

ESCAMBIA COUNTY SCHOOL DISTRICT

**ATHLETIC
DEPARTMENT
GUIDEBOOK**



2019-2020

FORWARD

The purpose of this athletic guidebook is to set forth the operating procedures for the Escambia County School District Interscholastic Athletic Program. This should be used as a guide to assist administrators, athletic directors, coaches, parents, and athletes with the interpretation of the athletic program.

The rules and regulations governing the school district athletic interscholastic athletic programs come from the Florida High School Athletic Association, The National Federation of High Schools, The National Interscholastic Athletic Administrative Association, and The Escambia County School District. Adherence to the procedures and information provided in the subsequent pages will help to ensure opportunities for athletes to further their interest and talent in sports.

I hope all who participate in our athletic programs will gain the necessary tools to be the best they can be and value the opportunity to do something that is so much fun!

Sincerely,

Roger Mayo, CMAA
District Athletic Director
FIAAA President
FHSAA ADAC

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THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

PHILOSOPHY

The major objective of the athletic program in the Escambia County School District is to provide students with interscholastic athletic opportunities to compete in an equitable, sportsmanlike, and wholesome manner.

Interscholastic athletic programs play a vital role in the education of students who participate in them. Through their participation in interscholastic athletics, students are provided character-building opportunities to demonstrate honesty, integrity, respect, caring, cooperation, trustworthiness, leadership, tolerance and personal relationships. These fundamental values enable participants to realize and fulfill their potential as students, athletes, individuals, and as citizens representing their family, school, and community.

Interscholastic athletic programs are designed to enhance the educational experience. The student-athlete is a student first, an athlete second, and each and every practice and competition is an extension of the classroom.

Such participation is a privilege; not a right. To earn that privilege, students must abide by the rules and meet the academic performance and personal behavior standards as established by the FHSAA and the Escambia County School District.

Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead character, courage, and integrity should be major objectives of the athletic program.

Every effort should be made to support the athletic program with the best facilities, equipment, and with the most qualified staff available. Coaches, directors, and sponsors should teach the specific skills necessary for improvement in athletics and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of practice.

AFFILIATIONS

Florida High School Athletic Association (FHSAA)

Escambia County High Schools are members in good standing of the FHSAA that serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic athletic activities of all schools in the state.

The purpose of this organization is to promote, direct, supervise and regulate interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state.

As a member of FHSAA, schools agree to abide by all of the state by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct character and discipline of athletes.

The official publication of FHSAA shall be the publication which shall serve as the instrument for periodic communication between the state association and its member schools.

Florida Interscholastic Athletic Administrators Association (FIAAA)

The Athletic Directors of Escambia County High Schools are members in good standing of the FIAAA that serves to promote athletics as an integral part of the total educational process.

The purpose of this organization is to improve athletic understanding and relationships throughout the state, to foster higher standards of professional proficiency and ethics, to foster a closer working relationship with the FHSAA, and to develop greater unity, uniformity, and fellowship among all members.

As a member of the FIAAA, Athletic Directors are provided opportunities for professional growth through accredited Leadership Training Classes and through an efficient system of communication for exchanging of ideas among members throughout the state.

CODE OF ETHICS

Athletic Directors Code of Ethics

Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.

Considers the well-being of the entire student body as fundamental in all decisions and actions.

Supports the principle of due process and protects the civil and human rights of all individuals.

Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.

Cooperates with the staff and school administration in establishing, implementing and supporting school policies.

Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.

Fulfills professional responsibilities with honesty and integrity.

Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.

Improves the professional status and effectiveness of the interscholastic athletic director through participation in local, state and national in-service programs.

Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

Prepared by the NIAAA (National Interscholastic Athletic Administrators Association)

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An inter-scholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student/athlete should be treated as though he or she was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors:

The coach shall be aware that he or she has a tremendous influence, either good or ill, on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be master of the contest rules and shall teach to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators both directly and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

The coach shall respect and support the contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

A coach shall not scout opponents by any means other those adopted by league and/or State High School Athletic Associations.

Prepared by the NFCA National Federation Coaches Association

PERSONNEL POLICIES

REQUIREMENTS FOR COACHING EMPLOYMENT

Certification

The Escambia County School District believes that each athletic coaching assignment normally should be under the supervision of a qualified, duly appointed and certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified individual may be employed if they have a coaching certificate issued by the Florida Department of Education and have been certified the Escambia County School District's fingerprint system.

