

# 2024-25 Athletic Handbook



Brevard Public Schools  
2700 Judge Fran Jamieson Way, Viera, FL 32940

*Dr. Mark Rendell – Superintendent*

*Kevin Robinson – County Athletic Director*



# TABLE OF CONTENTS

|   |    |
|---|----|
| NONDISCRIMINATION NOTICE .....                                  | 4  |
| ATHLETIC ADMINISTRATOR DIRECTORY .....                          | 5  |
| 2023-24 CAPE COAST CONFERENCE OFFICERS .....                    | 5  |
| PHILOSOPHY .....  | 6  |
| BREVARD PUBLIC SCHOOLS ORGANIZATIONAL VALUES .....              | 6  |
| OPERATIONAL BELIEFS .....                                       | 6  |
| OBJECTIVES .....  | 7  |
| DUTIES AND RESPONSIBILITIES OF THE ATHLETIC STAFF.....          | 7  |
| PRINCIPAL.....  | 7  |
| ASSISTANT PRINCIPAL .....                                       | 8  |
| ATHLETIC DIRECTOR .....   | 8  |
| ASSISTANT ATHLETIC DIRECTOR .....                               | 9  |
| HEAD COACH.....   | 10 |
| ASSISTANT COACH (VARSITY, JUNIOR VARSITY AND NINTH GRADE) ..... | 13 |
| COMMUNITY COACHES.....  | 13 |
| ATHLETIC BUSINESS MANAGER .....                                 | 14 |
| ATHLETIC TRAINER .....  | 14 |
| ACCIDENT/INCIDENT REPORTS .....                                 | 15 |
| ATTENDANCE.....   | 15 |
| ATTENDANCE REQUIREMENTS.....                                    | 15 |
| AWARDS .....  | 15 |
| BEVERAGE VENDOR CONTRACT .....                                  | 15 |
| BOOSTER CLUBS .....   | 15 |
| BUDGET .....  | 16 |
| CLASSIFICATIONS .....   | 16 |
| COACHING EXPECTATIONS .....                                     | 16 |
| • COMMUNICATION.....  | 16 |
| • LEADERSHIP .....  | 16 |
| • DISCIPLINE .....  | 16 |
| • PROFESSIONAL DEVELOPMENT.....                                 | 16 |
| COACHING TECHNIQUES.....  | 17 |
| CONDUCT OF COACHES AND ATHLETES.....                            | 17 |
| CONDUCT OF PARENTS .....  | 18 |
| CROWD CONTROL.....  | 18 |
| ELIGIBILITY OF ATHLETES.....                                    | 19 |
| EQUIPMENT CARE AND INVENTORY .....                              | 19 |
| FHSAA RULES & PUBLICATIONS.....                                 | 20 |
| FUNDRAISING.....  | 20 |
| GAME CONTRACTS .....  | 20 |
| GENDER EQUITY .....   | 20 |
| HAZING .....  | 21 |
| HEALTH AND WELLNESS .....                                       | 21 |
| INJURIES.....   | 21 |
| INTERSCHOLASTIC ATHLETIC ACTIVITIES.....                        | 21 |
| LIGHTNING PREDICTION AND WARNING SYSTEM.....                    | 22 |
| “30-30 RULE” .....  | 22 |
| MEDIA.....  | 23 |
| MID COAST OFFICIALS ASSOCIATION .....                           | 23 |

|   |           |
|---|-----------|
| OPEN ENROLLMENT PROCEDURES .....                  | 23        |
| OVERNIGHT TRIPS .....                             | 23        |
| PUBLIC ADDRESS POLICIES .....                     | 24        |
| PURCHASING PROCEDURES .....                       | 24        |
| SCHEDULING OF CONTESTS .....                      | 24        |
| SPORTSMANSHIP .....                               | 25        |
| SCHOOL CLOSINGS AND ATHLETIC EVENTS .....         | 25        |
| SUNDAY PRACTICES .....                            | 26        |
| SUPPLEMENTS .....                                 | 26        |
| SUSPENSION FROM SCHOOL.....                       | 26        |
| TICKETS/PASSES/FINANCIAL ACCOUNTABILITY .....     | 26        |
| TRANSPORTATION TO AWAY CONTESTS .....             | 27        |
| VENDORS .....                                     | 27        |
| VOLUNTEER COACHES .....                           | 27        |
| <b>QUICK REFERENCE FOR MISC. LINKS/FORMS.....</b> | <b>29</b> |
| APPENDIX A PARENT/COACH COMMUNICATION .....       | 30        |
| APPENDIX B LIGHTNING WARNING ANNOUNCEMENT .....   | 32        |

## SCHOOL BOARD OF BREVARD COUNTY

Educational Services Facility  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940-6601

### SUPERINTENDENT

Dr. Mark Rendell

### SCHOOL BOARD MEMBERS

Megan Wright, Chairman  
Gene Trent, Vice Chairman  
Jennifer Jenkins  
Katie Campbell  
Matt Susin



## Non-Discrimination Notice

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**The public or students, including Title IX contact:**

**Title IX Coordinator**  
Cathleen Erdmann

2700 Judge Fran Jamieson Way  
Melbourne, FL 32940  
(321) 633-1000, Ext. 11280

<mailto:Erdmann.Cathleen@brevardschools.org>

**Employees or job applicants contact:**

**Director of Professional Standards and Labor Relations**

Rosemary Browning  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940  
(321) 633-1000 Ext. 11265

[browning.rosemary@brevardschools.org](mailto:browning.rosemary@brevardschools.org)

Reasonable accommodation is available for persons with disabilities to complete the application and/or interview process. Applicants/Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Director of Professional Standards and Labor Relations for assistance. In the event the district is not able to resolve your concerns, consider contacting the Office of Civil Rights for assistance. This Publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print or audiotape. Student requests for this information should be made to the Office of Exceptional Student Education Program Support, (321) 633-1000, ext. 11520, at least two (2) weeks prior to the time you need the publication.

**2024-2025  
Brevard Public Schools**

**HIGH SCHOOL PRINCIPALS & ATHLETIC DIRECTORS**

| <b>High School</b> | <b>Principal</b>    | <b>Athletic Director</b> |
|--------------------|---------------------|--------------------------|
| Astronaut          | Krista Miller       | Matt Ahlstedt            |
| Bayside            | Holli Zander        | Brandon Sherrill         |
| Cocoa              | Denise Stewart      | Eusebio Solis            |
| Cocoa Beach        | Tim Powers          | Ted Kimmey               |
| Eau Gallie         | Keith Barton        | Todd Oas                 |
| Edgewood           | Jackie Ingratta     | Andrew Kaltenbach        |
| Heritage           | Stephen Link        | Ajay Ulmer               |
| Melbourne          | James (Chad) Kirk   | Chad Raymond             |
| Merritt Island     | Debbie Lubbers      | Tom Finney               |
| Palm Bay           | Karl (Jud) Kaminski | Brian Crowley            |
| Rockledge          | Andy Papczynski     | Greg Clayborne           |
| Satellite          | Courtney Lundy      | Taylor (TJ) Gaudy        |
| Space Coast        | Joseph Flora        | Steve Slentz             |
| Titusville         | Jennifer Gonzalez   | Jason Berley             |
| Viera              | Heather LeGate      | Cheryl Draves            |
| West Shore         | Burt Clark          | Tony Riopelle            |

| <b>Middle School</b> | <b>Principal</b>   | <b>Athletic Director</b> |
|----------------------|--------------------|--------------------------|
| Central              | Heather Smith      | Sean Ryan                |
| DeLaura              | Tina Susin         | Candace Terry            |
| Hoover               | Paloma Ferreira    | Brenda Sadowski          |
| Jackson              | Jennifer Shockley  | Matthew Woodside         |
| Jefferson            | Meara Trine        | Thomas Butler            |
| Johnson              | Marina Middleton   | Ryan Langlie             |
| Kennedy              | Angela Owens       | Derrick Reed             |
| Madison              | Travis Diesel      | Kyle Miller              |
| McNair               | Nicholas Stewart   | Tunisia Gibbons          |
| Southwest            | Jasmine DeLaughter | James Dennis             |
| Stone                | Lauren Feronti     | Lacy Hill                |
| Viera                | Cathy McNutt       | Chuck Marchetti          |

