

# DEPARTMENT OF ATHLETICS PARENT/STUDENT/COACHES HANDBOOK

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# DEPARTMENT OF ATHLETICS PARENT/STUDENT/COACHES HANDBOOK

## INTRODUCTION

Incarnate Word High School's (IWHS) Athletic Department provides programs that are educational, safe, sound, and productive. This handbook has been developed to present the policies and procedures of the Athletic Department and to provide a framework from which coaches, students, and their parents can best work together for the benefit of our overall athletic program and mission.

Although it is intended to be comprehensive in nature, there will inevitably be situations that are not outlined in this handbook.

Before coaches and students can compete in a sport, all coaches, students, and parents are required to sign an agreement that this handbook has been read and the signatory understands and agrees with the content of this handbook. Please refer to this handbook throughout the year for all sports. Coaches, students, and parents are expected to be knowledgeable and supportive of these policies and procedures.

We thank you.

BJ Nelsen  
Principal

Nicki Gonzalez  
Athletic Director

*"Sports can serve as a school of human virtue ... that ennobles the individual ... to contribute to the integral development of the human person and society."*

Pope John Paul II

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### PURPOSE

The purpose of the Athletic Handbook is to provide students, parents and coaches the mission and philosophy of the Incarnate Word High School (IWHS) athletic program, the eligibility requirements, and guidelines/regulations for participation. IWHS and Texas Association of Private and Parochial Schools (TAPPS) have certain requirements that an athlete must meet before she is allowed to practice and/or compete. The students are also subject to the rules and regulations in the IWHS Parent - Student Handbook.

### MISSION STATEMENT

It is our purpose to train students to become: individuals who are honest, sincere and enthusiastic; students who value education and study hard; students who become physically, mentally, and spiritually stronger; competitors with class, total effort and Christian spirit.

### PHILOSOPHY

Incarnate Word High School is committed to fostering an athletic program rooted in Christian values. It is important to the educational nature of athletic events to stress the type of exemplary Christian behavior that should be exhibited by all coaches, players, parents, and spectators at IWHS events. The positive actions by a coach, athlete, parent or spectator can influence how our school is perceived in our own community and the communities of those schools we meet on the field or court of play.

The administration of IWHS believes that interscholastic athletics are an integral part of the total school curriculum. Participation should complement the total educational experience, contributing to the student-athlete's health, physical skills, emotional maturity, and moral values. A sound athletic program teaches the student the value of sportsmanship, teamwork, responsibility, and self-discipline. Our staff will encourage the students to strive for their highest possible level of achievement, so that with victory or defeat an athlete will learn valuable lessons that will be beneficial throughout their lifetime.

We appreciate those who seek the athletic challenge as yet another way to honor our school and its athletic teams. Incarnate Word High School Athletics stresses the cooperative team concept and development of qualities that may be beneficial to the student in adult life after athletics. IWHS athletic programs are designed to develop athletic appreciation, confidence,

and for teaching a positive, systematic approach to complex sport motions, situations, and competitions. Developing strong character traits are more important in IWHS programs than spotless win-loss records. IWHS students must agree to accept the responsibilities that accompany selection as a team member.

### ACADEMIC REQUIREMENTS

Grades are reported as numeric grades, not letter grades. The minimum passing grade is 70 in all courses. Academic probation will occur when a student receives a failing grade (69 or below) or does not meet the TAPPS academic passing requirements.

A student placed on Academic Probation may not participate in any athletic, academic, or fine arts activity (practices, games, or competitions) until the probationary status is removed.

If on academic probation, the parents of a student participant who has no more than one grade of 69 or below with a minimum average of 60, may petition the administration for a "Waiver". If approved, this waiver will allow their daughter to participate in a specific competitive activity. A student is allowed no more than a total of two waivers during an academic year, one for a fall activity and one for a spring activity.

### AFFILIATION

Incarnate Word is a member of the Texas Association of Private and Parochial Schools (TAPPS), which governs both parochial and private schools throughout the state. The TAPPS website is <http://www.tapps.net>.

The following TAPPS athletic programs are offered by Incarnate Word:

Fall: Cross Country, Volleyball  
Winter: Basketball, Soccer, Swimming/Diving  
Spring: Golf, Softball, Tennis, Track & Field.

### ASSUMED RISK

Providing a safe environment for practice and competition is a priority of everyone involved in the athletic program. Every step is taken to ensure the safety and well being of all participants. However, students and their parents must be aware that certain risks of injury are inherent in athletic participation. Accidents ranging from minor to severe may occur. It is mandatory that the parents or guardians submit a

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signed participation form, proof of insurance, and current signed physical examination form before their daughter will be allowed to participate in Incarnate Word athletics. By signing these forms, parents and guardians acknowledge the risks associated with playing sports.

### ATTENDANCE POLICY

In order to participate in any athletic activity (practice or game), **the student must attend school on the day of the activity.** Unless for a doctor's appointment with proper medical documentation, a student who misses 90 minutes or more in a day is considered absent for that day. If an athlete is dismissed early from school due to an illness, she may **NOT** participate in any activity on that day.

