



Athletic Handbook

**2018 - 2019
School Year**



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Athletic Statement

This athletic handbook is designed to inform the student athlete of the rules, regulations, and information that helped develop the rich tradition of competition in Sarasota County Schools Athletics. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the Athletic Department and other specific coaches' rules for their sport. Each student athlete represents his/her school and student body. It is the student athlete's duty to conduct himself/herself in a manner becoming the student athlete, his/her family, Sarasota County Schools, and the various communities. The Athletic Department will enforce all rules and regulations as described in this Sarasota County Schools Athletic Handbook.

Philosophy

The goal of the Athletic Department is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline and character. In addition to developing skill in a sport, the purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor.



Sportsmanship

We have a duty to teach and equip our young people for the future. Sportsmanship must be taught, modeled, expected and reinforced in all of our Sarasota County Schools' competitive activities. Knowing that athletics has become an integral part of the total educational program, we must embrace the concepts of good sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators. The contest is exciting, but winning at any cost is not the goal. Negative treatment of **any** participant is outside the spirit and interest of the contest.

Expectations of all Sarasota County Schools staff, students and stakeholders:

Coaches

1. Follow the rules of the contest at all times.
2. Accept the decisions of contest officials.
3. Display modesty in victory and graciousness in defeat.
4. Avoid public criticism of game officials.
5. Teach sportsmanship and acknowledge when it's displayed.
6. Be a role model for our players and the community.

Student/Athletes

1. Show respect for opponents, coaches and game officials at all times.
2. Accept the decisions of contest officials.
3. Avoid offensive language and gestures.
4. Display modesty in victory and graciousness in defeat.
5. Follow the rules of the game.
6. Show respect for public property and equipment.

Spectators

1. Avoid criticism of game officials, players and coaches.
2. Work cooperatively with contest officials and supervisors in keeping order.
3. Stay off playing areas while athletic contest is in progress.
4. Show respect for opposing teams, cheerleaders and bands.
5. Show respect for public property and equipment.

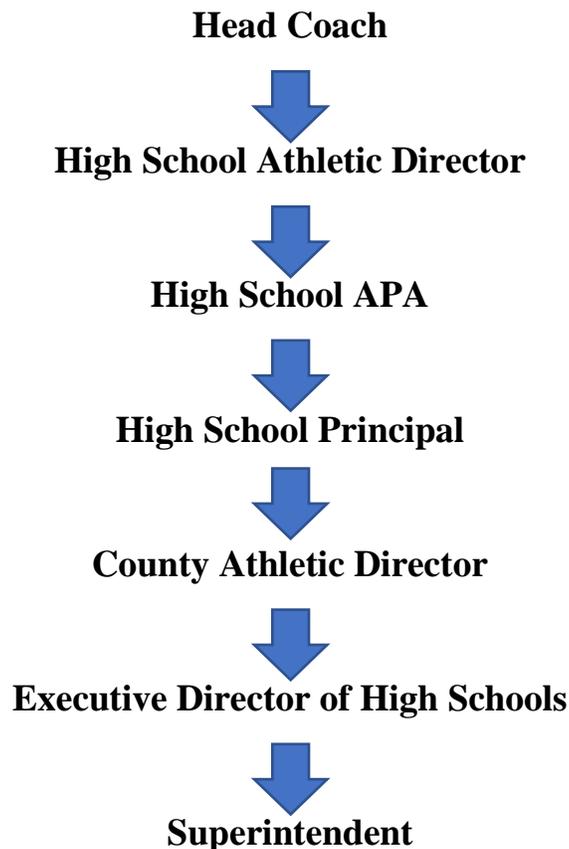


Chain of Command

It is important that information and concerns about the sport programs proceed through a logical chain of command and level of authority. Problems may be resolved at an initial level and would not need to involve the principal or superintendent. Parents are advised that they should address their concerns and requests using the same format.

It is of the utmost importance to maintain open communication lines between all members of the coaching staff and the administration. Issues that arise between staff members should be kept within the school and not discussed in the community. Issues that are discussed outside the school create hardships, a lack of confidence and animosity. Issues that arise between schools need to be handled through the district before involving the FHSAA.