**2023-24 CAPE COAST CONFERENCE OFFICERS**

Commissioner – Jud Kaminski, Principal, PBMHS

Secretary – Andrew Kaltenbach, Athletic Director, Edgewood Jr/Sr

## **PHILOSOPHY**

Brevard Public Schools (BPS) dedicates itself to the total development of the student athlete. The physical and emotional growth, along with moral and ethical development, is cornerstone when planning and implementing an athletic program.

### **BREVARD PUBLIC SCHOOLS ORGANIZATIONAL VALUES**

- We make decisions based on what is in the best interest of all students.
- We uphold honesty and integrity as our guiding principles.
- We treat one another with respect.
- We set high expectations while demanding quality performance.
- We take responsibility for our actions and are accountable for the results.
- We foster a safe, accessible, and healthy environment.
- We value diversity and the strength of individual differences.
- We provide a positive, caring, and supportive climate.
- We work as a team to accomplish our mission.

### **OPERATIONAL BELIEFS**

We must:

- Have a passionate commitment to high standards and student success.
- Have a professional teaching culture marked by a shared purpose, collaboration, innovative spirit, and continual learning.
- Revere data, which provides feedback to students, informs programmatic and instructional decisions, and supports focused intervention efforts.
- Build relationships among adults and students - anchored in caring and trust and fueled by the mission of student success.
- Commit to the relentless pursuit of teaching methodologies that foster student engagement, critical thinking, self-efficacy, and content mastery.
- Let compassion, conviction, and intense dedication to the mission of teaching and learning stand as the trademark of our work.
- Have zero tolerance for destructive negativism.
- Constantly connect people to the nobility of our mission.

## **OBJECTIVES**

- To provide a positive image of school athletics in Brevard County.
- To provide a safe environment.
- To provide, through competition, for the emergence of a strong self-concept by developing a strong character, leadership qualities, and good citizenship, along with the student athletes' physical qualities.
- To encourage participation while providing opportunities for students to experience success in a variety of programs.
- To create an atmosphere that promotes success and excellence.
- To promote academic achievement and good sportsmanship.
- To establish and maintain effective communication within the community.
- To promote the belief that members of an interscholastic team have a definite responsibility to contribute to the tradition of their school and to the team concept, thereby gaining personal satisfaction.

The role in contributing to a tradition which brings honor to students, school and community is worthy of the best efforts of all concerned.

## **DUTIES AND RESPONSIBILITIES OF THE ATHLETIC STAFF**

### **PRINCIPAL**

The principal of the school is held responsible for the operation of the athletic program. The appointment of the athletic director, head coaches, and assistant coaches is made at the discretion of the principal on a year-to-year basis. Duties include, but are not limited to, the following:

- To enforce the rules and regulations of the Florida High School Athletic Association (FHSAA), the Brevard Public Schools (BPS) and the Cape Coast Conference (CCC).
- Coaching staff selection with input from the athletic director.
- Approval and signing of all game contracts and FHSAA required forms.
- Conduct of students, athletes, parents and fans at all athletic events.
- The assignment of administrative coverage at necessary athletic events.
- To ensure that the athletic department's program is integrated into the total school program.

### **ASSISTANT PRINCIPAL**

The Assistant Principal for Facilities works closely with the principal and athletic director to oversee that all athletic facilities are maintained, safe, clean and comfortable.

### **ATHLETIC DIRECTOR**

The athletic director works under the direction of the school's principal and assists in the supervision of the coaches and others involved in the school's athletic programs. The athletic director's duty is to provide overall leadership while coordinating the school's various athletic teams. Duties include but are not limited to the following:

- Assist the principal in determining athletic policies and appointing coaches.
- To enforce the rules and regulations of the FHSAA, BPS, and the CCC, while maintaining communications in order to keep coaches updated.
- The athletic director will approve all purchase orders (athletic budget and internal club accounts).
- Initiate all home contest contracts after coaches develop schedules with input from the athletic director.
- Responsible for sending completed schedules to the Mid-Coast Officials Association (MCOA) to have officials assigned to the event.
- Be sure all athletes have the necessary forms on file for eligibility, in the athletic office, including the BPS-ECG Clearance Form.
- Will submit names of athletes provided by the head coaches for eligibility according to FHSAA guidelines.
- Verify the athletes' grades once they have become available.
- Will obtain, at the end of each sports season, an accurate inventory compiled by the head coach, listing all equipment and uniforms, and their locations.
- Purchase all awards, letters, certificates, and pins for all athletic teams (except those purchased under special conditions or provided by the CCC).
- Ensure all necessary arrangements are made for home contests.
- Verify that arrangements have been made to secure qualified announcers and scorekeepers at those contests, which require them.
- To serve as tournament director for all state and conference tournaments assigned to the school.



- Prepare transportation requests, which must be made by each coach at least two weeks in advance of the trip/contest.
- Coordinate the use of facilities and schedule all gym activities (games and practices) with the school administrator in charge of facilities. **(Sports in season should always have priority in the use of the facility)**
- Establish a calendar of athletic events.
- Coordinate with the business manager or bookkeeper, gate tickets and ticket sales.
- Responsible for hiring security for home contests when necessary.
- Discuss negligence and coach deficiencies to principal.
- Assist coaches as needed as well as help them to develop and grow into their position.
- Coordinate all fundraising activities on the school calendar and assure principal signature and approval on fundraising forms.
- Schedule an all-coaches staff meeting during pre-planning while also inviting the school principal. Varsity head coaches are expected to meet with the athletic director frequently during their sport's season to discuss rules, policies, etc.
- Represent the school in all athletic department business at the county, conference, and state meetings.
- Responsible, along with the principal, and after consulting with the head coach, for the cancellation or postponement of contracted contests because of inadequate playing conditions.
- Constantly evaluate the overall athletic program, always seeking ways of improving interscholastic athletics.
- Advise the principal on athletic department matters.
- Perform other duties as requested by the principal.

#### **ASSISTANT ATHLETIC DIRECTOR**

The assistant athletic director is responsible to the athletic director and will aid in areas as assigned. Assignments will include, but may not be limited to, contracting of contests, scheduling contests, and arranging transportation and supervision at athletic events. Perform other duties as requested by the athletic director.