When an activity is on a Saturday, the student must have been in attendance on the last school day prior to the activity. The Athletic Director, in concurrence with the Principal, may approve exceptions to this rule in extraordinary cases.

Students are expected to be at practice every day. Any absences may result in diminished or no playing time, not out of punishment, but rather in fairness to those who have regularly attended practice. Repeated, unexcused absences **will** result in dismissal from the team.

### BEHAVIOR EXPECTATIONS

*"No student ever attained eminent success by simply doing what is required of him/her; it is the amount and excellence of what is over and above the required that determines the greatness of ultimate distinction."*

Charles Kendall Adams, American Historian

IWHS administration and coaches believe that more is expected of those students who choose to participate in athletics. These students must commit themselves to the discipline necessary to improve their athletic skills and must conduct themselves with responsibility, both on and off the field or court. Athletic participants are expected to adhere to the following behaviors:

- All students are expected to maintain a solid academic standing.
- All students are expected to abide by the rules and regulations set forth in the Incarnate Word High School Parent Student Handbook.
- All students are expected to abide by the training, practice, and game rules her coach establishes for the team.

- All students are expected to respect their bodies by getting adequate sleep, maintaining proper nutrition, and keeping their bodies free from all harmful chemicals, including nicotine, alcohol, and other non-prescription medications.
- All students are expected to accept and understand the seriousness of their responsibility, and the privilege of representing their school and community.
- All students are expected to thoroughly learn the rules of the game and discuss them with parents, fans, and fellow students when necessary so everyone may have a better understanding and appreciation of the game.

Any action caused by a student that is in violation of the Parent-Student Handbook will be reviewed by the Director of Student Services. Disciplinary consequences will be given under the authority of the Director of Student Services.

Besides the infractions listed in the Parent-Student Handbook, an athlete may be disciplined for the following:

- Unexcused absence from practice, game, or match (disciplinary reasons for missing are not excused)
- Failure to attend team meetings
- Being tardy to a practice, game, or match
- Lack of sportsmanship
- Failure to contribute your best effort
- Breaking training rules

Sanctioned disciplinary consequences include:

- Extra physical activity (i.e. push-ups)
- Benching (sitting out of 1 or more games)
- Suspension or expulsion from the team

### BEHAVIORAL PROBATION

At Incarnate Word, behavioral probation is intended to be part of a constructive process directly involving parents with teachers and administrators in supervising the performance of their daughter. If a student is placed on behavioral probation, she will not be allowed to attend any practices or play in any games, matches, or meets for **a minimum of four weeks** or longer, as deemed by the administration. Failure to abide by the terms of probation or a repeated suspension will cause the student to be dismissed from the sport she is participating in.

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### CLUB SPORTS

Although club sports are an avenue for students and coaches to further their skills in a particular sport outside the normal season, they can have a negative effect on an overall athletic program if a student or coach devotes their time outside their season solely to club sports. It should be the ambition of every athlete to represent Incarnate Word in as many sports as possible without allowing club sports to interfere.

It is possible to compete in both Incarnate Word and club sports. Coaches should make every effort to work with the schedules of students who compete in club sports. However, in situations of conflict, **IWHS sports must take precedence.**

### COLLEGE BOUND STUDENTS

The IWHS administration would like to honor our students who plan to continue participating in college athletics. If a student has committed to participating in college athletics, then that information should be given to the Athletic Director. We wish to include the information in our daily bulletin, IWHS Newsletter, Renweb, and UIW Public Relations. If a student will be signing a National Letter of Intent, the school encourages the student to have the official signing session at school. This will allow the student to share this life experience with her family, coaches, school administration and friends.

### DIRECTIONS

Directions to all away contests can be retrieved from the Incarnate Word Athletics calendar web site at [www.incarnatewordhs.org](http://www.incarnatewordhs.org).

### DISMISSAL POLICY

Students with discipline issues (school or team) will be excused from a team while under review of the Director of Student Services and/or Athletic Director. During this review period, the student and her parent(s) shall be notified of a hearing before the Director of Student Services and/or Athletic Director and will have the opportunity to be heard at said meeting.

If a decision is rendered dismissing an athlete from a team, this student will not be able to participate in another sport for the remainder of the school year.

### DRESS CODE

Students and coaches should be dressed properly when representing Incarnate Word. This includes practices, game day, and road trip attire. Teams should be dressed in like manner for practices and games with school issued gear or sport-pack items. Coaches should be dressed in athletic gear and athletic shoes for all practices and are to be professionally dressed for all athletic events.

### EARLY RELEASE

On occasion, an athletic team may have to participate in a contest during a school day. When this occurs, notification will be communicated to all school personnel by the Athletic Director. Each student athlete will be required to visit with their respective instructors confirming all assignments have been obtained and/or turned in, and all tests/quizzes have been taken or arrangements have been made to take these tests/quizzes at a later time. When required, each coach shall distribute and collect early dismissal forms one week in advance.

