

Saint John Neumann
Catholic High School, Inc.
Athletic Handbook



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Athletic Mission Statement

Working to create an environment where student athletes have an opportunity to live their dreams, experience joy and develop skills that will have an everlasting impact on their lives.



PHILOSOPHY

Saint John Neumann Catholic High School, Inc. will field competitive athletic teams in all interscholastic sports in which it participates. Student athletes and coaches are expected to participate in these programs with the Christian principles and practices espoused by the school. It is our firm belief that success will be achieved under this philosophy, and that the achievements and recognition brought to the school and the Athletic Department will have longer lasting value when accomplished in conjunction with our Christian values.

ATHLETIC DEPARTMENT GOALS AND OBJECTIVES

- To provide our student athletes with guidelines and assistance in developing athletic/academic success.
- To develop a well-rounded individual by teaching the importance of practice and preparation in reaching the student athlete's potential.
- To provide, through competition, for the emergence of a strong self-concept by developing strong character, leadership qualities, and good citizenship, along with the student athlete's physical qualities.
- To develop an equitable athletic program as it applies to "gender equity" in high school athletics.

"Nurturing mind, body, and spirit through academic and athletic achievement."

ST. JOHN NEUMANN ACTIVITIES

St. John Neumann interscholastic athletic program is a member of the Florida High School Athletic Association (FHSAA), which involves competition with other public and private schools. Presently, St. John Neumann fields teams in the following interscholastic activities:

Fall:

Varsity Football	Boys
Jr. Varsity Football	Boys
Varsity Cross Country	Boys & Girls
Jr. Varsity Cross Country	Boys & Girls
Varsity Golf	Boys & Girls
Varsity Swimming & Diving	Boys & Girls
Varsity Volleyball	Girls
Jr. Varsity Volleyball	Girls

Winter:

Varsity Basketball	Boys & Girls
Jr. Varsity Basketball	Boys & Girls
Varsity Soccer	Boys & Girls

Spring:

Varsity Baseball	Boys
Jr. Varsity Baseball	Boys
Varsity Softball	Girls
Varsity Tennis	Boys & Girls
Varsity Track & Field	Boys & Girls
Jr. Varsity Track & Field	Boys & Girls

STAFF RESPONSIBILITIES

Principal/Assistant to the Principal

1. The Principal has final responsibility for the athletic program.
2. The Principal will appoint an Athletic Director to administer the athletic policies of the Athletic Department.
3. The Principal, Assistant to the Principal, and the Athletic Director will determine the policies of the Athletic Department.
4. The Principal, with the assistance of the Assistant to the Principal and the Athletic Director, will appoint coaches and assistant coaches.
5. The Principal is the final authority concerning athletic eligibility.

Athletic Director

1. Assist the Principal in determining athletic policies and appointing coaches.
2. Enforce the policies of the Diocese of Venice and the Florida High School Athletic Association and any conference St. John Neumann may become part of.
3. Keep coaches informed of school and FHSAA policies.
4. Recommend to Principal expenditures of all funds. The Athletic Director will approve all purchases and write all orders.
5. Approve all schedules.
6. Will submit names of athletes provided and verified by head coaches for eligibility according to FHSAA guidelines.
7. Be sure all athletes have physicals and parent permission forms and copies of birth certificates on file prior to starting tryouts.
8. Will obtain at the end of each sports season an accurate inventory compiled by the head coach listing all equipment and uniforms. Each coach will prepare a "needs assessment" for his/her program.
9. Insure all necessary arrangements are made for home contests.
10. Approve travel arrangements.
11. Coordinate the use of facilities.
12. Establish and coordinate the athletic awards system.
13. Establish a calendar of events.
14. Report negligence and inefficiencies of coaches to principal.
15. Be responsible for the inventory and storage of all athletic property (uniforms, equipment) unless a designated area is given to a head coach for his/her sport, at which time responsibility transfers to the head coach.
16. Will conduct staff meetings of all head coaches during the fall, winter and spring seasons. Coaches are encouraged to meet with the A.D. to discuss rules, policies, decisions, etc. at mutually agreeable times. Coaches' input is always welcome.
17. Perform other duties as requested by the Principal/Assistant to the Principal.