Terms of Coaching Contract

- All coaching assignments shall be for one year. A supplemental contract shall be executed according to the adopted salary schedule.
- Each head coach shall schedule a conference with his/her principal and athletic director no later than one month after the final contest or the season to evaluate the program.
- The coach shall evaluate assistant coaches in writing to the principal and athletic director.
- If the performance is evaluated other than satisfactory, the principal has the responsibility of recommending a non-renewal of contract for the next year.

Non-faculty Coaches Guidelines

- Coaching positions that are filled by a person who is not a certified faculty member of the school present some unique problems in the administration of that athletic program.
- Recruiting, selecting, orientation, and supervision of non-faculty
- Communication between the athletic director and the coach
- Submitting paperwork and filing reports with the athletic director by set deadlines
- Limited school day and interpersonal relationship between the player and the coach
- Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans
- Time conflicts between that coach's occupation and coaching responsibilities

- Collecting, care and storage of equipment must be a priority
- The non-faculty coach needs to place special emphasis on the philosophies, goals and objectives of the department of athletics by:
- Meeting the coaching qualifications required of all coaches
- Meeting with the athletic director prior to the start of the season for orientation/indoctrination in the athletic policies and regulations contained in the athletic handbook (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
- Calling the athletic office on a pre-arranged basis as determined by the athletic director
- Attending all program staff meetings or holding periodic conferences with the head coach or athletic director
- Following all procedures specified in the respective coach's job description
- Setting aside the time before or after practices to meet individually with team members
- Confering with the athletic director to discuss the awards banquet, end of season reports, returning of keys and badge and the collection, cleaning repair and storage of equipment
- Being loyal to the school, its traditions, and supporting all of the programs by attending as many athletic contests as possible
- Establishing communication with the parents and athletes

Non-discrimination Policy

- It is the policy of this district to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention and advancement of all people regardless of age, color, creed, national origin, political affiliation or gender. The purpose of this policy is:
- To provide all students with the opportunity to relate, cooperate and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance multi-cultural understandings
- To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities
- To ensure equal opportunities for the employment, promotion and transfer of all persons

JOB DESCRIPTIONS

Athletic Director Job Description

TITLE: Athletic Director

QUALIFICATIONS:

A valid teacher or administrator certification

Previous experience as a coach

Knowledge of the overall operation of the athletic program

REPORTS TO: Principal

SUPERVISES: Assists principal in supervision of coaches and others involved in the school athletic programs

JOB GOAL:

Provide overall leadership, supervision and coordination of all sports programs to provide students worthwhile learning experiences

DUTIES AND RESPONSIBILITIES:

- Reports to the superintendent of schools and works under the direction of the high school principal to supervise the overall athletic program.
- Administers all school district interscholastic policies and procedures as well as the Rules and Bylaws of the Florida High School Athletic Association (FHSAA)
- Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
- Assists the principal with evaluating all coach candidates for original appointments. The athletic director shall be a member of the selection committee for all athletic positions.
- Assumes responsibility for the assignment of keys to athletic facilities.
- Responsible for coordination of volunteer and non-instruction paid coaches programs, including the process of application, fingerprinting and maintaining of the badges at the end of the school year.
- Responsible for maintaining compliance of all athletic programs with gender equity and Title IX
- Responsible for the distribution, collection and submission of the ECSD Random Drug Testing Form for all athletes.
- Makes recommendations for the improvement of facilities to the district athletic department for consideration and referral
- Develops all interscholastic game schedules and provides all schedules to the district athletic department. Maintain contest contracts in school files and approves the publication of all schedules
- Coordinates with the district athletic department to contract all officials' associations
- Coordinates with the district athletic department to interpret board policy to coaches
- Resolves conflicts within the ranks of the athletic department
- Seeks means to support and finance the athletic program
- Submits financial reports to the school administration at the end of each school year
- Makes arrangements for all interscholastic transportation, lodging and meals, as required.
- Receives and evaluates equipment requests from authorized coaches, and approves appropriate requests
- Attends all home athletic contests and/or arranges for proper supervision. Coordinates attendance of administrative personnel
- Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district
- Send reminders of upcoming events to schools and officials
- Cancels or postpones contracted contests, officials and transportation because of weather or other hazardous conditions

