

Athletics Manual

2020-2021



FOREST LAKE ACADEMY

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Philosophy

The coaching staff of Forest Lake Academy have dedicated themselves to the development of the well-rounded student athlete. The physical, spiritual, and psychological growth of each student is carefully considered when planning and implementing our athletic program.

Our staff are aware of the individual needs of youth as well as the social implications of being able to part of a team. The goal of our athletic program is to produce young men and women who have the capacity to be successful citizens in our highly competitive society and representatives of our heavenly father in all that they do.

We also want students to excel academically, to graduate and to be able to say they were proud to have been a part of the Forest Lake Academy Athletics program.

The Athletic Program

Participation in extracurricular activities such as campus ministries and athletics is a valuable part of the Forest Lake Academy experience. Students are encouraged to participate in these activities while maintaining their successful academic performance.

The athletic program, whether a particular sport or a combination of all the sports in our school, includes a body of people seeking common goals and following established procedures. The goals involve striving to win, participation, teamwork, a sense of accomplishment, personal growth in the classroom and on the playing field, and a range of individual needs that coaches and athletes bring to school each day.

Varsity Sports

Students at Forest Lake Academy have the opportunity to participate in the following varsity sports:

- Boys' & Girls' Basketball (JV/Varsity)
- Golf
- Girls' & Boys' Volleyball (JV/Varsity)

- Boys' & Girls' Soccer (JV/Varsity)

General Guidelines

Standard of Conduct & Sportsmanship

FLA holds its coaches, parents, students, and staff members to the high standard of reflecting Jesus in all that they do. All students and parents are expected to adhere to the following guidelines for sportsmanlike conduct:

- Show respect for opponents, players, coaches, and officials at all times
- Refrain from using inappropriate language
- Know, understand, and respect the rules of the contest
- Recognize and appreciate skill in performance, regardless of team
- Avoid coaching or offering players advice from the stands

We are very proud of our student athletes at Forest Lake Academy. With regular season games and tournaments, we provide our athletes with ample opportunities to showcase their talents and to minister to our local and extended community.

Inappropriate Conduct

Should the point be reached where, in the discretion of school administration in consultation with the athletic director, it is determined that a student, parent, or coach has engaged in inappropriate conduct contrary to school policy, or demonstrated an uncooperative, antagonistic or hostile attitude towards a fellow student, teacher, administrator, or staff member, the school reserves the right to remove such individual from involvement in the school's athletic program.

Use of Social Media

The use of social media to criticize, find fault, or foster discontent is inappropriate. Any coach or student team member who engages in such conduct will immediately forfeit his/her position. Any parent who engages in such conduct will forfeit the privilege of being welcome on campus for school games. The expectation of FLA school administration and the athletic director is that concerns be communicated in a confidential and proper manner following the appropriate chain of command. Engaging in behavior or conduct that causes issues to be aired publicly is unacceptable and will be dealt with accordingly.

Problem Resolution

Any problems should be dealt with by following the proper steps. Athletes and parents should speak with coaches first. Assistant coaches should speak with head coaches. Head coaches should speak with the Athletic Director. The Athletic Director consults with school administration, and so on.

DO NOT make an issue or concern bigger by speaking to others or airing concerns in the court of public opinion instead of handling matters in a confidential and appropriate manner.

Chain of Command

FLA requires students, parents, teachers, and coaches to respect and follow the appropriate chain of command when communicating, asking questions, or expressing concerns. The following is FLA's chain of command (from top to bottom):

- Florida Conference of Seventh-day Adventists
- FLA Board of Trustees
- Superintendent
- Head of Schools
- Principal
- Supervising Assistant Principal
- Athletic Director
- Head Coach
- Parents/Guardians
- Student/Athletes

Every effort is made to resolve concerns at the lowest level of the chain of command as possible, meaning, within the Athletic Department and not pushed up to school administration or higher. This means that should a parent have a concern, the first level of communication must be with the coach.

Physicals and Permission Slips

Physicals must be completed before any student/athlete is allowed to try out for any athletic team. All physicals must be completed on the proper school forms (obtained from the coach, nurse or trainer) and within the required time for participation. Students and parents will need to also complete a health history form, a participation questionnaire/contract, and a permission slip for each sport. One physical is valid for the entire year, and a multi-sport athlete needs only to complete a new permission slip and

health history form prior to their next sport's season. Make sure coaches are aware of any medical problems you may have (ex: asthma, etc.)

NOTE: Chiropractors cannot perform sports' physicals.

- All head coaches are responsible for distributing the proper paperwork to athletes at their pre-season meetings and are responsible for the proper collection of all materials well in advance of the season.
- Any athlete injured in a previous sport, and who had been examined or evaluated by a doctor, must be cleared by that doctor before they can compete in their next sport.
- Managers/Scorekeepers must have a permission slip

Contracts

Contracts for student athletes must be signed by parents and athletes prior to formally joining the team.

Photo Release

All students (and their parents) agree, that by deciding to participate in the athletic program, any objections to the use and or release of photos from athletic activities and team functions are waived.

Academic Eligibility & Early Dismissal for Games

At the start of each school year, all full-time students (provided they have an unweighted cumulative GPA of 2.0) are deemed academically eligible to try out for varsity and junior varsity athletic programs. Student athletes must maintain a 2.0 unweighted cumulative grade point average on a 4.0 scale. During the school year the school registrar will run a weekly D, F, and I grade list to determine current athletic eligibility. Any student with an F (failing) or I (incomplete) grade in any class will be deemed ineligible to play or practice. Any student with more than one D will also be deemed ineligible to play or practice. If academically ineligible students improve their grades by the next week's grading list time to not have more than one D (while having no F or I grade), they will then regain their eligibility to rejoin the team to practice and play. A student's behavioral/disciplinary record may also make him/her ineligible.

In order to participate in Varsity or JV games or events, students must have attended all scheduled classes on the day of the game and/or event. On game days, athletes cannot leave class earlier than 15 minutes before the school transportation leaves. Any student leaving early or skipping class will not

be allowed to play. Every effort is made to minimize game conflicts with other school activities; however, it is important to note that should there be a conflict, students in Cantabile, strings, handbells, band or drama must stay for those performances.

Athletes Suspended from School

Any athlete suspended from school is not allowed on school grounds on the day of suspension, therefore is not permitted to practice, play games or have any association with any team functions whether on or off campus. Depending on the nature of the suspension, the athlete may also be suspended or removed from their athletic team.

Athletes Tardy/Absent from School

Any athlete who is absent from school is ineligible to participate in practice or games that day unless they receive written administrative clearance – *no exceptions*. Any athlete who is tardy will need to be in school for four (4) consecutive hours to be able to participate in a practice or a game. Athletes with a temperature of 100° F are sent home from school and cannot return to school until they are fever free for 24 hours.

