

# FBHS Athletic Handbook

Dr. John Mazzella, Principal

Mr. Chris Webber, Assistant Principal

Mrs. Mary Walker, Athletic Director

## INTRODUCTION

The athletic program at Fernandina Beach High School is an integral part of the total educational experience for our school community. Students are challenged to reach their potential in the classroom and prepare for their future with a rigorous academic program. In addition, they participate in athletics and other activities that complement their personal growth and provide invaluable experiences. Fernandina Beach High School offers a variety of sports activities to all students who have the desire to represent their school. All students who wish to participate must meet the eligibility

requirements set by the Nassau County Public Schools and the Florida High School Athletic Association.

## Organizational Structure

Questions pertaining to student eligibility and athletic department policy should be brought to the attention of the athletic director. Questions regarding a specific sport or team can be directed to the appropriate head coach.

The athletic director is under the direct supervision of the principal and is responsible for the administration of the athletic program as set by the policies of the Nassau County Public Schools, the Florida High School Athletic Association and the Florida Department of Education.

The coaching staff is advised and directed by the athletic director and the principal. The athletic department is established and conducted for the welfare of each athlete. It is a goal of the athletic department for each sport to make a contribution to the overall development of the athlete, school, and community, Integrity, respect, and sportsmanship are essential to this process.

## Job Description

### Director of Athletics -

The Director of Athletics is appointed by the Principal and reports directly to the Principal of the school. In general, the Athletic Director is responsible for the overall athletic program at the school and is directly responsible to ensure that all activities associated with the athletic program are consistent with the overall mission of the school.

The duties and responsibilities of the Director of Athletics include, but are not limited to:

- 1 . Establish guidelines and procedures for the athletic department in compliance with Nassau County School Board and Florida High School Activities Association (FHSAA) policies.
2. Establish and update an athletic department handbook.
3. Attend administrative staff meetings.
4. Liaison between administration and individual coaches
5. Work with Principal to establish individual coaching responsibilities
6. Assist Principal in interviewing and recommending prospective coaches
7. Monitor individual sports and coaches for policy compliance
8. Represent school at athletic-related meetings
9. Coordinate with school bookkeeper in receipt of athletic monies and payment of athletic obligations
10. Prepare, submit, and monitor overall athletic budget
- 1 1 . Approve purchases of athletic equipment and supplies
12. Coordinate ticket sales
13. Promote and monitor fund raising activities
14. Assist coaches and approve schedules of athletic events
15. Arrange transportation for athletic activities
16. Process FHSAA paperwork in a timely manner

17. Secure officials for athletic contests
18. Arrange security for athletic contests
19. Coordinate use and maintenance of athletic facilities
20. Prepare and submit FHSAA eligibility roster
21. Maintain good public relations with the community
22. Monitor student needs and interest to provide equitable athletic programs
23. Work cooperatively with District staff and peer athletic directors to coordinate and articulate development district-wide athletic programs
24. Work cooperatively with athletic booster organizations
25. Conduct, prepare, and submit to the Principal: a comprehensive annual evaluation report regarding the effectiveness of the athletic program
26. Additional duties as designated by the Principal

## Job Description

### Head Coach -

#### Qualifications

1. Must have been appointed by the Principal and approved by the Nassau County School Board
2. Possess a current Florida Department of Education coaching certificate

#### General Responsibilities

1. Assure that each student is properly trained and coached for competition and practices
2. Cooperate with the other school coaches to support the school's overall athletic programs
3. Recognize that coaching is teaching and that coaches are teachers.
4. Insist on the enforcement of all rules of eligibility and all rules of the sport
5. Insist on good sportsmanship before, during and after contests.

#### Specific Responsibilities

1. Follow guidelines and procedures for sport program in compliance with Nassau County School Board and FHSAA
2. Utilize the proper administrative line of command and refer all requests and grievances through the proper channels
3. Account for school purchased equipment and assure it is properly cared for and stored when not in use
4. Encourage and monitor scholarship. Require progress reports if necessary. Do not interfere with teachers.
5. Attend sport clinics and rules meetings as well as school related meetings. Be sure to keep CPR and first aid requirements up to date.
6. Be responsible for entire program - varsity and JV. Work with JV coaches to ensure continuity in the program. Delegate specific duties to assistants.

