

PENSACOLA CATHOLIC HIGH SCHOOL

ATHLETIC DEPARTMENT HANDBOOK



2025-2026

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Athletic Director: Matt Adams

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ATHLETIC DEPARTMENT HANDBOOK

I. Athletic Eligibility

Eligibility of Athletes:

1. It is the responsibility of each coach to be informed of all current Florida High School Athletic Association (FHSAA) regulations concerning eligibility as published each year in the FHSAA By-Laws. [The Principal and Athletic Director will have a current copy of these By-Laws.]
2. It is the responsibility of each coach to update themselves each year on any changes in these regulations.
3. If a student expresses a desire to play a sport after that season's starting date, he/she must see the Athletic Director to obtain permission to be allowed to play.
4. If an athlete who quit a program expresses a desire to play in that program the following year, he/she must see the Athletic Director to obtain permission to be allowed to play.
5. The annual FHSAA athletic physical form and consent form must be submitted to the Head Coach/School Office prior to the first day of the practice season or the athlete may *not* participate in any practice.

COACH SHOULD GIVE A LIST OF KIDS TRYING OUT TO THE ATHLETIC DIRECTOR 3 WEEKS BEFORE TRYOUTS.

Paper Work Necessary for Athletic Participation:

All forms which must be completed by the individual athlete **or** the coach of any team must be handed in to the School Office or Coach Haynes **no fewer than FIVE SCHOOL DAYS** before the tryouts start in order for athletes to be eligible to participate in the first competition during the current season. These forms include:

1. Authorized birth certificates
2. Team roster
3. Physicals

An Emergency Medical Form will be completed by the School Office and signed by Principal, Athletic Director, and the head Coach of the given sport. This form must be taken to **all athletic contests** during that season. All athletes who are eligible to participate must be listed on this form.

It is the responsibility of the head coach to distribute a team roster to the Athletic Director *at least one week prior to the beginning of competition for that season*. This will ensure that each teacher is aware of the student(s) in his/her class who participate in any CHS athletic program and who will merit an *absence for school-sponsored activities* when he/she is absent due to an athletic competition.

Athletes must be officially on the team, attending all practices and meeting all team responsibilities *prior to the first regular season competition* in order to be a member of the team unless they are representing CHS in another sport from the prior season.

Grades and Academic Eligibility:

It is the responsibility of each coach to:

1. Check the grades of his/her athletes throughout each grading period.
2. Work with the Guidance Office to ensure that athletes are academically eligible.
3. Obtain reports every two weeks from teachers of athletes who are in academic jeopardy. It is **NOT** the responsibility of the teachers to approach coaches regarding the academic deficiencies of athletes. Failure to show improvement in grades should result in disciplinary action by the coach.
4. A student who is academically ineligible for a semester will be allowed to participate once eligibility is gained **only if** he/she has attended all practices and home games at semester change, the time of ineligibility.

Safety of Athletes:

It is the responsibility of the coach to oversee and ensure the safety of his/her athletes. This responsibility includes:

1. Providing a safe environment for practices and games.
2. Having a medical kit, water, and ice at all practices and games.
3. Providing sufficient water breaks in each practice schedule and open fountain rule.
4. Having copies of the Emergency Medical Form and insurance forms (see appendix B and C) and telephone numbers readily available at all practices and games.
5. Supervising dressing rooms before and after practices and games.
6. **Remaining on campus until everyone in the coach's charge has left the school grounds or athletic event, home or away.**
7. **Stressing the importance of locking valuables in Lockers during practices and games.**
8. Securing locker rooms during practices and games.
9. Being aware of and trained in appropriate safety measures to protect his/her athletes (e.g. CPR, location and use of the CHS defibrillator, bloodborne pathogen response kit, etc.)

Procedures in Caring for an Injured Athlete:

1. In the event of an injury at practice or during competition at home, the head coach is responsible for ensuring that:
 - a. Appropriate emergency first aid is immediately provided utilizing established procedures that ensure the safety of both coach/first responder and athlete. The school trainer should be on campus; he should be contacted immediately when an injury occurs. If it is a serious injury, call 911 immediately.
 - b. Immediate contact is made with the parent(s)/legal guardian of the athlete in order to report details of the injury and recommended follow-up care as well as to explain the procedure for utilizing school-provided accident insurance coverage
 - c. A copy of each of the required insurance forms is completed:
 1. The school log form must be completed and submitted to the school administration by the following school day
 2. The school-provided insurance reporting form must be completed and submitted to the school administration by the following school day and supplied to the parent immediately thereafter
 3. Always be on safe side and fill out a form.
2. **ALWAYS MAKE A FOLLOW-UP PHONE CALL TO THE PARENT(S)/LEGAL GUARDIANS TO CHECK ON THE STATUS OF THE INJURY AND TREATMENT RECEIVED BY HEALTH CARE PROVIDERS. THIS SHOULD BE DONE ON THE SAME DAY AS THE INJURY.**
3. **NOTIFY ATHLETIC DIRECTOR IMMEDIATELY.**

Suspension of Athletes:

An athlete suspended from school for discipline reasons is ineligible to participate in any games/competitions for a prescribed number of contests which will be delineated by the Dean of Students, in collaboration with the School Administration.

Transition of Athletes from One Team to Another during the School Year:

Athletes may **NOT** quit one sport and begin practice for another before the first team's season ends. Any exception to this policy must be obtained from Athletic Director.

II. Administrative Responsibilities

Schedules and Contracts:

The coach's responsibility regarding scheduling of athletic contests and the contracts required therein includes:

1. Scheduling and/or overseeing the scheduling of all varsity **and** junior varsity contests.
2. Completing all contracts for these scheduled contests in a timely fashion.
3. Providing the Athletic Director, Principal, and School Office with a schedule no fewer than **thirty days** before the first contest of the season.
4. Meeting with Athletic Director no fewer than **ten days** before the first contest of the season to obtain permission for all required early dismissals of athletes in the program (Varsity and JV) for any of the team's regular season competitions. Also, anticipating any needed "late arrivals" on the day after out-of-town games ending late on a school night and giving the request for these to Athletic Director.
5. Providing Athletic Director with copies of all contracts 30 days prior to the beginning of the season.
6. Having a copy of the contract available at all games.

