

Holy Cross of San Antonio
426 North San Felipe
San Antonio, Texas 78228

Knight Athletics



Shining for the rest of the world

Athletic Department Handbook

MISSION STATEMENT

Holy Cross of San Antonio is an independent, Catholic, college preparatory middle school and high school serving the metropolitan San Antonio area -- especially the city's west and south sides -- founded on the Congregation of Holy

Cross tradition, which strives to develop and educate young women and young men of mind and heart as well as body and soul through an integrated program of academic, spiritual, and extra-curricular activities. Holy Cross seeks to develop well rounded students to become productive citizens by striving toward the ideals of the Venerable Basil Moreau, founder of the Congregation of Holy Cross, "While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life."

PHILOSOPHY OF ATHLETICS

The Athletic Department of Holy Cross of San Antonio strives to be a part of the total educational program. It should both complement and contribute to the overall educational process. The Athletic Department will offer a broad-based, competitive program which provides a meaningful and structured arena in which student-athletes learn to cope with the problems and situations that are similar to the conditions of the prevailing contemporary world.

We will:

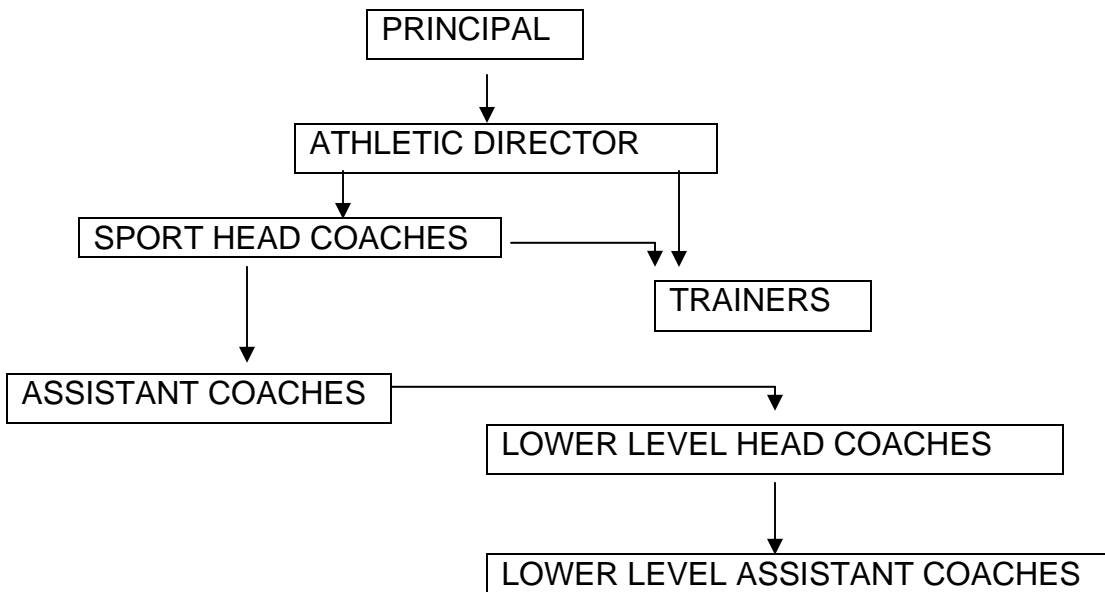
1. foster the development of Christian attitudes toward healthy competition
2. teach the invaluable lessons of integrity, determination, self-confidence, proper mental attitude, responsibility and the desire to achieve high goals
3. create an atmosphere that fosters an appreciation for the value of teamwork—an unselfish desire for the success of the whole over personal individual achievements
4. encourage the student-athlete to achieve academic success
5. have coaches that display a personal interest in the total development of the student-athlete—academically, socially, spiritually, and physically
6. teach our student-athletes the long storied traditions of Holy Cross of San Antonio and encourage them to continue that tradition
7. make the student-athlete aware of the importance of goal setting in the pursuit and practice of excellence by giving them guidance and encouragement
8. foster harmony among people regardless of sex, race, color, creed, culture, national origin, physical condition or ability
9. teach and develop ethical values by helping them form a value system that will enable them to make valid and responsible decisions on their own
10. instruct the student-athlete in a higher level of physical fitness and sports prowess that promotes both success in the arena of competition and in improving the individual mind and body.

