

Coaches Handbook

2016-2017



For all sports





 **SJA**
Athletic Department
Bloodhounds

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Saint Joseph Academy

Brownsville, Texas

MISSION

Conducted by the Marist Brothers of the Schools and serving the children of the lower Rio Grande Valley, Saint Joseph Academy provides religious and moral formation and a college preparatory education in the tradition of the Roman Catholic Church. It endeavors to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

THE MARIST BROTHERS

In 1817, the Marist Brothers of the Schools were founded by Saint Marcellin Champagnat in rural France in response to the needs of the children of his time who lacked schools, capable teachers, and the opportunity to know and learn about Jesus. Today, there are six thousand Marist Brothers providing Catholic Education in seventy countries around the world and in the United States.

HISTORY OF SAINT JOSEPH ACADEMY

Founded in 1865 by the Oblates of Mary Immaculate, Saint Joseph Academy opened and closed several times in its earliest years. In 1906 Marist Brothers from Mexico arrived and reopened the school which has remained open continuously since. It initially operated as an

elementary school for boys. By 1916 the Academy accepted boarders and in 1926 the three-story building known as the "Old Saint Joseph Academy" was constructed on a sight where the International Bank of Commerce now stands in downtown Brownsville. In 1930 the first upper division students were graduated. In 1940 the Sisters of the Holy Ghost assumed operation of the elementary school. The new campus on its present location was opened in 1959 serving boys in grades 7 - 12. In 1971 the school became coeducational, accepting its first female students in grades 7, 8 and 9. From the late nineteen-seventies until present, the school has undergone a gradual process of growth and transformation evident in the expansion of its student body and the improvement of its programs and facilities.

SCHOOL MOTTO:

Ad Astra Per Aspera

For generations, the Saint Joseph Academy motto, Ad Astra Per Aspera ("To the stars through difficulties") has encapsulated and expressed the highest ideals of our faculty and students.

The motto is an exhortation to perseverance and a reminder that success, achievement and accomplishment are the fruits of patient and strenuous work. The best results are seldom instantaneous. Although each person's talents are varied, it is equally true for all: only through diligent effort do we attain our full potential.

At its most challenging, our motto is an invitation to follow Jesus Christ in his Paschal Mystery. By embracing and imitating the total self-giving of Jesus' life and death, we are redeemed. "If we die with the Lord we shall live with the Lord." And so, the Saint Joseph Academy tradition of care for and service to the needy flows from the belief that when we embrace the poor, the marginalized, and the victims of injustice, we embrace the crucified Christ: "Whatever you do to the least of my brothers and sisters, you do unto me."

PHILOSOPHY OF SAINT JOSEPH ACADEMY

Saint Joseph Academy is dedicated to the total formation of our students.

Religious Formation. The study of Roman Catholicism, central to the curriculum, has two aims. First, students acquire a comprehensive understanding of the Roman Catholic tradition. Secondly, and even more importantly, students gain fuller access to the rich Catholic treasury of resources for developing a meaningful life of faith. These resources include a balanced and informed moral system based on a keen sense of social responsibility. While formal religious education takes place in religion classes, Christian values are reflected throughout the curriculum. Through regular worship as a school community, opportunities for prayer and reflection, and a variety of voluntary projects aimed to serve the poor, the seeds of faith, love and responsibility to the "least favored" have the opportunity to take root in the lives of students.

College Preparatory Instruction. At the heart of our program is a comprehensive curriculum in the arts and sciences. Instruction emphasizes and builds on fundamental

academic skills: the written and oral expression of ideas, problem solving, critical thought, and the competent use of technology. Thus, our students prepare themselves not only for university studies, but also for a lifetime of learning. Our curriculum is not designed exclusively for the intellectually gifted. We accept and work with students at a variety of ability levels, meeting them at their level, and helping them to grow in their aptitude for scholastic achievement. Nevertheless, success requires diligence and consistent effort on the part of the student.

Educating the Whole Person. In addition to religious formation and intellectual growth, a complete Catholic education seeks to develop: personal character based on Gospel values, physical health and fitness, aesthetic sensibilities, and kinesthetic, artistic, social and emotional skills. These needs are addressed in various forums including the curriculum, student services, extracurricular activities, and competitive sports.

A Christian Learning Community. Educating the whole person requires more than excellent classroom instruction. For this reason, Saint Joseph Academy continually strives to build a genuinely Christian community in which students are offered love, acceptance, discipline, and challenge. The life example of our faculty and the care, attention and respect they show to students contribute significantly to this atmosphere. In turn, students are expected to treat faculty and each other in a similarly loving and respectful manner.

GOVERNANCE AND ADMINISTRATION OF SAINT JOSEPH ACADEMY

Saint Joseph Academy is incorporated in the State of Texas as the Franco-American Educa-

tional Society whose Board of Trustees is the Provincial Superior and the Provincial Council of the Marist Brothers of the United States. The Trustees, in turn, appoint and delegate certain limited powers to a local School Board, while reserving other powers. Among the powers reserved to the Board of Trustees is the power to enter into contracts on behalf of the school. The name School Directory was changed to School Board and the Saint Joseph Academy Community was notified through a letter from Brother Richard Sharpe, FMS, President & CEO of the Academy which was posted on the School's website on May 8, 2013; as well as shared with SJA parents through Edline on the same date.

The relationship of parents and students to Saint Joseph Academy, a private school, is contractual in nature. As such, the relationship requires the ongoing consent of both parties: school and student/parents. Through registration, parents and students agree to support and act in accordance with the policies and procedures outlined in the Student/Parent Handbook and to pay the stipulated tuition and fees. This contractual relationship is distinct from the constitutional relationship students and parents have with public schools.

If the school's mission and program are in conflict with the values of an individual parent or student, or if the student does not contribute positively to the academic and religious environment of the school, it is evident that Saint Joseph Academy is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek a more suitable educational environment.

ACCREDITATION

Saint Joseph Academy is accredited by the Southern Association of Colleges and Schools and by the Texas Catholic Conference Education Department.

NONDISCRIMINATION POLICY

Saint Joseph Academy admits students of any sex, race, color, nationality, ethnic origin, and religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial aid assistance, and other school administered programs.

This HANDBOOK is an addendum to the coaching contract.

Role of the Athletic Director

1. The Athletic Director and his/her staff are directly responsible for the administration of the Athletic Programs at Saint Joseph Academy. The Athletic Director reports to the Principal, who reports to the President and CEO. The Athletic Director is a member of the President's Executive Cabinet.
2. The Athletic Director and Principal are responsible for hiring coaches and the Academy expects to fulfill its responsibilities under these contracts.

Protocols for Selection of a (new) Varsity Head Coach

1. Saint Joseph Academy will under normal conditions post all openings internally and advertise externally by newspaper advertisement all Varsity Head Coaching Positions.
2. Applicants are to submit to the Athletic Director:
 - a. SJA Official Application
 - b. Resume
 - c. 2 Letters of Recommendation
3. All applications received before the closing deadline will be reviewed by the Athletic Director and Director of Student Services and then selected finalist interviews, will be conducted.
4. If no candidate emerges as the top choice then the top two candidates may be called for a second round interview with the Principal and/or President of Saint Joseph Academy.
5. The Selection Committee will recommend their top two candidates for a second round interview with the Principal and/or President of Saint Joseph Academy.
6. The Principal and/or President will decide and approve of the new hire for the Varsity

Head Coaching Position. The selection and ultimate hire of a (new) Varsity Head Coach will remain as the prerogative of the Principal and/or President of Saint Joseph Academy.