Officials:

It is the responsibility of the head coach to schedule officials for all home contests in his/her sport. This includes:

1. Providing the Finance Office with the required information to complete payment of the officials (names, dates, amounts for checks) at least 10 days prior to the beginning of the season.
2. Making arrangements to obtain the checks for the officials from the Finance Office and providing a plan which guarantees their timely payment.
3. **Calling the officials' association every two weeks to check that the association has the correct dates for games.**

District Meetings:

It is the responsibility of each head coach to attend the District Meeting for his/her sport. The Athletic Director will provide the coach with information regarding the date, time, and location of the meeting.

Professional Meetings:

It is the responsibility of each on-staff coach to attend all Faculty, Cluster, New Teacher (where applicable) and Department Meetings and to remain until the end of each meeting. Athletic practice **IS NOT** a legitimate reason to miss any professional meeting.

III. Travel and Transportation

Transportation of Athletes to School-Related Events:

It is the responsibility of the head coach (or on-staff moderator) to plan the transportation for his/her team. Each head coach should make sure they and all assistant coaches have been cleared to drive school owned vehicles by completing the Diocese of Pensacola-Tallahassee Driver Information Form and are in compliance with all requirements. Drivers are required to be cleared to drive every year. If a personal vehicle is used, the minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

In order to reserve the use of any school vehicle, a schedule of competition dates which require transportation and the details of the needed transportation must be completed and submitted to the Athletic Director before your season starts. The following guidelines apply to transportation of athletes:

1. Students may meet the coach at all "in town" schools. "In town" includes all Pensacola schools, Gulf Breeze, Tate, and Pace.
2. Student-athletes are **not** to drive to out-of-town games.
3. It is the responsibility of each head coach to obtain information on the driver's license required to transport students. If the head coach does not obtain the appropriate license and other drivers must be contracted to provide transportation to athletic contests, the stipend paid these drivers is charged to the team budget. Coaches/moderators will not be remunerated for driving a vehicle containing their athletes to/from competitions (over and above the stipend for coaching/moderating).
4. It is the responsibility of the coach to promptly request payment for drivers of vehicles who transport teams.
5. Any rental of vehicles for transportation of athletes can be done only with the approval of Sr. Kierstin and Athletic Director.
6. Insurance statements from parents using private vehicles to transport athletes must be filed with the Athletic Director.
7. Any volunteer driver must complete the Diocesan Volunteer Driver Information Sheet (See Appendix D) and be cleared to drive at least 2 days prior to the event for which he/she will provide transportation.
8. No food or drinks are to be consumed in school vehicles.
9. It is the responsibility of the head coach/moderator (for teams with off-staff coaches) to ensure that vehicles are left clean and presentable for use at the end of a trip.
10. It is the responsibility of the driver of any school vehicle carrying students to ensure that: seat belts are worn by each student at all times; vehicles do not exceed the posted speed limit; whenever 2+ vehicles are traveling to the same destination they will travel in pairs.
11. In the event of a blowout the brakes should *not* be applied.

Hotel/Motel Accommodations:

Arrangements for hotel/motel accommodations at out-of-town athletic contests must be approved by the Athletic Director. It is the head coach's responsibility to check each room which has been occupied by his/her athletes to ensure that it is left in order and that there is not damage to the hotel/motel property. Any apparent damage to the facility must be reported to the hotel/motel manager before departing and to Athletic Director upon return to CHS.

Travel for Post-Season Competition:

If the competition is in Tallahassee or closer, the team will leave and return the day of the competition. The team has the option of departing for post-season play earlier than the day/time suggested by the Administration
Only IF:

1. The earlier departure does not involve missing more school time than the time suggested by the Administration
2. The team's special account (earned through team fundraising) pays for all extra expenses incurred, including rooms and coaches' meals. Solicitation of parents for funds to cover the expenses of post-season competition may be done only with the permission of the Principal and Athletic Director.

Rules for Out of Town Trips:

ON ANY ATHLETIC TRIP WHICH REQUIRES OVERNIGHT STAY OUT OF TOWN THE COACH IS TOTALLY RESPONSIBLE FOR SUPERVISION OF ATHLETES AT ALL TIMES. THE FOLLOWING GUIDELINES ARE IN EFFECT REGARDING SUPERVISION OF ATHLETES:

1. The team must stay together at all times under the supervision of a designated coach who is employed by the school.
2. Students are not allowed to separate from the team for any reason unless approved by Athletic Director.
3. **An itinerary of the trip which clearly describes the location and activity of athletes at all times throughout the trip must be approved by Sr. Kierstin and Athletic Director at least two days before it is distributed to the athletes/parents.**
4. **The itinerary of the trip must be distributed to the Athletic Director and athletes/families at least two days prior to departure.**
5. Room curfew will be 11:00 p.m. If the team returns to the motel after 11:00 p.m., curfew will be no more than 30 minutes after the return time. The head coach has the option to establish an earlier curfew if desired. Coaches will check for lights out 15 minutes after the established time for lights out.
6. An athlete who leaves the room after the established curfew will not participate in any remaining athletic competition on that road trip.
7. It is the responsibility of the head coach to check each room used by his/her athletes before departure to ensure that no damage or vandalism has occurred. Any damage to the room must be reported to the hotel/motel manager before departure and Athletic Director upon return to CHS.
8. **On an out-of-town trip a player may ride home with their parents or other parent if they have written permission.**
9. **Before leaving for an out-of-town trip during the school week, the coach must request the time when athletes must report in to school the next day if they anticipate an especially late arrival home on the evening of the game.**

Moving Up Athletes:

Junior Varsity athletes may be moved to the Varsity level with permission of the Athletic Director if the Coach intends for these athletes to travel with the Varsity team during post-season play. Their names must be given to Athletic Director at least 2 days prior to the game to ensure accuracy of attendance records.

When moving an athlete, the Athletic Director, Coach Haynes, and the administration must be notified.

