

Roanoke Catholic Athletic Department

Coaches

Handbook

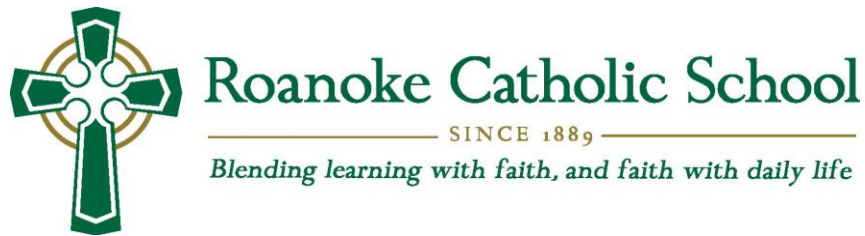
No written word
Nor spoken plea
Can teach our youth
What they should be.

Nor all the books
On all the shelves
It's what the teachers
Are themselves.

---Unknown

“Material possessions, winning scores,
and great reputations are meaningless
in the eyes of the Lord, because He
knows what we really are and that is
all that matters. “

John Wooden



Roanoke Catholic School's Athletic Department Mission Statement

Roanoke Catholic School's Athletic Department is committed to a philosophy of unquestioned academic and financial integrity. The mission statement and core values of Roanoke Catholic School determine the standards by which our sports programs are conducted.

Every student/athlete, male and female in all sports, is guaranteed to receive equitable and fair treatment as relates to all, or any part of, our athletic program. In addition, Roanoke Catholic School's Athletic Department is committed to providing quality coaching, updated facilities, proper equipment and any needed support services for our student/athletes. The Athletic Department strongly encourages student participation in sports and pledges to fully support our student/athletes in their efforts to reach their full potential in both their academic and athletic endeavors. This will be done while understanding that the well-being, health and safety of our student/athletes are the primary concerns of the Athletic Department.

Roanoke Catholic School's Athletic Department insists upon, applauds and encourages sportsmanship, ethical conduct, fair play and respect of its opponents and game/match/meet officials by coaches, staff, student/athletes and fans at all times in every phase of our school's competitions.

PHILOSOPHY

Roanoke Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the tradition of the Catholic Church. Our fundamental task is the *education of the whole person*, blending learning with faith and faith with daily life. We strive to instill in our students a lifelong commitment to learning, to Christian values, and to community service. We are dedicated to achieving these goals in a supportive Christian community.

Within a team, the structure above applies. Parents are expected to direct any questions or concerns they may have regarding a particular team to the designated coach. (Parents should be respectful and not approach coaches immediately prior to or following a competition.) Issues concerning position and/or play time will not be discussed past the coach. After speaking with the coach, parents who have additional questions should call the Athletic Director. Additional questions or concerns should then be presented to the Upper or Lower School Principal. If questions or concerns remain, they should be addressed to the Head of School.

◆ ATHLETES' RESPONSIBILITY ◆

Participation in varsity and junior varsity sports by students at Roanoke Catholic School is governed by the eligibility rules of the Diocese of Richmond, the Virginia High School League (VHSL), the Virginia Independent Conference (VIC), the Blue Ridge Conference (BRC), and the Virginia Catholic High School League (VCHSL). Students should remember that, according to VHSL regulations, they have four years to participate in interscholastic sports, beginning when they start ninth grade.

Before athletic participation is permitted, a successfully completed, yearly physical examination form must be on file.

All athletes are expected to be at school on time and have good attendance records. Students must be present in school for a minimum of four classes in order to participate in athletics on any given day. If athletes are too sick to be in school, then they are too sick to participate in sports. This applies to both practices and games.

Excessive absences from school or excessive tardies to school may lead to temporary or permanent suspension from participation in co-curricular activities, including athletics. These decisions will be made at the discretion of the Administration.

An athlete may be excused during a game day if he/she has a doctor's or dentist's appointment. An athlete may be excused for a non-medical reason if he/she has obtained prior approval from the administration or athletic director. After a game, athletes returning late to school will not be excused for tardiness or from

assignments or tests scheduled for the next day. An athlete will contact his/her teachers at the beginning of the sports season to determine procedure for requesting assignments in advance of an absence due to athletic involvement.

◆ ACADEMIC ELIGIBILITY ◆

◆ *Academic Eligibility for Co-curricular Activities* Students become ineligible to participate in co-curricular activities if they fail any subject and have a cumulative grade point average below 77 for the quarter or if they fail two courses (regardless of grade point average). Activities governed by these guidelines include student government offices, varsity, junior varsity and middle school sports, and clubs. An athlete who is ineligible to participate in athletics may practice with the

team and may sit on the bench during home games, but may NOT dress out for games, travel with the team, or take any formal role (i.e. manager, score keeper) during games.

◆ *Period of Ineligibility* The period of eligibility begins on the day report cards are issued. If a student has failed one course and has a cumulative grade point average below 77 for the quarter, eligibility may be regained at the mid-point of the next quarter provided that the student has earned a minimum of a 75 for the current quarter in the subject that the student had previously failed and that no other grades have fallen below a 70 for the current quarter. Mid-point eligibility is regained on the day that the interim reports are issued. Otherwise, eligibility may be regained on the day that report cards for the next quarter are issued. Students who have failed two courses are ineligible for the entire nine weeks; eligibility cannot be regained at midpoint.