Supplemental Policies

1. All members of the Saint Joseph Academy Coaching staff are retained under a single (one) year contract and responsible for adhering with the Directives of the Saint Joseph Academy Coaches Handbook and Saint Joseph Academy Employee Handbook.
2. In the event of a Head Coaching change, Saint Joseph Academy will honor all assistant (coaches) yearly commitments if there is a signed contract executed for that year.
3. The Athletic Director after appropriate evaluation will recommend the retention or termination of all Varsity Head Coaches to the Principal and Administration each and every year at the end of that years contract.
4. Varsity Head Coaches will under normal operating procedures be given the opportunity to interview, select, and/or evaluate assistant coaches in their program. The Head Coach in consultation with the Athletic Director will evaluate if the Assistant Coach meets all the requirements as outlined in the Saint Joseph Academy Coaches Handbook, Employee Handbook, and that the coaching performance meets acceptable coaching standards for that particular sport. In like manner the Head Coach will recommend retention or termination of all assistants in their programs after proper evaluations to the Athletic Director.

Head Coach Job Description

Qualifications and Duties:

1. Has the ability to organize and supervise a total sports program.
2. Has previous experience in the assigned sport.
3. The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to this field of coaching.
4. Has a Bachelor's Degree from an accredited college/university.
5. Has a thorough knowledge of all the athletic policies approved by the Principal and is responsible for implementation of these policies in his/her program.
6. Has knowledge of the existing school, state and district regulations; implements the same consistently, and interprets them for his/her staff.
7. Understands the proper administrative chain of command and refers all requests through proper channels. Attends to all public/staff/departmental meetings that require his/her attendance.

Reports To:

The Athletic Director who provides overall program objectives and makes final evaluation in conjunction with the Principal.

Supervises:

In each respective sport, the Head Coach must advise, coordinate and support a staff of upper division (and/or middle division) assistant coaches in conjunction with Athletic Director and Principal.

Job Goal:

To instruct in the fundamental skills, strategy and physical training necessary for student-athlete(s) to realize a degree of individual and team success. While focusing on improved competitive relationships, the student shall receive instruction that will lead to the formulation of the moral values and ethics expected of Saint Joseph Academy athletes, pride of accomplishment, acceptable social behavior (on and off the playing field/court), self-discipline and self-confidence.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Design conferences, clinics, and staff meetings to insure staff awareness of overall program, i.e. game/trip schedules, practice, equipment, etc.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to overall program needs.
3. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants with the Athletic Director.
4. Maintains discipline, acknowledges and adjusts complaints and works to increase morale and cooperation in his/her program.
5. Performs and is available for such other duties, relevant to athletics that may be requested by the Athletic Director.
6. Submit the lettering requirements to the Athletic Director prior to season.
7. Submit any policies or rules that you have for your team that are different than the

standard school athletic policies to the Athletic Director.

8. Assists the Athletic Director in scheduling, providing transportation, obtaining other requirements for tournaments, meets, and special athletic events.
9. **Makes every effort to minimize conflicts between practice and competition schedules with class schedules and academic assignments of the student athlete. Special attention will be paid to the rhythm of the academic year and particular importance to mid-term and end of the year exams.**
10. Assists in necessary preparation to hold scheduled athletic events; adheres to facility use times and recommended practice schedules. Coordinates program with the Athletic Director and as necessary, maintenance and school employees.
11. Provides documentation to fulfill state and school requirements concerning physical examinations (every 12 months), parental consent, and eligibility.
12. Provides proper safeguards for maintenance and protection of assigned sites.
13. Advises the Athletic Director and recommends policy, method, or procedural changes.
14. Avoids offering the use of athletic facilities to unauthorized entities and forwards any and all requests to the Athletic Director.
15. Provide a detailed itinerary to the Athletic Director for every competitive travel trip.
16. Maintains and updates uniform and equipment inventories as well as current rosters on the RankOne Sports database. The RankOne Sports website contains the software database being used by the school for the SJA Athletic Programs and must be current throughout the school year.
17. Performs all other duties deemed necessary by the Administration and/or Athletic Director.

In General:

1. The success of athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk-injury factor, and due process predicaments.
3. It is the intent of this job description to give sufficient guidance to Head Coaches. In cases not specifically covered in this document, it shall exercise common sense and good judgment.

In Care of the Student-Athletes:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student-athlete's grades and conduct. Responds to reasonable requests from classroom teachers for assistance in managing academic progress and conduct of his/her athletes.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.
4. Initiates training programs for injury prevention, follows Saint Joseph Academy procedures concerning injuries, medical attention, and emergencies.
5. Completes paperwork of any athletic injury on the proper form and submits this to the Athletic Director the next school day following the accident.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning Due Process when the enforcement of discipline is necessary.
8. Is responsible to model ethical behavior and is responsible to insist on an atmosphere free

of hazing or any other student initiation activities. Hazing, initiations, and/or harassments of any type are forbidden at the Academy and those found guilty of such behavior will be dealt with severely by the Vice Principal of Student Services.

9. Care for the well being of student-athletes by: assessing the safety conditions of areas of play, instructing the athletes regarding proper use of equipment, establishing emergency procedures in the absence of the Athletic Trainer, and reporting unsafe conditions/situations to the proper authorities
10. Works closely with the college placement advisor and the student-athlete in college selection and recommendation procedures.

Facilities, Finances, and Equipment:

1. Participates in the budgeting process with the Athletic Director by establishing requirements for the next season. Clearly communicates safety needs, repairs, and maintenance requirements to the Athletic Director. Recommends and orders all equipment and supplies as approved in the budget. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records of the inventory to the Athletic Director.
3. Monitors coach's offices; authorizes who may enter, issue or requisition equipment with the Athletic Director approval.
4. Properly marks and identifies all equipment before issuing or storing.
5. Permits the student-athletes to be only in authorized areas of the building.
6. Examines locker rooms before and after practices and games, checking on general cleanliness and maintenance of specific sports equipment. Reports maintenance and

cleaning needs to the Athletic Director and/or the Director of Facilities.

7. Secures all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
8. Insists and by example, instills in each player respect and care for school property.

Public Relations:

1. Organizes parents, coaches, and players for pre-season meetings.
2. School administration will make contract with photography provider. Each athletic team will use this vendor for all school, family, and TAPPS related media.
3. Promotes the sport within the school and outside the school with the news media.
4. Presents information to the news media concerning schedules, tournaments, and results.
5. Treats members of the press with courtesy and maintains good public relations with the news media, parents, officials, fans, and the community.
6. Coaches must be prudent with comments to the press and never use derogatory, misleading, or other statements airing dissatisfaction.
7. Coaches shall instruct players to handle interviews with discretion and never to be critical of officials, coaches, or Saint Joseph Academy, its administrators and officials.

Practices, Games, Meets, Tournaments, or Competitions:

1. Confirms with the Athletic Director the weekly schedule of practice and contests.
2. Prepares or confirms practice or contest site for use.
3. Prepares and submits a list of students who will be absent from school for an athletic event at least one week prior to the contest. Email the list to the Director of Student Services, bsandoval@sj.a.us the Athletic Director, tvillarreal@sj.a.us and the Attendance Secretary sdeluna@sj.a.us.