Credit Card Procedure:

All credit cards for gas should be checked out through the Finance Office and returned on the day after its use. Credit cards are NOT to be kept through the season. A receipt recording the purchase should be handed in at the time the card is returned. All credit card receipts must contain the number of gallons of gasoline purchased and the total cost. In order for a school issued credit card to be utilized, the coach must have successfully passed a credit check in accordance with Diocese of Pensacola-Tallahassee policy.

***Do not use my credit card until you get my permission.**

IV. Facilities and Equipment

Security and Cleanliness of Facilities and Equipment:

Since the Physical Education Department uses the locker rooms, Gym, and Fitness Center for classes, it is the responsibility of that department to ensure the security and cleanliness of these areas during the school day. (See Appendix E for Policies Regarding the Use of the Gym and Athletic Facilities).

It is the responsibility of the head coach of each sport to ensure the appropriate use of these areas after school time. This includes:

1. Appropriate storage of all equipment after practices and games.
2. Making certain that facilities and storage areas are kept clean and in order.
3. Turning out all lights when practices and games are completed.
4. Locking all doors when practices and games are completed.
5. **Ensuring that no food or drinks are brought into the Gym, on the stage, in the Fitness Center or locker rooms.**

Keys to Athletic Facilities:

Each head coach will be provided with the needed key(s) for the use of his/her facility and other needed parts of the buildings. However, **UNDER NO CIRCUMSTANCES** may a coach have copies made or give a copy of any CHS key (to doors or padlocks) to any other person, including assistant coaches.

In the event that an assistant coach (on or off-staff) is in need of key(s) to any part of the CHS property it is necessary to communicate that need to the School Office and obtain a properly authorized key.

Failure to comply with this policy or in any way jeopardizing the safety/security of school facilities may result in immediate termination of any employee.

Use of the Fitness Center:

Use of the Fitness Center's facilities by coaches and their teams is highly encouraged. At all times the following guidelines for its use must be observed:

1. The head coach must be present at all times during lifting by his/her athletes. Under **no circumstances** are athletes to be allowed to enter the Fitness Center or to use its equipment if not accompanied by their head coach or a coach delegated for this purpose by the head coach.
2. It is the responsibility of the head coach to consult with the on-staff weight-lifting specialist before allowing athletes to use the equipment in order to ensure that the rules of use of the facility and proper/safe use of the equipment are understood and observed.
3. The weight lifting specialist will help head coaches to become aware of the appropriate conditioning exercises to be used to best prepare the athletes for safe and successful competition in that sport. However, it is not the responsibility of the weight lifting specialist to be present during lifting by teams other than his/her own.
4. At no time should food or drinks be brought into or consumed in the Fitness Center.
5. It is the responsibility of the head coach to ensure that all equipment has been restored to its correct position and that the facility is left in order before his/her team leaves.
6. It is the responsibility of the head coach whose team uses the facility last on a given day to ensure that the security system is correctly set and the building secured.
7. Under **NO CONDITIONS** may the security system code number or a key to any facility be given to an athlete or ANY other person by a coach.

Maintenance of Facilities and Equipment:

Maintenance of any CHS playing field is carried out by the person who is contracted for that responsibility. This includes routine cutting of the playing surface as well as striping of fields before home contests during the season. At least two weeks before the first home game of any sport it is the responsibility of the head coach of the program to:

1. BE KNOWLEDGEABLE IN THE SET-UP AND USE OF THE SCOREBOARD FOR THAT FIELD FOR HIS/HER SPORT.
2. CHECK THE SCOREBOARD, LIGHTS, AND ANY OTHER FIELD EQUIPMENT TO ENSURE THEIR PROPER FUNCTIONING ON THE FIRST DAY OF PRACTICE.
3. REPORT AN EQUIPMENT MALFUNCTION TO ATHLETIC DIRECTOR AT LEAST TWO WEEKS BEFORE THE FIRST HOME GAME.

Non-routine repair of any facility requires completion of a maintenance request form in order for the school maintenance staff to address the repair. Permission of Sr. Kierstin and Athletic Director must be obtained before approaching any parent and/or business to arrange for work on a facility. Once the appropriate permission is obtained it is the coach's responsibility to complete a purchase order for any work for which will the school will be charged.

Use of the School Utility Vehicle:

All school utility vehicles are intended for the use of **COACHES ONLY.** Under no circumstance are students/athletes allowed to operate the vehicles. Any program/sport that allows students to drive a utility vehicle while in the use of that program will relinquish the right to use it for any purpose.
The vehicles need to be emptied of trash after each trip!

Inventory of Equipment:

It is the responsibility of the head coach to collect all equipment and/or uniforms from his/her athletes no later than one week after the completion of the season and to store them according to the directions of the Athletic Director. At this time each coach must submit to the Athletic Director an itemized inventory of all uniforms and equipment.

Uniforms or parts of uniforms are not to be given to athletes to keep unless express permission to do so has already been obtained from Athletic Director.

Uniforms:

All Crusader uniforms are to contain the school colors of **green** and **gold**. At the time of purchasing new uniforms the selection of the uniform to be purchased must receive the approval of Sr. Kierstin and Athletic Director before the purchase is finalized. **CHECK UNIFORMS 6 MONTHS BEFORE THE FIRST PRACTICE.**

Purchase of Equipment/Uniforms:

Before contracting to purchase any uniform or equipment the head coach must:

1. Secure a minimum of 2 estimates of the purchase price of the uniforms/equipment.
2. Obtain a purchase order signed by Athletic Director for the purchase. Any purchase made without a purchase order will NOT be paid for by the school.
3. Approval for purchase must be obtained from Athletic Director and Sr. Kierstin before any new uniform is selected and purchased.

Any coach who wishes to place a group order for the purchase of personal uniform items which will be owned by the athlete (e.g. shoes, sweat suits, etc.) must:

1. Collect the appropriate amount from each athlete before placing the order.
2. No merchandise which must be paid for by the individual athlete may be given to an athlete before full payment for it is received.
3. BEFORE ORDERING, obtain a signed purchase order for the equipment/uniforms to be purchased.
4. Reimburse the Finance Office for the full amount of the order at the time the purchase order is filed.

Money from a team's budget may *not* be used to purchase clothing that will be owned and kept by the athletes.