## HEAD COACH

The head coach of each sport is responsible to the athletic director who provides overall objectives for the athletic department in conjunction with the school's principal. In most cases, the head coach will be responsible for advising with and coordinating the duties of assistant coaches in conjunction with the athletic director and the principal. The head coach is responsible for instructing athletes in the fundamental skills, strategies, and physical training necessary for them to attain a degree of individual and team success. At the same time, the student-athlete will receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence. The head coach will:

- Enforce the rules and regulations of the FHSAA, BPS, and the CCC.
- Be held accountable for overseeing all activities associated with the coaching staff and the overall program for their sport.
- Be responsible for facilities and equipment (inventory and storage). Specific facility problems should be reported to the Assistant Principal for Facilities as well as the athletic director.
- Attend all mandatory FHSAA, CCC, MCOA, and school level coaches' meetings.
- Complete all FHSAA online rules clinics and required online courses. Attend coaching clinics, when possible, to enhance your program and continue your professional growth.
- Prepare a list of all athletes who are trying out for your sport. This includes varsity, junior varsity and ninth grade teams. The purpose of this list is for the athletic director to determine eligibility. Parents become upset when their son/daughter has been practicing for a sport, and then being told they are not eligible to participate.
- Explain eligibility requirements to all prospective athletes.
- Check eligibility of athletes. While the athletic director will verify eligibility, it is the head coach's responsibility to know that every player is eligible. **BE COGNIZANT** of any non-traditional students who do not attend your school and ensure, with your AD, that they too are eligible to participate in athletics at your school.
- Verify that every athlete has a signed FHSAA Consent and Release from Liability Certificate (FHSAA form EL-3) complete with insurance information and a Pre-participation Medical Evaluation (FHSAA form EL-2) completed and signed by a physician, and the completed BPS-ECG Clearance Form, PRIOR to participation in conditioning, tryouts, practices, or contests. (In order for a physical to be valid for an entire school year, it is suggested they be completed after June 1<sup>st</sup> each school year.) Updated EL-2 and EL-3 forms are available from the athletic director or on the [FHSAA](#) website. The FHSAA mandates that each athlete must have FHSAA EL2 and EL3 forms on file with the athletic department complete with student and parent/guardian signatures.

- Verify that every student manager and/or trainer has a completed EL2 (page 1 only), EL-3 on file with the athletic department complete with student and parent/guardian signatures.
- Verify that every team member has a birth certificate on file in the athletic office as soon as possible. Athletes cannot be determined eligible until a birth certificate is on file and processed.
- Coaches should retain a copy of each EL-2 and EL-3 form as well as the BPS Parent Permission and Responsibility Statement for Off-Campus Extra-Curricular Activity form and have them available at each practice and contest throughout the season. The original EL2, EL3 forms are to be kept on file with the athletic department.
- Coaches are responsible for all players, managers, and trainers, whenever they are under your supervision, which includes before, during and after practices and contests. (Adult supervision is required at least 30 minutes after practices or games conclude if there are students remaining).
- Locker room supervision is always required. Students should be discouraged from leaving money or valuables in the locker room unattended.
- Provide the proper environment for the safety and health of all athletes, including prevention and proper care of athletic injuries.
- **File an accident/incident report immediately if a student athlete is injured and report all injuries to your administration. If the injury occurred at an away game, that information must be shared with that school's athletic director / administrator as well.** Additionally, any coach, official, or spectator who is hurt, will also need to have a form completed. Accident reports must be turned in to the appropriate personnel within 24 after the incident takes place. See [Risk Management](#), on the BPS website for forms, policy, and procedures.
- Review with all athletes the proper handling procedures and daily care of equipment.
- Request bus transportation, in writing, to events at least two weeks in advance. Follow policies and procedures regarding transportation of students.
- Follow proper BPS and school procedures about the purchasing of goods and services. The athletic director must approve all purchases made through the athletic budget and athletic internal club account. Obtain an approved purchase order in a timely manner before placing an order with any vendor. Failure to comply will result in the head coach being held personally accountable for the expenditure.
- Cooperate with other coaches and teachers and encourage student athletes to participate in other school activities. Motivate students to be focused on their academic endeavors in addition to their athletic pursuits.
- Explain to athletes, in writing, the lettering policy (including attendance, discipline,

practices, and eligibility) and submit a copy of the policy as well as other pertinent information, like your parent letter, regarding your team to the athletic director.

- The Head Coach should provide his/her parents and athletes, in writing, all policies that encompass such things as attending practice, making varsity/JV, selection of captains, cut policy (if there is one), etc, so that all stakeholders are aware of all procedures surrounding the program. This will assist in the event any future questions arise.
- Plan for the filming of contests when desired. AD can choose who he/she wishes to provide access to or choose not to have an outside vendor stream the contest.
- Ensure that proper first-aid equipment, ice, and water is readily available.
- Request permission from the athletic director to have athletes excused early on game days. Once approved, notify teachers and the attendance office in a timely manner, of student names and dismissal time. Be attentive to the amount of time athletes are missing class to attend athletic contests.
- Be responsible for securing facilities to be utilized for games/contests **and** UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE GIVEN SCHOOL KEYS TO LOCK OR UNLOCK ANY FACILITY.
- Schedule award ceremonies within the guidelines provided by the athletic director. Insure that athletes receive their awards within a reasonable time after the conclusion of the season. Submit a legible list of awards with names spelled correctly, to the athletic director in a timely manner, that includes names for certificates, number of pins, letters, etc.
- Provide a written inventory of equipment, with their location, to the athletic director within two weeks after the end of the sport season.
- Make appropriate contacts with college coaches when it is in the best interest of the student athletes.
- Assist the athletic director in the development of your game schedule. (**Refer to FHSAA Policy 13.2.1**)
- Understand the proper administrative chain of command and refer all requests and/or grievances through proper channels.
- Maintain discipline, and work to increase morale and cooperation among team members, and know, enforce fairly, and share the rules. Never use or allow profanity.
- Other duties may be assigned by the athletic director and/or principal.

### **ASSISTANT COACH (VARSITY, JUNIOR VARSITY AND NINTH GRADE)**

The assistant coach reports to their head coach in conjunction with the athletic director, the Assistant Principal for Facilities and the school principal. He/she supervises the athletes and team assigned and assumes supervision duties when necessary. Currently, the age limit for coaches is 21. The assistant coach is responsible for carrying out the aims and objectives of the sport program as outlined by the head coach. The assistant coach will:

- Enforce the rules and regulations of the FHSAA, BPS, and CCC.
- Be responsible for athletes when they are under your supervision.
- Provide the proper environment for the safety and health of all athletes including the prevention of and proper care for, athletic injuries.
- Maintain loyalty to the head coach and perform any duties deemed necessary by him/her to enhance the program.
- Work with the head coach in determining the competitive level (varsity, junior varsity, or ninth grade) in which an athlete should compete.
- Understand the proper administrative chain of command and refer all student and parent requests and grievances to the varsity head coach.
- Perform other duties that are consistent with the nature of the position, and which may be requested by the head coach, athletic director and/or principal.