7. Lock and secure facilities before leaving.
8. Never leave a team or team members unsupervised or under the supervision of anyone other than an approved coach
9. Do not allow a player to practice or compete if there is any question about the student's eligibility or physical condition. (Ineligible athletes are not permitted to practice)
10. Do not allow alcohol, tobacco (or any variations thereof), or profanity to be used at ANY time by either players or coaches.
11. Conduct meeting to communicate to parents and athletes the team rules and regulations (including award criteria) before the season begins.
12. Report any serious injury or concern to the athletic trainer, athletic director or principal immediately. This includes late evening and Saturday events.
13. Keep accurate records and documentation to meet state, county and school requirements.
14. Submit orders for purchase to the athletic director. Do not make any purchases until the purchase order number has been returned.
15. Report varsity game scores to MaxPreps within 24 hours, the Florida Times Union, the News Leader and homecampus.org. FBHS desires to promote our students to the community as much as possible.
16. Do not remove a student from a team without a 24 hour cooling off period and prior notification of the principal and athletic director.
17. Prepare and maintain facilities for home games and practice. Your area should be left looking better than when the season began.
18. Conduct and supervise fundraising activities under the direction of the Principal and/or Athletic Director
19. Maintain good public relations with the news media, booster clubs, parents, officials, volunteers and fans.
20. Assist in athletic program administration by fulfilling off-season duties as assigned by Principal and/or Athletic Director.

## Job Description

### Assistant Coach-

- 1 . Assistant coaches are hired by the principal with the approval of the athletic director and head coach.
2. Must be familiar with the responsibilities of the head coach and assume them when necessary
3. Do not make any major changes while acting as head coach
4. Perform other duties as assigned by the athletic director or head coach

### Non - Faculty Coach

- 1 . Must be personally hired by the Principal
2. Must be approved by NCSB before being allowed on field (court, pool, etc)
3. Must be current in first aid and CPR
4. This position may be paid or non-paid based upon the needs of the school and the qualifications of the applicant
5. Perform other duties as assigned by the athletic director or head coach

All paid coaches must have a coaching certificate from FLDOE. The initial certificate is for 3 years. To renew to a 5 year certificate a coach may take college credits, earn the proper in-service points or a combination of both. Needed for this requirement are three hours in the care of athletic injuries, three hours in coach theory and three hours in coaching a specific sport.

Non-paid coaches must fill out a volunteer form and be approved by the school board prior to participating each year.



## Coaching Policy Regarding Injuries

1. Make and file an incident report for all injuries. These should be turned in to the front office no later than 24 hours after the injury.
2. Refer athlete to the athletic trainer. If you are not sure whether to report the athlete to the athletic trainer or not, report them.
3. Do not contact the team doctor except through the athletic trainer.
4. Never refer an athlete to a doctor nor arrange for athletes to be examined by any doctor following an injury.
5. If an athlete consults a physician concerning any injury received in a practice or a sports contest, written medical approval must be obtained from that physician prior to the student's further participation in activity.
6. Do not, under any circumstances, allow a player to practice or compete if an athletic trainer has determined the athlete should not compete
7. Never allow an athlete to compete until eligibility is verified by the athletic office.