In accordance with school policy, hooded sweatshirts and jackets worn at school during school hours must have the hood down. This includes all team-ordered hooded sweatshirts and jackets. Any hooded sweatshirt or jacket worn during school hours must have the hood down. Hooded clothing may not be worn to a school Mass.

V. Program Budgets and Fundraising

Budget:

Budgets for each sport are prepared by Athletic Director in collaboration with the head coach of each sport in February for the following academic year. Once the budget is finalized by the Diocese (in April) and the coach is informed of the budget amount for his/her sport, it is the responsibility of the head coach to operate within this budget throughout the year. An itemized record of all purchases must be kept by the head coach to ensure that he/she is operating within the allowed budget.

Fund Raising:

All fund raising for athletic purposes is done with the permission of the Athletic Director. Team Fundraising should begin at least within 4 weeks of the first regular game. Fired signs should be sold and hung before the first game of the season. When a team raises funds to help subsidize the team's regular operating budget, the coach must **FIRST:**

1. Obtain permission from Athletic Director for the expenditure (e.g. trip, clothing, etc.) itself. Obtain permission from Athletic Director to schedule any fund-raising activity to help fund this expenditure.
2. Have all bills paid before uniforms are given out. **NO EXCEPTIONS!**

VI. Athletic Awards

1. It is the responsibility of the head coach of each sport to recognize his/her athletes and their accomplishments as well as the team's success at the end of their competitive season. The nature and scheduling of the event at which the recognition is to be given is left to the discretion of the head coach. A per capita allotment to be used for purchase of awards will be supplied by the school and administered by Athletic Director. Any awards to be bestowed (with the exception of the varsity letter) will be selected and purchased by the head coach using this allotment.
2. **It is strongly recommended by the Administration to not give individual awards. If an individual award is to be given, it must be approved by the Athletic Director.**
3. Information concerning certificates, letters, and awards to be prepared for distribution must be submitted to Athletic Director and the School Office at least **ONE WEEK PRIOR** to the celebration in order to provide adequate time for preparation.
4. All end-of-the-season team celebrations must be funded by the athletes or the team's special account. The team's regular season operating budget may *not* be used for this purpose.
5. Athletes who do not complete the season due to disciplinary action, or not finishing the season will **not** be allowed to letter. There are no exceptions to this unless permitted by the AD and principal.

Athletic Awards System:

The following awards are bestowed upon CHS athletes and managers who qualify:

- i. Squad man Award and JV Player: presented to all athletes at the culmination of the season; distinguishes between an athlete who earns a letter (letterman) and one who does not earn a letter (squad man).
- ii. Letter Award: presented to athletes meeting established requirements of a sport at the conclusion of the season. Requirements include attendance at 100% of practice and game time unless excused by the coach. Athletes receive only one letter during the four years of high school regardless of the number of sports played.
- iii. Sport Pins: presented to athletes upon lettering for the first time.
- iv. Bars: presented to 2nd, 3rd, and 4th year lettermen.
- v. Letter jackets may be purchased **only by varsity athletes.**
- vi. Letters, pins, and bars are available from Athletic Director.

Pensacola Sports Scholar-Athlete Program:

The Athletic Department will work with the Administration in order to provide nominees to Pensacola Sports for the Scholar-Athlete Award Program in the Spring. If the nominee does not complete their application forms

VII. Responsibilities of Coaches

Employee Conduct

All employees are expected to adhere to the PCHS Standards of Ethical Conduct policy, Social Media Policy, the Diocese of Pensacola-Tallahassee Code of Business Conduct and Conflict of Interest policies and all policies set forth by the Diocese of Pensacola-Tallahassee.

Administrators, faculty, staff and coaches are not permitted to any type of tobacco-related products when in the presence of students or student athletes.

Pets on School Campus: In accordance with the Diocese of Pensacola-Tallahassee Pet Policy, with the exception of certified service animals, pets are not permitted on School property.

CPR/AED Training

At least one coach from each team is required to be trained annually in CPR and AED usage. Training is provided, free of cost, annually to all CHS coaches, faculty and staff in August. It is the responsibility of the Head Coach to ensure that at least one member of the team's coaching staff is trained and certified.

Safety and Security Measures

The safety and well-being of students, employees and visitors is paramount. Employees who observe unsafe conditions, threatening behavior or violations of School policy as it pertains to safety and security have the responsibility to report any and all instances to the School Administration.

- To Dial 911 from all phones on campus: Dial 9, wait for dial tone, then dial 9-1-1.
- Students are required to wear their School ID on a breakaway lanyard at all times.
- Teachers are required to wear their School ID and classroom key on a breakaway lanyard at all times.
- Non-teaching employees are required to wear their School ID on a breakaway lanyard at all times.
- All visitors must check-in at the School Office. Visitors will be issued a School Visitor Badge that is required to be worn while on campus. Any student or employee who observes someone on campus without a School ID or School Visitor Badge should report it immediately to the School Office.

Visitors must present a photo ID when checking in, surrender it to the school receptionist, and receive it back when checking out.

- All rooms must be locked at all times throughout the day, whether attended or not.
- Gates should be locked at all times unless they are attended. Padlocks should be locked even when they are not in use.
- All student lockers should be locked securely at all times. Teachers are asked to remind students of this daily. If a locker is found to be without a lock, the locker number should be reported immediately to the Dean of Students.
- All electrical panels should be locked securely at all times. If an electrical panel is found unlocked, it should be reported immediately to the Director of Facilities and Events.
- Perimeter fencing must be intact at all times. Should an employee observe damage or breach to the perimeter fence, they should notify the Director of Facilities and Events immediately.
- Exterior areas are to be well lit at night. Employees should report all lighting outages to the Director of Facilities and Events immediately.
- Staff are encouraged to program ICE (In Case of Emergency) information into their personal cellular devices.
- For privacy purposes, do not post the name and photos of students and staff in public places.
- Students and staff are reminded to keep valuable items in vehicles out of view.

School ID's

All coaches will be issued a Pensacola Catholic High School ID. Coaches are required to have their school issued ID in their possession at all times if needed as proof of employment. School IDs must be worn if on campus during school hours.