Eligibility at the beginning of a school year requires a final passing grade for each course taken during the previous year

Tardiness Policies

Supervision of students in the gym lobby begins at 7:45 a.m. All students should be in *full uniform* and in the building no later than 7:53 a.m. They should be in their homerooms by 7:57 a.m. Students who are not present in homeroom when the 8:00 bell rings are considered tardy to school. When students arrive late to school, but before the homeroom period concludes at 8:10 a.m., they should report directly to homeroom, where the homeroom teacher records attendance. When students arrive after 8:10 a.m., they must report directly to the main office for an admission slip. Students who fail to check in are recorded as absent for the day and will receive an automatic detention.

Attendance is taken at the beginning of each class period. Consistent lateness can negatively affect grades, as class participation is an integral part of course grading. Students should consult each teacher's course syllabus to understand the

full impact of tardiness in every course.

Students who arrive after 9:00 a.m. may not participate in athletic practices and games that day. Medical appointments and other excused tardies may allow athletic participation.

Students will be issued an automatic detention after accumulating four tardies to school. After three detentions for tardies (twelve tardies to school), students will be scheduled for an in-school suspension.

Tardiness caused by scheduled appointments does not result in disciplinary action; however, students should notify the school in writing the day before if such appointment is scheduled during school. In addition, students should turn in assignments when they arrive at school by placing them in the respective teachers' mailboxes.

***STANDARDS FOR STUDENT CONDUCT* ◆
CODE OF CONDUCT**

With the cooperation of students, teachers, parents, and administrators, Roanoke Catholic School fosters positive behavior in a Christian setting. Order and self-discipline are essential elements of an atmosphere conducive to learning. Moreover, the safety and well-being of all members of the school community must be the first consideration in establishing discipline policies. The students should show respect for the needs, rights, and property of others through Christian caring, cooperation, sharing, and sacrifice.

As a Catholic school which holds Jesus Christ as the ideal for human behavior, Roanoke Catholic sets before its students as their code of conduct the teachings of Jesus contained in the Gospel. All students at Roanoke Catholic are expected to

exercise self-control and conduct themselves as Christian young men and women at all times. The behavior of students should reflect the standard of good citizenship and the Christian way of life.

Students must respect the authority and the rights of others. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others must be maintained.

Roanoke Catholic students are taught that their behavior has consequences and they must accept responsibility for their behavior. Consequences for inappropriate behavior are issued as a teaching method; the system of discipline seeks to be educational, not punitive.

Administration reserves the right, at any time, to remove a student from co-curricular activities, including athletics, for behavior not in concert with the Roanoke Catholic philosophy and/or with Christian values.

◆ **BEHAVIOR AND DISCIPLINE** ◆

If necessary, final interpretation of these guidelines will be at the discretion of the administration.

Unacceptable Behavior: While Roanoke Catholic School enjoys a safe and respectful atmosphere, the school wants all students to be aware of specific behaviors considered inappropriate. Any inappropriate behavior will be subject to disciplinary action. "School grounds" is defined as any diocesan property on the Hill bounded by Gainsboro Road, Celtic Way, 2nd Street, and Patton Avenue. "School-sponsored activities" include, but are not limited to, sports events, on or off campus, dances, play productions, and field trips.

The following behaviors are examples, but not considered all inclusive of, considered serious offenses against the philosophy of the school and will have ramifications:

- Insubordination
- Disrupting the school
- Gambling
- Possessing any firearm, other weapon, explosive, or their facsimiles on school grounds including parking areas
- Possessing or using drugs, alcohol or tobacco products on school grounds or at school-sponsored activities
- Possessing electronic paging devices and/or using cell phones during school time.
- Entering school buildings without permission
- Destroying or defacing school property
- Harassment/Bullying*
- Fighting or appearing to fight
- Gang activity
- Being in an unsupervised area
- Throwing snowballs or ice sliding on school grounds
- Cheating – copying homework, using notes during testing, giving or receiving answers, copying information verbatim from the Internet or printed sources.
- Leaving supervised areas without permission
- Not reporting to an assigned activity or class-sponsored activities including, but are not limited to, sports events, dances, play productions, and field trips
- Possessing a cell phone with power turned on during school hours (7:55 AM – 3:00 P.M.)

Disciplinary Procedures: Unacceptable behavior may be addressed in one or more of the following ways:

*** *Detention:*** Detention may be assigned for unacceptable behavior. Administrative after school detentions are held from 3:00 p.m. until 4:00 p.m. Tuesdays and Thursday. Teacher detention may be assigned Monday, Wednesday and Friday.

The student may receive a minimum of one (1) hour detention for the following behaviors:

- Failing to comply with uniform and dress codes
- Arriving tardy to class
- Chewing gum
- Consuming food/drinks in other than designated areas
- Failing to return designated school correspondence as required
- Failing to have books covered
- Failing to report to cafeteria duty
- Using electronic devices inappropriately
- Displaying affection beyond handholding
- Disturbing class
- Being dishonest or disrespectful
- Failing to follow school policy on computer and Internet use
- Using profanity, obscenity or other inappropriate language

The student will receive one hour detention for the following behaviors:

- Arriving tardy to school four times
(Excused tardies must have a written note from parent/doctor/dentist within two days)

Multiple offenses may result in the assignment of additional detentions. Within individual classes, teachers may assign detentions, or other corrective measures, to address unacceptable behavior.