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4. Is present at least one half (1/2) hour prior to start of practice and one (1) hour before scheduled home contest. Is present one (1) hour before scheduled departure time for away games.
 5. Is responsible for the security of the building and locker rooms before, during, and after a practice or a game. Ensures athletes are clear of the building and have transportation home. A coach must remain on site until all students are gone and be the last individual to leave the premises. In closing the school, be sure doors are locked and lights are off in the facility and locker room. Weight room must also be shutdown and locked.
 6. Enforces and abides by all Saint Joseph Academy policies including:
 - A. Any coach using profanity during practice or game or on the school premises may be subject to suspension and/or dismissal.
 - B. Any coach using alcohol (or being under the influence of or appearing to have used alcohol) during a practice or a game, will be subject to immediate dismissal.
 - C. Any coach using tobacco or tobacco products during practice or competition or on the school premises may be subject to immediate suspension and/or dismissal.
 - D. All Coaches must be drug free. Coaches will be asked to submit to random drug testing. Such testing will be at the expense of the Academy. Drug use of any kind by a coach may be cause for immediate dismissal. The use of alcohol before school events is grounds for immediate dismissal.
 - E. All Coaches must have a Criminal Background Check on file with the school and attend a session of "Protecting God's Children" to become aware of what is and what is not child abuse and the proper reporting procedures.

Prerequisites to Student-Athlete's

First practice:

It is the responsibility of the Head Coach to check to make sure that all of prerequisites have been fulfilled by the student-athlete prior to their first practice.

1. All school eligibility requirements have been satisfied (must be enrolled in Saint Joseph Academy).
2. Signed Contract of Athletic Handbook.
3. Physical Examination and Medical History.
4. Student-Athlete Emergency Information Sheet.
5. TAPPS Acknowledgment of Rules (for 9th through 12th grade student-athletes)
6. A student-athlete must not have any outstanding uniform(s) and/or equipment item(s) from previous sport(s) or be in arrears for any Academy Financial responsibilities.

Practice Policies:

1. Submit a squad list to the Athletic Director after one week of practice.
2. Practice sessions should be well planned; well structured to fit into a time for parents to make pick ups after work or to fit into a shared gym situation.
3. Coaches, who wish to practice for an extended period of time, or at a time not usually designated for them, should inform the Athletic Director.
4. Coaches and managers should be first to arrive and last to leave practice sessions. At no time should a coach leave athletes alone.
5. Equipment used in practice sessions shall be returned to proper storage area and the practice area should be properly cleaned.
6. A student absent from school may not practice that day or play in a game unless they were out attending a school function or on excused personal business. Permission to play or practice will be decided by the Vice Principal of Student Services or the Principal.
7. After missing a school day and practice

session and/or game, an acceptable parent or doctor's excuse must be submitted to the Attendance Secretary, and to the coach and/or Athletic Director.

8. Head Coach must ensure that no practices or competitions occur on Sundays, Good Friday, during the mandatory TAPPS Christmas break, or Mid-term/Final Exam days.
9. Head Coach must ensure that all practices falling under their domain follow the proper daily or weekly time limits set forth by the Saint Joseph Academy or TAPPS.

Designates After Practice Responsibilities:

1. Coaches must be available to players by supervising and circulating in the locker room.
2. All equipment should be properly put away by athletes and/or coaches.
3. A coach should be the last person out of the locker room.
4. A coach must be the last person to leave the school/field, making sure that all students have safely left campus.

Game Day Responsibilities:

1. Players, scorekeeper, managers, etc., should know the time to report for home and away games.
2. Check locker rooms before and after games; report any damage. In the case of excess debris, pick all of it up. Be sure the visiting team has a place to meet and/or change. Assign someone to direct the visiting team to their facilities and answer any questions they have.
3. Close the building if you are the last team to use the facility. Be sure all players and other personnel have rides and have a member of the coaching staff wait until all people leave the grounds. Do not leave any student on campus alone.
4. Reports results to proper news media and "TAPPSter" after each contest if applicable.

Discipline Problems:

1. Inform the Athletic Director of any specific problems or confrontations with students, parents, officials, other coaches, and/or coordinators especially those situations that involve your team or athletes.
2. Ejection Rule: Any time a Saint Joseph Academy student athlete, spectator, or coach is ejected from a contest or facility during a game, meet, or tournament, the specific situation must be dealt with and the Athletic Director informed immediately following the event. It will also be the responsibility of the Athlete or Coach ejected to pay for any fines received by TAPPS.
3. If a student is dismissed or resigns from a team, the Athletic Director must be made aware immediately of the circumstances involved. That student will not be able to participate/practice with another school team until the first team's season has ended. (This includes playoffs.)

Transportation:

1. Check/confer with Director of Transportation at least one week prior about mode of travel, and leaving time.
2. Any travel changes of time or place must be given to the Director of Transportation rtrevino@sja.us or 956-542-3581 ext. 314 and the Athletic Director tvillarreal@sja.us or 956-459-0804 immediately.
3. All team travel lists must be submitted to the Director of Student Services, the Attendance Secretary, and the Athletic Director at least one week prior to the scheduled travel date. Lists should be emailed to tvillarreal@sja.us, sdeluna@sja.us, bsandoval@sja.us.
4. All students must travel to an away game together as a team. Exceptions for extraordinary circumstances may be granted by the Director of Student Services bsandoval@sja.us with the knowledge of the Athletic Director tvillarreal@sja.us.

Saint Joseph Academy Transportation Waiver

_____ is going home with his/her parent(s) after the
(student name)
game/tournament/meet at _____ on _____.
(place of competition) (date)

I/We understand that the liability coverage provided by Saint Joseph Academy does not extend on non-Saint Joseph Academy transportation; i.e., should a parent or guardian wish to drive an athlete from a contest, that athlete is not covered by Saint Joseph Academy liability policy while traveling home.

Signed: _____
(parent or guardian)

Record Keeping:

1. All preseason materials (medical exams, permission slips, acknowledgment forms, rosters, and schedule changes) must be completed and given to the Athletic Director.
2. At the end of the season (ten days after the last contest) the Athletic Director is to be given a list of students successfully completing the season, their level of sport, and any awards to which they are entitled, or have received.
3. Make sure that all proper Professional TAPPS Acknowledgment forms are on file with the Athletic Director.

Eligibility Requirements:

Saint Joseph Academy's overall participation in interscholastic activities is governed by the rules of the Texas Association of Private and Parochial Schools. Additionally Saint Joseph Academy requires that:

1. To be eligible for participation, a student must currently carry 7.0 credits.

2. Two failing grades in a single quarter renders a student ineligible.
3. Eligibility is determined on the day that report cards are issued or at the beginning of the tenth day after report cards are issued with the approval of the Administration.
4. Ineligible sub-varsity students may not practice with their team or use any of the school's athletic facilities. Ineligible varsity student-athletes may continue to practice with their team at the discretion of the Varsity Head Coach.
5. An ineligible student remains ineligible until the date the next progress reports are issued. At the time the progress reports indicate that the student is passing one or both of the classes that rendered them ineligible, then eligibility is restored by the Principal.
6. If eligibility is not restored at progress reports, it will be reviewed at the next report card (see 2 and 3 above).
7. Passing summer school courses may remove a student's ineligible status, which has been incurred during the previous year

Assistant Coach Job Description

Duties and Responsibilities:

1. Has a thorough knowledge of athletic policies and school policies as they affect the student-athlete.
2. Has a clear understanding of his/her responsibilities as outlined by the Head Coach.
3. If in charge of his/her own team separate from the varsity, he/she has a clear understanding of the part played in the scheme of the system for the particular sport as directed by the Head Coach and Athletic Director.
4. Make known to the Head Coach the particular skill level of his/her athletes and the place of such athletes in the overall system of the sport.
5. Understand the proper administrative line of command and refers all student and parent grievances to the Head Coach and/or Athletic Director.
6. Maintains discipline and works to increase morale and cooperation within the athletic program.
7. Performs all other duties deemed necessary by the Administration, Athletic Director, or Head Coach.