Team Policy Statement:

At the beginning of each season, it is the responsibility of the head coach to define and describe to the team the rules and policies for which the athletes will be held accountable.

Also, it is necessary to ensure that all team members are aware of FHSAA eligibility requirements.

Pre-Game and Half-time Music:

- a. **Music played at games, during warm-ups, pre-game and half-time, is for the benefit of the fans in attendance, not the team.**
- b. **All music must be reviewed by the Coach, to ensure it is fan-friendly, before being given to Athletic Director for approval.**

Practices:

1. Each coach must notify athletes and parents of the dates, times, and locations of practices and games. Each practice and game will begin with a prayer.
2. Coaches are expected to set stringent guidelines for attendance at practices, promulgate these at the beginning of tryouts for that sport, take attendance at every practice and have this roll available for Athletic Director and/or Sr. Kierstin upon request. (see Athletic Award System, Letter Award criterion).
3. If an athlete has an unexcused absence from a practice or game, the athlete will *not* be permitted to participate in the next competition unless permission to do so is granted by the Athletic Director. **If a player misses practice, the coach must give their name to Athletic Director.**

Athletes in Physical Education Classes:

All student athletes enrolled in physical education classes are required to dress out each day for class including game days.

School Attendance:

1. It is the responsibility of the head coach of each sport to ensure that his/her athletes are observing school attendance policies. These include:
 - a. **Students participating in school-sponsored events or practices must be in school by 10:00 a.m. in order to be eligible to participate in the event or practice that day. Students who are absent or leave school before dismissal will be ineligible to attend a school-sponsored event or practice later that day unless approved by Athletic Director or Sr. Kierstin.**
 - b. When teams must leave school early to travel to contest areas, all student athletes must attend all classes until the scheduled departure time.
2. **Process for early dismissal of athletes for regular season games:**
 - a. The head coach of the team meets with Athletic Director/Sr. Kierstin at least one week prior to the beginning of athletic competition in his/her sport to establish dismissal times for athletes who must leave school prior to the end of the school day for any competition throughout that season.
 - b. Once approval has been obtained, the Coach emails Sr. Kierstin a list of who will be dismissed and the dates and times of each approved early dismissal.
 - c. These early dismissal times will be listed on the school calendar and also on the daily attendance sheet and are emailed to each faculty member.
 - d. If a competition necessitates that only a part of the team be dismissed from class time, it is the responsibility of the head coach to post the names of those who will miss class at least one week prior to the competition.
3. **Process for early dismissal of athletes for district and post-season games:**
 - a. As soon as information on competition schedules is available, the coach should contact Athletic Director to identify days and times athletes will need to miss school. This includes early dismissals and desired "late arrivals."
 - b. Athletic Director will communicate these days/times to Sr. Kierstin and will email Sr. Kierstin the names of the athletes who will be attending post-season games.
 - c. Sr. Kierstin will then distribute this information to the faculty and have it placed on PowerSchool.

News Media:

It is the responsibility of each head coach to report schedules, statistics, and results of athletic contests to the news media. This includes:

1. Calling in scores, statistics, etc. to the Pensacola News Journal immediately after every home contest.
2. Ensuring that Athletic Director and Sr. Kierstin are informed of the results of district and post-district competitions so that they may be reported to FHS in a timely fashion.
3. Returning completed pre-season reports and all-star selections to the media requesting them in a timely fashion.
4. Informing Athletic Director and Sr. Kierstin of a visit by the news media to any practice **or** the interviewing of any athlete (other than at athletic contests) **before** the visit/interview.

Gate/Concession Workers for Games:

The head coach of any program which runs a concession stand and/or collects an admission fee is responsible for establishing a schedule of volunteers who will work the gate and/or concession stand at home contests and home playoff games. **The gates and concession stand are to open one hour before the game begins.**

It is the responsibility of each parent to work their assigned shift at both the gate and concession stand as assigned by the Coach of the team. **If the parent does not fulfill this obligation, then their student's ability to participate will be impacted. Parents scheduled to work must arrive one hour before the game begins. If the scheduled parents do not show up, the Head Coach is responsible for finding a replacement for the parent.**

Loyalty and Unity:

It is the responsibility of every coach to:

1. Work to promote unity among all coaches, athletes, and parents.
2. Promote the total athletic program rather than only his/her sport. Coaches are encouraged, as much as possible, to attend major competitions of other sports, particularly post-season games, in order to show the unity and support of the athletic program and to model this for all athletes and students.
3. Communicate with one another clearly and responsibly, particularly to resolve differences that may arise without involving the athletes or parents; every effort should be made to resolve a difference between two coaches by the coaches themselves before the mediation of Athletic Director is sought.
4. Once a decision has been made by Sr. Kierstin, Athletic Director or other member of the administration, all are expected to abide by it respectfully and responsibly.

Other Responsibilities of Coaches:

In order to support and help to guarantee the smooth running of the entire athletic program in a professional manner, each coach is expected to:

1. Communicate to any assistant off-staff coaches in his/her program the need to be approved for direct contact with students through completing the Diocesan-mandated fingerprint screening process. A record of fingerprint clearance indicating no criminal record must be obtained by the Principal **BEFORE** a coach may have direct contact with student-athletes either in practice or in games. A VEHCS waiver must also be submitted to the CHS administration.
2. All newly-hired coaches must watch the required Virtus videos as assigned by Athletic Director, be fingerprinted, be Virtus-compliant, and complete all required CHS documents **before** they may have any contact with student-athletes.
3. Inform Athletic Director immediately of any problem(s) that arise with athlete(s) on his/her team.
4. **New coaches cannot come on staff after the first day of practice without the head coach first obtaining the permission of Athletic Director.**

Use of Cameras and Other Recording Devices

Coaches must ensure that their athletes are aware of the school's policy regarding the use of cameras, cell phones/videos:

No photos, videos, or audio recordings may be taken during the school day without explicit permission from a teacher/administrator/coach. No photos or videos may be taken in the locker rooms or the restrooms at any time. Violation of this will be treated as a serious disciplinary issue.