- Coordinates and supervises all radio and television broadcasts, as well as the public address system operation at the various games
- Maintains permanent files of medical examinations, insurance forms, parent consent forms, records, and any other required eligibility forms
- Maintains a file of all suspensions and expulsions from teams
- Determines scholastic eligibility of all candidates for athletic teams on a semester basis and certifies their eligibility using the proper FHSAA procedures
- Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
- Works with the high school principal to develop the annual athletic budget
- Assists coaches in developing each individual athletic team budget
- Works with the principal, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies
- Coordinates the use of school athletic facilities by teams outside of the school with the assistant principal of facilities
- Assumes responsibility of game management at all home interscholastic contests and for the accounting and deposit of gate receipts
- Provides for the cleaning, repairing and storing of all athletic equipment and maintains an accurate inventory of all equipment
- Works with the school athletic trainers to establish procedures for the management and safe operation of the training room
- Arranges for athletic trainers at home contests and larger athletic events
- Coordinates use and schedules of athletic facilities for all interscholastic athletic contest
- Coordinates the set-up of physical plant
- Plans, organizes and supervises all athletic awards programs with the approval of the principal
- Coordinates the sales of any athletic supplies and jackets to qualified athletes through the athletic office
- Promotes publicity for all interscholastic sports, including sports brochures, press, and radio releases for all programs. Assists the booster clubs in the preparation and distribution of contest programs
- Coordinates all repair and maintenance activities for varsity athletic fields, track and gymnasiums with the maintenance department
- Manages athletic facilities and controls access by all user groups. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic department
- Represents the school at all league, conference and state meetings
- Develops a reasonable and equitable program for the utilization of the concession stands
- Schedules physical examinations in accordance with the requirements of the FHSAA
- Develops and implements policies for the operation and supervision of the press boxes
- Attends and serves as school liaison at all athletic booster club meetings
- Assists in the distribution of complimentary passes for the school district
- Maintains an active community-wide sportsmanship program
- Reviews the athletic policy and staff handbook annually

- Evaluates and seeks ways of improving the athletic program
- Presents recommendations for changes in athletic policies to the district athletic office
- Assists the Principal in soliciting applications and conducting interviews for coaching vacancies
- Arranges for payment of entry fees and obtains checks for officials
- Obtains pertinent informational manuals for head coaches and provides coaches handbooks for their sport
- Provides long range planning for program expansion and finance
- Assists the District Director of Transportation as the point of contact for the operation of the school based buses.
- Other duties as assigned by the school principal or the District Athletic Director

Head Athletic Coach Job Description

TITLE: Head Athletic Coach

QUALIFICATIONS:

- Valid (state) teacher and/or coaching certification
- Has the ability to organize and supervise a total sports program
- Has previous successful coaching experience in assigned sport
- The head coach must have substantial knowledge of the technical aspects the sport and at the same time must continue to examine new theories and procedures pertinent to the field
- Has a valid AED/CPR certification

REPORTS TO: The principal and athletic director

SUPERVISES: A staff of assistant coaches in conjunction with the athletic director and the respective principal

JOB GOAL:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. The student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence. At the same time will maintain an active program that continually promotes sportsmanship and good relations throughout the entire athletic program.

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
- The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.

- It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

- Has a thorough knowledge of all athletic policies approved by the school district and is responsible for their implementation by the entire staff of the sports program
- Has knowledge of existing system, state and league regulations, implements same consistently and interprets them for staff
- Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance

STAFF RESPONSIBILITIES:

- Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program
- Trains and informs staff of ECSD and FHSAA policies, encourages professional growth by encouraging clinic attendance
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
- Maintains discipline, adjusts grievances and works to increase morale and cooperation
- Perform such other duties that may be assigned by the principal/athletic director

ADMINISTRATIVE DUTIES:

- Assists the athletic director in scheduling, providing transportation and requirements for tournament and special sport events
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and all other requirements for eligibility to participate
- Provides proper safeguards for maintenance and protection of assigned equipment site
- Advises the athletic director and recommends policy, method or procedural changes

RESPONSIBILITIES TO STUDENTS:

- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Gives constant attention to a student athlete's grades and conduct
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant
- Initiates programs and policies concerning injuries, medical attention and emergencies
- Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours. Directs student managers, assistants and statisticians

- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible
- Assists athletes in their college or advanced educational selection

FINANCE AND EQUIPMENT:

- Participates in the budget process with the athletic director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records
- Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- Monitors and assigns equipment rooms and coaches' offices
- Permits athletes to be in authorized areas at the appropriate times
- Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
- Secures all doors, lights, windows and locks before leaving building when custodians are not on duty
- Instills in each player a respect for equipment and school property, its care and proper use

PUBLIC RELATIONS:

- Organizes parents, coaches, players and guests for pre-season meetings
- Promotes the sport within the school by recruiting athletes that are not participating in sports
- Ensures quality, effectiveness and validity of any oral or written release to local media
- Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
- Presents information to news media concerning schedules, tournaments and results

Assistant Athletic Coach Job Description

TITLE: Assistant Coach

PREFERRED QUALIFICATIONS:

- Valid state teacher or coaching certification
- Previous coaching experience in assigned sport
- Has knowledge and background in assigned sport
- Valid AED/CPR certification

REPORTS TO: Head coach, principal and athletic director

SUPERVISES: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed

JOB GOAL:

To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. To continually promote sportsmanship and good relations throughout the entire athletic program.