Athletic issues should be handled in the following order:





Athletic Participation

Prior to participating in athletics, the Florida High School Athletic Association requires that a student must provide the following:

1. Pre-Participation Physical (FHSAA EL2, current school year)
2. Consent and Release from Liability Certificate (FHSAA EL3)
3. Parent/Guardian Release and Hold Harmless Agreement for High School Athletic Participation (notarized)
4. Copy of current Insurance carrier information, or copy of insurance card if purchased through www.schoolinsuranceofflorida.com on-line.
5. Affidavit of Compliance with the Policies on Athletic Recruitment and Non-Traditional Student Participation. (FHSAA GA4, EL13 notarized)
6. Acknowledgement of Standards for Participation in Athletic Activities
7. Authorization to Release Medical Information for Athletics
8. Emergency Medical/Treatment Field Trip Consent Form
9. Release for Out-of-County or Overnight Travel for Athletics and Field Trips (notarized)



Student Accident Insurance

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA FINANCIAL SERVICES DEPARTMENT

M_E_M_O_R_A_N_D_U_M

TO: All Principals, Athletic Directors and Coaches

FROM: Lynn Peterson, Supervisor of Risk Management

DATE: June 1, 2017

SUBJECT: STUDENT ACCIDENT INSURANCE 2017-2018

The Reliance Standard Life Insurance Company will insure the voluntary Student Accident Insurance program for 2017-2018. The servicing agent is **School Insurance of Florida, Inc.**, P.O. Box 784268, Winter Garden, FL 34778-4268, telephone number 1-800-432-6915.

The costs of the plans are as follows:

School Time Coverage \$15.00 Senior High Football \$65.00

24 Hour Coverage \$45.00 Spring Football Practice only \$25.00

School Insurance of Florida, Inc. will ship enrollment materials by UPS directly to every school the week of July 17th. The material for high school football programs will be delivered to the schools the week of July 10th. Please make certain that someone is available at your school to receive the shipments.

The program does not require school staff to collect the insurance premiums (with the exception of athletic participation); all enrollment forms and premiums are mailed directly to the servicing agent by the parents. Please be sure to read all the enrollment materials you receive, in order to familiarize yourself with the program. It is important that this program be offered to all students attending your school, and especially students participating in interscholastic athletic programs.

Please ensure that all students receive a brochure at the beginning of the school year. **The enrollment material should be given to all transfer students and new arrivals during the course of the school year.**

Please remember that injuries to students participating in interscholastic football are not covered under the regular Student Accident Insurance Policy. These student athletes should elect to be covered under the *appropriate* special policy. If students participating in interscholastic sports do not enroll in one of the Student Accident Insurance plans, they must provide a signed statement from their parents/guardians certifying that the student is covered under a major medical plan and they wish to waive the district offered plan.

If you have any questions, please call (941) 927-9000, extension 32315 or **School Insurance of Florida.**, at 1-800-432-6915, <http://www.schoolinsuranceofflorida.com/>.

Cc: Steve Cantees

Karen Rose

Chris Renouf

School Insurance of Florida



Transportation

Due to limited funds for transportation budgets, school athletic departments will need to monitor closely how much they are spending on athletic trips. The following cost saving protocols are to be used when schools are looking at transportation costs and budgeting:

1. Athletic Directors will meet with head coaches to determine to which local athletic contests that parents are responsible for transporting their child(ren). Those schools in closest proximity will be the priority for parent transport.
2. Athletic Directors will meet with head coaches to make sure scheduling allows for the use of SCSB district buses as much as possible. The cost for most trips within 2 counties is considerably less if schools use a district bus vs. a charter bus. The transportation department has listed 4:30 as the earliest time to leave on trips. Please schedule game times accordingly.
3. Athletic Directors need to meet with head coaches about scheduling contests that are in closest proximity to their school first. Coaches that choose to participate in competitions that are farther than 100 miles roundtrip, will pay the transportation cost from their raised funds. District, regional and state competitions are exempt from this protocol.
4. Each school will have a transportation budget of \$50,000 that they will need to adhere to. This amount includes both athletics and marching band. Athletic Directors need to meet with their administration to come up with a plan of how each school will pay for additional transportation costs. The district won't be able to pick up the additional cost.
5. Sports, such as track and wrestling, that participate in tournaments which are in close proximity need to look at drop-off and pick-up times. This is critical when using SCSB district buses. SCSB buses are available for use from 9:30am-1:30pm and after 4:30pm.