Athletes Serving Detention

Any athlete who has detention must report to detention before they report to a team practice or game. Whatever a coach imposes as additional discipline after that is up to each individual coach, in accordance with the rules set forth in that coach's player contract. Discipline shall be administered in an even-handed manner to all athletes.

Athletes on Fine List

Any athlete whose name appears on the fine list is immediately ineligible to participate in practice or games until the fine is paid and they get a receipt of payment from the Business Office. The verbal word of an athlete is not acceptable—*no exceptions*. Coaches, players and teams are not permitted to have their own “fine system” under any circumstances.

Physical Education Classes

- Athletes are not to be excused from physical education classes
- Athletes will dress and participate in physical education classes on days of practices/games

- At the teacher’s discretion, athletes may be excused from strenuous activities (such as running the mile, etc.) on days of games, providing they are in “good standing” in the class
- Athletes with medical excuses from physical education will not be permitted to participate in an athletic contest or practice for the duration of the medical excuse.
- No team-issued equipment is permitted to be worn for physical education classes

Hazing

Any form of hazing, which is illegal in the Florida, is considered bullying behavior, is strictly prohibited, and will not be tolerated.

- Coaches will discuss with their athletes about what hazing is and what the consequences of such behavior will be
- Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purposes of initiation or membership in, or affiliation with any school activity recognized by the FLA Board

Awards and Recognition

Each team will hold a Varsity/Senior Night, an event that must be coordinated with the Athletic Office and Athletic Director.

At the conclusion of the year, an athletic banquet will be held to honor the hard work of student athletes and coaches. This will be organized by the Athletic Director, booster club and coaches. All coaches are expected to attend this event.

Parents’ Night

All coaches will schedule a Parents’ Night to inform athletes and parents about their program and expectations:

- Philosophy
- Expectations for individual players and the team
- Location and times of practices and games
- Team expectations and requirements, i.e., off-season conditioning, goals, etc.
- Injury procedures
- Athletic contract including team rules, expectations, discipline, and the consequences of inappropriate conduct and the potential denial of involvement/participation
- Chain of command
- Academic expectations

- Hazing/harassment
- Sportsmanship
- Uniforms/equipment
- Assistant coaches

Parent Booster Clubs

Booster clubs are support groups for the athletic department and/or individual school teams. All booster clubs are under the direction of the Athletic Director. No booster club activities should occur without the approval of the Athletic Director.

- All fund-raising must be program-centered and approved
- Monies from all booster club fundraising and activities must be processed through FLA's business office in the appropriate manner
- Athletes are not permitted to do any work or fundraising unless supervision is present at **all times**
- No door-to-door sales allowed unless approved by Forest Lake Academy
- Use of any building areas must be approved (do this well in advance)
- Coaches or assistant coaches should attend booster club meetings to keep a grasp over all dealings of the group
- Please do not entertain complaints about other coaches or the administration – remember **WE** are in this together!
- All fundraising activities must be approved prior to the event by:
 1. The Head Coach
 2. The Director of Athletics
 3. School Administration
- All funds raised must benefit our student athletes and the athletic program

Parents at Practice

- For some sports, because of the area and/or nature of the sport, it is conducive for parents to attend practice sessions
- Some athletes feel uncomfortable with other players' parents at practice
- Parents should remain in the background, allowing the players to practice and the coaches to coach
- Parents should respect the coach's wishes if the coach asks them to move to other areas
- Coaches should review their views about these issues at Parents' Night

Coaching Policies, Practices and Expectations

VALUES, PRINCIPLES, AND BEST PRACTICES OF COACHING

Leadership

- Leadership is the ability to attract followers, however, a great leader will not just attract followers, but will also strive to train and develop new leaders.
- Effective leaders know that 5 basic skills must be mastered to be an effective leader:
 1. Get out front – initiate things; plan and invest time in people
 2. Be positive – provide hope for your athletes
 3. Have high expectations – don't settle for less
 4. Take risks – *“We will either find a way, or we will make one”*
 5. Be innovative – look at different ways to do the same thing

One of the greatest qualities of successful leaders is vision.

- Father Hesburgh

Former President, University of Notre Dame

John Wooden's Five Laws of Teaching

1. Tell them
2. Then show them
3. Have them demonstrate
4. Then correct them (correction)
5. Then have them repeat (repetition)

Background Checks

All coaching staff are subject to mandatory fingerprinting and background checks as required by both Forest Lake Academy and the Florida Conference of Seventh-day Adventists.

Role Model

Overall, it is the coach who sets the tone and leads by example for his/her players. It is how a coach lives and what he/she stands for that players will remember in their future. All young people need

positive role models to follow, and coaches hold a key position to lead by example. Being a coach and working with young people is a privilege and a rewarding opportunity.

Faculty Relations

- The relationship between coaches and faculty should be positive at all times
- Coaches should assist athletes and teachers in solving problems or difficulties in class
- Contacts with students and teachers should be professional and ethical at all times – it should reflect appreciation, understanding and cooperation
- Coaches should encourage athletes and assistant coaches to show loyalty and enthusiasm for all other teams and school activities

Characteristics of Highly Successful Coaches

1. Continues to pursue excellence
2. Strong organizational skills
3. Ability to communicate
4. Enthusiasm/passion for your sport
5. Empathy/show players you care
6. Sportsmanship/Integrity
7. Strong work ethic
8. Knowledgeable
9. Disciplined
10. Tough, but fair
11. Honesty/loyalty
12. Leadership
13. Positive attitude
14. Values relationships
15. “Now” person
16. Emotionally stable
17. Inspiring personality/role model (on/off field)
18. Power to concentrate and analyze under emotional situations

Expectations

All coaches and staff involved with FLA’s athletic program are required and must agree to:

1. Create and help foster an environment of respect among FLA players, coaches, parents, and school officials as well as with referees, fans, and the coaches and players of the other team. This includes a focused effort on fostering an attitude of respect, rapport and comradery with the coaches and players from the schools our FLA teams are competing against.
2. Support the integrity of the Forest Lake educational program as outlined in the FLA student handbook. This includes but is not limited to putting the school's and students' academic integrity above winning.
3. Maintain and adhere to the procedures within the FLA athletic department handbook.
4. Manage and monitor expectations for students' behavior found in the student handbook. Coaches will inform students that they, as ambassadors of the school's athletic department, must hold themselves to the highest behavioral expectations. Students must understand that should they not adhere to this expectation, they endanger their continued participation in Forest Lake athletics. This behavior includes but is not limited to treatment of other players, language usage, anger management, academic performance, etc.
5. Communicate and share appropriate information with school personnel and FLA's administration. This includes issues related to students' behavior, academics, spiritual needs, etc.
6. Manage emergency situations by ensuring that all coaches are CPR and First Aid trained.
7. Use age-appropriate language when interacting with athletes and others. Coaches should never communicate or use language in a demeaning fashion when interacting with players whether it be words, texts, or body language.
8. Promote a positive Christian climate throughout the athletic department. This includes but is not limited to having regular worship, leading out in prayer, and taking advantage of every opportunity to present Jesus Christ to the players.
9. Demonstrate flexibility and responsiveness to requests from families and school administration.
10. Submit and communicate with administration requests for tryouts, practices, and tournaments, understanding that nothing is approved before vetting by administration. In the event that requests are not approved by administration, coaches will present a united and supportive front to players and parents. This decision-making protocol is a collaborative and supportive process between coach and school administration and not just the coach advocating for the team.
11. Adhere to the academic policies that govern students' eligibility to participate in extracurricular activities such as athletics and representing the Academy on and off campus.