DUTIES AND RESPONSIBILITIES:

- Has a thorough knowledge of all the athletic policies approved by the ECSD and is responsible for implementation
- Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance
- Maintains discipline and works to increase morale and cooperation within the school sports program and school community

ADMINISTRATIVE DUTIES:

- Assists the head coach in scheduling, providing transportation to tournaments and special sport events
- Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
- Provides documentation to the athletic director needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
- Provides proper safeguards for maintenance and protection of assigned equipment sites

STUDENT RESPONSIBILITIES:

- Provides training rules and other sport specific regulations to each candidate.
- Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
- Directs student managers and statisticians
- Implements school conduct code.
- Delineates due process when the enforcement of discipline is necessary.
- Contacts parents when a student is alleged to have violated the athletic code

EQUIPMENT AND FACILITIES:

- Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment
- Recommends to the head coach budgetary items for next year in his area of the program
- Monitors equipment rooms and coaches' offices and authorizes who may enter

- Permits the athletes to only be in authorized areas of the building at the appropriate times
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility
- Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
- Instills in each player a respect for equipment and school property, its care and proper use
- Assists the head coach in carrying out his responsibilities

PROGRAM RESPONSIBILITIES:

- Issues press releases and school announcements
- Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
- Maintains a record of team statistics and requirements for lettering
- Works within the basic framework and philosophy of the head coach of that sport
- Attends all staff meetings and carries out scouting assignments as outlined by the head coach
- Supervises players before and after practice. Adequately prepare and help players
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
- Conducts discussions with other coaches in private
- Strives to improve skills by attending clinics and using resources made available by the head coach
- Attends contests of other teams in the program when possible
- Performs other duties that are consistent with the nature of the position and that may be required by the head coach

Cheerleading Coach Job Description

TITLE: Cheerleading Coach

QUALIFICATIONS: Valid state teacher or coaching certification

- Valid AACCA Safety Certificate (online course may be taken at www.AACCA.org or at www.nfhslearn.com.)
- Valid AED/CPR certification
- Must have substantial knowledge of the technical aspects of the sport and the same time must continue to examine new theories and procedures pertinent to the field

REPORTS TO: Principal, Athletic Director

SUPERVISES: A staff of assistant coaches in conjunction with the athletic director and the respective principal

JOB GOAL:

- To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior self-discipline and self-confidence.
- To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

DUTIES AND RESPONSIBILITIES:

- Has a thorough knowledge of all athletic policies approved by the school district and is responsible for their implementation by the entire staff of the sports program
- Has knowledge of existing system, state and league regulations, implements same consistently and interprets them for staff
- Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance

STAFF RESPONSIBILITIES:

- Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program
- Trains and informs staff, encourages professional growth by encouraging clinic attendance
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
- Maintains discipline, adjusts grievances and works to increase morale and cooperation
- Perform such other duties that may be assigned by the athletic director/principal

ADMINISTRATIVE DUTIES:

- Assists the athletic director in scheduling, providing transportation and requirements for tournament and special sport events
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and all other requirements for eligibility to participate.
- Provides proper safeguards for maintenance and protection of assigned equipment site
- Advises the athletic director and recommends policy, method or procedural changes

RESPONSIBILITIES TO STUDENTS:

- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Gives constant attention to a student athlete's grades and conduct
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant

- Initiates programs and policies concerning injuries, medical attention and emergencies
- Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours. Directs student managers, assistants and statisticians
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible

FINANCE AND EQUIPMENT:

- Participates in the budget process with the athletic director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records
- Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- Monitors and assigns equipment rooms and coaches' offices
- Permits athletes to be in authorized areas at the appropriate times
- Checks on general cleanliness of the facility
- Secures all doors, lights, windows and locks before leaving building when custodians are not on duty
- Instills in each player a respect for equipment and school property, its care and proper use

PUBLIC RELATIONS:

- Organizes parents, coaches, players and guests for pre-season meetings
- Promotes the sport within the school by recruiting athletes that are not participating in sports.
- Ensures quality, effectiveness and validity of any oral or written release to local media
- Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
- Presents information to news media concerning competitions, schedules, and results

Volunteer Coach Job Descriptions

TITLE: Volunteer coach

QUALIFICATIONS:

- Has reputable background in working with youth
- Has previous coaching or playing experience in the assigned position
- Has no family member on assigned team
- Must complete and have on file with the district the Volunteer Application Form, the Affidavit of Good Moral Character Form, the FDLE Form and the Supplement Request Form.