Player's Pledge

I have been chosen to be one of the elite. I have been chosen to represent my school and community on a Sarasota County School's athletic team. As such I realize that I will be expected to perform on the highest level on the team, in the school, and in the community.

I pledge to represent my team, school, and community at all times. I will do my best to bring pride to Sarasota County Schools athletics.

I pledge to become the best person, student, and player I can be. I understand there may be consequences, including dismissal from the team, for issues with academics and behavior.

I understand that I will be held to a higher standard. I will be on time for school, practices, and games.

I pledge to not use drugs, alcohol, or tobacco. I understand there may be consequences, including dismissal from the team, for breaking these rules.

I pledge not to associate with gangs and/or gang related items.

I pledge to respect my parents, teachers, and coaches.

I am young and will make mistakes. I will do my best to admit to them and learn from them. I will look for guidance from my parents, teachers, and coaches.

If I have made a mistake, please bring it to my attention and I will try to correct it.

Player _____
(Signature/Date)

Coach _____
(Signature/Date)



Parent's Pledge

My child has been chosen to represent their school and community on a Sarasota County School's athletic team. This is a tremendous privilege and responsibility that will be reflected in the months to come.

I pledge, along with the coaches, to encourage my child to become the best person, student, and player they can be. I understand there may be consequences, including dismissal from the team, for issues with academics and behavior.

I understand that they will be held to a higher standard. I will provide transportation to and from all practices. I will not allow my child to miss practices or games unless given prior permission from their coach.

I pledge to support the decisions made by the coaches regarding my child and team.

I pledge to cheer as loud as possible, without criticizing players and coaches. I understand that coaches will not answer questions after games concerning game decisions (i.e. playing time).

I pledge to encourage my child to abstain from drugs, alcohol, and tobacco. I realize that these are harmful to them and not permitted on the team. I understand there may be consequences, including dismissal from the team, for breaking these rules.

I understand that the team comes before the individual player and decisions made will reflect that.

Player Name _____

Parent _____

(Signature/Date)



Spectator Code of Conduct

“Our goal is to provide a safe environment for all those involved (Players, Coaches, and Spectators) and to preserve the integrity of the contest.

1. All participants / spectators are expected to exhibit good behavior (sportsmanship) at all sports events.
 - No swearing or use of vulgar language.
 - No taunting.
 - No causing a public disturbance or fighting.
 - No threat of physical harm or acts of aggression.
 - Treat all players, coaches, spectators with respect.
2. SCSB may impose the following penalties for violating these expectations:
 - Immediate eviction from the event.
 - Ban from future contests.
 - Ban from all SCSB events.
3. SCSB also reserves the right to take the following action to preserve the safety and integrity of a contest:
 - Student suspended from participating in a contest.
 - Student dismissal from team.

SCSB is not in the practice of enforcing a court ordered Temporary Restraining Order (TRO). It is the responsibility of the parties involved to contact the police and have the TRO enforced. Parents should be aware that if athlete(s) are involved in a TRO against member(s) of the opposing team the following action may be taken by the police:

- Removal of one of the parties from the event.
- Removal of both parties from the event.

If the dispute causes (or may cause) a significant disturbance or safety risk

The game may be:

- Terminated and not rescheduled.
- Played at a secured sight with no spectators.

LET THE PLAYERS PLAY. LET THE COACHES COACH. LET THE OFFICIALS OFFICIATE. LET THE SPECTATORS BE POSITIVE.