Head Coach

1. General Responsibilities:

- a. Supervise all members of the team and enforce school rules at all practices and games. At no time leave a team or individual unsupervised.
- b. Always encourage scholarship.
- c. Insist on good sportsmanship and fair play. Set an example.
- d. Never allow a player to practice or participate in a contest if there is any doubt as to his/her physical condition or eligibility.
- e. Never use profanity or allow it to be used.

- f. Never use alcoholic or tobacco products while on duty as a coach. Never use illegal drugs.
- g. Cooperate with other teachers and coaches and support all school activities; encourage your athletes to participate in other school activities.
- h. Know the rules. Attend FHSAA rules clinics and monthly meetings of the Athletic Department.
- i. Inform athletes of your rules and regulations, and enforce them fairly and in writing. A copy of team rules must be on file in the Athletic Director's office.
- j. Check daily attendance to insure that team member has satisfied attendance as outlined in "Rules for Athletes".

2. Specific Responsibilities

- a. Submit team rosters to the Athletic Director before the season begins.
- b. Secure physicals, parent permission forms, and emergency information cards, and give to the Athletic Director.
- c. Keep accurate and complete statistics and records, and give to the Athletic Director as requested. Year-end statistics are to be turned into the Athletic Director.
- d. Submit end of year inventory on forms provided by Athletic Director. Submit a needs assessment for the following year to the Athletic Director at the end of the season.
- e. Write obligation notices and turn in to the Athletic Director any athletes who fail to return or who damage uniforms or equipment, or who have failed to meet their financial obligation.
- f. Submit orders for purchase to Athletic Director for approval and processing. **DO NOT PLACE ANY ORDERS UNTIL YOU HAVE A PURCHASE ORDER SIGNED BY THE ATHLETIC DIRECTOR.**
- g. Insure that travel arrangements are made through A.D.'s office.
- h. Inform athletes of award criteria.
- i. Be sure facility is ready for home games.
- j. Be sure facility is secure and clean following all practices and games.
- k. Supervise locker room and students after practice or games.
- l. All keys and alarm system combinations are not to be loaned or given out.
- m. Be sure that athletes represent Saint John Neumann Catholic High School, Inc. in proper dress and decorum.
- n. Give Athletic Director a list of letter winners and specialty award winners immediately following the end of the season.
- o. Check Interim Report and Quarterly Report Cards of athletes when distributed by the school. Help secure special help for those who are not making satisfactory progress.
- p. Report varsity game scores and other pertinent information to all newspaper and television as soon as feasible after home or away games.
- q. Final checks will not be disbursed until all of the above have been met.

Assistant Coach

The assistant coach will assume responsibility assigned by the head coach. If an assistant coach is coaching a J.V. team, he/she will assume the same responsibilities that apply to a head coach. The assistant coach should be familiar with the responsibilities of the head coach, and should always act in a manner consistent with the mission of Saint John Neumann Catholic High School, Inc..

GENERAL INSTRUCTIONS AND POLICIES

Athletic Participation

1. Twelfth graders may participate at the varsity level only. Exceptions to this rule will be approved by the Athletic Director.
2. Eleventh graders should participate at the varsity level, but may participate on junior varsity teams.
3. Tenth graders may participate at the junior varsity level, but may participate at the varsity level.
4. Ninth graders should participate at the ninth grade level if it is offered, but are eligible to move up to junior varsity and varsity.
5. Student athletes have four consecutive years of eligibility starting when they first enter ninth grade.
6. If a student quits a sport before the season is over, he/she is not allowed to participate in another sport until that sport's season is completed, unless the coaches and Athletic Director agree to let a student start another sport.