****After-school Detention:*** Mandatory sessions are held at the end of the academic day. Students are expected to serve the detention on the assigned day. Parents will be informed that a detention has been assigned to their son or daughter. Parental signature is required on detention forms that are to be submitted to the teacher supervising the session. Students are to serve detention on the assigned date unless a doctor's appointment was previously scheduled or an illness occurs (and has been verified). Students may not reschedule a detention because of a sport's obligation. Failure to submit a signed detention form will result in three additional demerits. Failure to report to after school detention will have repercussions.

***In-School Suspension (ISS):** More serious misbehavior or the accumulation of three (3) detentions results in the assignment of an In-School Suspension (ISS). This suspension is served on school grounds under the supervision of school personnel. Parents will be required to attend a meeting with the administration and the student is responsible for completing all assigned academic work. The student will not be allowed to participate in or attend any extra-curricular activities for one week. (Monday through Saturday)

***Out-of-School Suspension (OSS):** Dismissal from school.

Most serious misbehavior results in the assignment of an Out-of-School Suspension (OSS). Parents and student will be required to attend a meeting with the administration and the student is responsible for completing all assigned academic work. The student will not be allowed to participate in or attend any extra-curricula activities for two weeks, Monday through Saturday. This disciplinary action will appear in their permanent high school record file.

***Expulsion:** removal from school. Expulsion is a very serious matter and may be used by the President and/or the Principal for cases that are serious in nature or prolonged unacceptable behavior.

◆ **HARASSMENT/BULLYING** ◆

Our school community defines *harassment/bullying* as repeated acts of physical, emotional or social behavior that are intentional and hurtful. Harassment is characterized as direct or indirect. *Direct bullying* involves carrying out these negative actions through physical contact or with words. *Indirect bullying* involves more subtle methods such as exclusion from a group or spreading rumors. The

concept of bullying is in direct opposition to our school philosophy. It is inappropriate and will not be tolerated.

Each student will sign a *Bully Contract* stating the definition of bullying and the consequences for such behavior. The contract will be kept on file.

If a student is reported for bullying behavior and that behavior is indeed identified as bullying by the teacher, administrator, and counselor, the following actions may take place:

Incident 1 After-school detention
 Call to parents
 Student meeting with counselor

Incident 2 In-school suspension
 Meeting with parents
 Student meeting with counselor

Incident 3 Out-of-school suspension

Meeting with parents
Outside counseling, working with school counselor
Incident 4 Withdrawal from Roanoke Catholic School

GENERAL EXPECTATIONS OF ATHLETES

Roanoke Catholic School expects the following behavior/attitudes from all team members at all sports levels:

1. Punctuality and preparedness for all practices and games.
2. Ongoing responsibility for academic work, particularly in cases where classes are missed for game participation.
3. Dedication to their team and teammates.
4. A desire to improve skills and knowledge of the sport.
5. Self-discipline - athletes must sacrifice time and energy for team goals.
6. A willingness to work hard and be attentive at practice.
7. Behavior and attitudes which support the stated philosophy of Roanoke Catholic School.
8. Sportsmanship before, during and after games - win with class, lose with class.
9. Compliance with uniform standards at all times in and out of school. Tattoos are not permitted. If a student has a tattoo that is normally covered by the school uniform, the student must find a way to cover the tattoo during the athletic event.

In addition, each athlete must follow the individual coach's guidelines and expectations established for the athlete's team regarding practice, travel, etc.

GYM FACILITY/WEIGHT ROOM

- An athlete may not be in the gym or weight room unless **proper supervision is present and appropriate permission for use of the facility has been granted.**
- The gym and weight room are to be left orderly when practice/games are finished. Athletes are expected to remove all personal items daily. These facilities should be treated with respect.
- Food and beverages should not be taken into the gym or weight room. Water bottles, however, will be permitted.
- An athlete must wear proper shoes (designated gym shoes, NOT street shoes) on the gym floor.
- An athlete must report to the coach and/or athletic director any damage to the gym or weight room or damage to any equipment.
- Particular attention should be paid to the locker room and team room areas. These rooms should be left neat and clean at all times.

LOCKER ROOM

- An athlete must treat the locker room with care.
- All trash must be picked up and placed in a trash can before leaving the locker room.
- An athlete must refrain from running or engaging in horseplay of any kind while in the locker room.

- An athlete is expected to respect the property of others (e.g., clothing, shoes, bags).
- An athlete may not have glass containers in the locker room, team room or shower area.
- Game and practice jersey must be hanging in lockers. (shorts included)
- Shoes must be place on top of the lockers when not being used.

EQUIPMENT

- All equipment shall be handled with respect. School equipment may not be used for non-school related activities unless pre-approved by the athletic director.
- All equipment issued shall be returned at the end of the season to the coach. Report cards may be withheld if uniforms or equipment are not returned.
- Equipment shall be the responsibility of the athlete to whom it is issued. Any damage or loss of equipment will be paid for by the one to whom it was issued.
- Keeping a uniform as a souvenir is not acceptable.

