls
Volleyball	Varsity, Junior Varsity, Freshmen	Girls

2. Winter

Basketball	Varsity, Junior Varsity, Freshmen	Boys & Girls
Cheerleading	Varsity, Junior Varsity, Freshmen	Girls
Soccer	Varsity, Junior Varsity	Boys & Girls
Wrestling	Varsity, Junior Varsity	Boys

3. Spring

Baseball	Varsity, Junior Varsity	Boys
Lacrosse	Varsity, Junior Varsity	Boys & Girls
Softball	Varsity, Junior Varsity	Girls
Tennis	Varsity	Boys & Girls
Track and Field	Varsity, Junior Varsity	Boys & Girls

B. Eligibility

These policies are the rules of the Florida High School Athletic Association (FHSAA). As a school/district, we are not allowed to waive any of these regulations. This is a brief synopsis of the eligibility bylaws and policies. Complete eligibility regulations are contained in Article 9 of the FHSAA by-laws. Additional information regarding student eligibility can be found in FHSAA Policies 16, 17, 20- 26, and 30. The FHSAA complete handbook can be found at <http://www.fhsaa.org/rules/fhsaa-handbook> . Please see the Activities Coordinator if you have questions or need further explanation of details and exceptions.

1. TO BE ELIGIBLE to represent PRHS in an athletic contest, a student:
 - a. MUST be regularly enrolled and in regular attendance at PRHS. A home education student must declare in writing, his/her intention to participate in athletics at PRHS prior to the first day of practice. (By-Law 9.2)
 - b. MUST enroll at PRHS within 10 days of the beginning of the first semester to be eligible. (By-Law 9.2)
 - c. MUST maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale (F's included) through the end of the previous semester as required by Florida law. This GPA must include all courses taken since the student entered high school.
 - d. MUST participate at the school in which the student first enrolls, or at which he/she first takes part in an athletic practice, at the beginning of the school year or physically move into the PRHS attendance zone with the parent(s)/guardian(s) he/she has lived with continuously for the past 365 days.
 - e. MUST transfer from the previous school prior to the first day of practice and secure an EL6 form, "Notice of Transfer", and submit it to the FHSAA. A student, who transfers on or after the first day of practice in a sport, cannot participate in that sport. A student who transfers from a school at which he/she was ineligible because of disciplinary action or unsatisfactory conduct will be ineligible at PRHS for one full semester. A student who participates on a non-school team (i.e. Babe Ruth, Naples Soccer Club, AAU) which is affiliated with, or is coached by, a coach from a school other than the one that the student attends, or has attended, and the student then transfers to that school, it will be assumed that student has been recruited to attend that school or transferred to that school for athletic

reasons and he/she will be ineligible at the new school for one year. If a student transfers to a school that his/her coach has relocated to within the past year, it will be assumed that the transfer was for athletic reasons, and the student will be ineligible for one year. (By-Law 9.2 & 9.3)

- f. Class of 2016 & 2017: MUST be less than 19 years 9 months old to participate. On the day the student reaches that age, he/she becomes ineligible to participate. Class of 2018 & 2019 – Must have turned 19 years old prior to September 1st. (By-Law 9.5)
 - g. MUST get signed permission to participate from his/her parents and/or guardian on a form provided by PRHS. (By-Law 9.8)
 - h. MUST have a physician's certificate stating that the student is physically fit for interscholastic athletic competition. This certificate must be dated anytime between April 1, and one day before the student's first practice. (By-Law 9.7)
 - i. MUST be an amateur. This means he or she must not accept money, gift or a donation for participating in a sport, or use a name other than their own when participating. (By-Law 9.9)
 - j. MUST display GOOD SPORTSMANSHIP and follow the rules of competition before, during and after every contest in which the student participates. If not, the student may be barred from participation for a period of time. (Policy 30)
2. A potential student-athlete also:
 - a. MUST NOT have graduated from any high school or its equivalent. (By-Law 9.4)
 - b. MUST NOT have enrolled in the ninth grade for the first time more than four years ago. (By-Law 9.5)
 - c. MUST NOT participate in an all-star contest in a sport prior to completing high school eligibility in that sport. (Policy 26)
 - d. MUST NOT provide false information to PRHS or the FHSAA to gain eligibility. (By-Law 9.1)

C. Recruiting

1. 9.2.4 Contact between Member School Coach and Student in Non-School Athletic Activities. The FHSAA supports and endorses Florida's philosophy of school of choice for academic purposes. However, if a student chooses to attend or participate for a school, public or private, the following shall affect student eligibility related to participation in any non-school athletic activities affiliated with a member school followed by attending the affiliated member school within 365 days. If a student begins attending or participating for a school, public or private, within 365 days following direct contact with a member school's coach, during the previous school year and in a non-school activity the student's participation is impacted in the following manner:
 2. The student must participate at the sub-varsity level for the sport(s) in which the contact occurred, for a period of 365 days; the student may participate at the varsity level for every other sport sponsored by the member school at the school's discretion; OR
 3. The student may participate at the varsity level in any sport, provided the student began attending the new school due to the fact that he/she could no longer attend the previous school because of its terminal grade; OR