## TRANSPORTATION OF ATHLETES

- IV. The transportation of students in privately-owned motor vehicles for educational field trips or school-sponsored or school-related events shall require School Board approval.
- V. When a privately-owned vehicle is used:
  - A. The vehicle must be a passenger car or multipurpose passenger vehicle or truck as defined by federal law, designated to transport fewer than ten (10) students.
  - B. Drivers of such vehicles shall be required
    - 1. to show proof of insurance coverage at the limits established by the School Board;
    - 2. to provide proof of a valid driver's license;
    - 3. to provide a copy of his/her driving record in order to comply with the requirements of the District's safe driver plan;
    - 4. to be 21 years of age or older; and
    - 5. to adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.
  - C. Vehicles shall not transport numbers beyond their rated capacity. Students must be transported in designated seating positions.
  - D. Appropriate safety measures such as the use of seat belts shall be observed.
  - E. The parent/guardian of each student shall be notified in writing about the transportation arrangement and shall give written consent before a student is transported in a private vehicle except in an emergency situation.
  - F. Violation of this policy shall result in disciplinary action up to and including termination.

Authority: 1001.41 (2), 1001.42, 1001.43, F.S.

Law Implemented: 316.305, 1000.21, 1006.21, 1006.22, 1006.24, 1011.68,

F.s.; 6A-3.0171, SBER

History-- New 6/28/90 Amended 8/08/02, 412211 0, 2/27114

Legal

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## SUMMER PARTICIPATION

The FHSAA no longer regulates the summer activities of its member schools, with the exception of football. Students in football programs may not, under any circumstances, wear helmets or pads or engage in physical contact during the summer.

Summer team participation cannot be FBHS related. Teams must operate under the umbrella of an outside organization. If an outside group uses any school athletic facility or field; a completed facility rental form with proof of insurance must be on file with the district.

Coaches must receive permission from their principal before any summer program is implemented.

A facility Lease/Use Agreement to assist with clarification regarding any summer program is required. Facility Lease Agreements require a minimum of \$1 liability (check this)

## OPEN FACILITIES

Coaches may open athletic facilities such as the gym, weight-room, track practice fields, etc for recreational activities or conditioning to students without being in violation of FHSAA Bylaws under the following guidelines:

1. The facility is open to all FBHS students and only FBHS students.
2. Participation is strictly voluntary and is not required directly or indirectly for membership on a team.
3. Students must have all required participation forms on file. (Physical, Injury release, Heat, Release of Liability)
4. Coaches may NOT provide coaching or instruction in the skills and techniques in any sport by any school personnel. Their presence may be in a supervisory capacity only.
5. Supervision by school personnel is required.
6. Open facility activities for a specific sport will conclude a minimum of two weeks prior to the first FHSAA permissible day of practice for that sport.

## AWARDS

### Varsity Lettering

- 1 . Criteria: Letters will be awarded on the basis of participation as determined by the coach.
2. At the sole discretion of the Athletic Director, varsity letters may be awarded on special merit.
3. Upon the completion of the first varsity sport the student will receive the Interlocking FB varsity letter with a sport pin. If the student participates in another varsity sport, he/she will receive a pin for each sport that he/she meets the criteria for. If a student letters in a sport for more than one year, a chevron bar will be awarded after the original pin is received.
4. Upon coaches' recommendation, seniors and team managers may be awarded an Interlocking "FB" varsity letter even though the participation criterion has not been met.
5. Coaches are highly encouraged to look for and recommend athletes for "outside" awards as often as possible. Including, but not limited to, All - County, All America, All State, Super 24, Athlete of the Week (Ch 4), FHSAA awards and appointments

## FUNDRAISING/BOOSTER CLUBS

All fund-raising activities require the approval of the Principal. The Head Coach is responsible for completing the appropriate paperwork prior to the fundraiser and for maintaining prudent recordkeeping during the activity. All activities must be permissible under the guidelines set forth by the school board. Fundraising conducted by or for a FBHS team will be for the sole purpose of meeting team financial needs (equipment, supplies, travel expenses, and officials), and will be used at the discretion of the Athletic Director or Head Coach. Stand-alone donations should be accompanied by a letter from the donor specifically detailing its purpose and use.

Booster Clubs shall operate in full support of the school Principal, Athletic Director, and coaches. The booster club shall not become involved in the day to day operation of the program. The club works only to support the school and in no way establishes policies. It is understood that the policies and decision making are the responsibility of the Principal with the advice of the Athletic Director.