UNIFORM PROCEDURE

- All uniforms will be handed out by head coach or Athletic Director.
- The coach will make a list of the roster and record what equipment was given to the athlete. (this includes warm-ups)
- Then the athletic director will be given a copy of this list.
- Athletes cannot take home game uniforms or practice uniforms.
- The permission to take home warm-ups will be given by the head coach.
- It is the coach's responsibility to keep up with uniforms and warm-ups throughout the season.
- Coaches when washing the uniform please read the tag inside.

PLAYING TIME/TEAM LEVEL POLICY

At the Middle School Level (6th, 7th and 8th) the coach should select a starting team, but give an opportunity for every team member to play. Time is earned by demonstrating effort in practice and by maintaining a positive attitude. This policy is similar to the city and county recreation programs' policies. There is a "no cut" policy at the middle school level unless the number my cause concerns for safety. (concerns for safety will be determine by Athletic director, principal, or head of school)

At the Junior Varsity Level (8th - 10th) starting players are selected and playing time is earned based on positive attitude, ability, and performance. We encourage coaches to substitute as much as possible. Substitutes will be played when a player is injured, tired, not performing well, or when the outcome of the game is no longer in question. Additionally, substitutions are made to provide team depth, to enhance team play, and to allow athletes to gain game experience. Our teams are to be competitive at this level; Junior Varsity is preparation for Varsity.

At the Varsity Level (8th - 12th) the commitment is to field the best team possible for athletic competition. We instruct coaches to create a starting lineup from the best

players. These players are chosen based on attitude, ability and their performance at practice. Substitutes will be played: according to coaching strategy, when a player is injured, tired, or not performing well, when the outcome of the game is no longer in question.

A middle school player may be selected to move up to the next team level according to conference guidelines with the recommendation of the junior varsity coaching staff and with the approval of the athletic director.

It is assumed that parents will instruct and prepare their children for a competitive interscholastic program at Roanoke Catholic School. The students need to be prepared for the fact that they may not make the starting lineup and they may not be the “stars.” Success is not related to playing time; success is related to players’ contributions to the team.

PRACTICE

- Practice is critical to an athletic team.
- Attendance at practices is required for participation in games.
- Whenever a coach holds a practice, the athlete will be there unless he/she has permission from his/her coach to be absent.
- All Junior Varsity and Varsity athletes are encouraged to continue off-season training (e.g., weight training, summer leagues and camps, clinics, and open gym).
- Students will ride with the coach or another coach-assigned adult or on a bus to and from any practice that is held off-campus.
- When circumstances warrant, students may drive to and from practice with written permission from their parents and approval from the athletic director.
- A student may ride with another student to an off-campus practice if written permission from the student’s parent and the driver’s parent has been given to the Athletic Director and state laws are observed.

SPORTSMANSHIP

Roanoke Catholic School coaches, athletes, fans and parents hold themselves to the highest level of sportsmanship both on and off the playing field. The school’s administration, athletic department and coaching staff are committed to encouraging an atmosphere of positive, enthusiastic school spirit which is expected in a supportive Christian community. This includes showing respect for opposing teams and game officials. (Taunting, negative cheering or verbal abuse in any form directed toward opponents or an official is incompatible with good sportsmanship and will not be tolerated.)

Roanoke Catholic School sporting events should be fun for all persons present. The school and its teams are best served by fan support that, in a positive and approving way, is focused on the athletes.

The Athletes:

- Play hard within the rules of the game.
- Win with humility, lose graciously, and congratulate opposing players and coaches.
- Respect officials and accept their decisions.
- Remember that they represent the school, their coaches, their families and themselves.
- Remain positive toward their coaches and teammates.
- Respect the property and facilities of their opponents.

The Coaches:

- Serve as positive role models for their players.
- Inspire in their players a love for the game and the desire to win.
- Show restraint and respect when dealing with officials.
- Reinforce respect and good sportsmanship in practice and game situations and hold their players accountable for unsportsmanlike behavior.
- Beware of the score and show respect towards the other team.

The Spectators:

- Treat officials and opposing players, coaches and fans with respect and courtesy.
- Remain silent during prayer and the national anthem, removing caps and facing the flag.
- Do not “boo” or make noise during opponents’ foul shots/free throws.
- Must remain in public areas at all times.

PHYSICAL EXAMINATION

As stated earlier, each athlete is required to have a physical examination BEFORE he/she will be allowed to practice or participate. The physical form for the doctor to complete can be obtained from the school nurse. It must be completed after May 1 and before the first practice.

RECOGNITION

Official recognition of the athletes and teams is given at the end of the season at the sports banquet. Varsity players will receive special awards and letters; junior varsity will receive certificates and a Coach’s Award; middle school will receive certificates.

SCHOOL LETTERS

- Only varsity players are eligible for letters.
- Coaches will inform athletes of the requirements for lettering in particular sports. The athletics office will work with varsity coaches to build in some level of consistency across teams.
- A letter, pin and certificate will be given to each player who earns a school letter. A bar will be given to returning letter earners.
- A certificate of participation will be given to any varsity player who does not letter.