Coaches Professional Code of Ethics

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity & personality of the individual athlete.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity & judgment of sport officials.
- Demonstrate a mastery of and continuing interest in coaching.
- Encourage a respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- As a coach in Sarasota County Schools, you are the official representative in interscholastic athletic activities. You have the responsibility of GUIDANCE of your team. It is your personal obligation to have a thorough knowledge of the policies and procedures of the athletic program.
- REMEMBER: - “Be FIRM, FAIR, & CONSISTENT”

Coaches Communication

It is important to maintain great communication with:

- your fellow coaches
- your athletes
- the parents
- the A.D.
- the administration, faculty & staff
- the community
- the media



Coaching Responsibilities

- All coaches are responsible for all members of your team at all times. This includes before and after practice, contests, and travel. No coach shall leave until all team members have been picked up.
- No coach under any circumstances should contact the FHSAA by any means. Only the Principal, Athletic Director, and FHSAA Representative may contact the FHSAA on your behalf. Please direct all concerns to one of them.
- The head coach must travel with his/her team and assume responsibility for the conduct of the team. **At no time should any student athlete be unsupervised.**
- All coaches are required to help in maintaining and cleaning of all athletic facilities both on and off campus.
- All coaches will be responsible for the keys assigned to them. These keys are not to be duplicated or loaned to anyone. Please make sure all lights are out before leaving, all doors/gates are secured, all gates, and if needed the building alarm is armed.
- All coaches will meet deadlines for paperwork in the requested time frame.
- **Rosters and Schedules** – Submit into Home Campus at least two days before due date.



Athletic Accident Reporting Procedures

THE FOLLOWING PROCEDURE MUST BE FOLLOWED EACH TIME AN ATHLETE IS INJURED AT PRACTICE OR CONTEST:

- The coach completes the “Accident Reporting Form” and submits to the Athletic Director within 24 hours.
- If medical treatment was required, the Athletic Director will fax this form to School Insurance of Florida, as well as the Sarasota County School Board, and file a copy in the AD’s office. It is the coach’s responsibility to inform the AD if medical treatment was required.
- When in doubt don’t take the chance. Call 911 immediately, then first notify parents, then Notify the school’s administration.
- If **NO** medical treatment is required, the Athletic Director will file this form in his office, but **WILL NOT** fax to the company.
- Upon receipt of the form, School Insurance of Florida will mail the claim form to the parent / guardian. An overview of the insurance form is located at the end of the manual and should be given to the parents at your required preseason meeting.
- It is the sole responsibility of the parent / guardian to complete the claim form and return to School Insurance of Florida.
- If parents / guardians decide after an accident where no medical treatment was required at first and decides then to take their child for medical treatment, it is their responsibility to inform the Athletic Director or Coach so that the “ACCIDENT REPORTING FORM” can be faxed to the School Insurance of Florida, and county office.
- Failure to complete any of the previous may cause School Insurance of Florida to deny all claims.



Emergency Action Plan

Life Threatening Situation

1. Check: Medical Emergencies include, but are not limited to:

- a. Athlete not breathing
- b. Athlete not Conscious
- c. Lack of a Heartbeat
- d. Signs of Heat Illness
- e. Signs of Spinal Cord Injury
- f. Severe Bleeding

2. Call 911 Instruct Emergency Personnel ***“I need an ambulance. I have an injured athlete with what’s wrong with them. Please report to Location and meet your name at the Field”***

(Administrator or coach must be sent to the main entrance to guide EMS to facility).

3. Provide necessary information to EMS personnel:

- Name, address and telephone # of the caller
- Number of victims and current condition
- First-aid treatment initiated
- Directions to locate scene
- Other information requested by dispatcher

4. Care: Provide appropriate emergency care until arrival of EMS personnel

- I.e.: CPR, immobilize athlete, compression to severe bleeding, cooling for heat illness

Non Life Threatening:

1. Check: Non-Emergency Situations include, but are not limited to:

- a. Lacerations
 - b. Sickness
 - c. Possible Fractures
 - d. Muscle or Joint injury
2. Contact Athletic Trainer
3. Comfort Athlete
4. Provide First Aid
5. Contact Parent



Sarasota County School District Procedure for Approving Paid Coaches

Sarasota County School District requires passing a criminal background screening to include an FBI fingerprint check. Paid coaches are processed through the Human Resources Department.