Any organization which operates under the auspices of an organization in the name of Fernandina Beach High School must submit a quarterly report of the club's finances.



## ELIGIBILITY

Each coach must know the eligibility requirements for his/her particular team. In order for an athlete to be eligible for competition his/her name must appear on the FHSAA Eligibility List/Roster on HomeCampus. A summary of FHSAA athletic eligibility guidelines is provided in the FHSAA Handbook and on their website. The following is the primary eligibility regulations. For more information or for non-traditional students, please see your Athletic Director.

1. Must be a student at FBHS
2. May not be 19 by Sept 1st of the academic year
3. May only participate for 4 years from the entry into 9th grade
4. Must have a cumulative GPA of 2.0 unweighted.
5. Student's will turn in a progress report to guidance every Monday in season. If a student has an F in a class they will be required to attend tutoring by the teacher of that class or NHS Anchor Hour until the F is brought up. They will not be allowed to participate while the F is an active grade.
6. Ninth graders are all eligible for the first semester of the first year in high school
7. Students must have submitted an athlete's packet to include an EL2 and EL3 form, a medical authorization form, proof of insurance, permission to travel and a drug testing form. (other forms may be required)
8. Students must view and document understanding of the NFHSAA's education on hazing and concussions

For additional information on transfers and non traditional students see your Athletic Director.

Students who are not eligible at the beginning of the season may NOT practice or participate with the team at practices. They may serve as managers or statisticians, but may not wear any part of the team uniform in the team area per FHSAA. 9.1.2.1.

**NO STUDENT MAY PARTICIPATE IN ANY PRACTICE WITHOUT FIRST CLEARING WITH THE ATHLETIC DIRECTOR THAT HE/SHE HAS FULFILLED ALL THE REQUIREMENTS FOR ELIGIBILITY**

### BEHAVIOR REQUIREMENTS FOR STUDENT- ATHLETES

Student-athletes are required to follow the behavior requirements established for all students in the FBHS student handbook. Because of the leadership status afforded athletes by their peers, coaches should require a standard behavior higher than that of other students. Participation in practices and games and continued membership on a team depend to a great extent on the athlete's behavior. Coaches have the flexibility to provide their team with

additional team rules as long as they are used in a fair manner. The following are expected behavior of ALL athletes.

1. Athletes suspended from school are not allowed to practice or participate in games while serving OSS
2. Students assigned to ISD may practice but are ineligible to play in games on days they serve
3. Students referred or placed in an Alternative School or Program are ineligible for athletic participation
4. Any athlete who receives a second suspension (OSS) during a sports season will be subject to dismissal from the team for the remainder of the season.
5. Any athlete convicted of a crime will be suspended from participating on any athletic team per the Principal's discretion
6. Any athlete arrested and/or charged of a crime in or out of school may be suspended from participation on any athletic team per the Principal's discretion.
7. Any athlete who is sent to the School Board for an expulsion hearing will be immediately suspended from all athletic participation until after the hearing at which time further disciplinary measures may be taken by the Principal.
8. Students quitting a team may not begin workouts or competition with another team until the current season is completed.
9. Athletes must attend school for at least one-half day (three class periods) in order to participate in interscholastic athletics (practices or games) unless previously excused by the Principal or Athletic Director. This would not apply to a team playing in a tournament or playing out of town which would make it impossible for the student to attend school.
10. Students with 6 or more absences in a semester will meet with the Assistant Principal, Athletic Director, Coach and/or Guidance Counselor and may be subject to a course of intervention to help stem attendance issues.
11. The use of alcohol, tobacco (in any form), profanity, or illegal drugs is a violation of student code of conduct and will be dealt with according to school board rules.
12. A student - athlete who misbehaves at a school sponsored event or is ejected from a contest is subject to school disciplinary action and is personally responsible for any fines that may occur.
13. Any student - athlete utilizing online mediums such as Facebook, YouTube, Instagram, Twitter, SnapChat or group messages to threaten, intimidate, harass or entice other students or coaches of another school or to discredit any students, coaches or administrators of FBHS will be guilty of bullying and will be subject to immediate disciplinary action from their school. Furthermore, any student-athlete who uses the same mediums to post images depicting the use of alcohol, drugs or suggestive behavior may face the same penalties.
14. A student who participates in Districts MUST complete the remaining playoff games/meets/matches through team elimination. If the students does not participate

there will be a fine of at least \$50 up to \$250 from FHSA that will be the responsibility of the student.