Exceptions to School Letter Policy:

1. A senior in good team standing who has not received a letter in that sport may be granted a letter.
2. Failure to attend a conference or state tournament event for any unexcused reason will result in loss of letter.

ATHLETIC INSURANCE

Every student at Roanoke Catholic is covered under the school's student insurance policy. The cost of this insurance is covered in his/her tuition. This is excess coverage insurance. In the event of an injury, coaches will fill out an accident report and submit this to the main office. Expenses incurred shall be filed under the student's primary insurance carrier. Any remaining expenses not covered by the primary insurance carrier will be filed under the school's policy.

Paid Coach's most have the following on file in front office**Roanoke Catholic School Required Employment Documents**

1. Application – Please complete all pages and request references to be submitted to hiring manager
2. Personal Data Form
3. *Called to Work in Harmony* acknowledgement form (keep booklet)
4. *Diocesan Safe Environment Regulations* acknowledgement form (keep booklet)
5. Technology and Internet Acceptable Use Policy – sign as user
6. Confidentiality Statement
7. Tuberculosis Screening from School Nurse
8. Virginia Dept. of Social Services/Child Protective Services Central Registry Release of Information Form (CPS form), starting with Part II – must be notarized (on back) – most banks have notaries – cost is \$7.00 for processing by VA Dept. of SS. Please complete ALL areas, paying close attention to the areas about current spouse, previous spouses, and children. Either check the boxes indicating that those areas don't apply to you, or enter information on those lines. DEPT. OF SS WILL RETURN THIS FORM IF NOT PROPERLY COMPLETED.
9. Fingerprint cards – complete as shown on sample card page, can be fingerprinted at other police/sheriff offices besides Roanoke City (Roanoke City charges \$5.00 per card), cost is \$37.00 for processing by the FBI
10. Form SP-24 National Criminal Background Check for Employees or Volunteers – complete section I
11. Virtus training – see separate sheet explaining that program
12. Tax forms – W-4 & VA-4

13. Form I-9, Employment Eligibility Verification, Section 1 (need to bring 1 or 2 documents as listed on back of form to be viewed and recorded in spaces provided)
14. Blood-borne Pathogen training materials/Hepatitis B vaccination information
15. Payment of \$44.00 to Roanoke Catholic School for processing of fingerprint cards and CPS form

Paid Coaches

If a paid coach does not have all paper work in by the beginning of the season then he or she will not receive a check. If a coach does not want a check because he or she does not want a tax form then your time will be considered as a volunteer. Rolling the money over in specific sports accounts will not be allowed. In this case the coach will have to receive a check and then pay the booster club.

Volunteer coaches must have the following in front office

Thank you for volunteering at Roanoke Catholic School. We appreciate your commitment to our students and school. Parents and family members willing to volunteer help us to ensure that our school and program offerings are the best that they can be.

The Catholic Diocese of Richmond requires background checks and Virtus training for all volunteers working with children in any capacity at any of the entities within the diocese. The documents required for background screening are enclosed in this packet.

1. Virginia Department of Social Services/Child Protective Services Central Registry Release of Information. Please complete Part II in full (FULL middle names – no initials), putting “N/A” in any fields that don’t apply to you. Check any boxes that do apply to you. This form needs to be notarized on the back. You need to sign the form on the back in the presence of a notary (most banks have one). Return the form to Roanoke Catholic School with the fee of \$7.00, payable to Roanoke Catholic School.
2. ScreeningONE Volunteer Application. Please complete this form, front and back, and return to Roanoke Catholic School with the fee of \$3.75, payable to Roanoke Catholic School.
3. Diocesan Safe Environment Regulations. Please read this booklet and retain it for your records. Return one of the Acknowledgement Forms found in the front of the booklet.
4. Virtus Training. This is a 3 hour session that explains the importance of being vigilant around children, and ensuring that adults who interact with children do so ways that protect the children and themselves. Sessions are held in various locations within the diocese. More information about the program and how to register for a session are found on a separate sheet within this packet.

The total cost for the screenings is \$10.75, payable to Roanoke Catholic School. Please call Liz Dennehy at 540-982-3532 x 108 if you have any questions about the procedures set forth in this packet.

Coaches responsibility

- A. Be in compliance with all diocesan policies and complete standard process for an application for employment.
- B. Understand and implement emergency procedures when necessary.
- C. Assist athletics staff in seeing that each student on the team meets the following criteria:
 1. Is properly enrolled in the school
 - Registered with FACTS or paying ½ tuition
 2. Has completed an athletic team registration form
 3. Has a complete and current VHSL Sports Physical on file. **No student is allowed to participate during a practice or game without a form on file with the athletic office**
 4. Has paid the athletic fee
 5. Meets the eligibility requirements and guidelines set forth by Roanoke Catholic School, VISAA, VIC and BRC
- D. If above criteria is not met after the 10th day of practice then athlete will be removed from the team until criteria is met.**
- E. Copy Athletics Staff/Athletic Director on game, tournament, and statistical reports submitted to the media, other athletics staff, coaches, or conference representatives.
- F. Maintain regular communication with the athletic director before, during and after the season. Coaches must attend preseason, postseason and in-season meetings as needed or as requested by the Athletics Staff/Athletic Director. Cell phone calls should be limited to after school hours and weekends.
- G. Follow established procedures/protocol for addressing concerns, filing complaints. Conduct should always be respectful especially if concerns arise in a public setting.
- H. Regularly check mailbox at school for correspondence from conference, other high schools and colleges.
- I. Establish an e-mail address for corresponding and communicating with the Athletic Department. This will be a primary means for communication.