The following outlines the procedure for becoming a Paid Coach with SCSB:

1. Paid Coaches must complete the district's online application process at :

- www.sarasotacountyschools.net, click on District Links, select Human Resources, and then click Application Process.

- This online application includes 2 references, 1 must be from a current or former supervisor. It is the coaches' responsibility to check on the status of their application with Human Resources.

2. Approval from a school Athletic Director must be on file with HR.

- The Athletic Director must submit the coach processing form directly to Human Resources (HR) in advance. Email to HR.FRONTDESK@SARASOTACOUNTYSCHOOLS.NET or fax

to 941-927-4020. The application will not be processed without the coach processing form.

- The coach processing form must be submitted to HR each school year.

3. If the coach does not hold a valid Florida teaching certificate, or a valid coaching certificate they must apply to the Florida Department of Education (FLDOE) for a certificate.

- Apply at www.fldoe.org/edcert for an initial 3-year Athletic Coaching Certificate. The current fee is \$75.00 (fee is subject to change).

- After the state processes your application, FLDOE will issue a Statement of Status of Eligibility indicating fingerprint requirements. It is the coaches' responsibility to verify with HR that their fingerprints have been submitted to FLDOE for issuance of their certificate.

(Reminder: current prints are required and must have been taken after July 1st of the previous school year.)

4. Once steps 1-3 have been completed, the coach will begin the paid coach hiring paperwork.

- DO NOT send the coach to HR. HR will email the hiring paperwork to the coach through their Winocular workspace. Please make sure that the email on your application is current.

- Once the hiring forms are returned and approved, the coach will receive an email explaining what they would need to bring with them to HR to finish processing (fingerprints, drug test, physical, etc....).

- The ID badge photo is taken at the time of fingerprinting.

5. Once all of the paid coach paperwork has been completed and approved, the coach will receive a "congratulations" email and their ID badge will be sent directly to the Athletic Director.

Please note:



Approving Paid Coaches – Continued

Specific coursework must be completed prior to expiration of a 3-year certificate to apply for a 5-year Athletic Coaching Certificate. Proof of completion of the athletic courses must be provided to HR. Additional information available at:

http://www.asep.com/asep_content/org/SCSD.cfm?

You must apply to FLDOE for an Athletic Coaching Certificate every 5 years. The current fee is \$75.00 (fee subject to change).

If a certificate has lapsed for 1 year or more, new fingerprints will be required. The coach will be paid after the coaching certificate has been issued by the FLDOE retroactive to the date the Paid Coach cleared with Human Resources.

It is the coaches' responsibility to let HR know when their coaching certificate has been issued and to keep track of their certificate expiration date.



Requirements for coaching in Sarasota County Schools

(Must be completed before coaching)

Certified Teachers

- If a coach chooses to add coaching endorsement to professional certificate (Recommended)
- Complete the three online coaching courses and a CPR course
- Submit three online course transcripts and proof of CPR course to high school athletic director who will send to district director of athletics
- District director of athletics will return instructions to complete DOE online application
- Complete DOE online application, print confirmation and give to high school athletic director
- High school athletic director will submit to district director of athletics for posting
- Remember to renew coaching endorsement when renewing professional certificate

Non-Certified Employees (Par, Secretary, Custodian, Bus Driver, etc....)

- Apply for a three-year coaching certificate
- Request instructions from the high school athletic director to complete DOE online application
- Complete DOE online application, print confirmation and give to high school athletic director
- High school athletic director will submit to district director of athletics for posting

Volunteer Coaches

- If you have an assistant coach who is not a certified teacher or school board employee. Please make an appointment with the athletic director with the interested volunteer coach. Both of you will meet and receive further instructions to become an approved coach for the Sarasota County School Board.

Steps for Hiring a Volunteer Coach

1. Athletic Director recommends volunteer coach to Human Resource Department at The Landings.
2. Volunteer coach reports to The Landings for drug test and finger printing.
3. Human resource department will OK all volunteer coaches by sending a school board badge to the high school.
4. All these steps MUST be completed before someone is allowed to volunteer on campus.