Coaches will not request or attempt to pressure teachers or administration to make exceptions to the academic eligibility requirements to accommodate a particular player or team.

12. Communicate with players and parents the Christlike behavioral expectations for FLA players, parents, and supporters. Coaches will demonstrate exceptional behavior in all that they say and do.
13. Provide support and assistance to Athletic Director or his/her emissary and work in a collaborative manner.
14. Demonstrate fairness and integrity when selecting teams. All players are selected based upon the intrinsic value they bring to the team. Coaches will also limit the teams to an agreeable and manageable number of players as advised by the school Athletic Director or administration.
15. Prepare and submit a list of players for all teams in a timely manner.
16. Respect and follow the training schedules posted by Athletic Director/Administrators for the use of the gym or other training facilities.

Coaching Sportsmanship

The American Heritage Dictionary defines sportsmanship as “the conduct and attitude of participants in sports, especially when considered commendable as in fair play, courtesy, and grace in losing.”

In its simplest form, sportsmanship is “basic civility”

Integrity, fairness, and respect are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

A coach who is a good sport believes and teaches that athletic competition is an ethical pursuit, one which builds character and shapes lifetime attitudes.

As a coach at our school, your coaching sportsmanship goals should include:

- Helping your athletes develop a positive self-image
- Promoting respect for the rules, officials and their decisions, and opponents, and displaying no behavior that could incite fans
- Encouraging a constructive attitude towards competition: e.g. shaking hands with officials and the opposing coach in public
- Developing a sense of dignity under all circumstances

- Setting a good example at all times for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Demanding that your athletes demonstrate sportsmanship and make it a #1 priority
- Developing and enforcing consequences for athletes who do not abide by sportsmanship standards

Important Principles for Coaches:

- ***You*** are one of the most influential people in a student athlete's life. Your job is not only to teach the skills of the game, but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime.
- Always keep in mind that you are coaching a student athlete and not a particular sport.
- In choosing to be a coach, you have chosen one of the toughest, most influential and rewarding positions in the field of education. Coaches are part parent, part drill sergeant. Coaches can never tell the ever-lasting influence they have on their athletes until many years later. Coaches must be willing to give freely of their time, and in return they must expect little financial reward, little privacy, little praise and plenty of criticism.
- A coach must always follow the credo of: "*Athletes First, Winning Second.*"
- According to sports psychologists, the two most important needs of young athletes are:
 1. To have fun, which includes the need for stimulation and excitement
 2. To feel worthy, which includes the need to feel competent and successful
- All coaches must practice the **3 S's**:
 - Safety
 - Supervision
 - Sportsmanship
- A good coach is respected in their community, a leader in their school, and makes lasting friendships wherever they go. They have the satisfaction of seeing athletes develop and improve in ability. They learn the thrill of victory and how to accept defeat with grace. Their association with their players keeps them young in mind and spirit. In their heart they know that in spite of inconveniences, criticisms and demands on their time, they are proud of their profession, for they are **THE COACH!**
- All coaches have a love and passion for their sport – REMEMBER why you started in this profession in the first place.

- Be on time, be where you are supposed to be, and do what you are supposed to do – ***ALWAYS!***
- Measure yourself and your teams first against other coaches and teams in our school, and then measure yourself and your teams against other coaches and teams you compete with.

Dress Code

- Coaches should set the example, both for practice and for games, of proper coaching attire for your sport—“look” like a coach.
- We want our athletes to be aware of their role as representatives of their school, and coaches should contribute to this awareness by being properly, professionally attired at all times.

OFF-SEASON AND PRE-SEASON CONSIDERATIONS

Clinics/Camps

All coaches are encouraged to attend as many clinics and work at as many different camps as they can—“It’s what you learn after you know it all” that really counts.

Coaching strategies, methods, and techniques continually change and evolve, and it is imperative to strive to keep FLA’s athletic programs competitive at a high level. Working with and seeing your peers instruct, train and coach is a great way to increase your all-around skills and effectiveness as a coach. The only way to get better is to learn from the best—to seek out the best coaches and the best programs and see how they do things that you can adopt for our programs here at Forest Lake Academy.

Ordering Equipment

- Head coaches will meet with the Athletic Director to go over their equipment orders
- Priority items that are necessary for each sport will receive first consideration when ordering
- No equipment shall be ordered without the prior written approval of the Athletic Director and the preparation and approval of a purchase order. All ordering must be done in accordance with FLA policy and procedures.

Off-Season Communication

- Coaches should be working on their upcoming scrimmage and regular season schedules with the Athletic Director, along with other details of the job prior to the start of the season
- Contact with students should be by school email or through approved messaging applications

Dealing with Parents

The coach-parent relationship is most successful when it is kept on a formal basis. Each parent is primarily concerned with the success of his/her child rather than the success of the team as a whole.

- Coaches should plan a Parents' Night (see below)
- Coaches should keep an open line of communication, but avoid communication or confrontations immediately after practices or games
- Coaches should make parents aware of expected proper behavior and etiquette at all games and practices.

Contracts

In addition to the FLA permission slip/contract, each coach should have a more detailed, sport-specific contract outlining rules, procedures, practices, games, academics, behavior, etc.

- Make sure your discipline is fair and consistent. One of the biggest complaints from parents is that coaches are inconsistent in their discipline.
- Athletes must be monitored all year.
- You must follow-up on all infractions—keeping them in-house and disciplining accordingly.
- If the administration has to get involved, the results will be more serious and have a greater impact on your program. However, if the infraction rises to a level requiring administration involvement, *i.e.*, harassment, intimidation or bullying, substance abuse, fighting, etc., coaches must inform the administration as soon as possible for potential disciplinary action pursuant to the FLA Handbook Policy.
- Contracts should be signed by parents and athletes and kept on file.
- If you suspend an athlete, notify the parent and explain the situation. The Athletic Director must also be informed immediately.
- Player contracts must be provided to the Athletics Office for review and approval prior to distribution to athletes and parents.