### ELIGIBILITY REQUIREMENTS

To be eligible to try out and participate in any sport, the following requirements must be met:

- The student must satisfy all school academic and behavioral requirements.
- The student must present to the Athletic Director a signed physical examination. The certificate must be less than one year old on the last day of the sport season.
- Students and parents must sign and present to the athletic office the Annual Participation Form.
- The student must provide proof of medical insurance.
- A parent/guardian must attend the mandatory pre-season meeting of his/her daughter's sport.
- A parent/guardian and athlete must attend the Mass/Meeting/Potluck the Sunday before the first competition.
- A student who quits a sport during the season will not be allowed to compete or practice in another sport until the sport she quits from has ended its season.
- Compliance with TAPPS eligibility requirements.

### END OF SEASON CEREMONY

Each team may conclude its season with a ceremony that may be conducted on or off campus on a pay-as-you-go basis. This type of ceremony is a time for in-depth reflection on the season and team and individual

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accomplishments. In May, the Athletic Department will have its athletic banquet honoring all athletes that participated in one or more sports.

### GAME ADMINISTRATOR

A game administrator will be assigned to all TAPPS varsity athletic events and for all home contests. The Game Administrator is to report to the Director of Student Services an athlete's conduct violating the school handbook.

### GIFTS AND DONATIONS

Gifts or donations to the Athletic Department, or specific athletic program shall be referred to the Principal or Athletic Director and not to a coach. If you become aware of an individual wishing to make a gift or donation, please notify the Principal or Athletic Director.

### FUNDRAISER

The Athletic Department will have a mandatory fundraiser that will require each athlete to sell 20 tickets at \$5.00 a ticket for the Catholic Life Sweepstakes that will begin in September and run through January 15<sup>th</sup>. If the athlete chooses to not participate a fee of \$100.00 will be collected at the start of the season.

### INCLEMENT WEATHER

In the case of inclement or threatening weather, the Athletic Department will attempt to make a decision by 2:00 p.m. regarding the status of practices or athletic competitions for that day.

If a game/match or practice is cancelled due to inclement weather, a message will be placed on the Athletic Department's Web Calendar or RenWeb. An intercom message will also be communicated to the students. Students will be allowed to use the main office or athletic office telephones to call their parents.

The safety of our students and coaching staff is paramount. If weather conditions warrant the cancellation of a game/match/practice, the decision will be made by IWHS administration, regardless if conditions in other parts of the metroplex are contrary to the school locale.

### LETTERS/AWARDS

During the athletic banquet, the following will be presented to the students:

- First year varsity letter recipients
- Letter bars
- Sport specific pins to all first year athletes
- Certificates to all athletes
- Special recognition awards, i.e. MVP and 3-D.

At the pre-season parent meeting, each coach will discuss the following basic requirements to earn a letter:

- Number or percentage of games/matches played during the regular season
- Regular practice attendance
- Cooperative relationships with coach and team members
- Displaying good sportsmanship at athletic contests
- Acceptable dress, grooming and behavior at all times
- Participation in functions sponsored to the benefit of IWHS athletic programs in general

The coach(es) will determine who will receive letters and may have additional requirements specific to their sport. If an athlete is injured at the start of the season or during the season, she may maintain a letter and PE credit only if she completes the requirements that are listed above.

### MEDIA INTERVIEWS

The Athletic Department must be informed of any media interviews of players or coaches. Players should be "coached" on interviewing properly, such as praising teammates instead of self, speaking positively about our team vs. negatively about our opponents, etc.

### MULTI-SPORT ATHLETES

All students in good academic standing are encouraged to participate in multiple sports at Incarnate Word. There is a myth that athletes must concentrate on one sport in high school in order to play at the next level. Statistics show that less than 1% of professional and Division I athletes participated in just one sport during their high school years.

Participating in multiple sports is not for everyone, particularly those with a true gift in a single sport. But generally speaking, a good athlete will be successful in whatever sport she participates. Under no circumstances will the student be forced or coerced to participate in a sport or off-season program.

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### NON-DISCRIMINATION POLICY

No coach or student eligible to participate in athletics shall be denied, because of race, color, sex, or national origin, the equal opportunity to coach or try out for and, if selected, participate in the athletic program(s) offered by Incarnate Word.

### PARENT/STUDENT COMMUNICATION

Parenting and coaching are each difficult vocations. Understanding each other's roles and following the proper channels of communication will enable parents and coaches to effectively work together to provide a meaningful experience for students participating in Incarnate Word athletics.

At Incarnate Word, coaches should communicate the following to parents:

- Philosophy of the coach(es), both generally and specific to their sport
- Locations and times of practices and contests
- Expectations of the players and the team
- The number of players per team and cutting policy
- Letter requirements
- Team rules and repercussions for violations
- Injury and emergency medical procedures
- Role of parents in terms of volunteer help, team meals, game day help, etc.