THE ATHLETIC DIRECTOR IS RESPONSIBLE FOR THE DIRECT EVALUATION OF ALL HEAD COACHES AND ATHLETIC TRAINERS AND INDIRECTLY RESPONSIBLE FOR THE EVALUATION OF ASSISTANT COACHES AND LOWER LEVEL HEAD COACHES.

THE HEAD COACHES OF INDIVIDUAL SPORTS ARE RESPONSIBLE FOR THE DIRECT EVALUATION OF THEIR ASSISTANT COACHES AND LOWER LEVEL HEAD COACHES. THEY ARE INDIRECTLY RESPONSIBLE FOR THE EVALUATION OF ATHLETIC TRAINERS.

THE PRINCIPAL IS RESPONSIBLE FOR THE DIRECT EVALUATION OF THE ATHLETIC DIRECTOR AND INDIRECTLY RESPONSIBLE FOR THE EVALUATION OF THE HEAD COACHES OF INDIVIDUAL SPORTS.

THE ATHLETIC DIRECTOR IS RESPONSIBLE FOR THE CREATION AND IMPLEMENTATION OF ATHLETIC POLICY WITH THE INPUT OF HEAD COACHES AND THE APPROVAL OF THE PRINCIPAL AND THE GOVERNING BOARD.



When addressing concerns parents should meet with the head coach of the sport first. If the concern is not effectively addressed to the coach or parent's mutual satisfaction then a meeting with the athletic director should be scheduled. If the concern is not resolved in this meeting then the principal should be included as a last resort.

A.I.A.L.—Archdiocesan Interscholastic Athletic League (Middle School Only)

It is the responsibility of all coaches to be familiar with the general rules and regulations governing each of these organizations as well as all rules pertaining to their specific sport. Each head coach should receive a rule book for their current season of sport. It is also the responsibility of the head coach and the athletic director that each and every assistant coach meets the qualifications of their governing organization.

It is the responsibility of the head coach and athletic director to insure that the officials used for contests meet the requirements of the governing organization.

PERSONNEL POLICIES

Requirements for Coaching Employment

All required documentation (criminal background check through the Archdiocese, First Aid and CPR Certifications, NFHS Fundamentals of Coaching course, SCOPE certification and any other documents or course required by the governing bodies) must be completed and returned to the Athletic Director's office before an individual can be allowed to coach.

In addition all coaches must interview with the head coach and athletic director prior to consideration for employment. All coaches must be approved by the Athletic Director and Principal.

It is NOT a requirement that an individual be a full-time school employee in order to coach. However, it is recognized that off-campus coaches must still comply with the same requirements as on-campus coaches.

Additionally, it is recommended that parents of student-athletes not be allowed to be the head coach of their child's team unless they are a full-time on-campus employee of the school. Parents may serve as assistant coaches as long as they meet the requirements; however it is discouraged as a general practice.

Coaches should be aware of the importance of effective communication in regard to their employment with the school.

Volunteer Coaches (unpaid coaches) must meet the same criteria as full-time or part-time coaches

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COACHES PROFESSIONAL RESPONSIBILITIES

- Secure a copy of the organizational (TAPPS/AIAL) calendar as it relates to their sport with particular attention to starting dates, deadlines, game dates (start and end), playoffs, etc...

- Secure a copy of the game schedule and practice schedule for their sport as soon as one comes available.
- For middle school coaches
 - Complete the NFHS Fundamentals of Coaching Course
 - Complete a criminal background check through the Archdiocese
 - Complete any other courses or documentation required to approved by the AIAL
- For high school coaches
 - Complete a Criminal Background check through the Archdiocese
 - read section 87 of the TAPPS by-laws and sections 136 through 139 of the TAPPS Manual
 - Sign a Professional Acknowledgement of Rules for file in the head administrator's office
 - Complete TAPPS SCOPE as required on line and print a copy of the completed course certificate for athletic office
 - If coaching less than five years complete the NFHS Fundamentals of Coaching Course and the specified NFHS sports specific course
 - Complete a First Aid/CPR Class
- In addition, head coaches must
 - Review district rules and tie-breaker rules
 - Secure a copy of rules for your sport
 - Insure that the Eligibility Form is sent to the TAPPS state office before participation in the first game (a supplemental eligibility form may be sent at any time during the season to add athletes)
 - Insure that athletes meet eligibility requirements during grading periods
 - Check the TAPPS calendar for deadlines for transfers
 - Check that each athlete has a Pre-Participation Physical Form and Student Acknowledgement of Rules Form on file.
 - Prepare statistics and attend All District Meetings
 - Submit team roster to the athletic office
 - Schedule team and individual photos
 - Submit practice plans on a weekly or daily basis to the athletic office
 - If you will be trimming rosters through tryouts, provide a rubric for evaluation of athletes
 - Submit team roster and team photo for state program to TAPPS office
 - Read Section 141 of the TAPPS Manual
 - Constantly work to represent our school and attract students to be part of our athletic program.