Coaches are to begin their seasons in accordance with Central Florida High School Sports Association regulations.

- All coaches are required to work until the last Varsity game is completed.
- Officiating during the season is frowned upon unless it is done after regular coaching hours and does not interfere with the coaching responsibilities to the team
- Each coach is appointed on a yearly basis, and all coaches are evaluated at the conclusion of each season.
- Coaches shall receive a stipend as determined by Forest Lake Academy.
- Coaches will be paid ½ their stipend midway into the season and the remaining ½ at the conclusion of the season.

Roster Development

- Initial rosters should be distributed to all teachers after your initial pre-season meeting. The following statement must be contained on each roster provided to teachers: “Please inform me immediately if you have any concerns about any of these athletes who are trying out for _____.”. This may help you in your decision-making during the try-out process.
- Once your proposed roster has been developed, submit to the Athletic Director, who then submits it to the Assistant Principal over athletics so it can be reviewed by Administration and the school registrar to determine academic and behavioral eligibility.
- Rosters should be clearly defined when submitted to the Athletic Office (Varsity, J.V., Freshmen) – in alphabetical order—immediately after meeting so that student eligibility can be determined.
- Once your team has been approved, distribute your final roster to all teachers. The following statement must be contained on each final roster: “Please inform me immediately of any academic or behavioral issues with any of the following students.”
- The Athletic Office must be notified **immediately** of any additions or deletions to your rosters – there should be **no additions** to your team after the try-out process (except for transfers).

Recruitment of Athletes

- Coaches must continuously strive to get the best athletes out for their teams, but it should never come at the expense of an athlete not being able to play another sport during your season if he/she chooses.
- Pressuring an athlete to quit another team or activity in order to focus solely on your sport is unethical and is frowned upon. If the athlete chooses to leave on his/her own, then that is his/her choice.

- Forcing an athlete to choose between sports can also lead to hostility and feuding between teams, which should be avoided at all times.
- Athletes should be encouraged to compete in multiple sports.

Handling Athletes with Other Activity Conflicts

- Coaches should try to work with athletes who may also participate in band, choir, drama, etc.
- Let athletes know the consequences of missing practices, games, etc.
- Varsity athletes should be told up front at the pre-season meeting or sooner that it is almost impossible for them to juggle some other interests without severely interfering with the Varsity team, and therefore they may have to make a hard decision and chose one or the other activity they want to be involved in.

*Remember – Board Policy and/or Academy and Coach/Team rules must be consulted and complied with for the above issues. If in doubt, or if a policy or rule does not address a matter, it is your responsibility to contact the Athletic Director as soon as possible.

SAFETY AND SECURITY FOR PRACTICES AND GAMES

Working with Grounds Manager or Inside Set-Up Staff

If you encounter any problems or concerns with your fields or inside practice or playing areas, please address these concerns with the Director of Athletics first.

Clear List

- Do not, under any circumstances, allow any athlete to participate in any activities if they are not on the clear list presented to you by the Trainer/Nurse
- Coaches are responsible for making sure all athletes are academically eligible once they are cleared physically.
- Make sure you are aware of any medical conditions of your athletes (ex: asthma, etc.)
- Ineligible athletes cannot participate in games but may be allowed to practice with the team at the discretion of the coach and Athletic Director

Accident Reports

- If an athlete is injured at practice or in games, an accident report must be filed with the trainer/ nurse immediately after the practice or game.
- When in doubt—fill one out! It can save you many problems in the future

Injuries

- Any injured athlete should be seen by our trainer/ nurse first, whenever possible.
- If an athlete goes to an outside doctor, they must be cleared by that doctor before they can participate again.
- If athletes are not cleared to participate in physical education, then they cannot participate in athletics either.
- Physical education teachers will work with injured athletes who are cleared to play by modifying their activities, provided the athlete is in “good standing” in the class.
- Coaches should call home to check on any injured athletes.
- Injured athletes requiring immediate transportation in an ambulance must be accompanied by the student’s parent, coach or other responsible adult. In the event that a student requires transportation to the hospital due to injury, coaches must notify parents and administrator.
- The coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program.

Inclement Weather

- Coaches should submit announcements to the Main Office for any contingency plans for cancelled games or poor weather that day
- All teams are expected to practice on inclement weather days, if space is available. Something can always be done to improve (conditioning, videos, classroom work, weight room, etc.).
- If school is cancelled or let out early because of poor weather or an emergency situation, NO practice or games are permitted that day.
- If school has a delayed opening, all events will be held as scheduled unless otherwise determined by Athletic Director, Principal, or Head of Schools

Lightning Protocol for Outdoor Sports

Protecting players, coaches, and spectators from lightning is of paramount importance! Review lightning safety procedures with all players and coaches at the beginning of the season, and have plans in place for sheltering during storms.

When the potential for thunderstorms is present, one coach, administrator, or other responsible adult must be responsible for monitoring the weather conditions without any other responsibilities or distractions during that time. This person has the authority to suspend games and practices when conditions warrant.

If a storm is approaching,

1. The weather monitor must be actively looking at the skies and listening. When the time between a lightning flash and the ensuing thunder is 30 seconds or less, when a weather radio or weather app indicates a lightning strike within 8 miles, or when the lightning alarm sounds (whichever happens first), games or practices must immediately be suspended, and everyone must seek safe shelter.
2. Safe shelter options are fully enclosed substantial buildings and fully enclosed vehicles (not convertibles). Open-sided structures like porches, pavilions, or canopies are not safe places to shelter from lightning.
3. Everyone must stay inside their shelter until the all-clear signal from the lightning alarm system or until at least 30 minutes after the last thunder is heard. The game or practice may resume if time allows, but the weather monitor must still keep an eye on conditions.

If a storm develops overhead,

1. Suspend the game or practice immediately. Move everyone well away from metal objects like fences, light poles, bleachers, goals, etc.
2. If at all possible, everyone should seek safe shelter (see #2 above) immediately.
3. If lightning is striking close around you or you feel a tingling sensation or your hair stand on end, follow lightning safety measures for being caught in the open. Go to lower ground, but not an open field (sheltering in low bushes if you can); stay away from trees and water; place your feet together, duck your head, and crouch as low as possible in a baseball catcher's position with hands on knees. Move to a safe shelter as soon as you can.
4. Remain there until the weather monitor gives the all-clear (30 minutes after the last thunder is heard or at the signal from the lightning alarm system).