Parents should communicate to the coach the following:

- Any health issues concerning their child
- Well in advance, any schedule conflicts
- The treatment of their daughter, both mentally and physically
- Ways to improve their daughter's skills or development
- Academic support and college opportunities

At the core of any good relationship is trust. It is imperative parents and students trust that our coaches are trying to do the right thing for the team and all individuals involved. It is important to understand that the coaches are the ones with the team on a daily basis in practice and competition and therefore will make judgment decisions based on what they feel is in the best interest of the team. Playing time, players' positions, and strategy should be left to the discretion of the coach.

There may be times when it is difficult to understand how playing time is allotted, why people are playing

certain positions, strategy, etc., or when things do not go the way one wishes. At these times, discussion with the coach is encouraged and the following communication protocol should be followed:

- The athlete first speaks with the coach. The coaches will welcome this discussion and listen to the athlete's concerns.
- The parents and athlete request an appointment to meet and speak with the coach(es).
- The parents and athlete request an appointment to meet with the Varsity head coach for that sport (if not the coach listed above).
- The parents and athlete request an appointment to meet with the Athletic Director and coach(es).

It is important not to confront a coach before or after a game or practice. These can be emotional times and not best for resolving conflicts. A 24-hour waiting period is recommended to address any concerns and a convenient appointment time should be made.

**During any meeting, the following will NOT be a point of discussion:**

- Team strategy
- Other students on the team

### PLAYING TIME

Because our teams will consist of members whose abilities vary considerably, every effort will be made to provide playing time for all team members. However, we will not jeopardize the collective efforts of the team in order to play everyone or provide playing time to an individual. Playing time can be reduced or taken away due to disciplinary issues, lack of practice participation, or injury. The coach should communicate clearly to the player, the player's parents, and the Athletic Director prior to the next scheduled contest discipline or other issues that will result in loss of playing time.

### PRE-SEASON PARENT MEETINGS

Head coaches are required to conduct pre-season meetings with all players, their parents and coaches participating in their program. Attendance is MANDATORY for all students and their parents when these meetings are held.

### SCHOOL POLICIES

The Athletic Department adheres to the standards and policies of the Parent-Student Handbook.

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Since IWHS is a smoke-free campus, there will be **NO smoking** in our buildings, by our athletic fields, or near the entrance to the gym building. Violators may be asked to leave campus.

### SCHOOL PRACTICE AND GAME/MATCH RESTRICTION

No athletic program shall participate in any contest, conduct any practice, or teach any plays, formations, or skills on Sunday. Pursuant to TAPPS policy, no athletic participation can occur for five consecutive days during Christmas week. Please check the athletic calendar for these dates.

### SHAMROCK ATHLETIC APPAREL

In our effort to build team community, students will be required to wear the same practice and game apparel. Practice apparel may be worn from one season sport to another.

A sport program may include an approved sport-pack which will include items such as: wind suits, warm-up suits, t-shirts, polo style shirts, etc. for the student and supporters of our programs.

The distribution and purchase of athletic apparel will be coordinated through the athletic department.

### SHAMROCK ATHLETIC COMMITTEE

It is the purpose of the Incarnate Word High School Athletic Committee and Sub-Committees to advise, develop, and support the Incarnate Word High School athletic program. The Committee shall operate in full support of the school principal, Athletic Director, and coaches at Incarnate Word High School. The Athletic Committee or Sub-Committees shall have no jurisdiction or influence on the development of policies and procedures including but not limited to funding, coach and player personnel decisions, and discipline.

### SPORTSMANSHIP

*“One person practicing good sportsmanship is far better than fifty others preaching it.”*

Knute Rockne

Respect, commitment, dedication, and hard work are values an Incarnate Word family member has and are the same attributes an opponent brings to a game. By treating an opponent with courtesy and respect, an

IWHS coach, student, or parent demonstrates respect for themselves, their family, their teammates, their community, and their school.

For every TAPPS or UIL competition, an IWHS member is expected to bring an attitude that they will do their best to win, that they will strive to achieve and to excel. Competition is designed to be played using the highest standards of fair play and within the rules of the game or match. To win by bending the rules means that we are unable to win by following them.

Students must display good sportsmanship and follow the rules of competition in every contest in which they participate. If not, students may be barred from participation for a period of time. The Athletic Director will suspend any student who is ejected by an official from any contest from further competition pending a review of the facts and circumstances. After consultation with the Principal and/or the Director of Student Services, the Athletic Director will prescribe the appropriate corrective action and associated TAPPS fines to the athlete and head coach.