### **COMMUNITY COACHES**

To receive a coaching supplement from BPS, a non-faculty coach must complete the following requirements:

Complete all BPS paperwork and drug testing. This paperwork can usually be obtained from the school secretary. Fingerprinting must be done by the BPS Office of District and School Security. **The above must be completed prior to having contact with any players in a practice and/or game/contest setting.**

The Florida Department of Education (DOE) requires all paid coaches who do not possess a Florida State Teaching certificate, to obtain a coaching certificate. A three-year temporary coaching certificate must be initially secured. During that three-year period, the community coach must complete the three required coaching courses. Those courses are offered at no charge throughout each school year by BPS Staff Development. After successful completion of the required courses, the community coach may apply for a five-year coaching certificate from the DOE. Please note that only one temporary coaching certificate is allowed and there is no extension of time permitted. See the athletic director for information on securing a coaching certificate and steps required by BPS and the Florida DOE. **Schools must have all community coaches sign the Athletic Community Coach Agreement, stating that they understand this policy.**

### **ATHLETIC BUSINESS MANAGER**

The athletic business manager reports to and works closely with the athletic director and the principal. The duties of the athletic business manager include but are not limited to the following:

- Assign qualified ticket sellers and gate workers for needed home contests.
- Arrange ticket sales for needed events.
- Prepare complete financial statements for events using approved forms.
- Work with the office of Student Activities to obtain necessary tickets for athletic events. If the Assistant Director is providing tickets from a specific vendor, then the school must use those tickets only and request additional needs during the year, from that office.
- Be responsible for depositing all receipts with the school's bookkeeper in a timely manner.
- Be responsible for any other duties related to tickets as may be directed by the athletic director or principal.

### **ATHLETIC TRAINER**

The athletic trainer reports to and works closely with the athletic director and head coaches. The duties of the athletic trainer include but are not limited to the following:

- Keep detailed records of all injuries and creates and maintains student athlete medical files.
- Creates protocol for the successful and professional operation of the training room.
- Works closely with the school team physicians.
- Recognizes and applies instructions given by student athlete's personal physician if requested.
- Maintains good relations with coaching staff, keeping them abreast of current trends for conditions affecting today's athletes. Communicates effectively, when necessary, with parent and/or student athlete.
- Maintains accurate inventory of supplies needed and submits same to athletic director.
- Attends practices when possible and home contests for all sports, as well as away football games and football practices.
- **NOTE: IN THE ABSENCE OF AN ATHLETIC TRAINER, THESE RESPONSIBILITIES ARE ASSUMED BY THE HEAD COACH.**

## **ACCIDENT/INCIDENT REPORTS**

Report all accidents immediately to a school administrator or the athletic director. A Risk Management Accident/Incident Report Form must be completed by the injured party (practice or contest) within 24 hours of the incident. A photocopy of the completed form should be issued to the injured party and submitted to the appropriate administrator who will then submit the original to the Brevard Public School's Office of Risk Management. If the injury occurs at an away contest, then that school's administration or athletic director must also be notified.

## **ATTENDANCE**

All students must be in attendance a minimum of four (4) hours of instructional time to be considered present each day. Student athletes are expected to be present in order to participate in practices and contests. **Any exceptions are at the discretion of the principal.**

## **ATTENDANCE REQUIREMENTS – STUDENT ELIGIBILITY PER FHSAA**

A student must attend school and may only participate in the interscholastic athletic programs sponsored by the school he/she first attends each school year, unless it is addressed by Bylaw 9.3, Transfer Regulations. A student can only attend one school at a time for the purpose of interscholastic athletic eligibility. Per FHSAA guidelines, those students choosing to attend choice schools are only permitted to participate in interscholastic athletics offered by their choice school. Refer to the [FHSAA Manual](#), updated each year, for Student Eligibility, Bylaw 9, which covers Attendance Requirements beginning at section 9.2. This includes Public, Home Education, FLVS, Charter, and Private School Students. Additionally, Bylaw 9.3, Transfer Regulations, covers Transfer Eligibility, transferring after Starting a Sport, and Students under Disciplinary Action.

## **AWARDS**

Each school will establish criteria for athletic lettering and special awards and communicate those parameters to parents and student-athletes at each coach's pre-season parent meeting.

## **BEVERAGE VENDOR CONTRACT**

Brevard Public Schools has an exclusive beverage vendor contract with **Pepsi Beverages Company (PBC)**. The contract requires Booster Clubs to purchase beverage products directly from PBC and PepsiCo Brand beverages are the exclusive beverage products that can be offered at Brevard County Schools' athletic functions. All orders should be placed through the Pepsi Direct system. The contact number for Pepsi Direct is (800) 963-2424. Free dispensing equipment, repair, and replacement of irreparable equipment is included as part of the service. Organizations are not allowed to use equipment provided by PBC to offer competitive products. Failure to comply will result in the removal of all PBC equipment. Please contact the district purchasing office or food service with any questions.

## **BOOSTER CLUBS**

Booster clubs are defined as groups of individuals that support athletic programs. Their primary purpose is to assist in raising needed funds as well as providing any additional support that will benefit the entire athletic program. Their function is not to set athletic department policies or determine the status of the coaching staff. BPS's policy strictly prohibits the payment of coaches by a booster club. A booster club may not pay for an additional supplement for extra coaches on the coaching staff nor can they increase or give a bonus to a current coach who receives a supplement from the school board. (Refer to Ch. 12A, 12B, 13.E., & 20.F. of the Internal Accts Procedures Manual)

## **BUDGET**

The athletic budgets are developed at the school level to meet the needs of the school's athletic program. Funding is based upon regular season ticket sales and fundraising.

## **CLASSIFICATIONS**

The FHSAA currently classifies schools according to school population. The FHSAA assigns schools to districts for participation by sport in the state series, unless, (like in 1A – 4A Football) other competitive parameters are set. (Refer to FHSAA Policy 13.2.1) The Cape Coast Conference consists of all 16 public high schools in Brevard County. For scheduling purposes, district contests (if required) are scheduled first, followed by conference and lastly non-conference contests. CCC games in some sports are initially scheduled with assistance from the County Athletic Director but should be changed if a conflict with a District game arises or in the event of a facility conflict/issue, or other scheduling conflict.

## **COACHING EXPECTATIONS**

There is a need for precise criteria to measure coaching accomplishments within the framework of the Brevard Public School's objectives for athletic programs. The following areas are of extreme importance:

- **Communication**

A coach must possess a good rapport with all stakeholders, which includes individuals and groups such as team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community, spectators, officials, fellow coaches, media representatives, and the parents of players. Any team rules, parameters, etc, must be in writing and provided to players and parents for consistency across the board. Coaches must establish effective lines of communication with the principal, athletic director, and members of the staff.

- **Leadership**

Coaching staff members should always exhibit strong traits of morality, ethical values, and integrity. Coaches are viewed as educational leaders on campus as well as in the community and should lead by example daily.

- **Discipline**

Establishing fair and consistent policies is essential for a successful athletic program. The coaching staff will model what the program represents and thereby encourage all involved to comply with the ideals of good sportsmanship and established rules and regulations. Staff, players, parents, boosters, students, and spectators should be made aware of all established goals. These policies and procedures should be presented in writing to players and their parents at the first team meeting, prior to the season starting.

- **Professional Development**

Coaches are educators and education is an ongoing process. A coach must constantly take advantage of opportunities presented for self-improvement and professional development. Attendance at required district meetings, CCC meetings, FHSAA mandated MCOA Officials meetings, clinics in specific fields and in-service training programs are a must. Membership



is encouraged in professional organizations such as the Florida Athletic Coaches Association (FACA) and the Florida Interscholastic Athletic Administrators Association (FIAAA), whose programs are geared toward greater achievement. Keeping abreast of current literature and utilizing enrichment material available in other media forms is also expected.