Supervision of Athletes

- The coach should be the first to arrive and the last to leave (athletes should not report until 15 minutes before practice on off days, and coaches should arrive 30 minutes before)

- Coaches are the last to leave the premises – no athlete is to be left alone in the school building or parking lot.
- Athletes are not permitted on the playing areas unless a coach is present.
- Athletes should go into and out of the locker room as a team.

Keys/Security

- All areas in which your team dresses, practices or plays games should be properly secured at all times.
- Refrain from giving keys to your athletes or anyone who is not part of your program.
- Only coaches hired by FLA should be handling keys.
- Athletes are not permitted to operate doors in the gym.
- The last team practicing or playing in the gym area must lock doors/gates. Do not leave this responsibility to a player.

Hazing

- Any form of hazing is illegal in the Florida, is considered bullying behavior, is strictly prohibited and must be carefully monitored by all coaches at all levels.
- Coaches are expected to talk to all their athletes about what hazing is and what the consequences of such behavior will be
- Hazing is defined as any activity that recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for the purposes of initiation or membership in, or affiliation with any school activity recognized by the FLA Board

Phone Lists

- All coaches should always keep a phone list of important numbers with them (inside your score book is a good spot), both at school and at home
- Players' home numbers, parents' work numbers, and any cell phone numbers should also be included.
- Important school numbers, as well as bus company numbers, should also be on that list

GUIDELINES FOR PRACTICES

Practice Areas and Times

- Clearly defined practice areas and times, both for indoors and outdoors, will be set up in conjunction with the Athletic Director, and must be followed unless prior approval is given
- Any changes to your practice routine (areas and times) must be approved by the Athletic Director so there are no conflicts with other teams.

Practice

- Coaching is teaching, and teaching is helping your athletes to learn.
- Learning is 89% visual, 10% audible, and 1% other stimuli.
- Learning is a relatively permanent improvement in performance capability arising from practice.
- The 3 stages of learning are:
 1. Mental State
 2. Practice Stage
 3. Automatic Stage
- 4 steps to teaching sports skills are:
 4. Introduce the Skill
 5. Demonstrate/Explain the Skill
 6. Practice the Skill
 7. Provide feedback to correct errors
- Principles for a better practice:
 8. Practice the right skill
 9. Practice in contest-like conditions as soon as athletes can do so
 10. Keep practices short and frequent when teaching new skills
 11. Use practice time efficiently
 12. Make optimal use of facilities and equipment
 13. Make sure athletes experience a reasonable amount of success at each practice
 14. Make practice:
 - a. A clearly defined set of practice plans should be implemented on a daily basis
 - b. Set the tone right away—re-enforce that athletes must set good examples and be positive influences and leaders in school.
 - c. Athletes should be working on all individual skills that they will need to be successful at whatever level they are at.
 - d. Improvement in all areas should be evident as the season progresses.
 - e. An athlete should show marked improvement in skills as they progress through their careers in your program.

- f. Pre-season practices are generally longer than in-season practices.
- g. Practices should be crisp and meaningful—always with an objective or purpose in mind.
- h. Water should be provided for the teams at each practice or athletic event.

The ultimate goal is to have your team improve and playing their best at tournament time at the end of the season

- Document everything and keep a daily log of happenings (attendance, stats, positives, negatives, etc.)
- Make maximum use of minimal time and space – the more excuses you make, the more excuses your athletes will have for not being successful
- The Athletic Director **must** be informed when you are **not** practicing, so other teams can use your time and space
- Also, inform the Athletic Director of any announcements about practice cancellations before the end of the day
- No athletes are permitted back into the school hallways after practice. All personal belongings must be brought to practice directly after school
- Coaches should arrive ½ hour before the start of practice on weekends or holidays
- Athletes must be supervised at the conclusion of practice, either in the practice area or in the parking lot waiting to get picked up. Keep them in one area – together
- Be sure to follow-up and discipline athletes who do not attend practices.
- Be sure to work with athletes who have a legitimate need for extra help in certain classes.

GUIDELINES FOR GAMES

Scouting/Preparation

- All head coaches are responsible for organizing a plan to scout future opponents.
- Coaches should always have a “game plan” for every practice and game.

Weekly Schedule

- The weekly athletic schedule will be emailed to each coach.
- It must be checked regularly by in-season coaches for errors or some game times you may not be aware of.
- Game times, opponents, sites, bus times, etc., are some of the items included on the weekly schedule.

Games

- Coaches must remember that it is an honor and a privilege and a tremendous responsibility to represent Forest Lake Academy in an athletic event.
- Coaches are expected to display proper sportsmanship and have their teams disciplined to do the same.
- Any coach missing games in-season should have prior approval from the Athletic Director.
- Coaches are expected to coach competitively to the best of their ability at all times, regardless of the score or the outcome.
- Make sure your athletes know what is expected of them on game days (proper dress, etc.).
- The coach's attitude and demeanor will rub off on their athletes on game days.
- Athletes are to wear school-issued equipment only, and all other equipment.
- Be sure athletes are aware that they are expected to be at all games, which are subject to change throughout the season, and include any tournament games.
- Game reports must be completed and submitted by the next morning to the Athletic Office.
- Inform the Athletic Director immediately of any occurrences that you think will need immediate attention or that he will hear about the next day.
- Be sure to submit a PA announcement to the Main Office before first period after any victory or outstanding achievement by your team or any individual athletes.

Away Games/Transportation

- Coaches are expected to travel with the team and should always remember that you are representing our school and community when traveling to away games
- Before departing, make sure you have directions and your bus driver's phone number
- Coaches should check the bus before you get on and after you get back. Do not rely on athletes to do this. Point out any problems to the bus driver immediately
- Make sure the same bus is staying with you. If it is not, ask the bus driver to call and make sure the next bus knows exactly where and when to pick you up
- Athletes are also expected to travel by school bus or van to all away games
- On rare occasions, it may be necessary for a parent to transport an athlete either to a game or from a game. They must have a signed form into Athletic Office prior to the event.
- Coaches must inform all athletes of proper behavior and cleanliness expectations on the buses.
- Athletes must enter and exit the bus or van from the front door only – no exceptions
- Always leave your changing/dressing areas and/or bench areas cleaner than you found them when you arrived

- Be sure to point out any damage or any other problems to the site manager at the visiting school so our athletes do not get unjustly blamed for any problems. Check all locker areas before your team goes in to change
- Athletes needing to use the facilities or go anywhere else at an away game must notify the coach and always travel with two or more people in their group
- At the conclusion of a contest, coaches must keep all your athletes together. Do not allow some to wander away.
- When leaving the game, the coach must physically see and meet the parent before he/she will release the athlete.
- Walk to the bus together as a group – be sure not to make any comments to opposing fans as you leave
- Any improper behavior reported by the host school or bus company will be dealt with accordingly.