## SCHEDULING GAMES

Philosophies in making up a schedule vary from coach to coach. Schedules need to be completed at least two weeks prior to the season so officials may be scheduled, facility use planned and contracts signed in homecampus.

- 1 . Home and Away games should be balanced
2. Set District games first
3. Schedule and develop friendly rivalries to keep interest high.
4. Schedule good competition to maximize your team's development
5. Do not schedule the minimum Number of games. Our students deserve an opportunity to compete with the best.
6. Check FHSAA starting dates before beginning your schedule
7. Work with teams that share your facility
8. Check master school calendar for any conflicts

## PRACTICE

Practice is a school based decision. It is expected that practice will be scheduled so that it is reasonable with respect to demands on student time.

Any student that is academically ineligible or is under a FHSAA-mandated suspension for any falsification of information will not be permitted to practice or travel with an athletic team. Furthermore, a school has the right to not allow a student-athlete to practice if team or school policies have been violated

Sunday team meetings, fundraisers, parties or practices are prohibited by FHSAA.

## UNIFORMS

- 1 . Uniforms are the property of Fernandina Beach High School
2. School colors are Royal Blue, Gold, and White only
3. Students must pay for any lost or damaged equipment and uniforms. Failure to turn in uniforms and school equipment will result in the issuance of a financial debt notice, the withholding of awards, and the withholding of uniforms and equipment in other sports.

## OVERNIGHT TRAVEL

The following procedure is used for teams traveling overnight.

- 1 . Room assignments - all team members will be assigned rooms by the head coach
2. Supervision - the head coach is responsible for the behavior of the athletes. Athletes must not be left alone and must be supervised at all times.
3. The Head Coach will inspect each room before departure.
4. All school rules apply

## GAME PARKING

Football, Soccer, Track, Flag Football parking is available in the bus loop and in the lot near building 22. Do not park by building 9, that is reserved for the visiting team only. Do not block any gates with your vehicle.

Volleyball and Basketball parking is available in any of the lots in front of the gym. Parking in the gym circle is NOT allowed whether a game or practice is being held as this blocks emergency access. Students are not to move their vehicles after school to the gym circle.

## FOOTBALL GAME PROCEDURES FOR VISITING TEAMS

### MEMORANDUM

TO: Athletic Director

FROM: Mary Walker

Director of Athletics

RE: Game Day Procedures and Policies

Football Games at Fernandina Beach High School

NOTE: Please distribute copies to your Head Football Coach, Band Director and Cheerleading Coach

### TICKETS

- Ticket prices are \$7 for adults and \$5 for students
- The main gate and ticket booth are at the north end of the field.
- Tickets will be sold by 1 hour prior to game time.

### PASSES

- All current FACE, FHSAA, Press Passes and Teacher ID Badges will be honored for plus one admission. Active coaches please give your pass to your family. Please enter at the main gate.
- Band and Cheerleaders in uniform will be admitted through the south end gate adjacent to the area for visitor buses.
- Band chaperones (one for every 10 students) will be admitted IF their name appears on a list that is submitted to the pass gate ticket taker BEFORE the band arrives to Pirate Field. **The list must be submitted by the**

Band Director, please email the list to [walkerma@nassau.k12.fl.us](mailto:walkerma@nassau.k12.fl.us) by Thursday prior to the game by 1PM

### **PARKING**

- Parking is available in our bus circle, directly in front of the field, or in any of our parking lots. If you have handicapped spectators we advise them to use the Beech St. entrance. Go past our school and go past the middle school next door, take the 1<sup>st</sup> Left (Beech St.) and then the 1<sup>st</sup> Left. It is a short road that will lead to more parking. If they let us know we can send a golf cart to help them in/out of the stadium.
- Bus parking is behind our cafeteria on the south end of the stadium. It is ideal for the buses to back in to this area.