- J. Register with the Schedule Star or Coaching Mark software so you will automatically receive updates via e-mail on schedule changes.
- K. Request for school announcements must be made a minimum of three days prior to date needed and must be approved by the Athletic Director. Announcements should not be sent directly to the front desk; this only creates extra work and confusion for staff.
- L. Gym use is available only by scheduling through the Athletics Staff/Athletic Director. In-season sports teams have priority and may bump out-of-season teams during inclement weather.
- M. Media contact is limited to pre- and post-game interviews by designated coaching or athletics staff. Contact with the media in a context beyond this must be approved in advance by the Athletic Director.
- N. VIRTUS training must be completed by all coaching staff and regular volunteers in a timely fashion. Follow up trainings must be completed and an annually reviewed with Athletics Staff/Athletic Director.
- O. Support and encourage recycling policies and practices. Discourage littering. Report damages, vandalism, or inoperative equipment to Athletics Staff/Athletic Director immediately.
- P. Maintain a valid driver's license. Obey traffic and safety practices when traveling to and from games. Driving record must be submitted at employment. Violations must be reported when pending and immediately after a conviction.
- Q. Picking student athletes up at their homes, giving them rides home, or having one on one sessions with student athletes at any time is discouraged.
- R. Complete in-service training as needed (OSHA, CPR, Seasonal meetings, etc.)
- S. Work cooperatively with Athletics Staff/Athletic Director and school administration/faculty to establish Pep Rallies and other spirit-related events.
- T. Once a game is scheduled, it will be played. Only extreme circumstances will justify canceling a game. If canceling the game cannot be justified the game will be forfeited.
- U. School fundraising policy and procedures must be upheld. A fundraising strategy should be developed during the off-season. Questions about finances and budget should be directed to the Athletics Staff/Athletic Director.
- V. Support the RCS Booster club and fundraising efforts for the Athletic Department.

- W. Review “recruiting/scholarship” philosophy and approaches with Athletics Staff/Athletic Director annually.
- X. Complete annual wish/list with Athletics Staff/Athletic Director annually.
- Y. Be aware of student athletes who are having personal, academic or behavioral difficulties. Advise Athletics Staff/Athletic Director accordingly. Referrals will be made when appropriate.
- Z. Always be courteous and respectful to officials. If you have concerns about an official report your concern to the Athletics Staff/Athletic Director at the conclusion of the game. The same applies to our guests.
- AA. All games and scrimmages will be scheduled cooperatively with the Athletics staff/Athletic Director. If coaches or volunteers takes on the role of scheduling, they do so only with the consent of Athletics staff/Athletic Director and are expected keep Athletics staff/Athletic Director fully informed including related contact information for other schools, travel itinerary details, tournaments, cancellations or changes without staff needing to request that information. Once a game is scheduled it will be played. Cancellation of game must be justified or the game will be forfeited.
- BB. School fundraising policy and procedures must be upheld. A fundraising strategy should be developed during the off-season. Questions about finances and budget should be directed to the Athletics Staff/Athletic Director.
- CC. Coaches should have an establish process for disciplinary measures and should apply such practices evenly across the team. Coaches have the authority to bench, suspend, or remove student athletes from a team. A coach is expected to consult with Athletics staff/Athletic Director before removing a player from the team.
- DD. Gym floor care is critical. At the beginning and end of each practice or workout session, the staff member in charge should walk through the facility noting any problems. If there is a significant concern discovered during the initial walk through, athletic staff should be contacted immediately. At the conclusion of the practice or workout a second walk through should be completed. Any problem areas should be addressed at that time. Only tennis shoes with a non-marking sole should be on the gym floor at any time. All teams and staff members are responsible for dust mopping, mopping, and treating the gym floor. If necessary a schedule will be set up to assign this responsibility to teams. All spills should be cleaned up

- immediately. Consideration will be given to limiting only water for consumption on the gym floor if necessary.
- EE. The upper and lower school gyms are only available by reservation through the Athletic Director. At no time should either the gym be in use without the knowledge of the Athletic Director or his/her designee.
- FF. Use of Roanoke Catholic vehicles for athletic purposes must be approved in advance by athletics staff. Staff should never have to ask about the location of a vehicle.
- GG. All purchases must be approved by and transacted by the Athletic Director or his/her designee. Coaches are not authorized to purchase any equipment, supplies, or materials. Coaches in need of items must place orders through the athletic staff. Vendors have been advised to fulfill Roanoke Catholic orders from designated staff. The same policy applies to rentals and travel arrangements.
- HH. All donations to athletics must be reported to the Athletic Director.