Stats/Records

- All coaches are asked to keep all pertinent stats as they relate to your sport – all levels.
- Stats are to be kept updated and accurate.
- A compilation of all individual and team stats will be turned in with your End of Season Reports

Game Reports

Each coach must complete a game report on paper or online and submit it to the Athletic Director the morning after all games. This is very important to ensure that the Athletic Director is aware immediately of all potential issues (injuries, problems, etc.).

END OF SEASON

End of Year Athletics Banquet

This banquet should be governed by the following format, to the extent possible:

- Start on time
- Lower levels should give a general overview/highlights of their season (not every stat) and something about each player (one comment – not all their stats and season occurrences)
- No MVP or MIP awards should be given to lower level teams – only Coaches’ Awards are acceptable at the lower levels, and they are not sponsored by the Athletic Department
- Varsity coaches should talk in detail about the season, highlighting team and individual accomplishments
- Presentation of Varsity Awards – this should be the focal point of the evening
- Talk about each student athlete individually, starting with Sophomores, and working up to the Seniors.
- Keep comments positive, from the best player to the last player on the bench – avoid all inflammatory comments about the season, the team or any individual players
- Coaches are responsible for making sure athletes know the proper attire to wear to the banquet. Remind them that the school dress code applies.
- Athletes who are absent should **not** be featured or discussed during the program
- Everything should remain formal (handshakes)—hugs, kisses, etc. should be avoided

NOTE: *All school rules apply to athletes attending banquets (meaning that if a student is suspended from school, he/she cannot attend the banquet).*

This is an evening when coaches are under the microscope and come under great scrutiny for the conclusion of their season, especially if the season was not as successful as they had hoped. This format will help make the evening run smoothly and successfully.

Awards Criteria

- Every coach should have a clearly defined set of rules for players receiving a Varsity award
- The criteria should be explained to your athletes prior to the start of the season so there is no confusion at the end.
- Special consideration can be given to Seniors and special cases that have not met specific requirements – injured athletes must remain “active” in your program.

End of Season Report

- At the conclusion of each season, every coach at every level, must complete an End of Season Report, which includes game by game results, rosters, stats and records, special awards, inventory of equipment, etc.
- Coaches will be evaluated after the Athletic Director reviews the End of Season Reports.
*The reports must be filled out completely on the forms provided.

Inventory

- All head coaches are responsible to submit a complete inventory of all equipment in their program at the conclusion of each season
- This must be included with their End of Season Report

Evaluation of Coaches

Coaches are evaluated on an on-going basis throughout the year and will meet with the Director of Athletics at the conclusion of each season to go over their status. (See Evaluation Form in “Forms” section of handbook)

“You are not leading if no one is following.”

The following factors are considered when evaluating coaches:

1. Did the athletes have a good, enjoyable experience?
2. Did the players learn and improve throughout the season?
3. Did the coaches, individuals and team represent the school in an exemplary fashion?

If you can say yes to these three criteria, you have had a successful season.

Roles/Job Descriptions

Athletic Director

The FLA Athletic Director is responsible for overseeing the daily management and operation of the school's athletic and competitive sports program, including:

- Upholding the policies and procedures governing the athletic program
- Overseeing the selection, management, evaluation, and oversight of all coaches
- Facilitating communication with parents
- Motivating, encouraging, and managing student athletes
- Decision-making in collaboration with school administration
- Establishing clear channels of communication with students, parents, coaches, teachers, school administrators, and representatives of other schools.

“There is a vast difference between making a suggestion and making a decision.”

Head Coach

Philosophy Statement:

- Head coaches should be involved in all areas of their program.
- Being a head coach is a tremendous responsibility, and it has become a year-round profession (pre-season, in-season, off-season, etc.)
- Head coaches should be enthusiastic and show a definite passion for their sport – this will most certainly rub-off on your athletes and your entire program
- Keep kids #1 – we wouldn't have jobs if it were not for the kids
- The head coach must create a vision, set goals and involve everyone.
- The head coach must get everyone working together to achieve success – make everyone (staff, players, etc.) accountable to each other
- There are two kinds of people: 1. Those that do the work; 2. Those that take the credit. Try to be in the first group because the second group is too crowded.

Reports to: Athletic Director, Assistant Principal, Principal

Role: To coordinate and manage all aspects of the assigned inter-scholastic sport to ensure a quality program within the established guidelines of Forest Lake Academy.

Duties:

1. Be responsible for all matters pertaining to the organization, administration, and coaching of the team under his/her direction. Understand and enforce all rules of the Central Florida High School Athletics Association and Forest Lake Academy.
2. Complete the fundamentals of coaching course and any other professional development requirements, such as the concussion and heat & acclimation courses, that are mandated by FLA
3. Monitor and evaluate the athletes' academic progress.
4. Cooperate with the administration, Athletic Director, fellow coaches, and students to support the best interest of the entire athletic program.
5. Attend all meetings that pertain to your sport.
6. Have meetings with sub-varsity coaches to coordinate coaching methods at different levels; assign to all coaches; provide information to the Athletic Director necessary for evaluating the performance of sub-varsity coaches in grades 6 - 12.
7. Conform to athletic department policy regarding equipment and supplies including budget recommendations, and distribution, collection, care, and use of uniforms and equipment.
8. Monitor for safety and make recommendations concerning maintenance and repair of athletic facilities.
9. Prepare a roster of all team members and ensure all participants complete and return permission cards, emergency cards, and the Forest Lake Academy contract.
10. Assume responsibility for teaching sportsmanship, fair play, and proper conduct before, during, and after events.
11. Assume responsibility for all athletes until they have dressed and have left the building, practice area or game site. This responsibility can be delegated to an assistant coach. Secure all gates, locker rooms, and gymnasium or field-house facilities before leaving the area.
12. Accompany and supervise the team to and from all contests.
13. Plan and supervise all practice sessions, which should stress fundamentals while effectively integrating proven methods with innovative coaching techniques.
14. Be willing to devote sufficient time and effort into coaching duties (both in-session and out of session).
15. Conform to athletic policy to ensure that students are not given keys to enter an area when a coach is not present, or to practice or train when a coach is not present.
16. Conform to school policies in handling injuries and report all serious injuries immediately to the athletic trainer with a follow-up report to the athletic director.
17. Attend scheduled school meetings unless excused. When excused during sports season, coaches should check with the Athletic Director to determine what transpired at a meeting.
18. Turn in a complete inventory of all equipment, including uniform numbers and sizes to the athletic director at the conclusion of the season.
19. Complete and return the Coaches' End of Season Report form within two weeks after the last season game.

Assistant Coach

Reports to: Head coach, Athletic Director, Assistant Principal, Principal

Role: To cooperate with and assist the head coach of the assigned inter-scholastic sport to operate and maintain a quality program within the established guidelines of Forest Lake Academy.