### **LOCKER FACILITIES**

We will provide an area near the south end zone for meetings and pre/post game. There will be two restrooms available. We will also have ice and water for coolers if you need it.

### **VISITOR INFORMATION**

- There is a concession stand located on the north end of the field.
- Restrooms are on the east side of the concession stand.
- Seating is on the east side of the stadium in the aluminum stands although visitors are always welcome to sit on the permanent stands.
- Game time is 7PM for Varsity and 6PM for Junior Varsity

### **GENERAL INFORMATION**

- Questions during the game can be directed to Mary Walker, Dir. Of Athletics or to any staff member with a radio.
- There is room on the press box for visiting team for coaches and/or film.
- Use of the press box for radio broadcasts must first be cleared through the Director of Athletics.
- Cheerleading teams or bands that wish to perform at halftime must first contact the Athletic Department to state this desire. We will do our best to

accommodate these requests; however, FBHS groups will take precedence (i.e. homecoming, recognitions, senior night)

- An ambulance will be provided for all games. They are stationed inside the north east gates.
- Our certified athletic trainer will also be available should your team need assistance.

We look forward to hosting your team. Please let me know if we can be of further assistance. [walkerma@nassau.k12.fl.us](mailto:walkerma@nassau.k12.fl.us) or (904) 261-5713

#### ADMISSION

Everyone must pay for admission to an even or show their authorized passes.. Season tickets may be sold for 75% of the price of entry and may be purchased up to and including the first game. Season passes will not be sold after the first game. Each pass admits one person.

Tournament play offs will not honor season passes and prices are set by the FHSAA.

#### SPORTSMANSHIP

1. Signs and banners must be in good taste and shall not make derogatory or challenging references to opposing teams. Signs or banners should never be paraded before an opposing team's bench or bleachers.
2. No artificial noisemakers such as air horns, musical instruments, radios etc. are allowed at contests by spectators.
3. It is recommended that all games be filmed. In case of a disturbance in the crowd of a serious enough nature to affect the game, as much of the disturbance as possible should be filmed.
4. Music should only be played during a time out, at halftime, between games or at the end of games for Basketball, Soccer, or Volleyball. Music may not contain obscene lyrics or themes. Excessively loud music is not acceptable. If the visiting Principal, Athletic Director, or coach considers the music to be too loud, it must be immediately turned down or off.
5. Stomping on the home team's logo at any time is considered to be gross unsportsmanlike conduct and will not be tolerated. The head coach will be held responsible to ensure his team does not do this or any other blatant acts of unsportsmanlike conduct, including, but not limited to, taunting, trash talking, etc.



6. Pep Bands may play at basketball games under the following conditions: there must be a Band director or an Assistant Band Director present (this person cannot be a faculty member or a parent representing the Band Director); there can be no more than 12 members of the band. They may play at home games only.

## PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. A parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation

Communication coaches expect from parents:

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations

As your children become involved in the programs at Fernandina Beach High School, students will experience some of the most rewarding moments of their lives participating on an athletic team. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

Coaches are professionals. They make judgement decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

- 1 . Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

## PARENT COACH CONFERENCE

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

- 1 . Call the coach directly or the Athletic Director to set up an appointment with the coach
2. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
3. If the meeting with the coach did not provide a satisfactory resolution, call and set up an appointment with the Athletic Director to discuss the situation. Please note that concerns made directly to the Principal or Superintendent are typically redirected to the Athletic Director.

## ATHLETIC TRAINING/MEDICAL

Athletic Trainers are medical professionals with at minimum a 4 year degree and a national board certification. They are also licensed medical professionals in the state of Florida specializing in the prevention, recognition, care, management and rehabilitation of athletic injuries.