Coaches are expected to conduct themselves in a manner which displays and communicates the Mission and Philosophy of Holy Cross of San Antonio and its athletic program. In addition, high school coaches are expected to follow the "Competition With Honor" Program as outlined by Texas Association of Private and Parochial Schools. Those coaches should familiarize themselves with those expectations.

COACHING RELATIONSHIPS

WITH STAFF

1. A constant effort is being made to establish a program where the coach has an opportunity to work at and to achieve his goals.
2. Each coach should use all of his potential to make the program and team successful.
3. The attitudes of the coaches are the major determinants in our success. They set the pace for the athletes looking for leadership. The coach should display a positive, winning attitude that shows up in the following areas:
 - a. Thorough preparation for all practices
 - b. Motivational aids—charts, posters and the like
 - c. Constant probing of one's thinking and the staff to assure that all phases of the sport are covered.
 - d. Devote their time tirelessly to improving the program
 - e. Attitude that reflects a true enjoyment of coaching
4. Be loyal and complimentary of fellow coaches
5. A spirit of cooperation must exist with all members of the staff. It is expected that a maximum give and take between all staff members will occur within the program.
6. Be prompt to all meetings. This indicates a professional attitude and consideration for others involved.
7. It is expected that all coaches of a sport will be familiar with the head coach's system.
8. Communicate expectations clearly to assistant coaches and trainers

REGARDING TECHNIQUE

1. Use sound and acceptable teaching/coaching practices
2. Run well organized practice sessions
3. Complete pre-season planning well in advance of starting date
4. Each coach should know the technique being used at the high school level and implement those techniques at the lower levels so there is continuity and a progression in the skills that we teach.
5. Every effort should be made to provide learning opportunities for coaches through attending clinics.

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SUMMER CAMPS

1. Individual Sports Camps are encouraged and Strength and Conditioning Camps are also encouraged.
2. Camps should be organized and supervised by the head coaches of a sport.

3. Any coaches that work the camp must be approved by the athletic director and must pass a criminal background check through the Archdiocese.
4. Camps should be
 - a. An opportunity to instruct athletes in fundamentals of a sport.
 - b. An opportunity to draw potential student-athletes to the campus to meet the coaches, current and former players and to view our facilities.
 - c. For younger campers a chance to receive instruction and have fun.
5. All camps must generate enough income to cover expenses and create some income for Holy Cross of San Antonio.
6. Donations or Camp Sponsorships are acceptable, but must meet criteria established by Holy Cross of San Antonio.
7. Any camp must be publicized on the school web site and flyers for the camp must be printed and distributed to local feeder schools.
8. Any camp proposals must be presented to the athletic director with any potential sponsors no later than April 15th.
9. The Athletic Director and/or Principal should be kept informed of all aspects of the camp as well as any changes.
10. A camp outline that includes daily plans for camp activities must be turned in to the Athletic Department and must be posted on the website prior to the beginning of the camp.

OPEN GYM/FIELDS AND GYM/FIELD USAGE

1. Anyone who wants to use the gym or fields must request times for usage from the Athletic Director a minimum of 2 weeks in advance. It is recommended that usage time be scheduled 2 months prior to the activity.
2. School Teams and Events will be given precedent over any non-school teams.
3. Anyone NOT affiliated with the school (coach or employee) must sign a facility usage contract when reserving the use of the gym or fields.
4. No open gym or field times should be communicated to athletes until approval is given by the athletic director and/or principal
5. There will be a fee for anyone using the gym and/or athletic fields. That fee will be determined by the athletic director and/or principal and it will be included in the usage contract.

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TRY OUTS AND SQUAD SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Holy Cross of San Antonio, we encourage coaches to keep as many students as they can without compromising the integrity of their sport. Considerations that may warrant try-outs and cuts would be: time, space, facilities, equipment and other factors that will place limitations on effective squad size for any particular sport.