Duties:

1. Cooperate with the head coach, Athletic Director and Principal in performing duties related to the school athletic program. Assistant coaches should show 100% loyalty to the head coach and to the program.
2. Monitor and evaluate the athletes' academic progress.
3. Support the head coach in running the athletic program of that particular sport and the total athletic program of the school district.
4. Remain loyal to the head coach and the team regarding team strategy, philosophy and overall practice routine as set forth by the head coach.
5. Attend all practices beginning the first day and continuing to the end of the season.
6. Assume the responsibility for maintenance of facilities and personnel in the absence of the head coach.
7. Discuss all problems, concerns, injuries, misconduct, or unusual situations directly with the head coach and Athletic Director. DO NOT discuss with players, parents, or other coaches, teachers, or staff members.
8. Assist the head coach with uniform/equipment collection and inventory at the end of the season.
9. Assume all duties as assigned by the head coach. This could include direct responsibility for a sub-varsity team.
10. Complete and return the Coaches' End of Season Report form to the Athletic Director within two weeks after the last game of the season.
11. Monitor for safety and make recommendations concerning maintenance of athletic facilities.
12. Perform other duties assigned by the head coach or Athletic Director.
13. Develop an understanding of all participatory requirements mandated by Forest Lake Academy.
14. Fulfill duties from the start of the season until the last Varsity game is played
15. Be involved in all post season duties (equipment, meetings, etc.)
16. Be as involved as possible in off-season duties (weight room, conditioning, summer training, etc.)

17. Complete the fundamentals of coaching course that is mandated by FLA as well as any other professional development requirements such as the concussion and heat & acclimation courses.

Volunteer Coaches

- Individuals who are not employed or approved by Forest Lake Academy and do not receive a stipend from Forest Lake Academy are not permitted to coach our student athletes.
- Volunteer individuals may be brought in as clinicians, but only under the supervision of the coach, and with the approval of the Athletic Director and Principal.
- Volunteers are never to be left alone with athletes.

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FLA Coaches' Checklist

Being organized is a key for success. This checklist should help eliminate oversights. All items listed are considered part of your coaching duties.

- ___ 1. Announce the dates for physicals for your team and help when they are scheduled.
- ___ 2. Meet with assistants prior to first practice.
- ___ 3. Develop a practice schedule which includes non-school days and distribute to coaches, players, trainer, and athletic director.
- ___ 4. Submit a tentative roster by grade and alphabetical order.
- ___ 5. Announce and distribute written team rules including the Forest Lake Academy contract. Collect and return the signed contract to the athletic office.
- ___ 6. Meet with seniors seeking college placement assistance.
- ___ 7. Remind athletes about attendance policy.
- ___ 8. Remind athletes to study and maintain good grades. Let them know how to arrange for extra help and that you will be monitoring their progress.
- ___ 9. Review the list of students with medical problems distributed by the nurse's office.
- ___ 10. Distribute and collect athletic permission and emergency cards.
- ___ 11. Obtain a first aid kit and water cooler from the trainer.

The items listed below need to be completed prior to receiving your final check.

- ___ 12. Collect and pursue all the missing equipment. The equipment manager will sign off when everything is accounted for.
- ___ 13. Turn in a fully completed end of the year report.
- ___ 14. Turn in any material you want considered for your assistant coaches' evaluation.

____ 15. Make an appointment with the Athletic Director to receive final check, review the budget for next season, and discuss your coaches' evaluation.

ATHLETIC DEPARTMENT
Head Coach Formative/Summative Evaluation Report

Name:

Evaluator:

Assignment:

Date:

CODE: (E)= Effective / (PE)=Partially Effective / (I)=Ineffective / (NA)=Not Applicable/Observed

KEY DEFINITIONS

Effective (E) = meets performance expectations

Partially Effective (PE) = performance expectations are met inconsistently; further development needed

Ineffective (I) = performance expectations are not being met

Not Applicable/Observed (NA) = neutral rating, neither positive nor negative

Recommended = demonstrates competence in most or all criteria with no severe deficiency in any criteria

Not Recommended = lacks competence in numerous criteria or displays severe lack of competence in one or more criteria areas: sport administration, planning & preparation, in-season and post season expectations and/or professional responsibilities

<u>A: Athletic Sport Administration Expectations</u>	<u>E</u>	<u>PE</u>	<u>I</u>	<u>NA</u>
1. Knows and adheres to FLA policy as it applies to the sport				
2. Knows and adheres to conference and state rules and regulations				
4. Demonstrates knowledge of sport and teaches it effectively. Maintains a knowledge of current trends and developments				
5. Utilizes the chain of command and refers concerns through appropriate channels				
6. Attends departmental meetings as required				
7. Establishes the philosophy, skills and techniques to be taught to athletes				
8. Trains and informs assistant coach(s) and encourages professional growth				
9. Delegates specific duties and provides input on assistant coach(s) evaluations				
10. Builds morale/cooperation and resolves grievances				
11. Assists AD with scheduling, transportation and special events				
14. Provides safeguards for maintenance/protection of equipment and facility				
15. Assists in preparation of budget and establishes priorities				
16. Supervises all areas used by student-athletes efficiently				

17. Communicates effectively with Staff/Administration				
18. Provides training rules and regulations of the sport to each athlete				
19. Regularly monitors student-athlete's grades and conduct				
20. Adheres to all medical and athletic training programs and policies				
21. Directs student managers, assistants and statisticians				
22. Maintains discipline and follows athletic department/ FLA policies				
23. Instills in players a knowledge of use/respect for equipment and school property				
B: Planning and Preparation Expectations	E	PE	I	NA
1. Conducts a pre-season meeting and communicates expectations, physical procedures, and important season dates				
2. Attends all coaches meetings scheduled by the Athletic Department				
3. Develops practice plans emphasizing skills which could prevent injuries (i.e. tackling, goaltending, etc.)				
4. Keeps attendance records for all practice and game sessions				
5. Updates and distributes equipment inventory				
6. Promotes the sport and recruits athletes				

C: In-season Expectations	E	PE	I	NA
1. Uses appropriate teaching/coaching practices				
2. Constructs effective game plan utilizing acceptable scouting procedures				
3. Demonstrates good judgement, communication, and a sense of fairness with players				
4. Promotes sportsmanship throughout the season				
5. Submits required reports and communicates transportation changes				
6. Completes injury reports				
7. Supervises all athletes and utilized facilities until the last player leaves campus safely				
8. Maintains effective public relations with all stakeholders				

D: Post-season Expectations	E	PE	I	NA
1. Submits post season honors list to athletic department in a timely manner				
2. Collects and accounts for all equipment inventory				
3. Updates team and individual season and career records				
5. Submit equipment/damage obligation report to Athletic Director				
6. Organizes an end-of-season awards event for the individual sport				

7. Submits all End of Season Reports in a timely manner				
8. Implements an out-of-season conditioning and weight training program				
9. Encourages/implements summer activities to enhance program				
10. Researches and distributes any clinic/camp information for athletes				
11. Encourages athletes to participate in another school sport				

E: Professional Responsibilities	E	PE	I	NA
1. Reports to all team related events on time and maintains good attendance				
2. Is a positive role model: displays self-control and ethical behavior; represents school in a positive manner				
3. Displays enthusiasm for the sport				
4. Maintains and secures school keys				
5. Is professional in demeanor and dress				
6. Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to requests in a timely manner				

Overall Performance Ratings: _____ **Recommended**
 _____ **Not Recommend**

Evaluator's Final Comments and Recommendations:

 Signature of Coach

 Date

 Signature of Evaluator

 Date

Signature of Principal

Date

Coach's signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.