- Must pass level 2 screening and have a valid ECSD ID Badge
- Valid AED/CPR certification
- Complete necessary FHSAA certifications required for supplemented coaches

REPORTS TO: Head coach, Athletic Director, Principal

JOB GOAL: To carry out the aims and objectives of the assigned team as outlined by the athletic department and school board policy. To instruct athletes in individual and team fundamentals, strategy and physical training.

DUTIES AND RESPONSIBILITIES:

- Attends all meetings and meets all criteria pertaining to athletics that is required of a certified coach
- Makes contact with the athletic office on a weekly basis
- Follows all criteria as outlined in the job descriptions for head coach or assistant coach as determined by assignment
- Must submit badge to the Athletic Director at the conclusion of each school year

ATHLETICS AND THE LAW

FOURTEEN LEGAL DUTIES OF A COACH

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

- Duty to plan - A coach must demonstrate awareness of the maturity, physical development and readiness of all athletes with appropriate plans for instruction, conditioning, supervision and emergency response.
- Duty to Supervise – A coach must physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors.
- Duty to Provide a Safe Environment – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments. Spectator’s facilities must also be inspected for safe conditions and equipment.
- Duty to Provide Safe Equipment – Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow

athlete's access. This duty also pertains to the proper fitting, maintenance and wearing of protective player equipment.

- Duty to Teach Properly – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability.
- Duty to Condition Properly – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- Duty to Warn – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- Duty to Provide Emergency Care – Coaches are expected to be able to administer standard emergency care (first aid; CPR) in response to a range of traumatic injuries.
- Duty to Design a Proper Emergency Response Plan – Coaches must design plan to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
- Duty to Evaluate Incapacity – Coaches should not exceed the scope of their training when evaluating the readiness of an athlete for return to practice or competition.
- Duty to Match or Pair Athletes – Consideration must be given to size, strength, conditioning, maturity and experience when pairing or matching athletes. This duty is especially important for contact sports.
- Duty to Provide Safe Transportation – Coaches and administrators must account for safe transportation and safe behavior during transportation.
- Duty to Ensure Athletes Are Insured – Coaches and administrators have responsibility to insure athletes have proper health insurance when required by local policy.
- Duty to Select, Train and Supervise Coaches – Administrators have responsibility that appropriate skill and knowledge levels exist among members of the coaching staff to insure appropriate levels of safety and well-being upon athletes.

COACHES AREA OF RESPONSIBILITY

- Teach
- All athletes shall be taught appropriate protective skills.
- All athletes should be taught fundamentals as an educational progression:
 - simple to complex
 - known to unknown
 - synthesize individual skills to develop more complex capabilities
- Athletes should be praised or encouraged for:
 - hard work (effort)
 - partial mastery and improvements thereafter
- Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities.
- Properly Supervise

- Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations, team room expectations and remain in the general area until all athletes have departed.
- The more hazardous the activity, the greater a coach's responsibility for supervision.
- Young athletes require special attention with respect to:
 - readiness for leaving or execution of a dangerous skill
 - readiness for physical contact
 - physical maturity differences pairings for practice or scrimmage
- Potential Source of liability for Coaches
 - Failure to supervise an activity
 - Negligently entrusting responsibility to an under qualified or unqualified individual
 - Failing to teach appropriate skills
 - Failing to teach skills properly
 - Failing to teach protective skills
 - Failing to provide and maintain a safe practice or playing environment
 - Failing to provide appropriately sized and fitted equipment
 - Failing to inspect, repair or recondition equipment properly
 - Failure to teach athletes to inspect and wear their equipment properly
 - Failure to check young athletes for proper fitting and wearing of equipment
 - Failing to provide proper equipment
 - Failing to warn and deter unsafe or illegal execution of skills
 - Failing to develop and implement policies and procedure intended to enhance safety for each activity
 - Failure to implement recognized safety standards promulgated by various sports regulatory or sports medicine agencies
 - Failure to match or equate athletes by maturity and development
 - Failure to administer first-aid properly
 - Failure to warn of dangers inherent in certain activities. (See Section F. Athletics and The Law)
 - Failing to seek medical approval for an injured athlete to return to practice or competition
 - Failing to keep adequate and accurate records