## COACHING TECHNIQUES

- Provide proper instruction and develop well-organized practice sessions.
- Closely supervise athletes before, during, and after practice sessions, team meetings and contests. Provide a safe, physical environment at all times, as well as providing proper instruction on the safe and proper use of all equipment.
- Warn of inherent risks (injuries, danger of participation, heat and concussion awareness, and not complying with established policies and procedures).
- Adhere to an established emergency protocol, which includes having required emergency forms with contact numbers, first aid kits and AEDs all readily accessible.
- Evaluate athletes for injury and their capacity to return to the field of play with the assistance of the athletic trainer. Special attention should be paid to any student having or suspected of having, a concussion or like symptoms.
- Keep open lines of communication with assistant coaches, student managers, statisticians, maintenance and custodial staff, administration, and parents.
- Always follow the proper chain of command to address any concerns that may develop throughout the season. Head coaches should seek out their AD for assistance when parent concerns, etc., are brought to their attention.

## CONDUCT OF COACHES AND ATHLETES

Appropriate acceptable behavior is expected of all coaches and athletes. Coaches are expected to model appropriate behavior and to maintain their composure and should not be ejected from any contest for any reason. At no time should an athlete be permitted to be an embarrassment to the team, school and community. Fair and consistent discipline is expected when inappropriate behavior is displayed by an athlete.

**Anytime an athlete or coach is ejected or removed from an interscholastic contest, the incident should immediately be reported to the athletic director or principal.** The FHSAA is handing down much stricter penalties to athletes and coaches who are ejected from contests. The FHSAA has approved that any player ejected from a contest shall be ineligible to participate in any contests for a minimum seven calendar days and must miss a minimum of two contests (only one in football). Any fine imposed by the FHSAA or the CCC requires prompt payment. The principal shall determine the method of payment. BPS principals and athletic directors should consider additional penalties at the school level if it is determined that the coach or athlete initiated or continued gross unsportsmanlike conduct.

## **CONDUCT OF PARENTS**

It is understood that parents see their children as the most important people in their life, and with that in mind, conflicts can arise between them and coaches. Coaches are not exempt from dealing with discontented parents. Confrontations can occur that might be intense and stressful for all involved. The coach and parent should both work toward the development of the player as an athlete and young adult. Coaches share a part of their development as a person and in their future successes.

Parents are vital to the success of our programs. Their support, assistance, and involvement in booster clubs is necessary to continue with the successful tradition the CCC has in athletics. However, they must not cross the line and involve themselves in the coaching aspect of sports. It must be established that coaches have the following rights:

- The head coach has the right to select the team.
- The head coach has the right to select the style of play.
- The head coach determines playing time and playing time is non-negotiable with players or parents.
- The head coach determines the parameters for earning a varsity letter and with his or her coaching staff, selects the award winners at the season ending banquet.

After the team has been selected and prior to the start of the season, the head coach should establish their rules and parameters in a general, pre-season team meeting, with parents and players present. Emphasize that as the season progresses, roles will be established. These roles may change and evolve as the season unfolds. Playing time will be determined as the roles are established.

It is essential that parents can communicate concerns to the coach. However, it should be made known that it is inappropriate to express these concerns before or after games or contests. Parents may schedule a conference during the coaches planning period or a time that is convenient for both parties. Furthermore, parents that express displeasure during games for the benefit of others, undermine the entire program. *Note: See the sample Parent/Coach Communication document located in Appendix A.*

## **CROWD CONTROL**

The host school administration is responsible for the control of spectators during an athletic contest. They should secure ample uniformed security if necessary. The visiting school administration and coaches are expected to assist with the control of its own spectators when possible. Ultimately, it is the responsibility of all in attendance to demonstrate appropriate sportsmanship. (Refer to FHSAA Policy 29 on Crowd Control).

## **ELIGIBILITY OF ATHLETES**

The FHSAA and BPS determine athlete eligibility. For an athlete to be eligible, the following guidelines must be met:

- Per FHSAA Bylaw 9.6, Age, section 9.6.1, High School Age Limit, “A student who reaches the age of 19 prior to July 1<sup>st</sup> shall become permanently ineligible.” Middle School Age Limit, “A student who reaches the age of 15 prior to July 1<sup>st</sup> shall become ineligible to compete at the middle school level.” Additionally, refer to Bylaw 9.5, Limit of Eligibility, which discusses “Four Years of Eligibility”.
- A copy of the athlete’s birth certificate must be on file in the athletic director’s office. Students participating for the first time in a sport or activity that requires a birth certificate must bring the original to the school where a copy will be made and the original will then be returned.
- Once a regularly promoted ninth grader has turned in a birth certificate and completed the Consent and Release from Liability Certificate (Form EL3) and Pre-participation Physical Evaluation (Form EL2), they are eligible to participate per FHSAA guidelines. Additional forms may be required as well, by the school’s athletic department prior to participation, including the BPS required ECG Clearance Form. A first-year high school student, entering the ninth grade for the first time, is academically eligible during his/her first semester of high school attendance. The student, however, must have at least a state unweighted cumulative 2.0 GPA at the conclusion of his/her first semester of high school attendance to be academically eligible to participate during his/her next semester of attendance. (Refer to FHSAA Bylaw 9.4, Academic Requirements)
- After the first semester of the ninth grade, all students must have a state unweighted cumulative 2.0 GPA at the conclusion of each semester to be academically eligible during the next semester to participate on any athletic team.
- A student who changes attendance at any time during his/her high school career after having begun the ninth grade in another school, regardless of whether the change occurs during the school year or the summer period between school years, must complete an Affidavit of Compliance with Policy on Athletic Recruiting form (GA4), which is to be signed in the presence of a notary public by the student and the parent/guardian.
- All student athletes must provide medical insurance coverage information. This information is required to complete the FHSAA EL3 form. Sports specific insurance coverage is available for purchase for athletes who do not have medical insurance coverage. Football coverage is limited to that sport only. For more information on insurance coverage, go to [School Insurance of Florida](#).

## **EQUIPMENT CARE AND INVENTORY**

The head coach is responsible for his/her sport’s equipment and uniform inventory. The head coach and their assistants are responsible for instilling the need of proper care of school equipment to all their athletes before, during and after their season. Students should not be permitted to keep school uniforms or equipment from one school year to another (i.e. golf bags, warm-ups, etc.)

## **FHSAA RULES & PUBLICATIONS**

FHSAA bylaws and policies are published annually in the FHSAA Handbook; FHSAA sports manuals and the FHSAA Officials Guidebook. Supplemental publications include the FHSAA Member School Directory. All or portions of each publication are made available as they are published as PDF files, at the [FHSAA](#) website.

The following policies are critical for annual review by all BPS coaches:

- Eligibility Criteria as listed in Bylaw 9, for both traditional and non-traditional students.
- Eligibility of Youth Exchange, Other International and Immigrant Students
- Practices and Scrimmages
- Summer Athletic Participation
- Off-Season Conditioning
- Open Facilities Program
- Coaching Schools, Camps, Clinics, Combines or Workshops by Member Schools
- Participation by Student-Athletes and Teams in Coaching Schools, Camps, Combines or Workshops
- Unsportsmanlike Conduct
- Use of Alcohol, Tobacco and Other Substances
- Sideline Cheerleading
- Athletic Recruiting
- Concussions, Heat Acclimatization, and Sudden Cardiac Arrest (FHSAA Policies 40-42)

## **FUNDRAISING**

Athletic teams are expected to follow the BPS policies and individual school procedures concerning fund raisers. All fundraisers, including those of any booster club, must be requested and approved on a "Request for Fund Raising Activity" form. Appropriate student dress and behavior is expected at all fundraising activities. In addition, all monies collected should be deposited with the bookkeeper daily, throughout the fundraiser. Any fundraiser involving student athletes must be deposited into your school "club" internal account according to BPS policy. Under no circumstances should money raised by student athletes be deposited into an outside booster club account. At the conclusion of the fundraiser, a financial report accounting for all funds and inventory must be completed and filed with the school's bookkeeper. For more information on fundraising, refer to the [Internal Funds Procedures Manual](#) (Chapter 12; Fundraising Activities section) on the BPS website.