The following sportsmanship guidelines are expected from our coaches, students, parents, and all spectators to follow at an athletic event:

- Live up to the standards of sportsmanship established by the school, administration, and the coaching staff. Adhere to rules, uphold the law, and respect authority.
- Be a positive role model at events through your own actions.
- Politely censure those around you whose behavior is unbecoming.
- Use positive cheers and support for your team and do not verbally assault others or be rude.
- Be aware of capabilities and limitations of people; don't have unrealistic expectations. School athletics are a learning experience for students and mistakes are sometimes made.
- Praise players in their attempt to improve themselves as athletes, as students, and as people.
- Contribute to school unity and spirit.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Wish opponents good luck before the game and congratulate them in a courteous manner following either victory or defeat.
- Accept both victory and defeat with pride and compassion, never being boastful or bitter.
- Respect the integrity and judgment of coaches and game officials, even if you disagree with their decision.

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- Know, understand, and appreciate the rules of the contest.
- Respect the property of the schools and the authority of school officials.
- Do not applaud errors by opponents or penalties inflicted upon them.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substance (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event.
- Be attentive to the needs of students and fellow players.

### **The following behavior will not be tolerated:**

- Criticism of the coaches, players, or officials for any reason either verbally or in writing, including but not limited to social media, ie: Facebook, Twitter, texting, etc.
- Yelling or waving arms during opponent's free throw attempt, serve, etc.
- Disrespectful or derogatory cheers, yelling, chants, songs, or gestures.
- Displays of temper after an official's call.
- Refusing to shake hands or give recognition for good performances.
- Use of profanity or displays of anger that draw attention away from the game.

### **STUDY HALL**

A study hall will be provided for all teams whose practice times begin after 4:00 p.m. Study hall is a team meeting and all players will be required to attend the team's study hall period.

### **SUPERVISION**

Students using any athletic facility must be under the direct supervision of an Incarnate Word coach. Under no circumstances should any workout be unsupervised. Individual workouts in or out of season should be in accordance with TAPPS Rules and Regulations and approved by the Athletic Director.

Incarnate Word personnel will supervise the gym and other athletic facilities at all times. Students wanting to use those facilities must check with the appropriate coach. It is mandatory that students work-out in pairs while using the weight room and under the direct continuous supervision of a coach.

### **TEAM ABANDONMENT**

Quitting a team is never a good option unless it is for health, family, or academic reasons. Should a student elect to quit a team once the season has started, the following will occur:

- A conference between the Athletic Director, the athlete, the athlete's coach, and possibly the athlete's parents.
- The student will not be allowed to participate in another sport until the season of the original sport has ended.

### **TRAINING RULE**

Injured athletes are required to attend practice unless rehabilitating the injury prevents it. Students missing practice for training must first get permission from their coach.

### **TRANSFERS**

When a student transfers from another high school and participated in a sport at her former school, a Previous Athletic Participation Form will be required. Certain TAPPS guidelines must be met before a student may become eligible to compete on the varsity level.

If a student at their previous school participated on a non-school team (i.e. AAU, American Legion, club, etc.), which is affiliated with or coached by a coach from Incarnate Word, it will be assumed the student has been recruited to attend the school and may be ineligible for one year. All transfer protocol and decisions will abide by the TAPPS guidelines.

### **TRANSPORTATION**

All team members, managers, and coaches must travel on transportation provided by Incarnate Word. Coaches and students are not permitted to drive their own vehicles to away contests or off-campus practices. Coaches must check their personnel rosters to make sure everyone is present before returning to Incarnate Word from a road contest.

After an athletic off-campus contest or practice, a student may be released to her parent. The parent must sign-out their daughter with the coach before leaving the game/practice site. Parents are not permitted to drive home students other than their own daughter.

Any variance from this policy requires permission from the Principal.

### **UNIFORMS**

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All uniforms or equipment issued to students remain the property of IWHS and are worn only when representing the team at sanctioned school events. Students must clean and turn in all issued equipment and uniforms within three days after the end of the season. Failure to return school property or excessive damage beyond normal wear will be billed to the parents/guardians.

Report cards and transcripts may be withheld for unpaid fees or for non-returned uniforms.

“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will.”

Vince Lombardi



### ATHLETIC DEPARTMENT RESPONSIBILITIES

#### AWAY GAMES

Coaches are responsible for all aspects of chaperoning for road contests. Coaches should abide by the following guidelines:

- Prepare a checklist for all equipment needed.
- Have players’ double check their equipment before departure.
- Take copies of all team rosters, contact names, and numbers and emergency medical permission forms.
- Arrange for pre-game meals if necessary.
- Re-emphasize that we are guests in someone else’s home when playing on the road.

- Enforce proper discipline on the bus. Clean the bus upon return to Incarnate Word.
- Stay with all students upon return to Incarnate Word and until they all have been picked up.
- Coaches should submit overnight trip requests well before your season begins.

#### COACHES BEHAVIOR EXPECTATIONS

All coaches are to provide to the Athletic Department a signed acknowledgement of their understanding and compliance with the schools’ required behavior of its coaches. The acknowledgement is included in Appendix II.