Responsibilities in Selection:

1. Choosing squad members of athletic teams is the sole responsibility of the coaches of the sport
2. Non-varsity coaches shall take into consideration the policies established by the Head Varsity Coach in that program when selecting final team rosters
3. Prior to selection, the coach shall provide the following information to all candidates for the team
 - a. Extent of the try-out period
 - b. Criteria used to select the team (rubrics are ideal)
 - c. Number to be selected
 - d. Practice and Game commitments must be clear prior to selection, including the importance of grade eligibility
 - e. Once the try-out period is over and the squad has been selected; no further additions to the team can be made unless a student-athlete moves into the school and desires a try-out (one will be granted) or an athlete quits or becomes ineligible

Procedures:

1. A meeting for all candidates wishing to try-out for a sport that may require cuts will be held at least 3 days prior to try-outs. The meeting time and location must be scheduled in the athletic office at least 2 weeks prior to try-outs and should also be posted on the web site of the school.
2. The try-outs must:
 - a. Be at least a minimum of 3 practice sessions
 - b. Have at least one set of intrasquad games
 - c. Have documentation that reflects the criteria for selection
3. Cut lists will NOT be posted; athletes should be met with on an individual basis and informed as to their status in that meeting
4. Alternative possibilities should be discussed with the athlete and parents if desired. They may include, but are not limited to, practice only, seek a personal coach or trainer, etc...
5. If a parent desires to meet with the coach or coaches to discuss the selection of the athlete, the coaches should make themselves available. Be open and honest in the discussion. Inform the athletic director of any difficulties encountered.

ROSTERS

Prior to the start of practice or try-outs, coaches will receive a list of all students who have turned in their physical and any other required paperwork. Only students who have a complete and current physical will be allowed to begin practice or tryouts.

If an athlete is academically ineligible they may practice or try-out at the discretion of the Head Coach.

Once the squad has been selected the Head Coach must provide an updated roster to the Athletic Office and is responsible for keeping a current roster available for contests. Any roster changes must be communicated to the Athletic Office.

PUBLICITY

The Head Coach is responsible for promoting the sport within the school and the community. This entails the following:

1. Daily announcements concerning events and results of contests.
2. In the High School reporting all games and results via TAPPSTER to the TAPPS state office
3. In the Middle School reporting all game results to the AIAL
4. Report all game results (**win or lose**) to the local media
5. Maintain good public relations with local media, parents, officials, volunteers and fans.
6. When you speak to the media remember you represent Holy Cross of San Antonio and its mission—a good rule is: When Holy Cross wins give credit to the kids and assistants; when Holy Cross loses accept responsibility as the head coach.

PRACTICE

Practice times should be effectively communicated to parents, guardians and team members and should be strictly adhered to by the coaches. If there are changes they should be communicated as quickly and efficiently as possible.

It is a good idea to provide team members and families with printed schedules of practice times-daily, weekly or monthly.

It is the responsibility of coaches to plan their practice times and schedule according to the school calendar in order to anticipate conflicts with school activities.

Coaches should have a written practice schedule every day for what they are planning on accomplishing at that day's practice—the athletic director can ask that coaches provide that for his/her review.

No practice on a regular school day should begin prior to 4:00 p.m. unless previously cleared by the athletic director.

As a general rule an open practice policy should be adopted. However, if distractions occur or persist the head coach/assistant coach leading practice may ask those attending practice to stop the distraction or leave the practice. If the individual persists then they may be banned from practice.

SCHEDULING

Every Head Coach must develop a calendar for team members and their families that includes practices, games, team building activities, playoffs and other pertinent information.

CONTEST RULES AND LIMITATIONS (high school only)

<u>SPORT</u>	<u>RULES</u>	<u>CONTESTS</u>	
		<u>Games</u>	<u>Tournaments</u>
Volleyball	NFHS Molten Ball	24 (substitute 2 games for each tournament dropped or an additional tournament for each 2 games dropped)	3
Football	NCAA	10 with 2 scrimmages	
	Wilson GST	11 with 1 scrimmage	
Basketball	NFHS Wilson Evolution	22 (substitute 2 games for each tournament dropped or an additional tournament for each 2 games dropped)	3
Soccer	NFHS Molten Ball	20 (substitute 2 games for each tournament dropped or an additional tournament for each 2 games dropped)	3
Baseball	NFHS Wilson	22 (substitute 2 games for each tournament dropped or an additional tournament for each 2 games dropped)	3
Softball	NFHS Wilson	22 (substitute 2 games for each tournament dropped or an additional tournament for each 2 games dropped)	3

Golf, Tennis, Cross-Country and Track and Field are considered individual sports and therefore have no contest limitations.