## **GAME CONTRACTS**

Per FHSAA guidelines, schools must have a signed contract by the principal and athletic director for each interscholastic contest. Beginning with the 2017-18 school year, the FHSAA started to utilize Home Campus and Max Preps. Information on uploading/submitting contracts can be located on their website.

## **GENDER EQUITY**

The federal government has established regulations for any educational institution receiving federal financial assistance under Title IX of Education Amendments of 1972. Title IX regulations state:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Each school year, every high school must submit a gender equity report to the office of Student Activities. If male/female participation figures are not in compliance, the school must submit a corrective action plan for the following year. Additionally, please refer to FHSAA Bylaw 8.6 on Participation by Gender and FHSAA Policy 16.8 on Gender Identity Participation.

## **HAZING**

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student under the sanction of a high school is illegal. See [School Board Policy 5516, Student Hazing](#). Refer to F.S. 1006.135, [Hazing prohibited at schools with any of grades 6-12](#).

A major part of the problem is the lack of understanding among the general population about hazing. Hazing practices in high schools are often overlooked and dismissed as mere "traditions" because students, parents, teachers, coaches, and administrators do not understand the definition of hazing and how it operates in society. Many who are aware of hazing activities do not concern themselves with confronting the behavior because of the popular myths and misconceptions that are attached to the term. Hazing is not about harmless traditions or silly antics—hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. This is why it is crucial to promote anti-hazing education and support for victims at the middle and high school levels. All student-athletes are required by BPS to complete the “Hazing Prevention for Students” NFHS course on an annual basis. All coaches are required to complete the “Bullying, Hazing, and Inappropriate Behaviors” NFHS course on an annual basis. Both courses can be found at <https://nfhslearn.com/courses/>. It is the responsibility of everyone to immediately report any incidents of hazing to the principal or athletic director for proper investigation and disciplining of students involved in any hazing incident.

## **HEALTH AND WELLNESS**

The health of every athlete is vital. All decisions must be made with the safety and welfare of the athlete as the top priority. Always be aware of the risks of health-related issues (concussions, dehydration, steroids and supplements, and communicable diseases such as HIV, MRSA, and sports related skin infections). It is also important to make our student athletes aware of these dangers and risks. For additional information on current health related issues, go to the [FHSAA Health and Wellness Page](#). You can also refer to FHSAA policies 40 (Concussions), 41 (Heat Acclimatization), and 42 (Sudden Cardiac Arrest) for more specifics on these categories.

## **INJURIES**

Athletes need to be evaluated for injury and incapacity. Athletes must be referred to the athletic trainer, team or family physician, when appropriate, for proper evaluation. In today’s age of litigation, playing hurt or sitting on the bench hurt is not always at the discretion of the coaching staff or player. Once a student has been treated by a physician, it is required that a letter from the physician be submitted to the head coach and a copy to the athletic director, releasing the athlete for practice and/or competition. (Refer to FHSAA Policy 40.5, and Form AT18, Return to Play, if required)

## **INTERSCHOLASTIC ATHLETIC ACTIVITIES**

BPS is committed to an athletic program, which is as broad in scope as financial resources and

student interests permit. Efforts are consistently being made to provide opportunities for participation in interscholastic athletics to an ever-increasing number of students. The following is a list of the current athletic programs offered:

Fall Teams- Girls' and Boys' Bowling (Varsity)  
Girls' and Boys' Cross Country (JV & Varsity)  
Football (Sub-Varsity & Varsity)  
Girls' and Boys' Golf (Varsity)  
Girls' and Boys' Swimming & Diving (Varsity)  
Girls' Volleyball (9th Grade, JV & Varsity)  
Girls' and Boys' Basketball (Middle School)

Winter Teams-Girls' & Boys' Basketball (9<sup>th</sup> Grade, JV & Varsity)  
Girls' & Boys' Soccer (JV & Varsity)  
Wrestling (JV & Varsity)  
Competitive Cheer (Varsity)

Spring Teams-Baseball (JV & Varsity)  
Boys' Baseball (JV and Varsity)  
Girls' and Boys' Lacrosse (JV & Varsity) – (at those schools participating)  
Girls' Softball (JV & Varsity)  
Girls' and Boys' Tennis (Varsity)  
Girls' and Boys' Track (Varsity)  
Girls' and Boys' Track (Middle School)  
Girls' Beach Volleyball (Varsity)

The starting dates for the above sports are determined by the FHSAA, which can be found on their website or inside their [Annual Planning Calendar](#).

#### **LIGHTNING PREDICTION AND WARNING SYSTEM**

In an ongoing effort to increase safety for all stakeholders, BPS has installed lightning prediction and warning systems on our high school campuses and at football stadiums. This system will help protect our athletes, coaches, administrators, and our community, at outdoor events. The Thor Guard System not only predicts lightning but also provides a warning that precedes a lightning strike. Thor Guard incorporates technology that senses and evaluates the shifts and changes in electrostatic fields that are present before an actual lightning strike occurs. This technology differs from lightning "detection" systems that respond to electromagnetic fields resulting from lightning strikes that have already occurred. The system provides audible and visual signals, including air horns that produce distinct "warning" and "all clear" signals and strobes. Being able to detect a lightning strike before it occurs is important. According to the National Weather Service, lightning can strike well outside the rain area and beyond a visible thundercloud.

BPS policy mandates that when the system goes into "red alert" mode (which will set off a very loud 15 second horn alert) our students, athletes, coaches, employees, fans, etc., will have to immediately move indoors to a safe area where they are to remain until the "all clear" horn alerts (3 short horns with five second intervals) have sounded. In addition, BPS has provided a script that gives specific direction and warnings, which are to be read at contests and events during a "red

alert”. *Note: A copy of the script that is to be posted in all press boxes, and read at all events, is located in the Appendix B.*

### **“30-30 RULE”**

Some of our athletic events (practices or contests) are at locations where there is no lightning warning system. The BPS Lightning Safety Guidelines for Outdoor Activities should be utilized in those circumstances where there is no system available:

1. Prior to outdoor activities, use available resources (weather forecasts on local TV/radio, NOAA weather radio, apps such as Weather Bug) to determine if severe weather is forecast for the area of the activity).
2. If severe weather is forecast or observed, the use of the “30-30 Rule” is mandatory. If the time between lightning and thunder is 30 seconds or less, notify persons outdoors to seek proper shelter. If lightning cannot be seen, just hearing thunder means the thunderstorm is close. **Wait 30 minutes or more** after last hearing thunder before leaving proper shelter. Sufficient time must be afforded for the evacuation and will depend on the location of the event, the number of persons involved, the distance to suitable shelter, and the behavior of the storm.

Always use common sense and caution. There is never a practice, match, meet or contest worth risking anyone’s life.