Policies Regarding Recruitment of Athletes:

Recruitment of athletes from another secondary school is a major violation of the ethical standards of the education profession and is banned by the Catholic High School administration as well as by FHSAA. It is the responsibility of every Catholic High coach to thoroughly read and understand the FHSAA Recruitment Policy (see Appendix to this Handbook), to abide by it in its entirety, and to communicate its tenets thoroughly to the parents of his/her athletes when pertinent. It is the responsibility of every CHS head coach to communicate this policy clearly and completely to his/her assistant coaches and to require their adherence to it.

Involvement in recruitment activities will result in termination of employment as a CHS coach if, after an FHSAA investigation the coach is found guilty of recruiting.

Involvement in recruitment activities by an assistant coach is grounds for the termination of employment of the head coach of the program in which the assistant coach is involved if the head coach was aware of and/or involved in the recruitment activity. If the head coach was not involved in the recruitment activity, his position can be retained.

APPENDIX A – CHS VEHICLE POLICY AND PROCEDURES

The safety of the Catholic High School faculty, staff and students is a top priority. Please be advised of the following policy and procedures when driving any CHS vehicle:

1. Only persons designated by CHS, who have completed the necessary driver training MVR clearance, and appropriate documentation, may operate a vehicle owned by CHS. At no time should a student be permitted to operate a CHS vehicle.
2. Seatbelts are to be worn by the driver and passengers at all times.
3. Vehicles should be operated within the designated speed limits and in a safe manner.
4. A traffic accident involving any CHS vehicle should be reported immediately to local law enforcement. Medical attention should be obtained immediately if deemed necessary. All incidents should be reported to Athletic Director and Sr. Kierstin Martin immediately.
5. Prior to departure, designated drivers should review appropriate behavior and conduct with the passengers (i.e., no passenger should have any body part outside the vehicle, no loud radio, no trash or debris is to be left in the vehicle, etc.)
6. Vehicles should be secured when they arrive at CHS or their destination. Windows should be rolled up and all doors locked.
7. All vehicles should be returned to CHS in good condition. Willful destruction of CHS property will result in appropriate actions being taken against the perpetrator.
8. It is the responsibility of the designated driver to ensure that any mechanical or structural problems with the vehicle be reported immediately to CHS.

Operation of CHS Van and CHS Suburban:

Keys:

1. Keys will be assigned to a designated driver through Athletic Director.
2. The designated driver is responsible for all keys received and should remain in that person's possession at all times.
3. Locking gas caps are installed on each vehicle. Keys to the gas caps are located on the key chain with the ignition key. The Yukon and Suburban use **Unleaded Gasoline** only.

Prior to Departure:

1. Inspect the interior and exterior of the vehicle for any problems.
 - a. Tires - wear, damage, inflation
 - b. Lights - functional
 - c. Windshield-windows, wipers
 - d. Gauges - fuel, oil, brake, etc.
2. Ensure that all cargo is safely stored in the vehicle and no item could become a projectile in the event of an accident.
3. Ensure all passengers are in a designated seat with their seatbelts engaged.
4. Review appropriate behavior.

Upon Arrival/Return:

1. Vehicle should be parked away from other parked vehicles.
2. Secure the vehicle when not in operation.
3. Upon return to CHS, park the vehicle in the same location you departed from.
4. Ensure all items have been removed from the vehicle.
5. Ensure that all windows are closed and all doors are locked and secure.
6. Inspect the interior and exterior of the vehicle for any problems.
7. Return the key to Athletic Director upon return. Report any difficulties or concerns to Athletic Director at this time.

Operation of CHS 15 Passenger Buses:

Keys:

1. Keys will be assigned to a designated driver through Athletic Director.
2. The designated driver is responsible for all keys received and remain in that person's possession at all times.
3. Locking gas caps are installed on each vehicle. Keys to the gas caps are located on the key chain with the ignition key and rear cargo key. The 15 passenger busses use **Diesel Fuel** only.

Prior to Departure:

1. Check the fluids underneath the hood of the vehicle.
 - a. Oil, brake fluid, etc.
2. Inspect the exterior of the vehicle
 - a. Tires - wear, damage, inflation
 - b. Undercarriage - exhaust, lines, MorRyde, etc.
 - c. Lights - functional
 - d. Windshield -windows, wipers
 - e. Cargo has been properly stored in the rear cargo compartment and the door is locked and secured.
3. Inspect the passenger coach of the vehicle

- a. First aid kit, fire extinguisher, reflector flares
- b. Egress window and hatch functional
- c. All items are secure in the overhead bins
- d. The center aisle is free of obstruction
- e. All passengers have their seatbelts engaged
- f. Driver's seat adjusted, mirrors adjusted

4. Review with passengers

- a. Emergency exit procedures
- b. Appropriate behavior and conduct.

5. Start engine

- a. Check gauges
- b. A/C functional
- c. Adjust interior lighting, instruments, controls
- d. Engage strobe light

Operation of Vehicle- Principal & Athletic Director

- 1. Driver and passengers should wear their seatbelts at all times.
- 2. All posted speed limits are observed.
- 3. Carefully approximate needed stopping distance and needed space intervals
- 4. Monitor gauges
- 5. Movement within the coach during operation should be kept to a minimum.
- 6. No passenger should remain standing when the vehicle is in motion.
- 7. Strobe light should remain on at all times.

Upon Arrival/Return:

- 1. Vehicle should be parked away from other parked vehicles.
- 2. Upon return to CHS, park the vehicle in the same location you departed from.
- 3. Secure the vehicle when not in operation.
- 4. Ensure all items have been removed from the coach and rear cargo area.
- 5. Ensure that all windows are closed and all doors, including rear cargo door, are locked and secure.
- 6. Inspect the interior and exterior of the vehicle for any problems.
- 7. Return the key to Athletic Director upon return. Report any difficulties or concerns to Athletic Director at this time.