Administrative Duties:

1. Assists in necessary preparation to hold scheduled practices or events.
2. Provides documentation to Athletic Director as to requirements of physical examinations, parental consent forms, and academic eligibility.
3. Is present at all scheduled practices and games, and responsible for his/her athletes' behavior and safety.

Equipment and Facilities:

1. Is accountable to Head Coach for all equipment. Helps arrange issuing and storing of equipment and submits to Head Coach an inventory and current record of uniform conditions.
2. Examines locker rooms before and after practices and games for cleanliness and condition.
3. If last person in his/her sport to leave the building, secures all doors and turns out lights before leaving the building. Makes certain that all students have transportation home. Does not leave until all student-athletes have left the premises.

Program Responsibilities:

1. Assists Head Coach in carrying out his/her responsibilities.
2. Notifies Athletic Director as to practice time changes or cancellations.
3. Teaches fundamentals of the sport as outlined by the Head Coach.
4. Submits team roster at the start of the season, and at end of the season. Submits list of the students successfully completing the season and any awards to the Athletic Director.
5. Attends all staff meetings and carries out scouting assignments.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough after to help players and secure equipment and facilities.
7. Helps in planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Strives to improve skills by attending clinics and using resources available from the Head Coach.

Coaches' Seasonal Duty List

Pre-Season Conditioning:

1. Running and weightlifting should start at least six (6) weeks before the first practice in order to be of any real benefit to the athlete and his/her participation within the sport.
2. Conditioning should be supervised by a coach within the program.
3. Athletes are not to linger around the locker room unattended after any such workouts.

Major Pre-Season Responsibilities:

1. Medical clearance of squad candidates according to Saint Joseph Academy school regulations.
2. Submits alphabetized list of candidates, identified by grade and sport level before the beginning date of the sports season to the Athletic Director.
3. Arrange all officials for all home games and submits finalized schedules on all levels (Varsity, JV, Freshman, Middle Division) to the Athletic Director.
4. Complete all paperwork, certifications, and/or registrations necessary by Saint Joseph Academy and (for High School Coaches) the Texas Association of Private and Parochial Schools.

Major In-Season Responsibilities:

1. Review interscholastic athletic regulations handbook; this may be done with a meeting of parents and athletes (along with review of season expectations).
2. Review Student-Athlete Contract with athletes and parents.
3. Review Lettering Requirements with athletes.

4. Supervise squad members from the time they report to school for practice or game until they leave the school to go home after the activity.
5. Supervise and care for equipment, supplies, and school facilities, and notify Athletic Director of particular needs in each area. Coaches should instill in students an attitude of proprietary regard for all school equipment and facilities.
6. Coaches should report any broken equipment to the Athletic Director.
7. For use of a CONTROL BOX (clock), coaches should take out and put away for each day of use. Coaches should properly train personnel to use the control box or clock and report any malfunction to the Athletic Director IMMEDIATELY.
8. Supervise team's use of the weight room as scheduled with the Athletic Director, making sure that all weights are picked up after use.
9. Supervise all athletes under your care in making sure that they place all of their valuables and personal items in a locked locker during your practice. If they have items too large for their assigned locker, then have them either
 - a. place their items at the site of your practice where they can be visible to you and the students throughout your practice or;
 - b. place and secure their items in a locked classroom or facility that is not open to other students.

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10. Supervise care of injuries and completion of injury report forms for student health records and insurance purposes.
 11. See that proper procedures are followed for team members to be excused from school for athletic contests.
 12. Attends to pre-game preparations – transportation, equipment, and facilities.
 13. Maintain appropriate personal conduct at games toward players, officials, and spectators.

Major Post-Season Responsibilities:

1. Submit list of squad members who successfully completed the season; include letter winners, Varsity, JV, Freshman, Middle Division as well as all team and Individual Post-Season Awards, ie. All City, All Valley, All District, All State winners, etc. to the Athletic Director.
2. Provide a detailed list of players who failed to return issued equipment.
3. Update the inventory of equipment and uniforms on the RankOne Sports database.

Roles of the Coach

Coach as Teacher:

1. Coaches are primarily teachers, they share with members of the faculty the responsibility to educate and train the students entrusted to them. Pedagogical methods and the level of supervision must be within the standards of the Philosophy and Mission of Saint Joseph Academy. Coaches and Faculty will be accorded the respect they deserve as co-sharers in the overall educational mission of the Academy.
2. Coaches are expected to abide by the highest standards of personal conduct. They have the opportunity to influence the student-athlete not only by the values they espouse but by their manner of life as well.
3. Coaches are expected to appreciate the importance attached to academic life in the Saint Joe experience and to express this appreciation in all activities associated with the education and participation in athletics.

4. All Coaches are responsible to teach fundamentals in their particular sport, including protective skills.

Coach as Supervisor:

1. Coaches are held to the guidelines and rules agreed upon by TAPPS, State of Texas, and Saint Joseph Academy. Any violation of these standards will be treated with utmost seriousness.
2. Coaches should never leave student-athletes unsupervised during regular activity and in the event of an emergency; clear directives must be given regarding proper behavior of the student-athletes.
3. Coaches must supervise all activity carefully, not only making themselves accessible, but systematically overseeing all aspects of practice and/or activities.

Communication between Parents and the Coach

Direct communication between the coach and the players is very important, and is usually the best way for any questions to be answered or conflicts to be worked through. However, there will inevitably be times when a meeting between a parent and a coach is warranted. Parents are requested to call or email the coach to arrange a convenient time for a phone conversation or a meeting.

When deciding whether or not to request such a meeting, parents are encouraged to wait at least 24 hours before placing the call or sending the email. Often this time of reflection will help all concerned to view the situation objectively and yield a more positive result. Parents should understand that before or after practices or games is never an appropriate time to approach a coach. Coaches are always happy to meet with parents, but it may be a few days before a convenient time may be arranged.

A meeting with a coach is an opportunity to exchange information and respectfully discuss any concerns or questions that parents may have, in order to promote better understanding and communication. However, such a meeting should not be viewed as an opportunity to convince the coach that one's son or daughter should be playing more or playing a different position, or that the coach should be employing a different strategy. Both before and after the meeting, parental support of the team and the coach is expected. If there is a significant issue that a parent believes requires additional discussion, then the Director of Athletics, coach, and parent can meet together to attempt to resolve the issue. If issues cannot be resolved after meeting with the Director of Athletics, then a meeting involving an Administrator, along with the Director of Athletics, coach, and parent should take place.

Saint Joseph Academy Athletics: Code of Ethics

In Care of the Student-Athletes:

1. The coach must inspire his players to achieve academic success.
2. The coach must be thoroughly familiar with student eligibility requirements. He/she must assume responsibility for their enforcement. Any attempt to circumvent eligibility rules shall be considered unethical and could be grounds for termination.
3. The safety and welfare of his/her players should always be uppermost in mind, and these should never be sacrificed for personal gain.
4. Coaches may never recommend the use of any performance enhancing pharmacological, medicinal, or chemical items.
5. The coach should be thoroughly acquainted with rules of his/her sport. He/she is responsible for teaching and interpreting rules to his/her team.

In Care of the Academy

1. The coach should set the example for winning with dignity and without boasting and losing gracefully and without bitterness.
2. The coach should remember that he/she publicly represents Saint Joseph Academy. His/her conduct must be such that there are no questions of his/her efforts to promote the common interest and purpose of the school.
3. The coach must support the administration in all policies and regulations. Differences of opinion are never to be aired publicly.
4. The coach must remember that he/she is a living example of his/her community.