### **MEDIA**

The media can play a vital role in promoting athletic programs. It is important to report game results for home and out of county contests, regardless of whether your team won or lost. Furthermore, it is required that coaches work with the CCC and participate in the All-CCC and Coach of the Year voting so these individuals can be recognized. The CCC will then work with local media for coverage of these All-CCC students and coaches, and to participate in our year-end Awards Ceremony. When being interviewed, it is important to understand that you must choose your words carefully. Please contact the Office of Government and Community Relations with any questions on the media, information requested, etc.

### **MID COAST OFFICIALS ASSOCIATION**

The CCC is under contractual obligation to the Mid Coast Officials Association (MCOA). They have the exclusive right to officiate the following contests: Football, Volleyball, Basketball, Wrestling, Soccer, Softball, Baseball and Girl’s Lacrosse. The contract often stipulates game times, game fees, and travel allowances. In addition, specific requirements of school personnel are included and must be followed. More information can be found at [MCOA](#).

### **OPEN ENROLLMENT PROCEDURES**

Please refer to our [Division of Equity, Innovation and Choice](#) department for any questions involving students who are attending a school outside of his/her attendance zone. For any questions on non-traditional students playing for a school they are not zoned for, who also have to apply via our ELO procedures and deadlines, please refer to FHSAA Bylaw 9 or contact the Office of Student Activities.

### **OVERNIGHT TRIPS**

All trips must have prior approval of the school’s principal. Any trips that require travel outside the state must be approved by the School Board of Brevard County. One chaperone per ten (10)



athletes is the minimum requirement. Coaches and chaperones should schedule supervision that covers the athletes twenty-four hours a day. All chaperones must be registered volunteers with the school district. A trip itinerary, along with the name of the hotel, phone number and address, must be given to the school administration and made available to parents. Please see the [Risk Management](#) page on the BPS website for Field Trips procedures and forms.

### **PUBLIC ADDRESS POLICIES**

It must be understood that anything, which comes over the school's public address system is heard by a diverse audience that includes students, school personnel, parents, grandparents and a cross section of the school's community. Therefore, all announcements and the playing of music must be appropriate for all in attendance, and should be approved by school administration or the AD. The public address announcer is there to offer general information and public service announcements. At no time are they to reference players, coaches or officials in a negative manner. They are to remain neutral and not make their affiliation obvious to the visiting fans and team. Furthermore, they are to feature the participants and not attempt to become the focal point.

Profanity, reference to alcohol, drugs, tobacco or sex is strictly forbidden. Public address announcers must be screened carefully and instructed as to what is appropriate and acceptable. The playing of music during times in which there is a "break in the action" is certainly acceptable and can add to the overall contest experience as long as it is acceptable and appropriate for all in attendance. The head coach of each sport is responsible for screening the music before it is played over the public address system and is to verify with the AD that it has been checked.

### **PURCHASING PROCEDURES**

Coaches should never purchase anything or place an order with a vendor, without first obtaining a signed purchase order. The purchase order should be signed by the athletic director and then forwarded to the principal for approval. Any items purchased without a signed purchase order will be the personal responsibility of the individual who made the unauthorized purchase. Upon receipt of goods or services, a receipt must be submitted to the bookkeeper for payment. Any additional questions should be directed to the athletic director and/or school bookkeeper. You must adhere to the guidelines in the [BPS Purchasing Manual](#).

### **SCHEDULING OF CONTESTS**

The schedules set by the CCC and all required district contests will not be changed without prior approval from the athletic director. The FHSAA limits the number of contests in which each athletic team participates. The head coach should check the contest regulations booklet prior to scheduling additional contests. The head coach is also expected to develop their schedule around the District and CCC schedule and must consult with the athletic director prior to making any definite commitments to other member schools. Every effort should be made to submit the completed season schedule to the athletic director at least 30 days prior to the start of the season. Gender equity guidelines require that similar sports schedule the same number of contests for all levels. Girls' and boys' teams should play the same number of contests and any deviation from this must be approved, in advance, by the athletic director. As coaches schedule contests, they must only schedule home contests at the specific times agreed to with the MCOA and the CCC. Do not schedule away games or tournaments that will require a loss of class time without prior



approval of the athletic director and/or principal designee. Games scheduled during semester exam week are at the discretion and approval of the school principal.

### **SPORTSMANSHIP**

The head coach must assume the responsibility for the conduct of their players, and through his/her actions, is partially responsible for the conduct of students and spectators at contests. Coaches must conduct themselves in such a way as to prevent the possibility of inciting an already highly emotional crowd. They should avoid confrontations with officials and outward displays of emotion over their decisions. Coaches should assume the responsibility for their players to accept the officials' decisions without outward displays and for their sportsmanship during the game. In the event a player exhibits poor conduct in front of the crowd, the coach will promptly remove him/her from the contest. Coaches are expected to shake hands with the opposing coach after the game on the court or field in full view of the crowd and will ensure that their athletes will do the same. Coaches are encouraged to actively participate in any sportsmanship program adopted and being promoted by the FHSAA.

The head coach should emphasize the following points to his/her athletes:

- Play hard, play to win, and play fair.
- An athlete must understand that losing is part of the game, and that he/she should be gracious in defeat and modest in victory.
- The use of profanity or illegal tactics is strictly prohibited and will not be tolerated.
- Congratulate the opponent on a well-played game after the contest regardless of the outcome.
- Abide by the decision of game officials. No one but the appointed team captain should talk to an official, and a captain should speak in a tone of respect and only for the purpose of clarifying a call or asking the official to watch for a certain situation.
- Athletes should always show respect for students, faculty members, and officials at all times.
- Athletes should be well groomed and attempt to make a good impression, always remembering that they represent their school, community, home, and family.
- Maintain poise and self-control at all times.

### **SCHOOL CLOSINGS AND ATHLETIC EVENTS**

**When an emergency arises for which the superintendent has officially closed a school or schools, this closing also includes the cessation of all extracurricular activities; which includes events such as athletic contests, practices, and club meetings/practices, during the**

**length of the official closing of the school(s). An example of such would be due to a hurricane or extreme weather.**

#### **SUNDAY PRACTICES**

**The FHSAA strictly prohibits the assembling of an athletic team on Sundays for an interscholastic contest, practice, team meetings, or to show game films. (Policy 4.1.8)**

#### **SUPPLEMENTS**

The BPS Office of Labor Relations and the Brevard Federation of Teachers (BFT) negotiate coaching positions and supplements. You must check to ensure the current contract and supplement scales, are being utilized. The contract can be located on the BPS website, on our [Labor Relations](#) page. The supplement scales are located in Article XVIII – Differentiated Pay Plan, of the contract.

#### **SUSPENSION FROM SCHOOL**

Suspension dictates that the student shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days and shall be declared ineligible (practices or contests) for the period of the suspension (including weekends and holidays). Suspensions begin with the conclusion of school on the day the suspension is received until the start of school the day the student returns from the suspension. A second suspension within a competitive season will result in ineligibility for the remainder of the season in the case of athletics and cheerleading.

#### **TICKETS/PASSES/FINANCIAL ACCOUNTABILITY**

Admission should be charged for all interscholastic athletic events except where the cost of gatekeepers and configuration of facilities make it uneconomical. Schools' reports of receipts and expenditures pursuant to this plan shall be included in the audit of internal accounts. All schools are expected to be in compliance with the provisions established by BPS and the FHSAA.