#### COACHES’ EVALUATIONS

Coaches are evaluated annually on their effectiveness regarding the coaching and technical aspects of their sports, as well as effectiveness in providing overall positive experiences for their students. The Athletic Director evaluates varsity level coaches and varsity coaches evaluate their respective assistants. All assistant coaches’ evaluations are to be delivered to the Athletic Director for his/her review. The school reserves the right to include these evaluations for subsequent rehire.

#### CRIMINAL BACKGROUND CHECK

Before any coach is able to conduct practice, a current criminal background check shall be authorized and on file with the custodian of personnel records. All background check records must be favorable to be allowed to coach at Incarnate Word High School.

#### CRITICAL INCIDENT REPORTING

In order to ensure that sensitive and serious situations are communicated clearly and effectively to Administration, the coach shall immediately call the Athletic Director and report critical incidents as follows:

- A written report of the incident shall be sent to the Principal within 24 hours of the occurrence.
- If a situation is an emergency or one which might otherwise come to the attention of these personnel (i.e., media coverage of the school), the coach shall immediately notify the Principal and Athletic Director.
- The following incidents must be reported:
  - Firearms- possession, use display, discharge
  - Weapons – possession, use, display
  - Assaults

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- Sexually-related incidents, including criminal complaint, misconduct, harassment
- Possession, use, sale of controlled substances
- Any prohibited or serious conduct
- Any campus police call
- Arrests
- Evacuation of building
- Any EMS call
- Any occasion when a student reports being a victim of a serious crime
- Community-sensitive events
- Motor vehicle accidents involving rental or IWHS/UIW vehicles
- Any event which has legal or media implications, (i.e., sit-ins, riot demonstrations)

### EMERGENCY PROCEDURES

For health related emergencies, parents should be notified as soon as possible. The coach(es) and/or trainer should inform parents as to the type of injury, the extent of the injury, what has been done to treat the injury, and whether further medical attention is necessary. It is important always to err on the side of caution.

If a student has been taken to a doctor or hospital, parents should be informed of the exact location and phone number. The Athletic Director and Principal should be informed of any emergency situation.

If a vehicle breaks down, the team parent and parents should be called immediately. Coaches must stay with the students. If the students and coach leave the bus they must do so in one group. Coaches should refer to the phone numbers for our transportation carriers in your handbooks and should carry these forms when traveling.

### OVERNIGHT TRIP GUIDELINES

Coaches should abide by these following guidelines for overnight trips:

- Receive school permission
- Schedule tentative trips as soon as possible relative to the school's Master Calendar
- Chaperones to students should be 1 to 15. Chaperoning is a 24-hour responsibility. No personal plans should be made that interfere with chaperone duties. Chaperone duties include but are not limited to curfew, bed check, check-in and checkout procedures, and transportation and meal arrangements.

- Meals should be planned for the entire group at one location. If blocks of time exist longer than one hour, group activities should be planned. All parties in the group MUST attend.
- Take copies of student permission slips and emergency medical forms.
- Issue itineraries to parents of every student on the trip to include the address and phone number of destinations and the schools we are competing against. The Principal, Vice Principal, Director of Student Services, Athletic Director and school receptionist should also get copies of the itinerary.
- All rules that govern students on campus are in effect on trips as well. Any violation of school rules could result in disciplinary action including suspensions from a team or removal from a team for the remainder of the season.
- Any team action causing embarrassment or exhibiting actions contrary to the school's value system will result in disciplinary actions for the entire team.

### PRE-SEASON/POST-SEASON MEETINGS

Pre-season meetings will be conducted between each varsity head coach and the Athletic Director in which clear expectations for the upcoming season will be determined.

The post-season evaluation will be largely based on whether those expectations were met. In cases where expectations inexplicably have not been met, then a clear plan of action will be put into place for that coach to achieve the desired expectations and goals for the following season.

### TRANSPORTATION

Transportation needs will be scheduled through UIW Vehicle Services. Under NO circumstances, may a student transport another student to or from a school sponsored competition.

All coaches are required to have a CDL (Commercial Driver License) Class B with PS endorsements and shall have the following responsibilities:

- All athletic transportation requests for games and/or practices must be coordinated through the Athletic Director's office. The following information must be included for all requests:
  - Date, time and location of pick-up

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- Number of students and coaches that will be riding the bus
- Contact for the coach (cell phone, home phone, e-mail address)
- Any additional equipment space that will need to be accommodated
- Date, time, and location of the return
- Any changes or cancellations should be done at least 24 hours prior to the scheduled times (only weather and scheduling emergencies will be handled in less than 24 hours).
- Coaches should verify pick-up and return times at least 24 hours prior to scheduled game/match times.
- Coaches are expected to have teams ready to travel at scheduled times.
- Coaches will always accompany their teams on the bus. No coach – no ride!
- Student behavior on the bus is to be addressed by the coach.
- For safety purposes there can only be 2 students per seat and the aisle must be clear at all times. Players must be seated whenever the bus is in motion.
- Coaches will let players know that they will ride the bus to and from sporting events. Players may only be released to their parents with the proper signatures.
- Coaches must make sure the bus is clean upon return to school.