Athletic Training services are provided on campus daily and are available to ALL Fernandina Beach High athletes. The athletic trainer is available after school to assess and treat sports related injuries, and is available for all home sporting events. The services of an athletic trainer may save the athlete missed practice/game time and visits to physicians.

Students should notify their coaches of concerns that require the athletic trainer. The athletic trainer working with the coaches will determine any student's ability to participate in practice or games where injuries are involved. **NO STUDENT WILL PARTICIPATE IF NOT CLEARED BY THE ATHLETIC TRAINER.**

No coach is to ridicule a player for seeking the athletic trainer's assistance.

A student who seeks outside medical assistance must bring a note on a prescription pad or letterhead clearing that student to participate in practice or games.

## COACH'S CHECKLIST

### Before Practice

1. Before a student is allowed to practice he/she must have all documentation on file
2. The coach should immediately direct any prospective player who does not live in the district, or has just moved into the district, or has any other eligibility problem to the Athletic Director
3. Before the season starts the coach is required to have a meeting with the parents of his team to review practice schedules, booster rules, awards criteria, etc.
4. Encourage participation through posters, announcements, etc. prior to tryouts
5. Arrangements for transportation

### Before Dressing for a Contest

1. Send an alphabetized list of roster members and a schedule to the school Athletic Director
2. The coach shall notify the Athletic Director immediately if there is a reason to believe that a student may be ineligible.
3. The coach should log on to homecampus and make sure all players are on the eligibility list.
4. The coach should log on to homecampus and make sure the schedule is correct and note signed contracts

### During the season

1. Never allow an athlete to be on the field or dressed in any part of the uniform for a game until the student's name is on the team eligibility list.
2. Follow proper procedures for team members to be excused from school to attend a contest.
3. Upload game results to MaxPreps (within 24 hours), homecampus and call in scores to Florida Times Union and FB News Leader
4. Using an ineligible athlete will result in a forfeiture and fine (paid by the head coach personally) from the FHSAA. Knowingly using an ineligible player may result in the coach's termination.

### After the season

1. List athletes who completed season and list awards earned by each athlete.
2. Submit other records as requested by the Athletic Director
3. Identify players who failed to return school equipment.

## MAINTENANCE OF FACILITY

The Head Coach is responsible for the proper maintenance of his/her game and practice facility.

### INDOOR FACILITIES

1. Inspect restrooms to see if cleaned and stocked
2. Locker rooms cleaned
3. Waste is picked up and disposed of properly
4. Area is swept. The gym floor should be dust mopped pre-game/practice and post-game/practice
5. Gym shoes only on floor
6. Gum scraped up immediately
7. Inspect daily for scuffs or scrapes
8. No chairs, carts, dollies on floor without floor protection.

### OUTDOOR FACILITIES

1. Mow 2Xs a week - report any problems with mowers to Athletic Director immediately
2. Divots in game/practice fields replaced daily
3. Move drills around fields. Do not stay in one place every day.
4. Edging of main game field
5. Make sure score clock and PA system is in proper working order
6. Waste/trash is picked up
7. Restroom clean and stocked
8. Garbage cans emptied

Facilities should be cleared of trash within 24 hours of the event.

Pirate field will be maintained using the following schedule:

August 1 - November 15	Football
November 16 - Feb. 15	Soccer - Boys and Girls
Feb 16 - May 1	Track
May 2 - May 30 June 1 - July 30	Football, Football, Track, Soccer

### GAME DAY ADMINISTRATION Areas of

responsibility include:

Facility preparation	Head Coach
Officials	Athletic Director
Security/EMT	School Resource Officer
Ticket Sellers	Athletic Director
Concession Stand	Head Coach/Booster Group
Announcer	Head Coach
Scorekeeper/Timer/Chain Gang	Head Coach
Opponent's Locker room	Head Coach