ATHLETIC REQUIREMENTS AND ELIGIBILITY

State law, the regulation of the Florida High School Athletic Association, governs eligibility rules and policy established by the Administration of Saint John Neumann Catholic High School, Inc.. In order for an athlete to be eligible:

1. A student may participate in interscholastic athletic competition until reaching the age of 19 years 9 months, so far as age is concerned. Upon reaching the age of 19 years 9 months, the student shall be ineligible for further participation in interscholastic athletic competition.
2. According to school policy, a student must pass at least six (6) subjects in a marking period, and maintain a G.P.A. of at least a 2.0 on a 4.0 **unweighted** scale for the marking period in order to be eligible to participate in athletics for the next marking period. In addition to this policy, the Florida High School Athletic Association policy also requires that a student must maintain a cumulative G.P.A. of at least a 2.0 on a 4.0 **unweighted** scale for each semester in order to be eligible to participate in athletics for the next semester. St. John Neumann uses the 1st quarter grade, the 1st semester grade, the 3rd quarter grade and the final grade for the purposes of determining eligibility.
3. A student must have a yearly physical documented by a Florida doctor before he/she can participate in a sport. All students must have a signed Parent Consent form as well as the green Emergency Card before participating in a sport at St. John Neumann H.S.
4. All students must have signed Parent Code forms before participating in a sport at St. John Neumann H.S.

***An athlete who falsifies information to gain eligibility status that causes a member school to violate eligibility rules shall be declared ineligible to represent any member school for a period of one year from the date of discovery of the violation.*

RULES FOR ATHLETES

Student athletes are representatives of the school, and should conduct themselves accordingly. All athletes are expected to adhere to the following general and specific rules:

General Rules

1. Conduct yourselves as ladies and gentlemen. Set an example for the rest of the student body.
2. **The use of alcohol, tobacco, or illegal drugs is strictly prohibited and could result in removal from the team.**
3. Never use profanity.
4. Attend all practices and contests unless excused by the coach.
5. Complete the season.
6. Attend school regularly.
7. Respect school property.
8. All equipment issued should be returned in the same condition. Students are responsible for lost or damaged uniforms and other equipment.
9. Display good sportsmanship at all times.
10. **Do not involve himself/herself in any form of gambling.**
11. Always show respect toward the administration and faculty of St. John Neumann, the officials and opponents, as well as the community in general.
12. Follow all school rules at all times.

Specific Rules

1. Any athlete who quits a team will not be permitted to play on another team until the end of the season of the team he/she has quit. The Athletic Director may make exceptions for special cases.
2. On days school is in session, an athlete must attend at least the last three periods of the day in order to practice.
3. On the day of a game, the student/athlete must be in school for at least the last three periods of the day to be eligible to compete in that game. For a Saturday game, the student must be in class on Friday for the last three periods of the day.
4. An athlete suspended out of school is automatically suspended from the team. The athlete cannot participate in a game or practice until the suspension is over and he/she has been reinstated by the school administration.
5. If a student is suspended or dismissed from a team for disciplinary reasons, he/she is ineligible to participate in any sport unless granted permission by the Athletic Director. The coach will immediately notify the Athletic Director of any suspension.
6. An athlete may participate simultaneously on more than one team provided all coaches concerned and the Athletic Director grant permission. It will be the duty of the coaches concerned and the Athletic Director to arrange a schedule acceptable to the athlete and coaches to insure that the athlete is not "caught in the middle between two coaches." Each coach should have an emergency treatment card for that athlete. **PARTICIPATING ON TWO TEAMS SIMULTANEOUSLY IS NOT ENCOURAGED.**
7. Any athlete assigned detention by any teacher or administrator must report to that detention. Detention **takes precedence over team practice or games.**

FINES

The coaches will pay any fines assessed by the FHSAA because of an action of a coach. This includes fines for improper conduct, failure to attend meetings or clinics, as well as all other fines.

SUSPENSIONS

1. A one game suspension by the coach for disciplinary reasons may be implemented, provided the Principal and Athletic Director are notified. The A.D. must be notified of any suspension the day they are implemented and reserves the right to further impose additional suspension time should such infractions of the student athlete reflect negatively on the Saint John Neumann Catholic High School, Inc. program or any after school events.
2. The Athletic Director and the Administration reserves the right to impose suspensions for inappropriate actions by a student athlete before, during and after events that reflect negatively on the Saint John Neumann Catholic High School, Inc. athletic program. The suspension can include school and athletic time.
3. Players ejected during a contest by the referee may not participate for the next seven days or a minimum of 2 contests. Players ejected with gross unsportsmanlike conduct will be suspended from athletics for 6 weeks or more.
4. A coach ejected during a contest by the referee may not participate in the next scheduled contest. A gross unsportsmanlike suspension may result in 6 weeks or more.