DUTIES OF A COACH:

- Provide a safe practice or competitive environment
- Properly plan and supervise an activity
- Develop site-specific emergency response plans
- Evaluate athletes for injury and response with approved first aid/emergency response techniques
- Match or equate athletes appropriate with focused attention to maturity or developmental differences

- Warn athletes and parents of inherent risks of a sport. Maintain a file of comprehension statements from parents and athletes
- Supervise appropriately before, during and following practice, conditioning or competition
- Keep thorough records
- Know, document, post and implement school policies

COACHES RESPONSIBILITIES TO THE PLAYERS ON THE TEAM:

- The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.
- The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.
- Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of players.
- The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

COACHES RESPONSIBILITIES TO THE SCHOOL:

- A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.
- To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained.
- The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques.
- The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.
- The coach is responsible for keeping practice areas and locker rooms in order

COACHES RESPONSIBILITIES TO THE PHYSICAL PLANT:

- The coach must keep practice areas, weight rooms and locker rooms in order
- The coach will use and store all equipment properly - pride in the equipment and facilities is of primary importance to all athletes and coaches

- The coach will keep all storage areas, practice facilities, and entrance gates locked when not in use
- The coach will report any defective or unsafe equipment immediately to the athletic director

COACHES RESPONSIBILITIES TO PREPARATION AND SKILL DEVELOPMENT

- Use sound, acceptable teaching practices.
- Run well-organized practice sessions. Written practice plans must be available upon request.
- Complete pre-season planning well in advance of starting date.
- Conduct a mandatory pre-season parent/player meeting to discuss program expectations, practice schedules, team policies and procedures. Provide information concerning any costs associated with the program. Use a signatory page as a verification of attendance.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement.
- All purchasing should be accomplished through the allocated budget.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in overall program.

COACHES RESPONSIBILITIES TO PROMOTE SPORTSMANSHIP

- The ideals of good sportsmanship, ethical behavior and integrity permeate our culture.
- The values of good citizenship and high behavioral standards apply to all activity disciplines.
- In perception and practice, good sportsmanship shall be defined as those behaviors which are characterized by generosity and genuine concern for others. Moreover, an awareness of the impact of an individual's influence on the behavior of others should be developed.
- Good sportsmanship is defined by the Escambia County School District as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.
- The Escambia County School District requires that promoting sportsmanship, ethics and integrity in extracurricular activities be a vital part of that challenge to excel. Players, Coaches and Administrators will:
 - Be polite to officials
 - Control anger
 - Be respectful to opponents and officials
 - Control spectator behavior
 - Structure cheers to support the team
 - Involve students and parents in a comprehensive sport citizenship program

Student-athletes and their parents (legal guardians) will sign the **ECSD CODE OF CONDUCT FORM** to be eligible to participate.

If the school is fined by the FHSAA due of unsportsmanlike conduct by the coach, he/she will be required to reimburse the school for the total amount of the fine before being allowed to resume his/her coaching duties.

If a student-athlete is ejected or disqualified from a contest for an unsportsmanlike violation, he/she will be required to pay a \$50.00 fine or the actual FHSAA fine, whichever is greater, before being allowed to participate again.

SCHEDULING OF EVENTS

- Escambia County School District Scheduling Policies
- ECSD play shall have priority over other scheduled contests.
- Football will use the following priorities to schedule;
 - FHSAA mandated district contests will be scheduled first
 - In-County schools will be scheduled next
 - Out of County Schools may be scheduled only after completing sections (a) and (b).
 - Any exception to the above must be submitted to the District Athletic Director for review by the Director of High Schools.
- For the team sports (Volleyball, Boys and Girls Soccer, Boys and Girls Basketball, Baseball and Softball), each school will schedule every other district school a minimum of one time each during the season. If a one-time schedule is used, then contests should be scheduled on a two-year cycle to include one home and one away game.
- For the other team sports (Flag Football, Boys and Girls Lacrosse) the same priorities as football will be used.
- Due to size classification, Northview is excluded from the above policies but may choose to schedule a contest with any district school.
- Responsibility of Scheduling
 - The head coach is responsible for scheduling contests but must submit to the athletic director for review.
 - Athletic contests that require a loss of school time hours must have prior approval from your principal.
 - Athletic contests that require overnight travel must have prior approval from your principal.
 - The head coach is responsible for the scheduling of scrimmages.
 - All athletic schedules must be sent to the District Athletic Director as soon as it is complete. Schedules will be available on individual school websites in addition to the Escambia County School District Athletic calendar.
- Any cancellation or re-scheduling of a contest must be approved by the athletic director.
- In the event of a cancellation or re-scheduling of a contest, it is the responsibility of the head coach to cancel and re-schedule officials and other game management personnel.