II. Preseason

- A. Submit (by e-mail) a preliminary team roster to Athletic Director including name, age, year, relevant sizes, height, e-mail address, cell phone, parent contact information (work, home and cell phone numbers, mailing address, e-mail address). Include both parents if they are living in separate residences. No student may practice, play in games, travel with the team, or participate in any other team activity without completion of a physical and payment of the athletic fee. Violation of this policy may result in demerits, suspension, and/or removal of the athlete from the team as well as disciplinary action for the supervising coach. The Athletic Staff will develop official team rosters as fees are paid and physicals are completed.
- B. Team rules, contracts, and expectations need to be written and approved by Athletic staff and distributed to members of the team, and to parents. Inform parents of the rules and expectations of the team by a written policy or by way of a parent meeting. Items should include but not limited to:
1. Academic requirements
 2. Behavioral standards

3. Expectations with regard to dress, appearance, and hygiene
 4. Game and practice schedules
 5. School and practice attendance
 6. Playing time criteria
 7. Opportunities for parent involvement. (Team Parent, Transportation, Assistant Coach, etc.)
 8. Criteria for receiving awards. (Certificates, Letters, etc.)
- C. Submit transportation request to Athletics Staff/Athletic Director. A travel itinerary is due two weeks prior to the event.
 - D. Submit early dismissal request to Athletics Staff/Athletic Director. Dismissal time must be approved by Athletics Staff/Athletic Director before travel itinerary is published or distributed to parents and team members.
 - E. Identify/Acquire student team manager.
 - F. Identify/Acquire a team photographer and videographer.
 - G. Inventory equipment. Submit documentation of pre-season inventory to Athletic Director/Athletics Staff.
 - H. Advise the Athletic Director in advance and in detail of needed purchases. Only the Athletic Director or Assistant Athletic Director may order materials for a team with the approval of the Upper School Principal. Major purchases may require the approval of the School President.
 - I. Schedule practice and facility usage request to Athletics Staff/Athletic Director.
 - J. Turn in initial roster of players to the Athletics Staff/Athletic Director during the first week of practice.
 - K. Completing a pre-season key inventory.
 - L. Team retreats must be approved in advance and related school policies must be upheld.
 - M. Advise Athletics Staff/Athletic Director of games when security may be an issue.
 - N. Advise Athletics Staff/Athletic Director of games when a spirit bus or additional fan support is critical.
 - O. Weight training and conditioning practices must be reviewed by Athletics training staff if available.
 - P. Dates should be established for team pictures and awards banquet.
 - Q. All coaches are expected to support the efforts and celebrate the successes of other coaches and teams at Roanoke Catholic.

- Attend other team games and banquets, do what you can to support their conditioning programs.
- R. Coaching units are expected to work collaboratively to build their respective programs. This includes but is not limited to having regular coaches meetings, adopting a coaching approach and philosophy within their program, and recognizing the varsity level coach as the head of the program. Program concerns should be filtered through the varsity head coach.
 - S. Please report all donations to your program. It is important to track donations so we have a full understanding of how much it costs to support a particular team or event.
 - T. Student athletes must be reminded that tattoos are not to be displayed during athletic events.
 - U. Support for other coaches and teams, fundraising, community service, and school events should be encouraged by all coaches.
 - V. Keys to athletic facilities and vehicles may not be duplicated by coaches. Only the Athletic Director or Assistant Athletic Director may duplicate keys.

III. During Season

- A. The team roster must be updated on an ongoing basis as we go through the season. As players are added to or removed from the roster, please contact Athletics staff immediately.
- B. Support school's participation and eligibility requirements. Exceptions will not be made for students who had academic difficulty, who were too late arriving to school to participate in a game or who are serving detention.
- C. Be certain that all students are under supervision until the student is picked up by parent/guardian. This also applies to returning to school after away games.
- D. Maintain an inventory list of all equipment/uniforms issued to members of the team.
- E. See that all areas used by team members are kept clean and in order. (Team rooms, buses, team benches, locker rooms, restrooms, gym, weight room, gym lobby)
- F. Turn out all lights, and lock all doors. (Team rooms, locker rooms, restrooms, gym, weight room, lobby)
- G. Report game scores and statistics to Athletic Director, Media, and conference representative.

- H. Set up equipment needed for practice, scrimmages and games.
- I. Put away all equipment used for practice, scrimmages and games.
- J. Report any player or staff disciplinary problems or ejections during a game to Athletics Staff/Athletic Director immediately following the game.
- K. Report lost keys immediately. Coaches are subject to financing the replacement of keys and lock changes.
- L. Keep abreast of weather conditions for practice, home and away games. Keep close two-way communication with Athletics staff in the event that a game may be cancelled due to weather. Note: there are times when school may be cancelled but a game may still be played. Use the Athletics Hotline and school website to keep informed also.
- M. Be prepared and willing to assist with pre-game set up.
- N. Be prepared and willing to assist with post-game wrap up.
- O. Work cooperatively with Roanoke County Parks and Recreation.
- P. Be ready and willing to facilitate game opening procedures for home games including introductions, prayer and the playing of the national anthem.
- Q. Take the lead in determining how you wish to recognize your senior athletes.
- R. Insure that warm up music is appropriate for all audiences and in keeping with the school's mission/philosophy.
- S. Mercy rule: At no time do we wish to embarrass or humiliate our opponents. When we have control of the game and have built a large lead, it is expected that coaches will use less aggressive strategies and allow less experienced players to play. If necessary, specific instructions will be outlined for coaches when our teams have a decided advantage.