### GAME CANCELLATIONS

In the event that a HOME event is cancelled or has to be rescheduled the following people are to be notified by the HEAD COACH of that cancellation/rescheduling

Athletic Director	Opponent
Officials (ASAP)	Office Secretaries (ASAP)
Athletic Trainer	Cheerleader Coach
Concession Workers	Newspaper
Administrators	Athletes (remind them to call Parents)

In the event an AWAY contest is cancelled the following are to be notified by the HEAD COACH

Athletic Director	Transportation
Office Secretaries (ASAP)	Administrators
Athletic Trainer (if coverage provided)	Athletes (remind them to call parents)

### Parent/Family/Student Sportsmanship Contract 2018-2019

It is not whether you win or lose, but how you play the game. Unfortunately, in recent years this maxim has not guided our thinking. Rather a win at all costs philosophy and a retreat from the qualities of good sportsmanship has been evident even in high school sports. Because Fernandina Beach High School and the FHSAA believe in the concept of good sportsmanship as a paramount priority in high school athletic programs, we will emphasize this goal. We insist that all players, coaches and spectators respect this goal of sportsmanship at all athletic contests.

Players are expected to:

- Treat opponents with respect.

- Adhere to all FHSAA rules and regulations in regard to sportsmanship and participation. My parents and I fully understand that if the school is fined by THE Florida High School Athletic Association because of my unsportsmanlike conduct, I must reimburse the school for the total amount of the fine. ● Demonstrate self-control. Win with dignity, lose without excuses.
- Respect and accept all official's calls and decisions without gestures or arguments. ● The good of the team always comes first and I will adhere to team and school rules at all times.

Parents/Players/Family are expect to:

- Accept ALL decisions of officials. No booing ro heckling! Never confront an official at any time.
- Applaud at the end of contest for all performances of all participants, as they shake hands with each other, regardless of the contest outcome. ● Applaud during the introduction of players, coaches and officials
- Assist cheerleaders by only giving positive school yells. Do not indulge in name-calling or use disrespectful, derogatory yells of chants. Support your child and our team. ● Do not coach or give direction during any contest or practice. This undermines the objectives of the coaches and embarrasses your child. Furthermore, please continue to support your child's coaches when you are away from school as well.
- Do not come to any athletic contest/practice under the influence of alcohol and/or drugs. Furthermore, do not ever consume alcohol and /or drugs on the campus premises. Note: this is a horrible example for your child and will only lead to embarrassment and frustration, as well as being ejected from the contest.
- Do not make negative or critical comments towards other kids or their family members on the team at any time. Only positive comments and encouragement will be tolerated.
- Encourage people around you to display proper sportsmanlike conduct.
- NEVER approach other student-athletes and try to coach them up, tell them what they did wrong or tell them what they should be doing. This is the job of our coaches. Positive reinforcement and support is all that you should be giving your own son and other student-athletes on the team.
- Refrain from making negative or critical remarks on all social media outlets when it comes to the student-athletes, their families, our opponents and all employees of FBHS. ● Respect and follow through on all financial obligations to the athletic program. This includes all program costs, including but not limited to travel costs, spirit pack fees, fundraising requirements and game admissions. Student-athletes that leave a team for any reason are still bound by all required financial obligations.
- Refrain from blaming the loss of contest on officials, coaches or participants. Leave with a positive attitude.
- Refrain from displays of anger or use of profanity before, during, or after games and practices.

- Refrain from responding to opposing teams spectators' negative comments. "They started it by saying negative things towards us and our kids!" This will not help the situation. It will only elevate the animosity.
- Show appreciation and encouragement for coaches, officials and student-athletes from both teams, especially after lost contests.
- Show concern for injured players regardless of team affiliation.
- When approached by a faculty member and/or administrator, please listen to their needs and be cooperative. Do not become confrontational or non-cooperative.

\*\*\*If any of these expectations are not met at any time, you may be banned from future athletic events and your child may jeopardize their status on their athletic team.

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Participant Name (please print)

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Participant Signature

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Parent/Guardian Signature