His/her actions must at all times bring credit to his/her school, his/her sport, and his/her profession.

5. Accepting money or goods for an endorsement of any product or commodity should never be done without administrative approval and always within the confines of the Employee Handbook procedures.
6. Professional problems that may exist should never be settled within the press. Direct or implied attacks on those officially associated with upper or middle division sports shall be considered unethical.
7. A coach is never allowed to use or attempt to use alumni, parents, or booster organizations to defeat or obstruct rules, policies, decisions, or administrative goals.

Sportsmanship and Courtesy:

1. Before and after games, Saint Joseph Academy coaches should meet and exchange cordial greetings with the opposing team coaches. During games, coaches should be as inconspicuous as possible. Coaches should show kindly attitudes toward players on the bench. Attitude of coaches toward officials should be controlled and underdemonstrative. Visitors should never be allowed in the team dressing room after games.
2. The letter and the spirit of the rules must be respected.
3. To gain advantage or victory by circumventing the rules brands coach or player unfit and not supportive of the school's educational philosophy and mission.

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4. Any coach who participates or permits, encourages, or defends un-sportsmanlike tactics shall be considered guilty of the most serious breach of ethics and could result in termination.
 5. Status and reputation of officials depends in large measure on support from the coaches.
 6. On and off-the-record criticism of officials is unethical and must never be done.
 7. The coach must accord strict courtesy and sportsmanship. To address, or to permit players to address uncomplimentary remarks to officials, or to incite players or spectators against officials is unethical and must never be done.
 8. Derogatory post-game comments by any coach are unethical and damaging to the reputation of Saint Joseph Academy. Game films are never to be used to damn officials and is unethical.

Saint Joseph Academy First Responder

Preface: Any student who actively participates in an athletic activity does so voluntarily, and with the realization that he/she could sustain an injury.

Policies and Procedures

1. Coaches should not open the training room for or leave an athlete unattended in the room.
2. Coaches must verify that each athlete has a physical on file before the season begins.
3. The SJAFR should see all athletes that are injured ARE referred to an First Responder and/or physician.
4. Coaches will receive official injury reports for all initial injuries suffered by athletes during season.
5. Coaches will receive daily written status reports on injured athletes until released to play.
6. The SJAFR has the final say on whether or not an athlete can participate or not, following a release by an First Responder and/or physician.
7. Coaches are not to tape athletes unless there is an extreme emergency.
8. Coolers and equipment that are used for games, practices, or other uses **must be checked out from the SJASM Staff before being issued. Coolers must be cleaned before being returned** to the training room within 24 hours. Teams competing over the weekend must return all equipment on the following Monday.
9. As per SJA policy, the SJAFR Swill not distribute any over the counter medications unless directed by a physician and with signed parent permission. Coaches are not to distribute any medications, over the counter or prescribed, unless it has been cleared by a physician, and the student-athlete's parents.

Saint Joseph Academy

Training Room Rules and Policies:

1. Student athletes should be in Saint Joseph Academy PE or Athletic shorts and a t-shirt before coming into the training room for treatment.
2. If an athlete is seriously injured, no other student-athletes will be allowed into the training room, unless requested by the Saint Joseph Academy First Responder.
3. Student-athletes should not be in the training room unless he/she is injured, receiving treatment, or speaking with the SJA First Responder.
4. Student-athletes injured during practice should be sent to the training room without instructions for treatment by the coach in charge of that team.
5. Rehabilitation of injured student athletes will take place before he/she is allowed to practice unless other arrangements have been made between the Head Coach and the First Responder.
6. Student athletes will check out protective braces from the athletic training room. This equipment is expected to be worn as directed by the SJAFR. The student athlete is responsible for any equipment that is checked out from the training room and will assume the cost of a replacement.
7. Student athletes should dispose of all papers and tape (into the trash) when done with them, and respect the cleanliness and good order of the Training Room.
8. Any student athlete who is disrespectful to any member of the Athletics Staff (staff or student) will be dismissed from the training room for the remainder of the day, or until a **Proper** apology has been made. **(This will be progressive enforcement, 1st time= one day, 2nd time=one week, 3rd time= two weeks, more than 3 times=**

season) Coaches will be informed of all offenses when they occur and a third offense will warrant a report to the Director of Student Services.

Game Days: The SJA First Responder will be present at all home high school athletic events. During middle school events, the SJAFR will make sure the game is on schedule & will stay for a brief period. The remainder of the competition/game, the trainer will be on call for emergency situations only.

Holidays/No School: The SJAFR will be available during holidays or other weekdays when there is no school, unless required to attend in-service. On these days, student-athletes with injuries should make an appointment for treatment and services.

Standard Operating Procedures for Injuries:

The diagnosis and treatment of injuries is strictly a medical problem; it is not the province of the coach. The coach must see that the injured players are given prompt, competent emergency first aid treatment, and that the orders of an First Responder and/or Doctor are scrupulously carried out.

- When an athlete is injured, coaches should assess the situation.
- Minor Injuries
 - If the athlete decides to finish the practice or game, (with permission from the coach and/or First Responder) then he or she should come to the First Responder's office afterwards to report the injury, seek treatment and/or a bag of ice.
 - If the athlete decides they cannot continue practice or game then they should be escorted by another athlete or an assistant coach to the first aid room without instructions for treatment.

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- Major Injuries
 - Coaches should send another student-athlete to get the First Responder and not move the injured athlete
 - If the athlete becomes unconscious or physically incapacitated and/or unresponsive, coaches should call 911 (EMS), send another student-athlete to get the

First Responder, call the Athletic Director, call injured student-athlete's parents, and call Administration.

All Coaches need to notify the First Responder of any injuries, regardless of how minor.

Special Instructions from the Athletic Director

FACILITY USE POLICY FOR OUTSIDE TEAMS AND ATHLETES:

St. Joseph Academy Gymnasiums and Fields are for the sole use of St. Joseph Academy teams and students.

Gym Use: On occasion, with the approval of the Athletic Director, permission may be given for outside groups or athletes to use our gym facilities if the following criteria are met.

- A supervisor or coach is present who is under contract with St. Joseph Academy as a teacher or part time coach.
- All team members who are in grades 7 through 12th must be registered St. Joseph Academy students. Exceptions however, would include children of St. Joseph Academy employees.
- The majority of the group or team contains students who belong to traditional St. Joseph Academy "feeder schools".

Field Use: The St. Joseph Academy football, baseball, and soccer fields are available to St. Joseph Academy students, teams, and classes only.

USE OF PRAYER:

As part of Saint Joseph Academy's mission to provide religious and moral formation in the tradition of the Roman Catholic Church, it is expected that all team's use prayer as a daily part of their practice routine. Likewise prayer should be said before and after every competition, each prayer should end with the Saint Joseph Academy athletic traditional response:

The coach or team captain says;

"Our Lady of Victory"

All respond;

"Pray for Us"

Coach or team captain says;

"Pray for Us"

All respond;

"Saint Joe!"

MULTIPLE SPORTS AND ACTIVITIES:

1. Coaches should encourage athletes to be well rounded, participating in different activities both athletically and otherwise, especially underclassmen (7th – 10th).
2. Coaches should realize that different sports challenge athletes in different ways, and the skills developed through the training methods used in one sport will often help the athlete in another sport. Additionally, the disciplines and work ethic required in fine arts is similar to those in athletics.
3. Student-athletes, however, may not participate in multiple team sports at the same time.
4. Student athletes, may participate in an individual sport (golf, swimming, tennis) and a team sport at the same time, if agreed upon by the coaches of both sports.
5. Good, open communication between the student-athlete, his/her parents, and the coaches involved are tantamount and a priority will be declared in case of scheduling conflicts and agreed upon by the coaches.