IV. Post season

- A. Submit all-conference votes and coach of year nomination to Athletics Staff/Athletic Director and conference rep. See conference by-laws for logistics.
- B. Submit request to Athletics Staff/Athletic Director for awards two weeks prior to banquet.
- C. Collect all equipment/uniforms and store properly.

- D. Coordinate end of season banquet.
- E. Return keys to Athletics Staff/Athletic Director.
- F. Submit equipment/uniform inventory sheet to Athletics Staff/Athletic Director.
- G. Submit equipment/uniform needs to Athletics Staff/Athletic Director for next season.
- H. Submit complete record of the season. This record should include scores and stats from conference, non-conference, tournament games and other special acknowledgments and/or achievements. Team awards and trophies become the property of the school. All awards, including individual awards, must be recorded and submitted to the Athletics Office.
- I. Travel club and AAU sports that take place during the off-season will be conducted completely independent of the in-season sports team.
- J. Physicals for the next year will be complete in the Spring of the previous school year. (For example, students who will play sports during the 2008-09 school year will have physicals completed in Spring of 2008.
- K. Complete a post-season key inventory.
- L. Preview schedule for next year. Please share recommendations, concerns.
- M. Review coaching contract, update and/or sign if appropriate.
- N. Travel for graduating seniors or prospective college level athletes to colleges and recruitment meetings must be conducted independent of the school.

V. Emergency Procedure

- A. Call 911 immediately if any of the following happens:**
 - 1. Unconsciousness
 - 2. Severe breathing difficulties
 - 3. Gross deformity
 - 4. Severe bleeding
 - 5. Severe head injury
 - 6. Suspected neck injury
 - 7. Seizures
- B. The coach should stay with athlete.
- C. Coach/parent/another player should call 911.
- D. Coach or assistant coach should meet ambulance.

- E. Do not move player, unless to remove from further danger.
- F. Keep player calm.
- G. Communicate with player.
- H. Keep other players away from injured.
- I. Coach or assistant coach should contact parents.
- J. Coach or assistant coach must go with ambulance if parent isn't available or could not be reached.
- K. Complete injury report form and submit to Athletics Staff/Athletic Director within 24 hours.

Renting the Gym

The following is what is needed when renting the gym:

Please have the sponsoring entity provide RCS with a Certificate of Liability Insurance showing evidence of at least \$1 Million in per occurrence General Liability coverage with \$2 Million in aggregate coverage. The certificate should also name both Roanoke Catholic School and the Diocese of Richmond as "Additional Insureds" and not just as the Certificate Holder.

Finally, I recommend that the sponsoring entity execute the attached Facility Usage & Indemnity Agreement and that the signed form be kept on file in the School Office.

If in fact the camp is not sponsored by RCS it should not take place on school premises without the above indicated requirements being met.

Check list

Pre-Season

- _____ Pre-season meeting with assistant coaches for planning and preparation
- _____ Pre-season meeting with students to explain code of behavior, tryouts, practice schedule, etc.
- _____ Athletes must have code of conduct, physical, and athletic fees turned in.
- _____ Check inventory and equipment
- _____ Summit practice schedule (winter sports work together over gym time)
- _____ Attend fall coaches meeting.
- _____ Secure necessary keys for Athletic Director
- _____ Pick up and read Coach's Handbook-sign acknowledgment form and return to Athletic department

In-Season

- _____ Check with Athletic director to make sure all athletic forms and athletic fees are turned in.
- _____ Turn in team Roster to Director after first five days of practice
- _____ Hand out uniforms and keep record of who received game uniforms and practice jersey. Give a list to the athletic director
- _____ Record equipment and uniform issues
- _____ Complete accident form for any student injured in practice or a game.
- _____ Keep Athletic Director informed of any concerns or unusual circumstances
- _____ Submit game results by phone or e-mail the day of the contest
- _____ Update athletic website as needed
- _____ Attend all in season required meetings

Post-Season

- _____ Uniforms collected
- _____ Equipment turned in
- _____ Returns all keys to the Athletic director
- _____ Submit all equipment orders
- _____ Sign up for open gyms time.
- _____ Organize and attend an end of the season gathering for the team (optional)

What the AD really needs

- All coaches have their paper work turned into the office (pg 16and 17)
- Coaches understand the mission of the school and the athletic department (pg 5 and 6)
- Coaches turned in all budgets at the end of the season
- Coaches have a procedure for dealing with conflict with parents and athletes and address this procedure before season starts
- After games coaches must report wins and loses to media as well as statistics of the game. Statistics also need to be e-mail to the athletic director.
- Coaches understand that in order for their player to stay on team then all **criteria** must be met by 10th practice. If **criteria** is not met then the player will not be part of team. This also includes athletic fees. (page 18)
- Coaches must give a roster to the Athletic director by the 5th day of practice. If a player quits after the 5th day then tell the Athletic director.
- The coach will make a list of the roster and record what equipment was given to the athlete. (this includes warm-ups) Then the athletic director will be given a copy of this list.
- The only coaches that are around Roanoke Catholic Athletes must be virus trained.
- If the gym is being rented please read page 26.
- Athletes are not allowed in weight room or gym with out coach.

Remember the athletic department and coaches are all here to serve the same purpose. The purpose is to improve our athletes into well educated and well rounded adults.