Ticket prices for admission to regular season contests are determined by BPS and are listed in the district internal funds procedures. Admission prices to state series events are determined by the FHSAA. For information on ticket sales, refer to the [Internal Accounts Procedures Manual](#), Chapter 19, Ticket Sales. Additionally, refer to Appendix A24, Fees and Pricing Maximums.

Only FHSAA, BPS approved passes (including BPS ID Badges & MCOA passes), and Legacy Club Passes (Gold and Platinum) will be honored at interscholastic athletic events. The pass policy for FHSAA State Series events must be strictly enforced.

The following is language from the current BFT contract pertaining to BPS teachers and admittance to school activities, utilizing their ID Badge:

Article VI, Section N, Point 3 of the BFT contract states:

A teacher plus one (1) additional person who may accompany the teacher shall be permitted to attend school activities without charge subject to the following conditions. Each teacher shall be provided proper identification by his/her principal, which shall be in such form as to be reasonably convenient for carrying and presentation as required, i.e. card size identification.

- a. The teacher presents proper identification for admittance.

- b. The school to which the teacher is regularly assigned is a participant in the activity. When the activity does not involve the teacher's regularly assigned school, or a school within the assigned feeder chain, the teacher only shall be admitted without charge.
- c. Activities, which are not controlled by the district, such as athletic playoff games and the like, are not applicable to this section.

\*Substitute Teachers are not eligible for admittance to school activities without charge.

The following is language from the current Local 1010 contract pertaining to BPS employees and admittance to school activities, utilizing their ID Badge:

Article 29.032 of the Local 1010 contract states:

An employee plus one (1) additional person who may accompany the employee shall be admitted without charge to school functions subject to the following conditions:

- a. The employee is assigned to work at the school, which is a participant in the activity or is a countywide employee or bus driver.
- b. The employee presents proper identification for admittance.

FHSAA policies and procedures for contests not controlled by the district, such as athletic playoff games, supersede language in this section. It is the responsibility of the athletic director, working with the school business manager, to assure that admission policies to all events are advertised and enforced.

#### **TRANSPORTATION TO AWAY CONTESTS**

The BPS Risk Management Office requires that each athlete complete a Parent Permission and Responsibility Statement for Off-Campus Extra-Curricular Athletics Form, which can be located at the Risk Management page of the BPS website, each school year. That form should include provisions for transportation to and from home, off campus practices, meetings, and contests.

The transporting of athletes to interscholastic contests is an important responsibility of the head coach for each sport. Each school's principal must determine the distance they are comfortable allowing their students to provide their own transportation to an away contest. **When transportation is provided by the school,** please refer to the [BPS Procedures and Criteria for Field Trips Manual](#).

#### **VENDORS**

Purchasing of goods and services must be done through BPS approved vendors. Any vendor who comes in contact with students must meet established BPS vendor/volunteer guidelines. *Note: Refer to F.S. 1012.32, Qualifications of Personnel, and the Jessica Lunsford Act located in SB 988.*

#### **VOLUNTEER COACHES**

Brevard Public Schools holds volunteer coaches to the highest standard of any volunteer within the system. The policy requires that any volunteer coach working with our athletes must be a **REGISTERED** volunteer. Refer to the May 25, 2018, LTP memo, "Changes to Fingerprinting Protocol and Volunteer Status."

# Quick Reference for Misc. Forms / Info:

All [FHSAA Forms](#), including the EL2, EL3, and GA4 can be located at their forms page.

For supplemented positions, in both Academics and Athletics, please refer to the current BFT contract, which is located on the BPS website, [Human Resources](#) page. The supplements are listed under Article XVIII – Differentiated Pay Plan.

One department on the BPS website, where you can find a large array of information, is [Risk Management](#). On this page, refer to the left-hand column for the following resources:

- Procedures and Criteria for Field Trips, which includes the following:
  - Field Trip Manual and all pertinent forms including:
    - Parent Permission
    - Statement of Insurance
    - Student Medical Release Form
- Student Transportation, also found in Board Policy 8660
- Accident-Incident Reporting Form and Information
- Facility Use Procedures and Forms

For Educational Location Option (ELO) and Educational Program Opportunity (EPO) information, refer to the department of [Equity, Innovation and Choice](#).

## **PARENT/COACH COMMUNICATION**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit for your child.

As parents, when your child becomes involved in our athletic program, you have a right to understand what expectations are placed on your child.

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH:**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as the other players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.
7. Requirements to earn a varsity letter.

### **COMMUNICATION COACHES EXPECT FROM PARENTS:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns regarding a coach's philosophy and/or expectations.
4. Medical or physical limitations of your child.

As your child becomes involved in the athletic program, he/she will experience some of the most rewarding moments in his/her life. It is important to understand that there may be times when things do not go the way you or your child would like. At these times, discussion with the coach is encouraged when done in the right way and the right time.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:**

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

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved on their team. Certain things can and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS**

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

#### IF YOU HAVE A CONCERN TO DISCUSS

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director and he/she will set up the meeting for you.
3. Please, do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not usually promote resolution of the problem.

#### WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DOES NOT PROVIDE A SATISFACTORY RESOLUTION?

1. Call and set up an appointment with the Athletic Director.
2. At this meeting, the appropriate next step can be determined.

Research indicates a student involved in extracurricular activities has a greater chance for success during adulthood. Many of the character traits required to be a success when participating in high school athletics are exactly those that will promote success after high school. We hope this information will make both your child's and your experience with athletics less stressful and more enjoyable.



## **LACK OF ACTION IS NO EXCUSE! Life Safety Requirement**

**THIS PAGE SHALL BE VISIBLY PRESENT (POSTED) IN ALL BPS STADIUM PRESS BOXES**

**With the use of the site's Public Announcement System, the site-based administrator must insure that this/these announcement(s) are made for all public events (see below).** The site-based administrator may suspend or cancel a public event if one feels uncomfortable with incoming weather and the threat of lightning, in the absence of a 'red alert' or lightning warning signal (ThorGuard Lightning Prediction System). Make repeat announcements as necessary to insure all persons receive the message, and control entry access to outdoor assembly space(s) if/when under a 'red alert' for lightning.

### **Lightning Safety Announcement (stated at the beginning of each public event)**

*"May I please have your attention for this important safety announcement."*

*"A Lightning Prediction and Warning System has been installed at this facility."*

*"The warning signal is a 15-second blast from a siren."*

*"In the event of a lightning warning, all Brevard Public Schools coaches, players, band members and cheerleaders involved in this event will immediately move to designated shelter. All spectators should move in a **safe and orderly manner, as soon as possible**, to appropriate shelter, such as a motor vehicle with metal roof and sides. Individuals that remain at this facility after a warning is issued do so at their own risk and peril,"*

*"The 'All Clear' signal is three, 5-second blasts from the siren."*

*"Participants and spectators may return after the 'All Clear' signal is issued. Individuals that return prior to that time do so at their own risk and peril."*

*"Additional information regarding lightning safety and the lightning prediction and warning system can be found on signs in front of the grandstands."*

### **Lightning Warning Announcement (stated immediately after warning signal)**

*"This facility is now under a lightning warning."*

*"All spectators should move in a **safe and orderly manner, as soon as possible**, to appropriate shelter, such as a motor vehicle with metal roof and sides."*

*"Individuals that remain at this facility do so at their own risk and peril."*

*"The 'All Clear' signal is three, 5-second blasts from the siren."*

*"Individuals that return prior to the 'All Clear' signal do so at their own risk and peril."*