APPENDIX B - CHS FINANCE OFFICE POLICY INFORMATION

Jennifer Simon - Payroll/HR

Anne Marie DeMatteo - Worker's Comp, Accident Reporting, Receipts & Disbursements Yvonne Harmon - Budgets, Planning & Procedures

All Finance related questions should be directed to finance@pensacolachs.org

1. **Payroll**

- a. Pay Days: Coaches will receive ½ of their stipend mid-season and the remaining ½ at the conclusion of the season.
- b. All paychecks will be direct deposited to the employee's designated account. Should an employee change their banking institution, it is the coaches' responsibility to notify the Finance Office immediately.
- c. W-4 - can change withholding and allowance at any time
- d. Address - It is the coaches' responsibility to notify the Finance Office when an employee's address has changed. Imperative that we have an accurate address on file so that w-2 will be received in a timely manner.

2. **Workman's Compensation**

- a. Any injury incurred by an employee during regular school hours or while on a school related activity or event MUST be reported immediately to the Principal; then reported to the Diocese
- b. Worker's Compensation management company must be notified; only approved service providers can be utilized; indicated on form/poster in faculty lounge.

3. **Procedure/Forms for Reporting an Accident**

- a. **Student Accident Report** - If you witness a student involved in any school-related accident it is your responsibility to fill out an Accident Report immediately. After you finish filling out the form, it will need to be signed by Principal and returned to the Finance Office where it is then forwarded to the Diocese.
- b. **Student Insurance Form** - You will also need to complete Part A of the Student Insurance Form. Once this form is complete it is to be submitted with the Student Accident Form and given to the Principal. **Do not give to the parent. The Finance Office will submit all information directly to the Parent.**
- c. Turn all forms in to Athletic Director for him to review.

4. **Disbursements - Purchase Orders and Check Requests**

- a. **Purchase Orders (THE ABSOLUTE FIRST STEP FOR ANY PURCHASE):**
 1. Obtain a quote (written is preferable) from the vendor. A written quote may be as simple as going online and printing off a page from a website showing the item needed and its cost. If there are shipping & handling charges involved, include this in the amount.
 2. Submit the quote to the AD. Once the AD receives the quote and approves it, he will ask you to prepare a purchase order or he (the AD) will prepare one for Principal's approval.
 3. If you are preparing the Purchase Order (PO), blank POs are located in the faculty lounge area in the cabinet on the south wall in the copier area. There is also a PO log for you to enter the number of the PO you are taking and for you to sign your name. Using the approved quote, complete the PO
 4. Enter the date you are writing the PO. Enter the date the item needed is required.
 5. The "To" section of the PO is the vendor's name (from whom we are ordering items).

6. Enter your name and team in the shipping info area.
7. Complete the body of the PO with information from the quote.
8. Note the name of the team & sign the PO.
9. Attach the written quote to the PO & submit to the AD for approval.

b. Purchasing from a Vendor - CHS Billed Directly:

1. Once the PO is approved, you may place your order.
2. When you place your order, the item is being sold to Pensacola Catholic High School.
3. When you place your order, be sure to give the vendor the pink copy of the PO or at least the PO number and request that the PO number be referenced on their invoice when the item is shipped. The yellow copy of the PO remains with you. The white copy should be given to the Finance Office.
4. When the items are delivered or picked up, an invoice should accompany the goods. If not, please request an invoice (again, with our PO number referenced). Many vendors will send the invoice directly to CHS and the Finance Office will match the PO to the invoice for payment.
5. Should you receive damaged, incorrect, etc. merchandise let the Finance Office know immediately so that we can hold payment until the discrepancy is resolved.
- 6. Do not purchase anything without a purchase order.**

c. Purchasing from a Vendor - Reimbursement of Personal Funds Used to Purchase:

1. Once the PO is approved, you may place your order.
2. When you have received the goods and paid for them with your personal funds, a request for payment must be completed and submitted with the approved PO. (Request for Payment forms are located near the POs in the copy room).
3. The **original receipt** must accompany the check request.
4. Check requests are kept in the same area as PO's.
5. All documentation must be legible.

d. Requesting Reimbursement for Expenses Associated with Travel:

1. An approved PO must have been completed BEFORE THE TRAVEL OCCURRED.
2. Upon return, a request for payment must be submitted along with the approved PO and **original detailed receipts**. The detailed receipt should show the individual items purchased. Request for Payment forms are located near the POs in the copy room.
3. A summary receipt is NOT acceptable and reimbursement will not occur from a summary receipt.

5. Receipts

1. DO NOT hold on to money. Any money collected/received should be turned into the Finance Office daily. The Finance Office will secure the monies until your collection is complete.
2. If money is received by mail or in the Front Office, a copy of the check or cash receipt will be provided to the coach to prepare a deposit form.
3. If money is received directly by the coach or after hours, a copy of the checks and/or cash receipts should be made. The original check/cash should be given to Mrs. DeMatteo in the Finance Office (if money is received during the school day) or, if after hours, placed in an envelope with a description of what the funds are for on the outside of the envelope and placed in the lockbox near the time clock. A cash receipt book is located there as well for any cash that may be received.
4. All check copies and cash receipt copies should be treated as legal tender and a deposit form completed and submitted to the Finance Office

by the next business day.

5. Using the check and cash receipt copies, coaches must count all checks and cash submitted for deposit. The CHS Deposit Form is located on a shelf in the Faculty Lounge on the south wall of the copy area.
6. The CHS Deposit Form is required to be verified and signed by two people—the coach and the person verifying the completed deposit form is correct. A copy of all checks submitted with the deposit should be included with the deposit form.

6. Team Accounts

- a. All receipts and disbursements will be made through the individual team account always using approved purchase orders and check requests. The balance in individual team accounts, along with transaction details, will be given to the Head Coach monthly.

APPENDIX C – STUDENT INSURANCE AND ACCIDENT FORMS

APPENDIX D - SOCIAL MEDIA POLICY

Pensacola Catholic High School

Social media provides a platform for communities to inform, communicate, and network. Social media tools will enhance communication among Pensacola Catholic High School (PCHS) families and fans. Social media sites cannot be accessed on school-issued computers. A student's participation in social media sites is not necessary for classroom use or athletic participation and is completely left to the discretion of a parent or legal guardian.

How to Follow Us

Social media outlets for PCHS include but are not limited to Facebook, Instagram, and X. Those participating in these social media outlets are encouraged to interact with and contribute to school-sponsored social media accounts.