SPRING SPORT PARTICIPATION:

Once Cheerleading and Dance conclude their competitions in February or March, girls wishing to participate in a spring sport should be given the opportunity to do so. If a competition is not forthcoming, then we will use the end of the Basketball season to switch priorities to a spring sport if a girl wishes to do so. By switching priorities means that the spring sport practice attendance and competitions will come first before any obligations to Dance team or Cheerleading. Obligations or participation in any Dance or Cheerleading activity after this time will be left to the discretion of the athlete and spring sport head coach. If a Cheerleader or Dance team member chooses not to participate in an event due to spring sport participation, they should not be penalized for that decision. It is still incumbent on head coaches and moderators to work with each other so students can

benefit optimally from multiple sports participation. Any policies set forth by a coach that are in addition to the standard athletic policies must be approved by the Athletic Director.

SJA SYMBOLS:

For appropriate use of all Athletic Symbols and Logo Designs, including the Paw, the SJA lettering, the Bloodhound, and our letterman's patch design, please refer to the Saint Joseph Academy Branding Guidelines that are registered trademarks of the school. Prior approval for the use of any and all symbols that represent Saint Joseph Academy on T-Shirts, Uniforms, Bags, Warm Ups, Helmets, etc. must be approved by the Athletic Director and Administration before purchase.

DONATIONS AND/OR FUNDRAISING FOR SPECIFIC PROGRAMS:

Coaches will not and should not solicit any donations from team parents or the community for their program. Coaches will not plan, organize or support any fundraising events for their programs unless approved by the Athletic Director and the Vice President of Academy Advancement.

If approached by a parent or community member wishing to donate or fundraise for the program, please refer them to the Athletic Director and Vice President of Academy Advancement.

Steps forward will be.

1. The Athletic Director and/or Vice President of Academy Advancement will then meet to listen to proposed fundraising idea or donation.
2. The Athletic Director will conference with the Principal and the Vice President of Academy Advancement.
3. A decision will then be made on whether to accept the donation or to approve and assist with any fundraising plans.

Philanthropy and Fundraising from the Saint Joseph Academy Employee Handbook

Preface: The handbook outlines the terms and responsibilities of full or part time employees of the Academy.

A. Principles of Philanthropy:

1. Saint Joseph Academy is a non-profit religious and educational entity. As such, it depends upon philanthropic support from individuals, foundations, and businesses to operate each year.
2. Tuition and related income alone are not sufficient to cover the Academy's annual operating budget and to allow the SJA School Board and Administration to fulfill the vision of faith, scholarship, stability, and coherence. While tuition covers about 90% of the Academy's operating costs, it does not cover the complete cost of educating our students and maintaining our facilities. In the upcoming 2013-2014 school year, there is a gap of about \$1,200 between tuition and the actual cost per student. We rely on contributions to our annual fund, from alumni and other benefactors to help close the gap and cover our costs.
3. St. Joe depends on the generosity of our parents with their time, talent and treasures. We could not provide the same diversity and quality of student life without our parent involvement and support. As such, we have restored the parent participation fee and student accounts will be automatically charged \$200 in July, 2013. Once a parent has completed his/her volunteer service to the school, and that service is confirmed, a 100% refund will be credited to the

account. A parent may also elect to not volunteer and waive the option for the \$200 refund.

4. A school of character, service, and achievement, Saint Joseph Academy endeavors to meet these tenets while showing a preferential option for the poor. In order to continually achieve its mission, Saint Joseph Academy must identify and secure philanthropic sources of support each year.

B. Philanthropic Practices of the Academy:

1. Certain student organizations (Campus Ministry, Honor Societies etc...) are chartered to undertake limited fundraising activities in support of outside charities, under the supervision of the Principal.
2. While Saint Joseph Academy applauds the generosity of faculty, staff, and students who support charitable organizations, the school does not have the resources to financially support all of the charitable activities of such individuals.
3. Faculty and staff members are prohibited from soliciting donations from students, parents of students, SJA School Board Members, or major donors of Saint Joseph Academy or enlisting such individuals in any fundraising activities in support of personal philanthropic causes. Faculty and staff are permitted to solicit their SJA colleagues for such support.
4. While Saint Joseph Academy applauds the generosity of faculty, staff, and students who support charitable organizations, the school

does not have the resources to financially support all of the charitable activities of such individuals.

5. Faculty and staff members are prohibited from soliciting donations from students, parents of students, SJA School Board Members, or major donors of Saint Joseph Academy or enlisting such individuals in any fundraising activities in support of personal philanthropic causes. Faculty and staff are permitted to solicit their SJA colleagues for such support.

C. Fundraising Policies and Practices:

1. The Office of Academy Advancement & Alumni Affairs serves as the designated fundraising department of the Academy. This Office plans, organizes, and manages all programs intended to raise funds for Saint Joseph Academy. No fundraising effort for any purpose may be initiated independent of this Office.
2. The Office of Academy Advancement & Alumni Affairs, under the Office of the President, is responsible for creating a culture of philanthropy at Saint Joseph Academy through business activities which foster awareness and an environment of giving and participation among students, parents of current students, alumni, faculty, and staff.
3. The Office of Academy Advancement coordinates the activities of the following organizations and events that are sanctioned to raise funds on behalf of Saint Joseph Academy: Advancement Committee, Athletic Boosters (including but not limited to Taste of the Town), Style Show, Alumni Golf Tournament, and the Endowment Board.
4. Athletic teams and other student organiza-

tions are not permitted to engage in fundraising activities to supplement their budgets without prior approval of the Principal and VP of Academy Advancement. Exceptions for in-kind contributions may apply in some circumstances. The solicitation of in-kind contributions must receive prior approval from the Office of Academy Advancement.

D. Procedures for Grant Applications and Grant Administration:

1. The Office of Academy Advancement & Alumni Affairs endeavors to collaborate whenever possible for the betterment of the Academy, its students, alumni, faculty, and staff. Teachers are encouraged to seek grant opportunities with prior consultation of their Department Chair.
2. The Department Chair should then submit a brief written proposal to the principal which includes the following: a clear description of need, how need relates to implementing elements of Educational Plan, and an estimated budget.
3. The Principal will review, and if in agreement, submit the proposal to the President for final approval.
4. Approved proposals will then be directed to the Office of Academy Advancement & Alumni Affairs for review by the Vice President.
5. During this process, it will be determined if the proposal is viable and an appropriate fit in the context of the prospective funder's interests. The Office of Academy Advancement & Alumni Affairs is responsible for making the final recommendation as to whether or not to fully develop and submit the grant request to the identified prospect. The decision will be communicated to the

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- President, Principal, and Department Chair.
6. The Office of Academy Advancement & Alumni Affairs is responsible for the timely completion and submission of the proposal and will work with the Principal, Department Chair, and/or teacher to complete the proposal and/or application.
 7. In cases where grant applications have been submitted, the Vice President will keep the President, Principal, and Department Chair informed of its status through the grant review and approval process.
 8. In cases where a grant application has been approved, the Vice President will review this decision at a meeting of the President's Cabinet. The relevant Department Chair will be required to attend this portion of the cabinet meeting. All present will be provided copies of the funder's written notification of the grant and accompanying documentation. The funder's requirements for accountability with respect to the grant will be reviewed at the meeting and specific responsibilities for accountability will be assigned to the finance officer and department chair.
 9. The Administration and President must approve all expenditures of grant monies, ensuring that such expenditures are fully consistent with the requirements of the grant.
 10. Grant money must always be utilized only for the purpose stated in the application and within the guidelines provided by the funder. The only exception to this is if the funder has approved to the contrary. This approval must be in writing.
 11. The Vice President is responsible for ensuring that all documentation related to the grant is maintained on file in the Office of Academy Advancement & Alumni Affairs. The Finance Department must provide the Office of Academy Advancement & Alumni Affairs with a copy of expenditures or a report detailing such expenses in order to complete the grant application file.
 12. The Vice President will coordinate all correspondence with the funder and, along with the President, Principal, and Department Chair, will conduct all stewardship and reporting activities to the funder.