4. The student may participate at the varsity level of the sport(s) in which the contact occurred, however, the school's coach shall not participate in any manner at the school in the impacted sport(s) for a period of 365 calendar days.
5. This does not preclude the determination of a violation of the FHSAA's policy on Athletic Recruiting by clear and convincing evidence. A member school which allows a student to participate without meeting any of the aforementioned provisions shall be considered to have allowed an ineligible player to participate in accordance with Bylaw 10.
6. 9.2.4.1 Non-School Athletic Activities Affiliated with a School. Non-school athletic activities affiliated with a school are any athletic activities not sponsored by the school but are organized, coached and/or supervised by a coach (paid or unpaid) of an FHSAA member school. Such activities include, but are not limited to:
 - a. Club/travel teams;
 - b. Recreational league teams;
 - c. Personal instruction sessions; and
 - d. Any other type of activity determined by the FHSAA to be an athletic activity.

D. Appeals

If a student violates one of the FHSAA's rules because of an unforeseeable, unavoidable condition or event which places a severe burden on that student or that student's family and he/she is declared ineligible because of that, the student has the right to request that PRHS file a request for an undue hardship waiver of the rule or rules on his/her behalf.

E. Code of Conduct

All student-athletes must follow the Collier County Public Schools Code of Conduct- Rule 34. In order to maintain a high level of performance in interscholastic or extracurricular activities, all candidates are required to subscribe to and abide by the rules set forth in this Activity/Athletic Code of Conduct. It is important that the participant understand that these rules are to be adhered to for as long as the participant is involved in an interscholastic or extracurricular activity throughout the participant's school career. Following a participant's first career participation in an extracurricular activity, wrongful acts that occur at any time in or out of school, 365 days a year, will be subject to code enforcement. It is important that the participant and parent understand that participation in these activities is a privilege, not a right, and in no way a requirement for graduation. Items that are included in the Code of Conduct:

- a. Attendance
- b. GPA- minimum 2.0 GPA
- c. Consequences of substance use/abuse, alcohol, tobacco
- d. "In Association with" PEDs, drugs, alcohol, tobacco
- e. General Misconduct

F. Attendance

Participants in interscholastic or extra-curricular activities must attend their entire scheduled school day to be eligible to PRACTICE after school, COMPETE and/or PERFORM in activities on that day and report to school on time the next day to participate in the next event or activity. Exceptions to

this policy must be cleared in advance by the Activities Coordinator after conferring with the Principal. In-season coaches/sponsors are expected to monitor the PRHS Student Pass on a daily basis to ensure compliance with this CCPS policy.

G. Random Drug Test

The student drug-testing program is an important statement made by the School District with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the District to safeguard the health and welfare of all students.

1. Every student athlete in-season (through the FHSAA State Championship) is on a list given to an independent lab.
2. The lab randomly selects 15 student-athletes to collect a urine sample from each month.
3. Testing dates are randomly chosen by the coordinator of student drug testing.
4. Students are notified of a negative or positive test within the next few business days.

H. Athletic Paperwork

BEFORE A STUDENT IS PERMITTED TO PARTICIPATE IN ANY WAY . . . he or she must have a current pre-participation health examination, insurance coverage and parental consent on file with either the coach or in the athletic office. Those papers include:

1. Packet
 - a.FHSAA EL3 Consent and Release of Liability
 - b.FHSAA EL3CH For Concussion and Heat Related Illness
 - c.FHSAA ELCH ADDENDUM for Sudden Cardiac Arrest and Concussion
 - d.CCPS Random Drug Test Consent
 - e.ImPACT Consent Form (Immediate Post-Concussion Assessment and Cognitive Testing)
 - f. Emergency Athletic Information Form
2. FHSAA EL2 Pre-participation Physical Evaluation Form
3. Copy of Original Birth Certificate: Once a HS career
4. Insurance (Personal or School)

I. Concussion Protocols

Complete Board Policy for the Management of Sports-Related Concussions- Policy 2431H- can be found on the CCPS website.

1. Objectives of the program.
 - a. To pro-actively address the risk of head injuries to our student-athletes in contact sports.
 - b. To educate student-athletes and their parents to recognize the warning signs of possible head injury.
 - c. To safeguard the health of our student-athletes, utilizing clinically proven, objective assessment tools and best practices related to safe post-injury return to activity.
2. ImPACT is a computer-based diagnostic assessment tool designed to:
 - a. Establish baseline (pre-injury) brain function for student-athletes in contact sports;
 - b. Quickly and effectively assess the extent of suspected head injuries;
 - c. Compare baseline and post-injury assessment data to determine the extent of injuries; and
 - d. Determine when it is safe to return student-athletes to active status.