Expanding Our World and Protecting Our Values

PCHS is committed to developing responsible Christian individuals by providing the finest in Catholic education. The following policies provide a foundation for appropriate online communication at PCHS. While we respect the right of students, faculty and staff to utilize a variety of social media options, we require that the policies be followed at all times. The guiding principles and policies stated in the PCHS Parent/Student Handbook must be observed at all times.

Social Media Participation Policy

Students, faculty and staff must behave in an ethical manner when using social media sites by demonstrating a Christ-centered respect for the dignity of all people. Students, faculty and staff who participate in online interactions must remember that their posts reflect on the entire PCHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and Diocese Conduct of Business Conduct. Social media sites will be blocked by the school's content filter and any attempt to access them from a school-owned computer will be met with disciplinary action. Posts and comments made on PCHS-sponsored sites including social media, are welcomed and encouraged, and we look forward to hearing from our community. To promote respectful discussion, we request that students, faculty and staff be courteous, productive, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Social media often fosters debate of issues; participants must engage in such exchanges with mutual respect for others' opinions.

Please be aware that any content posted to PCHS-sponsored sites may be made available to the public. In consideration of this fact, the school recommends that social media users avoid posting personal information that should not be publicly accessible.

PCHS may review all posts and comments, edit them to preserve readability and demonstrate respect for other users, reject or remove them for any reason, and determine at its sole discretion which submissions meet the school's qualifications for posting. Any submissions that fail to follow this policy in any way may be removed. PCHS may also ban future posts from people who violate this policy.

In posting material on PCHS-sponsored social media accounts, participants agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.

- Post phone numbers, email addresses, or other confidential information belonging to any person other than yourself. If participants choose to post individual, private contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of PCHS or any individual or entity.
- Post material that violates the privacy of individuals.
- Post material that violates the intellectual property rights of any individual or entity.
- Post material that promotes or advertises a commercial product, solicits business, membership, or financial support in any business, group or organization except those which are official sponsors of PCHS, except in designated areas specifically marked for this purpose.
- Post the same comment multiple times.
- Post spam.
- Allow others to use your accounts to submit posts or comments.
- Submit posts or comments under multiple names, alias, or false identity.

Posting Photos, Videos, and Audio Files

For the protection and safety of all in the PCHS community, those using PCHS-sponsored social media sites should never identify a student, parent, or employee using his or her full name with a picture, video, or audio file.

A participant agrees to indemnify and hold harmless the Diocese of Pensacola-Tallahassee, Pensacola Catholic High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a participant has posted on PCHS- sponsored sites. By posting a comment or material of any kind on a PCHS-sponsored site, the participant hereby agrees to the policy set forth above.

No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Process for Reporting Abuse

Because of the fast-paced nature of social media, participants are encouraged to immediately report any content that seems inappropriate. Please e-mail the PCHS Technology Department (tech@pensacolachs.org) with any concerns so the issue may be investigated in a timely fashion. Be sure to provide a detailed description of the post's location such as the URL. PCHS appreciates your assistance in keeping school-sponsored social media a safe and respectful place to be involved in the school's online community.

APPENDIX E - ATHLETIC DEPARTMENT POLICIES AND PROCEDURES 2025-26

Policies Regarding the Use of the CHS Gym and Athletic Facilities:

The consistent and diligent care of all athletic facilities and equipment is the responsibility of each coach.

1. Students should not be allowed to enter the Gym from an outside door directly. This drags excessive sand onto the floor. Instead, they should come into the Gym from the hall door opened by the PE teacher.
2. Street shoes should not be allowed on the playing area in the Gym.
3. All facility doors (i.e. Gym, Fieldhouse, Weight Building, Locker Rooms) are to be kept locked at all times when the facility is not in use. Any coach who completes a game/practice has the responsibility of making certain that all doors are locked and that the facility is completely secured.
4. The Gym floor will be dust mopped at the beginning of each practice/game. The dirt collected will be thrown away using the dust pan and brush which will be left at the front of the Gym on the girls' locker room side. If either are missing, please report it to Coach Adams *immediately*. Not finding the dust mop/dust pan where they should be located is NOT an excuse for not maintaining the floor properly. FIND THEM OR ASK FOR A NEW ONE IMMEDIATELY!!
5. All athletic equipment must be kept locked in the Team's Storage area(s) at all times and used only during practice/games. It is each coach's responsibility to be certain that equipment is appropriately secured after each game/practice.
6. ***The stage is off limits to any students at any time except those instructed to turn lights or sound systems on or off!!! Students should not be on the stage for any reason!!***
7. If the Gym sound system is used by a team during practice/games, it is the responsibility of the coach to ensure that it is appropriately secured at the end of the game so that all microphones, cables, etc., are locked in to secure storage and the system is turned off.
8. It is the coach's responsibility to be certain that all Locker Rooms are locked during practice/games for security and that all are left locked after practice/game is over.
9. Athletes must be instructed to pick up all items of clothing and personal belongings in the Locker Rooms and Shower Rooms and to take personal pride in the appearance and use of these rooms. Locker rooms should NEVER have personal belongings anywhere except in the athlete's lockers.
10. At no time should any students be allowed to come into the Gym to use it unsupervised- whether they are members of a varsity/JV team or not. The last period PE teachers have the responsibility of waiting until all students are dressed and out of the Gym. They then either lock the Gym and turn out all lights or leave it in the hands of a coach who has after- school practice. If a coach is not present in the Gym at the end of the school day when the PE teacher must leave, the last period PE teacher will close and secure the Gym and ensure that no students are present.
11. If you are the last coach using any athletic facility during the week or on a weekend, ***please turn OFF all lights and lock securely.***
12. It is the responsibility of each head coach to ensure that his/her athletes have a secure place to store their personal belongings during practice/games. For sports that do not have their own designated locker rooms in which to do this, coaches are asked to work with Athletic Director before the beginning of their season so that there is a plan clearly in place that ensures the security of an athlete's personal belongings during practices/games.

13. **No student should be allowed in the gym during the school day if they are not supposed to be in a PE class at that time.**

APPENDIX F - CRISIS MANAGEMENT MANUAL FOR COACHES