CONTEST LIMITATIONS (FHSAA REGULATIONS)

- The number of allowable varsity contests is regulated by FHSAA for respective sports. Some lower-level team limits may be reduced by local or league regulations for the respective sports. In non-revenue sports, the athletic director reserves the right to limit the number of contests in time of financial crisis.
- The participation of any team or part of a team in a game, meet or tournament, other than one of the authorized scrimmages, shall be counted as one of that team's scheduled events and part of its maximum.
- The following are the maximum events permitted per sport, per team, per season:
Practice start dates are listed under Policy 6 in the FHSAA handbook.
 - Baseball, Basketball, Soccer, Softball, Volleyball 25 games/matches
 - Lacrosse, Tennis 18 games/matches
 - Cross Country, Swimming & Diving, Track, Weightlifting 13 meets
 - Flag Football 12 games
 - Football and Competitive Cheerleading 10 varsity
8 sub varsity
 - Golf 14 matches
 - Wrestling 20 matches

MINIMUM CONTEST REQUIREMENTS

- **TEAM** - To be eligible for participation in the Florida High School State Championship Series in any sport a varsity team shall engage in a minimum number of interscholastic contests (games, matches, meets) as listed below:
 - Baseball, Basketball, Soccer, Softball, Volleyball 10 contests
 - Lacrosse 7 contests
 - Golf 6 contests
 - Cross Country, Golf, Swimming/Diving, Tennis, Track 5 contests
 - Flag FB, Football, Comp Cheer, Weightlifting, Wrestling 4 contests
- **INDIVIDUAL** - To be eligible for participation in the Florida High School State Championship Series in any sport an individual student-athlete must participate in the minimum number of contests listed above unless a written request is approved by the FHSAA Executive Director or his/her designee.

POSTPONING CONTESTS

- If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:
- Coaches confer with the athletic director and/or principal
- Factors considered in the decision are:
 - Playing conditions of the field
 - Factors involving gate receipts
 - Safe travel for the team
 - Safe travel for the opponents
 - Safe travel for the officials
 - Safe travel for the students and fans
 - Safe travel for the game workers
 - Damage to equipment
 - Safety of the spectators in or on the school grounds, gym or field

- After considering factors, it will then be up to the athletic director or principal to play the game or postpone the game.
- The athletic director will coordinate with the head coach to re-schedule the contest. The above rules shall not apply to spring sports.
- The head coaches shall make the decisions to postpone game as per instructions by the athletic director.
- Proper notification must be given the bus transportation office, athletic director's office, officials, visiting schools, etc.
- The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s) by 2:00 pm.

TRANSPORTATION

- Information regarding all modes of transportation to away events, school buses, private or rented vehicles, common carrier (charter) buses, etc. made be obtained in the 2018-19 Student Trip Guide. This guide is posted on the ECSD Transportation Department website at www.escambiayellow.com or the ECSD Athletic Department website at <http://ecsd-fl.schoolloop.com/athletics> .
- Common Procedures Relative to the Use of School Buses for coaches:
 - Head coaches will submit bus requests to the Athletic Director as soon as schedule is approved by the AD/Principal.
- School-based buses shall not be used for trips east of Crestview, Niceville and FWB unless specifically approved by the Transportation Garage Manager.
- No school-based buses may cross the state line. Only buses specifically authorized and insured for trips to Alabama shall be used and then for a distance of no more than 50 miles from the Escambia County line.
- Requests for an out of state school bus or for a bus to travel east of Crestview must be submitted to the Athletic Director a minimum of two weeks prior to trip for approval.
- No ECSD school bus may travel east of Lake City or a maximum distance of 300 miles one way.
- Staff members shall not ride to and from events in private vehicles separately from their students. They are accountable for their students and may not abdicate their authority to volunteer coaches or chaperones.
- The coach will provide the driver a trip itinerary and a team travel roster listing the names, Date of Birth, addresses, parent(s)/guardian(s) names and phone numbers of parent(s)/guardian(s). This list is required by state law in the event of an accident and must be made available to law enforcement authorities.
- The coach is responsible for having medical records and paperwork secured and available for all participants.
- For transportation to any event which requires school transportation after 6:00 pm, a second adult is mandatory on the bus. This may be a district employee or a volunteer cleared by the district.
- For transportation to any trip which that involves a return from more than 50 miles from school after 10:00 pm shall include a third staff member or District-approved volunteer whose sole purpose is to assist the driver with navigation, traffic, and attention to driving.