ATHLETIC DEPARTMENT
Assistant Coach Formative/Summative Evaluation Report

Name:

Evaluator:

Assignment:

Date:

CODE: (E)= Effective / (PE)=Partially Effective / (I)=Ineffective / (NA)=Not Applicable/Observed

KEY DEFINITIONS

Effective (E) = meets performance expectations

Partially Effective (PE) = performance expectations are met inconsistently; further development needed

Ineffective (I) = performance expectations are not being met

Not Applicable/Observed (NA) = neutral rating, neither positive nor negative

Recommended = demonstrates competence in most or all criteria with no severe deficiency in any criteria

Not Recommended = lacks competence in numerous criteria or displays severe lack of competence in one or more criteria areas: sport administration, planning & preparation, in-season and post season expectations and/or professional responsibilities

<u>A: Athletic Sport Administration Expectations</u>	<u>E</u>	<u>PE</u>	<u>I</u>	<u>NA</u>
1. Knows and adheres to FLA policy as it applies to the sport				
4. Demonstrates knowledge of sport and teaches it effectively. Maintains a knowledge of current trends and developments				
5. Utilizes the chain of command and refers concerns through appropriate channels				
6. Attends departmental meetings as required				
7. Establishes the philosophy, skills and techniques to be taught to athletes				
8. Builds morale/cooperation and resolves grievances				
9. Assists Head Coach with scheduling, transportation and special events				
10. Assists program coordination with maintenance and school employees				
12. Provides safeguards for maintenance/protection of equipment and facility				
13. Supervises all areas used by student athletes efficiently				
14. Communicates effectively with Staff/Administration				
15. Provides training rules and regulations of the sport to each athlete				
16. Regularly monitors student-athlete's grades and conduct				

17. Adheres to all medical and athletic training programs and policies				
18. Directs student managers and statisticians				
19. Maintains discipline and follows athletic department policies				
20. Instills in players a knowledge of use/respect for equipment and school property				
B: Planning and Preparation Expectations	E	PE	I	NA
1. Develops practice plans emphasizing skills which could prevent injuries (i.e. tackling, goaltending, etc.)				
2. Attends all required coaches meetings scheduled by the Athletic Department				
3. Keeps attendance records for all practice and game sessions				
4. Updates and distributes equipment inventory				
5. Promotes the sport and recruits athletes				
<u>C: In-season Expectations</u>	E	PE	I	NA
1. Uses appropriate teaching/coaching practices				
2. Constructs effective game plan utilizing acceptable scouting procedures				
3. Demonstrates good judgement, communication, and a sense of fairness with players				
4. Promotes sportsmanship throughout the season				
5. Submits required reports and communicates transportation changes				
7. Supervises all athletes and utilized facilities until the last player leaves campus safely				
8. Maintains effective public relations with all stakeholders				
<u>D: Post-season Expectations</u>	<u>E</u>	<u>PE</u>	<u>I</u>	<u>NA</u>
1. Collects and accounts for all equipment inventory				
2. Updates team and individual season and career records				
4. Submit equipment/damage obligation report to Head Coach				
5. Submits all End of Season Reports in a timely manner				
6. Encourages/implements summer activities to enhance program				
7. Researches and distributes any clinic/camp information for athletes				
E: Professional Responsibilities	E	PE	I	NA
1. Reports to all team related events on time and maintains good attendance				
2. Is a positive role model: displays self-control and ethical behavior; represents school in a positive manner				
3. Displays enthusiasm for the sport				

4. Maintains and secures school keys				
5. Is professional in demeanor and dress				
6. Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to requests in a timely manner				

Overall Performance Ratings:

_____ **Recommended**

_____ **Not Recommended**

Evaluator's Final Comments and Recommendations:

Signature of Coach

Date

Signature of Evaluator

Date

Signature of Principal/Vice Principal

Date

Coach's signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.

Forest Lake Academy Student Athletic Contract

I understand that representing Forest Lake Academy in athletics is a **privilege** that carries certain responsibilities. I understand that being part of the athletic program requires following rules set forth by the coach, the athletic department, and the Academy (FLA).

I agree to:

1. Conduct myself in a manner that always reflects good sportsmanship.
2. Refrain from taunting or physical confrontations with opponents and teammates.
3. Attend all practices and games as scheduled by the coaching staff.
4. Practice hard and work to the best of my ability at all times.
5. Refrain from drug, alcohol, or tobacco use. (Consequences will be enforced in accord with FLA Drug use Policy)
6. Treat my coaches, teammates, and opponents with respect.
7. Follow all team rules and regulations.
8. Refrain from actions which would bring discredit to myself, my team, my family, and my school.
9. Maintain regular and consistent attendance and abide by all requirements of the school attendance policy.

I understand that failure to uphold the contract will result in suspension and/or removal from the athletic program.

I understand that accumulating more than 6 days of suspension during the season will result in immediate removal from the team. In a subsequent sport season that year, if a student receives any additional suspension they will automatically be removed from that sport for the remainder of the season. **I understand** that a marking period failure in subject(s) required for promotion will place me on academic probation.

**All decisions are subject to Administrative discretion.*

Student Name (Print)

Coach

Student Signature

Principal

Parent Name (Print)

Athletic Director

Parent Signature

Coach's Acknowledgement

I acknowledge that I have received a copy of the Forest Lake Academy Athletics Manual, which describes important information about our athletic program, policies, conduct and coaching expectations.

I understand that I should consult with the Athletic Director if I have questions or concerns regarding any of the information in the Coaching Manual.

My signature indicates that I have read and will comply with the policies and expectations contained in this Athletics Manual.

Name (Print)

Signature

Date

“Without self-discipline, success is impossible—period!”

Lou Holtz, Notre Dame

“Never give up! Failure and rejection are only the 1st steps to success.”

Jim Valvano, NC State University