*“For those involved in the apostolate of sports ... it is a mission and witness of Christ-centered humanism ... from which emerges our highest values*

*Loyalty – Mutual Respect – Generosity – Beauty”*

Pope John Paul II

# **DEPARTMENT OF ATHLETICS PARENT/STUDENT/COACHES HANDBOOK**

## **APPENDIX I ATHLETIC DIRECTOR'S RESPONSIBILITIES**

- Responsible to the Principal to administer and supervise an effective athletic program
- Develop and foster a positive relationship with Principal, Vice Principal, Director of Student Services, Department heads, faculty, parents, alumni and the community
- Serve as a role model to students, coaches, and faculty that exemplify leadership, moral character, commitment, and dedication. Professionally model to students the same behaviors that you require of them in practice and competition
- Maintain an athletic program in compliance with the Incarnate Word and the Texas Association of Private and Parochial Schools (TAPPS) policies and procedures
- Maintain the budget of the Athletic Department while distributing fairly and equitably among the entire Athletic Department
- Examine and evaluate the athletic program, coaches, and teams regularly, and report inefficiencies to the Principal
- Assist in the staffing of the Athletic Department by recommending personnel and coaching selections to the Principal
- Develop and implement strategies promoting effective communication between all members of the coaching staff, faculty, and parents
- Attend TAPPS, District and local/area Athletic Director meetings, and keep coaches informed of policies and procedures of each
- Process and coordinate with each sporting program's head coach the timely submission of athletic reports and forms required by the school and TAPPS
- Schedule and preside over staff meetings with all appropriate coaches
- Communicate Athletic Office information to all appropriate coaching staff
- Communicate expectations of coaches and trainers the appropriate conduct and performance expected of each
- Supervise the coaches and athletic activities for the sports on campus and away
- Recommend extra duty assignments for coaches during on-campus athletic programs
- Coordinate with coaches and the Business Office for all athletic student billing
- Develop and implement a schedule for visiting middle school coaches and programs feeding into the school for effective vertical communication
- Maintain mandatory Incarnate Word and TAPPS forms and update records for the athletic programs (physicals, parent approvals, eligibility lists, insurance forms, squad lists and any other information pertinent to the athletics of the school)
- Approve all schedules and prepare contracts for all events with opponents for competition
- Coordinate athletic schedules and avoid conflicts with other major school events
- Coordinate Game Administrators' responsibilities with the administrative team
- Assist head coaches in arranging for qualified officials for home games
- Maintain and coordinate the use of the campus athletic facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in season and off-season time periods
- Arrange for security for athletic events when necessary
- Create an annual "Wish List" of major equipment needs
- Coordinate and supervise the storing and maintenance of the athletic equipment on/off the campus
- Oversee all athletic and school-wide equipment and transportation requests
- Coordinate the purchase of all sport pack items, uniforms and equipment
- Work with the Physical Plant Director for the maintenance of all athletic facilities
- Assist in the effective communication for the study and implementation of upgrading the athletic facilities on the campus
- Oversee the athletic awards system

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- Work directly with the PTO Athletic Committee to coordinate parental assistance at various athletic contests/ceremonies
- Understanding of budgeting and accounting practices
- Perform other duties as assigned by the Principal

## **Language, Communication and Interpersonal Skills**

- Ability to read and interpret documents pertinent to position, i.e. athletic policy manuals, handbooks, and state/district guidelines
- Ability to communicate clearly, concisely, and correctly, in speech and writing, to parents, coaches, faculty members, administrators, students and representatives of outside organizations
- Ability to establish and maintain effective working relationships with peers, subordinates, administrators, students, coaching staff, and the community
- Ability to maintain professionalism in stressful situations and when handling conflict(s)

## **Computer Skills and Experience**

- Word processing experience required
- Knowledge of and experience with database systems

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## **APPENDIX II COACHES RESPONSIBILITIES**