Excerpts from the Saint Joseph Academy Employee Handbook, Highly Pertinent to Athletic Staff

LOYALTY:

Contractual Responsibility: By signing a contract, a coach is responsible for actively supporting and enacting the school's mission and philosophy, all school regulations and administrative directives. This means active support with all publics associated with Saint Joseph Academy.

CONFLICT AND DISAGREEMENT:

As a Christian community we are not expected to be free of conflict. Rather, we are expected to process our conflicts without physical or emotional "bloodshed," in an open, frank, and charitable manner. Disagreements between and among faculty or between faculty and administration should be expressed directly rather than becoming a fuel for gossip and back-biting. Criticism of other employees, school policies, or administrative decisions to students, parents, or other outsiders is unprofessional and disloyal. The administration reserves the right to facilitate mediation between members of the school community when disagreements arise.

SUBMITTING ANNOUNCEMENTS:

Announcements should be concise, written in complete sentences, and clearly readable. They should be emailed on a school announcement form and sent to Sarah De Luna, sdeluna@sjia.us and/or Celia Torres ctorres@sjia.us (Middle Division) and copied to the Athletic Director tvillarreal@sjia.us.

KEYS:

Great care should be exercised in safeguarding school keys provided to coaches. The loss or theft of keys, or their "disappearance and reappearance" should be reported to an administrator promptly. School Keys should never be given to students, student trainers, or volunteer coaches, not even for brief periods of time.

RELATIONSHIPS WITH STUDENTS:

Protecting God's Children

All employees and volunteers must participate in the diocesan sponsored program called Protecting God's Children. This is a mandatory in-service for all personnel. Employees and/or volunteers who fail to complete this in-service may have their positions terminated.

Philosophical Basis: Our school philosophy states: "Educating the whole person requires more than excellent classroom instruction. For this reason, Saint Joseph Academy continually strives to build a genuinely Christian community in which students are offered love, acceptance, discipline, and challenge. The life example of our faculty and the care, attention and respect they show to students contribute significantly to this atmosphere. In turn, students are expected to treat faculty and each other in a similarly loving and respectful manner." Coaches should be addressed in a respectful manner, using "Mr." or "Coach" and the surname. Proper social relationships and distance are to be adhered to at all times.

Child Abuse: The failure to report suspected child abuse can result in civil and criminal penalties. Faculty members and/or coaches who have suspicions or information about a student being abused are expected to report this to the Principal who will file the report with the proper civil authorities. The faculty member or coach must follow up with the Principal that a report was submitted and if not then the faculty member or coach is to personally make the report to the authorities.

Hazing/Bullying: Hazing and other acts of initiation of students during athletic or extra-curricular events are not condoned by the Academy, and are strictly forbidden and will result in a Discipline Board Hearing with the possibility of expulsion. Before school activities and events, students will be advised of the school's policies in an attempt to ensure the safety of all participants as well as maintain the personal dignity of each student and the reputation of the school. Students found to be guilty of such activities are subject to serious disciplinary consequences.

**EXTRACURRICULAR
PARTICIPATION ON DAYS
OF ABSENCE:**

All Student-athletes must attend school in order to participate in a practice or a game that day; if he or she is late to school on a regular school day they must be present by the beginning of third period. A student-athlete may miss school for up to 3 hours, at any one point during the day if they are excused on personal business by the Director of Student Services or to attend a medical appointment where proper documentation and school procedures must be followed.

- a. If the game or practice is scheduled on a Saturday or a school holiday, then the student-athlete must be present at school the day before.

- b. If a student-athlete is traveling at the beginning of the school day for an athletic competition and is to miss the entire day, then he or she must have been present the last school day preceding the competition. Students failing to adhere to this policy may jeopardize their future participation in that activity

HARASSMENT POLICY:

Saint Joseph Academy is committed to maintaining an academic atmosphere that is free from violence, personal abuse, or any form of harassment, where faculty, staff and students can work and study together comfortably. Saint Joseph Academy forbids any form of harassment, violence, bullying, or intimidation occurring in the school, outside the school, or at school-sponsored events. Such conduct is immoral and illegal and will not be tolerated. It is forbidden to harass a student or employee through conduct or communication described in this policy.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's gender, race, ancestry, national origin, religious affiliation, age, physical disability, mental condition, marital status, veteran status, or citizenship status. Harassment can originate from a person of either sex against a person of the same or opposite sex, and from students or employees. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, and comments directed at a person's gender are all inappropriate. Saint Joseph Academy will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment,

and violations will be treated as a significant disciplinary matter.

Sexual harassment deserves special attention and is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature constitute sexual harassment when any of these conditions exist:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade.
- Any conduct of a sexual nature is committed between an employee and a student.
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating, hostile or offensive work environment.

Some examples of such behavior include (but are not limited to):

Written contact – Sexually suggestive or obscene letters, notes, invitations, drawings or computer messages.

Verbal contact – Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), foul or obscene language or gestures, any sexual propositions, sexual innuendo, comments about another's body, or sexual characteristics which may be construed as embarrassing to another.

Physical contact – Any intentional patting, squeezing, touching, pinching, brushing up

against another's body, assault, blocking movement, or coercing sexual intercourse.

Visual contact – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive or obscene objects, pictures, magazines, printed or visual material.

Sexual blackmail – Sexual behavior to control another person's actions.

Saint Joseph Academy will quickly investigate all complaints, including formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is found guilty of sexual harassment. To the fullest extent practicable, complaints, investigations, and terms of their resolution will be kept confidential unless evidence indicates that a criminal investigation is warranted. In this case, information will be forwarded to the proper authorities. (See Investigation of Employee Sexual Misconduct policy). Any person who reports in good faith any behavior that he/she perceives as sexual harassment will be protected from retaliation of any type.

Reporting procedures – Any person, who believes that he/she has been the victim of sexual harassment or sexual violence by a member of the Saint Joseph Academy community, or any person with knowledge or belief of such conduct, should report alleged acts, either orally or in writing immediately to the Principal. If the Principal is the individual who is believed to be harassing the employee/student, the employee/student should notify the President of Saint Joseph Academy, who will conduct the investigation. If the President is the individual who is believed to be harassing the employee/student, the employee/student should notify the Chairman of the Board of Trustees of Saint Joseph Academy.

Saint Joseph Academy considers acts of sexual harassment to be contrary to the Church's teaching on the dignity of the human person. Consequently, the school will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, parent conferences, suspension, or expulsion or termination.

False charges – Each person has the right to his/her good reputation. Anyone who purposely does anything to damage the good reputation of another has committed a serious, moral wrong. False and malicious complaints of sexual harassment (as opposed to complaints which, even if erroneous, are made in good faith,) will result in appropriate discipline, up to and including termination or expulsion.