Athletic Director Reminders

- Enter all home games into Arbiter by deadline
- Check Arbiter each Monday for games/officials
- Enter all contests in Home Campus
- Enter team rosters by FHSAA due dates
- Have home administrator at all team sports
- Make sure all student athletic packets are current
- Pay game official invoices promptly
- Verify all away contests needed for transportation
- Have transportation and AD numbers in your cell phone
- Make sure all coaches requirements/certifications are up to date
- Check team rosters periodically to make sure coaches have not added players without your approval
- Inform each coach of procedure to report athletic injury/accident. Follow up with injured athlete
- Return all forms in a timely manner to district office and the FHSAA
- Have your coaches check your scoreboards a couple of weeks before the season
- Concussion and Cardiac Course for all paid coaches
- Concussion course for all athletes prior to the season



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
COMMUNICATIONS AND COMMUNITY RELATIONS
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231
PHONE (941) 927-9000

Media Release

Instructions: Reporters and photographers from news outlets such as newspapers and television stations may visit schools to photograph, videotape and/or interview students for stories about schools. School staff or volunteers also may photograph, videotape or interview students for school newsletters or websites. Images of students also may be transmitted during interactive video classroom instruction. Those images may be widely distributed by public or school media through the Internet.

Permission to publish a student’s photograph or interview also includes permission to identify the student by name, school, grade level or age and to describe the school activity in which the student was engaged when the image or comment was recorded. **Because school publications such as newsletters, yearbooks and athletic programs are routinely posted on websites, parent permission also must be granted for students to appear in those publications.**

If you permit your student to be photographed, interviewed and identified in public and school media, check the “**Yes**” box below.

If you do **not** permit your student to be photographed, interviewed or identified in public or school media, check the “**No**” box below.

Sign and date the form and return the form to your child’s school.

Student Name (Print) _____ Student No. _____ Grade _____

- Yes, I grant permission for my child to participate in the media activities described above.
- No, I do not want my child to participate in the media activities described above.

Parent/Guardian Name

Parent/Guardian Signature

Date



Address Verification

We require that all student-athletes are living at the correct address that they are registered in school. Failure to live at the correct address may jeopardize a student-athlete's eligibility as well their team's season success. We will have some safeguards in place that will help ensure that students live where they are registered. The following are potential red flags that will require further residency investigation:

- 1) Residency discrepancy upon enrollment.
- 2) Residency discrepancy on athletic packet compared to SIS.
- 3) Residency discrepancy brought to the attention of coaches/athletic director.
- 4) Residency discrepancy upon check by truancy worker.

Upon knowledge of one of the above discrepancies, the athletic director and/or other school officials will verify the following residency verification:

- 1) All belongings of those moving are moved from the former residence; and
- 2) Mail of those moving is received at the new residence; and
- 3) Driver's license, voter registration and/or other forms of legal documentation for those moving are changed to the new residence.

If a student-athletes address needs to be verified, it should be communicated from the athletic department and a residency check by a truancy worker ordered by the principal.

If it is determined that the student-athlete is not living at the new residence, school officials will notify the district athletic office and self-report to the FHSAA to determine if a violation has occurred.



RELIGIOUS HOLIDAYS
(NO GAMES)

2018:

Rosh Hashanah – Sunset 9/9/18 (Sun) – Sunset 9/11/18 (Tue)

Yom Kippur - Sunset 9/18/18 (Tue) – Sunset 9/19/18 (Wed)

Christmas Eve – 12/24/18 (Mon) / Christmas – 12/25/18 (Tue)

2019:

Easter Weekend – 4/19/19 (Fri) – 4/21/19 (Sun)

Rosh Hashanah – Sunset 9/29/19 (Sun) – Sunset 10/1/19 (Tue)

Yom Kippur - Sunset 10/8/19 (Tue) – Sunset 10/9/19 (Wed)

Christmas Eve – 12/24/19 (Tue) / Christmas – 12/25/19 (Wed)