- The coach will assume all responsibility for conduct and discipline on the bus and will cooperate with the driver who has ultimate responsibility.
- Athletes who miss the bus and arrive at the contest later shall not be permitted to participate.
- When a bus is chaperoned by only one coach, he/she should position him/herself near the center of the back of the bus. Whenever two or more coaches are on the bus, one coach should sit in the rear to eliminate horseplay.
- Staff and chaperones shall ensure that students return home on the same bus in which they traveled to the contest. The only exceptions would be if they have secured the Parent Travel Release Request Form signed by the principal. This must be presented to the driver prior to departing on the trip. This approval will be granted only under exceptional circumstances where the student's travel with the team poses an unavoidable inconvenience to the family.

For complete procedures for Coaches to adhere please reference the 2018-19 School-Based Bus Coordinator's Handbook. This document, and the 2018-19 Student Trip Guide, can be found at the ECSD Transportation website at www.escambiayellow.com and the ECSD Athletic website at <http://ecsd-fl.schoolloop.com/athletics>.

ESCAMBIA COUNTY SCHOOL DISTRICT



ATHLETIC DEPARTMENT GUIDEBOOK

SIGNATURE PAGE

I HAVE READ AND UNDERSTAND THE RULES, POLICIES AND PROCEDURES INCLUDED IN THE ESCAMBIA COUNTY SCHOOL DISTRICT ATHLETIC GUIDEBOOK, FHSAA HANDBOOK, AND ALL DOCUMENTS INCLUDED ON THE ECSD ATHLETIC FLASH DRIVE AND/OR ON THE DISTRICT ATHLETIC WEBSITE.

FAILURE TO COMPLY WITH THE POLICIES, RULES AND PROCEDURES CONSTITUTES GROUNDS FOR DISMISSAL FROM ALL COACHING RESPONSIBILITIES.

SIGNATURE _____

SCHOOL _____

DATE _____

PLEASE SIGN AND DATE THIS SIGNATURE PAGE AND TURN IT IN TO YOUR ATHLETIC DIRECTOR.

Frequently Used Forms

Hold down the control button, then click on the links below to access these frequently used forms.

FHSAA:

- [FHSAA Handbook](#)
- [FHSAA Important Dates](#)
- [NFHSLearn Course Login](#)
- [FHSAA Football Information](#)
- [FHSAA Definitions of Participation](#)
- [FHSAA EL2](#)
- [FHSAA EL3](#)
- [FHSAA GA4](#)
- [FHSAA Mandatory Courses](#)

ECSD:

- [2019/2020 Athletic Ticket Prices](#)
- [Athletic Injury Report Information](#)
- [Athletic Injury Report \(AIR\)](#)
- [ECSD Online Coaching Endorsement Program Guide](#)
- [ECSD Conduct Form](#)
- [ECSD Mandatory Course Videos \(NFHS\)](#)
- [Student Drug Screening Consent](#)
- [Outside Support Organizations Guidelines Manual](#)
- [Outside Support Organization Annual Authorization Form](#)
- [Heat Safety Quick Reference Guide](#)
- [Standard Operating Procedure – Athletic Travel](#)

HOSTING ATHLETIC EVENTS:

- [Facility Usage Agreement](#)
- [Guidelines for Hosting Athletic Events](#)
- [Off-Campus Parental Consent with Notary](#)
- [Off-Campus Parental Consent with Witness](#)
- [On-Campus Parental Consent with Notary](#)
- [On-Campus Parental Consent with Witness](#)

TRANSPORTATION:

- [Parent Travel Release Request Form](#)
- [Standard Operating Procedures – Athletic Travel](#)
- [Activity Bus Inspection Checklist](#)
- [Transportation Log](#)
- [Transportation Roster](#)

CHEERLEADING:

- [Cheer Safety Form](#)
- [Spring Competitive Cheerleading](#)
- [Guidelines for Cheerleading Programs](#)
- [Sideline Cheerleading](#)