Investigation of Alleged Employee Sexual Misconduct

After employee sexual misconduct has been reported as described in the school policy on Harassment, the following procedures shall be followed:

1. **Student / Employee Shall Notify School Principal / President.** Student or Employee shall report suspected sexual misconduct by school faculty or staff employees to the Principal. The Principal will then notify the President. If the Principal or a member of the Academy Advancement staff is the alleged offender, the student/employee shall report the occurrence to the President. As required by state law, the Principal / President shall report sexual misconduct by a school employee constituting child abuse to the appropriate law enforcement agency.

2. **School Shall Promptly Begin Investigation.** The school shall promptly convene a review panel of administrators and professional consultants to conduct an investigation to be completed as soon as practical. During this process, investigators will gather and document all relevant specific information, such as dates, times, places, witnesses (if any), and nature of misconduct, by:

- Interviewing the student(s) involved.
- Interviewing the suspected employee.
- Interviewing any witness(es).
- Preparing or obtaining signed statements from the parties involved.
- Collecting and maintaining any relevant physical evidence, such as photographs, letters, e-mail correspondence, diary or journal entries, or presents.
- Referring the victimized student(s) for medical treatment or counseling when necessary. and
- Coordinating investigation with law enforcement officials when necessary.

During the investigation, the investigators will make every attempt to keep the names of the parties involved and the nature of the investigation confidential.

3. **Principal / President Shall Determine Status of Employee During Investigation.** While the investigation is pending, the Principal (school faculty and staff employees) or President (Principal, development and external affairs staff) shall have the authority to limit the suspected employee's duties or suspend the employee.

4. **Investigators Shall Draft an Investigation Report.** The investigators shall draft a report describing the steps of the investigation and summarizing the information gathered. This report shall be filed with the

Principal / President within fifteen (15) days of the investigation's completion. The results of the investigation of each report filed under this policy will be reported to the student(s) involved and/or parents, and the school employee in question, by the Principal / President.

5. **Principal / President Shall Report Child Abuse, if Necessary.** If, after the investigation is complete, the Principal / President, with the School Attorney's assistance and advice, determines that the suspected sexual misconduct constitutes child abuse, he/she shall report that conduct to the appropriate law enforcement officials, as required by state law. If the Principal / President has already notified the appropriate officials about child abuse, he/she shall report any additional information the investigation uncovers.

Principal / President to Decide Appropriate Action. After the investigation is complete and the Principal / President has reviewed the investigation report, he/she shall decide what action is appropriate. If the investigation shows that sexual misconduct occurred, the meeting will also include the employee's supervisor.

DISMISSAL OF A COACH OR ATHLETIC ADMINISTRATOR:

The basis for dismissal of any coach or member of the athletic staff would be for cause as a result of the failure to know and practice school policy and procedures. If questions arise regarding school policy and procedure, either articulated or not, it is incumbent upon the employee to ask for assistance from the Athletic Director.

Addendums

Early Dismissal for Athletic Events

For Athletic events that require early dismissal during the school day, please consider withdrawal from class at the latest possible time that will also ensure a safe and comfortable arrival to the site of the competition. They should get in as much class time as possible.

Also, please consider dismissal times after a class period and not at a specific time, as SJA is making a concerted effort to limit the amount of class interruptions.

However, if dismissal is during the middle of a class period, please use the following procedure.

1. Make sure the entire team or group is aware of the specific time of dismissal.
2. Have the student-athletes remind their teacher once arriving to the class that they will be leaving at the specific pre-determined time.
3. Students should get up and walk out of the class exactly at the pre-determined time of dismissal, with as little interruption as possible.

Remind your team being dismissed that they should not be asking their teachers to be let our earlier than the pre-determined time for any reason especially "because they are not doing anything."

Thank you and please let me know if you have any questions.

Off-Season or Athletic Period Practice for Team Sports

It should be considered a class period such as football class or basketball class, athletes

attending should be considered enrolled in this class. The length of the class should be no longer than one regular class period not to exceed 60 minutes, (our longest class period is 50 minutes, so that is what we have to use). "This period includes dressing" and off season conditioning, chalk talks, films, and "full team drills are permitted in team sport practices."

Team Sport (Football, Basketball, Soccer, & Baseball) Coaches can choose one of two time frames either before school or after school. School officially starts at 7:45 with Tutoring and Clubs so before school would be from **6:50am to 7:40am**. Or you could go after school which officially ends with tutoring sessions at 3:45, so that time frame would be from **3:50pm to 4:40pm**. Students wishing to participate in an athletic period who are currently in season for another sport should have permission from their in-season sport coach in order to participate. Coaches please communicate with each other to follow up and to go over schedules and training.

Athletic Period should never interfere with a student-athlete's in-season practice.

Policies regarding Saint Joseph Academy Logos and Brands

Uniforms, T-Shirts, Bags, or any other items that represent Saint Joseph Academy that contain any logos, brands, or other school insignias must be approved by the Athletic Director and Administration before purchase.

Please contact Athletic Director should you wish to use the school logo for any purpose.

Processes Involving the Use of Purchase Orders

1. Visit, call, or email our Finance Department; Lupita Schlater at ext. 309 or lschlater@sja.us, or Lupita Montoya at ext. 307 or lmontoya@sja.us to request your Purchase Order Form and number. Basic information will need to be supplied concerning the order.
2. Receive your Purchase Order form with your number and properly fill out your request for approval.
3. Seek approval signatures from the Athletic Director, Principal, and the President.
4. Once signatures have been obtained and finance has received the form please place your order.
5. The last two copies of the Purchase Order form (Pink & Gold) will be kept in the AD's office in the Administration building.
6. Once all items have been received, inform the Athletic Director, and then he/she will initial the Gold Form and mark OK to Pay and note any changes and submit to finance.
7. The Pink copy of the Purchase order will be kept in the files of the Athletic Director until the start of the next school year.

Donations and/or Fundraising for Specific Programs

Coaches should not solicit any donations from team parents or the community for their program. Coaches should not plan, organize or support any fundraising events for their programs unless approved by the athletic director and the school.

If you do get approached by a parent or community member wishing to donate or fundraise for your program, please refer them to the Athletic Director.

Steps that will be taken from then, forward will be.

1. The Athletic Director will then meet to listen to proposed fundraising idea or donation.
2. The Athletic Director will then contact the Principal and the Vice President of Academy Advancement to discuss.

A decision will then be made on whether to accept the donation or to approve and assist with any fundraising plans.

Important Information

Attention Coaches: The following information should be considered urgent and begin to be practiced immediately.

You are responsible and will be held accountable for all athletes under your care in making sure that they place all of their valuables and personal items in a locked locker, during your practice. If they do not have one, make it a requirement, that they get one and use it.

If they have a backpack or bags that do not fit in a locker then please do one of two things.

1. Have them place their items at the site of your practice where they can be visible to you throughout the practice.
2. Have their items placed and secured in a locked classroom or facility that is not open to other students.

Please make sure that you continue to make this a requirement for your athletes throughout the course of your season and do not stop following through on this procedure.

Saint Joseph Academy Fight Song

Music & Lyrics: Frank J. Manna

Saint Joseph Academy we're true to you
we fight for a victory and honor too –
with courage and pride we stand as one strong band –
to show we are the best in all the land –
our motto is all for one and one for all –
we bravely await the sign – to meet the call –
no matter how great are the odds – we will not fall –
go reach for the stars with all our might –
we'll always be true to you Saint Joe

GO FIGHT

GO HOUNDS

Saint Joseph Academy (repeat....)

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 **SJA**
Athletic Department
Bloodhounds



 **SJA**
Athletic Department
Bloodhounds