- Serve as a role model that exemplifies the highest moral character, commitment, good sportsmanship and dedication
- Exhibit proper leadership skills when dealing with students, coaching staff, parents, other coaches, opponents and fans. Be no party to the use of profanity, obscene language, or improper actions
- Implement strategies that develop both individual and team discipline, build self-esteem and use positive reinforcement to motivate them to reach their full potential
- Respect the integrity and personality of the individual student and demonstrate fairness, understanding, tolerance, patience, care and concern for the student
- Maximize each individual's contribution to the team, encourage students to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements
- Encourage students to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities
- Respect the integrity and judgment of game officials. Shake hands with the officials and opposing coaches before and after the contest in full view of the public. Refrain from arguments in front of players and spectators
- Educate parents and students on the philosophy, expectations, and policies of your assigned sport and insist that they display proper sportsmanship for game officials, opponents, administrators and fans
- Implement and maintain an electronic communication tree with parents and players associated with the program
- Provide proper supervision for all team members during practice, game, and athletic events
- Set a proper example by being prompt and on time to all meetings, practices, and athletic events
- Follow the school's purchasing policy. Maintain equipment (storing, securing, repairing, issuing, and inventorying) in your assigned sport
- Adhere to the Athletic Department's procedures in addressing student athlete injuries
- Obtain a Commercial Driver License with PS endorsements
- Adhere to the driving responsibilities directed by UIW Vehicle Services and the school
- Provide written lettering procedures, expectations, and training rules to prior to the beginning of your season and reinforce these policies throughout the year
- Abide by and teach the rules of the game in letter and in spirit
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Confine remarks to game statistics and to the performance of your team
- Be current in COPE (Coaches and Officials Positive Expectations meeting), CPR, and First Aid
- Utilize effective coaching techniques and demonstrate knowledge and expertise in your assigned sport
- Have a systematic method of recruiting and maintaining students in all athletic programs
- Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department
- Attend regular staff meetings to understand and abide the rules and regulations set forth by all governing bodies
- Ensure no athletic participation occurs on Sundays while your sport is in season. Do not sponsor individual or teams in any practice or school competition on a Sunday
- Foster school spirit and pride by demonstrating a concern for all sports
- Perform any other duties related to the athletic program as stipulated by the Principal or Athletic Director

# DEPARTMENT OF ATHLETICS PARENT/STUDENT/COACHES HANDBOOK

## APPENDIX III

### TEAM PARENT RESPONSIBILITIES

The purpose of the team parent is to help promote Incarnate Word High School athletics, encourage good sportsmanship, help develop team unity, and enhance and sustain a sense of pride and tradition within our community. Below is a list of responsibilities that the team parent will agree to assist with and help coordinate in conjunction with the Athletic Committee and Administration at Incarnate Word High School.

1. Obtain roster and contact information from Coach/AD
2. Attend mandatory parent team meetings
3. Coordinate with all parents (Varsity, JV, 9<sup>TH</sup> Grade) to cover gate, concession, etc. for each home game
4. Obtain gate and concession money after home events and submit to Administrator on duty
5. Obtain from the coach itineraries for away games and communicate those to parents one week in advance
6. Organize and communicate to parents the information regarding the team Mass/Potluck
7. Assist with the organization of "Senior Night"
8. Assist with the Athletic Awards Banquet responsibilities
9. Coordinate with Coach/AD coverage of 8<sup>th</sup> grade tournaments
10. Coordinate hydration/nutrition needs
11. Assists with school and team spirit events
12. Coordinate pre-game meals
13. Serve as the liaison with the Athletic Committee representative (if this is a different individual)
14. Assist the athletic department in fund raising activities
15. Submit all fundraising money after events to Coach/AD for deposit
16. Assist with communication between parents and spirit shop on spirit items (t-shirts, rally towels, etc...)
17. Ensure that no outside vendors produce IWHS apparel for re-sell or for promotion to our families within our programs(all IWHS logoed apparel needs to be approved by AD and Principal, and sold through the Spirit shop)

I, \_\_\_\_\_ have read the responsibilities of the Team Parent and agree to abide by and follow all the policies stated above. If at any point the Administration or coaching staff feel that a policy has been broken, the administration will conduct a formal meeting and ask that the representative step down from their responsibilities.

\_\_\_\_\_  
Team Parent Signature

\_\_\_\_\_  
Date

# DEPARTMENT OF ATHLETICS PARENT/STUDENT/COACHES HANDBOOK

Athletic Director's Signature

## APPENDIX IV STUDENT ATHLETE CONTRACT

I, \_\_\_\_\_, while a participant with any Incarnate  
(Student's Printed Name)

Word High School (IWHS) athletic team, agree to:

- Understand that as a member of the team, I will put forth my best effort and work for the betterment of the TEAM
- Comply with all of the IWHS policies stipulated in the Parent-Student and Athletic handbooks
- Attend all practices, meetings and competitions
- Contact my coach prior to missing a practice, meeting, or competition (as soon as possible)
- Maintain my eligibility and academic standing
- Attend study hall
- Avoid participating in any other club sport, including any pre-season activities while competing in a current sport
- Dress in accordance with school and team policies
- Refrain from using steroids, alcohol, tobacco products, and non-prescription drugs and inhalants
- Refrain from the inappropriate use of social media, ie: harassment, slander, bullying, etc.
- Return all school issued apparel and equipment within three days after the end of my season. All items must be thoroughly cleaned prior to turning in.
- Pay for all school issued apparel and equipment I misplace or destroy
- Turn in, before the first practice /try-outs, all forms required by the athletic department
- Immediately report any personal or teammate's injury to my coach(es)
- Follow all reasonable requests made by the coaches, especially those involving practice, diet, rest, and competitions.

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**Athlete's Signature**

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**Head Coach's Signature**

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**Parent/Guardian's Signature**

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**Athletic Director's Signature**



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