DISMISSAL

When the behavior of an athlete is deemed inappropriate, it may be necessary to dismiss that individual from the team. Before dismissal of an athlete, the Principal, Coach, and Athletic Director shall review the case. Parents will be given the opportunity to review the dismissal.

PURCHASING

At the end of each year, each head coach will submit to the Athletic Director an estimate of the cost of financing his/her team the following year. The coach will include a detailed list of all equipment and supplies needed to be purchased. All purchasing will be done through the Athletic Director. *The Athletic Director will write all purchase orders.* The coach must be able to justify all requested expenditures. Never order anything until approval has been secured from the Athletic Director. Unapproved purchases will become the personal responsibility of the coach!

INVENTORY

Each coach is responsible for all athletic property issued to him/her. At the completion of the season, an inventory form should be completed and returned to the Athletic Director. The coach will list all property, its condition, storage area, and replacement needs. Nothing new will be ordered until inventory is complete. It is imperative that coaches and members of their teams pay strict attention to manufacturer's instructions on washing and care of uniforms.

ACCIDENTS

Accidents should be reported immediately to the Athletic Director. Fill out an incident report and turn it in to the Athletic Director. Fill out insurance form and turn it in to the Business Manager. Coaches are required to have in possession at all times an "Emergency Treatment Card" for each participant.

SCHEDULING

1. The Athletic Director, with the help of the head coach, will make all season schedules.
2. The number of games scheduled must conform to FHSAA standards.
3. Games which require long trips or overnight stay (s) should be considered carefully. Approval is required by the Athletic Director.
4. Overnight stay(s) during the regular season will be paid by the individual team. Overnight stay(s) during the State Playoffs/Championship will be paid by Saint John Neumann Catholic High School, Inc..
5. The Athletic Director must approve all schedules.

ATHLETIC AWARDS

1. Athletes must complete the season in order to receive a varsity or junior varsity letter award. Cases involving exceptions to the rule will be reviewed by the Athletic Director in conjunction with the head coach.
2. Award winners and final rosters shall be submitted to the Athletic office at the end of respective season.
3. Each head coach will provide criteria for a student to earn a varsity letter.
4. Specialty awards are determined by the coaching staff.

FANS

St. John Neumann fans, like Neumann student/athletes, are a proud group of individuals and are fiercely competitive. An outpouring of fans generates a great deal of excitement and energy felt by the participating student/athletes. Coaches, student/athletes, and fans rate the “fan-factor” as integral to the success of their teams.

At St. John Neumann, positive cheering is employed. “Positive cheering” is defined as yelling, screaming, shouting, clapping, etc. as enthusiastically as you wish for our team. **Negative comments or actions will not be tolerated against our guests** (otherwise known as opponents). **The use of artificial noisemakers shall be prohibited.** We want to be hospitable and also help our teams to win.

Game officials are individuals charged with enforcing the rules and maintaining control of the game. They are to be extended every courtesy and respect by team players, coaches and fans.

St. John Neumann depends on a high degree of fan participation on the part of its student body, alumni, parents, faculty, and staff. It is this loyal support that promotes excellence and brings championships. With the help of fans, the proud athletic tradition of St. John Neumann will continue to flourish.

PARENTS' CODE

As a parent of an athlete in this school, I promise:

To accompany my child to as many orientation and informational meetings offered by the Athletic Department, as my schedule will permit.

To work closely with all school personnel to assure an appropriate academic as well as athletic experience for my child while he/she is in high school.

To assure that my child will attend all scheduled practices and athletic contests.

To require my child to abide by the Athletic Department's training rules.

To acknowledge the ultimate authority of the coach to determine strategy and player selection.

To promote mature behavior from students and parents during athletic contests.

To work cooperatively with other parents and school personnel to assure a wholesome and successful athletic program for our school.

To work closely with coaches and other school personnel to identify a reasonable and realistic future for my child as a student athlete.

I acknowledge I have received a copy of the Saint John Neumann Catholic High School, Inc. Athletic Handbook.

Parent Signature

Student Signature

Date

Printed Name