3. **Recovery:** Recovery time from suspected head injury, including concussion, depends on the severity of the blow and how many previous concussions a person has suffered. Generally, after several concussions it takes less of a blow to cause the injury and requires more time to recover.

J. Awards

1. At the conclusion of each season, awards will be given to those students-athletes who have earned them.
 - a. Varsity Letter- 1st Year: Receives a Varsity Letter, a Varsity Certificate, a pin designating the sport and the opportunity to purchase a Varsity Letter jacket.
 - b. Varsity Letter 2nd year: Receives a certificate, brass bar pin, and graduating year patch.
 - c. Varsity Letter 3rd year: Receives a certificate, brass bar pin, and plaque.
 - d. Varsity Letter 4th year: Receives a certificate, brass bar pin, and plaque.
 - e. Junior Varsity Award: Receives a Junior Varsity Certificate.
 - f. Freshman Award: Receives a Freshman Certificate.
 - g. Successful Completion Certificates: These certificates may be given to athletes who have not earned the aforementioned awards, but who finished the season in good standing.
2. Varsity Lettering Criteria
 - a. For All Sports: In order to earn a letter, an athlete must finish the season. They must remain academically eligible, not have quit, or been dismissed from the team.
 - b. Must be the same for boys and girls in similar sports
 - c. For Team Sports: A student-athlete must fulfill at least one of the following requirements.
 - i. Any player that has been selected for the varsity roster at the beginning of the season, and completes the year on varsity will receive a letter.
 - ii. An athlete that is brought up onto varsity must be part of the active roster for a minimum of 50% of the varsity contests.
 - iii. State Series Playoffs: Is a starter, plays in the majority of innings/minutes/quarters/points.
 - iv. Team Sports include Baseball/Softball, Basketball, Cheerleading, Football, Lacrosse, Soccer, and Volleyball
 - d. For Individual Sports: A student Athlete must fulfill at least one of the following requirements.
 - i. Cross Country
 - a. Run 24:00 (girls) or 21:00 (boys) or faster on a legitimate course (preferably timed by an electronic system).
 - b. Be a member of the top seven runners on the team.
 - c. Be a part of the varsity team before being injured and continue to attend practices and meets during rehabilitation of the injury.
 - ii. Golf
 - a. Must participate in a minimum of 5 matches as a member of the varsity team.
 - b. Be an active member of the golf team for a minimum of 2 years.
 - c. Be part of the top 5 players before being injured.
 - iii. Swimming
 - a. Earn a point at the CCAC or Districts

- b. A swimmer that earns a minimum of ten points throughout the year.
 - c. Be on the swim team a minimum of two years
 - iv. Tennis
 - a. Must participate in a minimum of 5 matches as a member of the varsity team.
 - b. Actively participate on the tennis team for a minimum of 2 years.
 - c. Be part of the top 5 players before being injured.
 - v. Track
 - a. Be selected to compete in either the LCAC or district meets.
 - b. Be a part of the varsity team before being injured and continue to attend practices and meets during rehabilitation of the injury.
 - vi. Wrestling
 - a. Any player that has been selected for the varsity roster at the beginning of the season, and completes the year on varsity will receive a letter.
 - b. An athlete that is pulled up to varsity in the middle of the season must be on the varsity roster for 50% of the games.
 - c. Scores a point at CCAC or in the state series playoffs.
3. The Collier Athletic Club's Winged Foot Scholar-Athlete Award: The Winged Foot Scholar-Athlete Award is designed to recognize the top scholar-athletes in Collier County high schools, both public and private. The program pays tribute to one senior "finalist" nominated by each high school in Collier County. All finalists are invited to attend an awards ceremony at the Collier Athletic Club, where a nationally prominent sports figure will announce the Winged Foot Scholar-Athlete winner. Each school's Winged Foot nominee is awarded \$5,000 for educational purposes. The final award recipient receives a scholarship of \$10,000.00. (\$2,500.00 per year for each of four years of college) and a miniature Winged Foot Trophy. To be considered, a student must submit a completed application to the Activities Coordinator. A committee consisting of PRHS coaches/teachers/administrators will select our nominee from among the applicants.
4. Bear Pride Award: The Bear Pride award is designated to one male and one female senior. It is presented at the Senior Award ceremony as recognition to the two seniors that most represents what being a PRHS Athlete is about. Leadership, sportsmanship, ability, dedication, and passion are key components to being an ideal PRHS student-athlete. Athletes are nominated by their coach after the season and winners are selected by administration.