Golf USGA Rules

Tennis USTA Rules; Wilson Ball

Track and Field/Cross Country National Federation of Track and Field Rules

Concurrent participation in non-school leagues is NOT prohibited by TAPPS but TAPPS and school contests should take precedence over non-school leagues, however concurrent participation in non-school teams or leagues whose season runs same as the AIAL season is STRICTLY PROHIBITED.

SCHEDULING GUIDELINES

The Athletic Director is responsible for approving all schedules (including scrimmages, non-district, district contests). All scheduling must reflect league and sport guidelines.

1. No games or scrimmages are to be scheduled by individual coaches without approval of the athletic director.
2. No game or scrimmage times, dates or sites are to be changed without approval of the athletic director.
3. No games or related activities will be scheduled requiring students to miss all or part of a school day without approval of the Athletic Director and/or Principal.
4. When an early dismissal is required, the coach is responsible for submitting a roster to the Athletic Director and the Front Office for distribution to the faculty. This should be turned in no later than the day before the contest, but the earlier the better. It is the athlete's responsibility to make up any work missed as a result of the early dismissal.
5. District contests will take precedence over non-district contests.
6. Special attention must be paid to travel and official's costs when scheduling non-district games. Any trip over 60 miles must be approved by the Athletic Director.
7. Game contracts are required for non-district football games.
8. Alumni contests are encouraged in all sports. They should be coordinated by the Head Coach through the athletic office and the Alumni Office.
9. Final Schedule should be submitted by the Head Coach to the website director for publication on the school website and a copy should be forwarded to the Athletic Director and the Front Office.
10. Scheduling should be done as soon as possible for the next season.
11. Scrimmages must be identified on the schedule.
12. Track Meets and Softball/Baseball games on the same date should be avoided whenever possible.

EQUIPMENT

Each head coach and his/her assistants are accountable for issuing, storing and checking in all equipment for their sport. Equipment should be marked and easily identifiable prior to issue or storing. Any need for reconditioning equipment must be communicated to the Athletic Director. Coaches must ensure that all equipment is moved to the appropriate storage areas.

Athletes who do not return equipment issued to them by the school within two weeks of the end of the season are responsible for paying the FULL cost to replace that item with a new item and that athlete may be prohibited from playing the next sport until the amount is collected or the item returned at the athletic director's discretion.

Coaches are responsible for checking out and checking in all uniforms to team members. Any inventory issues should be addressed at the end of the season and the need for any replacement items should be submitted at that time.

AWARDS AND BANQUETS

All end of season awards will be facilitated through the Athletic Director and will be presented at the end of the year Athletic Banquet. Care should be given that a fair and equitable process for selections of the award recipients—criteria for selection should include: performance, team first attitude, any all-district awards, academic performance (eligibility), few or no discipline issues (no serious issues) and overall contribution to the school. The athlete of the year award should embody the values and philosophies of the athletic department and the team. The athletic banquet should be coordinated through the PTC and the athletic office and will be held in May on the first available date. Each head coach is responsible for turning in a list with all athletes that competed.

FACILITIES

It is the responsibility of all coaches to monitor gyms, fields, weight room, equipment rooms, locker rooms and coaches' offices. They shall permit athletes to be only in authorized areas at the appropriate times. Before an athlete shall be allowed into the coaches' office they must knock on the door and be acknowledged before entry, upon entering the athlete must say, "IT IS A GREAT DAY TO BE A KNIGHT".

Coaches must examine locker rooms, practice facilities and game facilities before and after all games and contests; being sure to check on the overall safety and general cleanliness of the facility. All doors, lights, windows and locks must be secured before leaving.

It is expected that all coaches will instill in each player a healthy respect for safety rules, school equipment and property.

If the facility is being used by a group that the coach does NOT know, he should ask the group who they are and if he can see their facility rental contract. If they cannot produce a rental contract then they should be asked to leave the facility.

GAME DAY DRESS CODE

All student-athletes are required to follow the Holy Cross Dress Code. On game day the Principal may approve the wearing of team jerseys, team polo's or shirt and tie to promote the contest. All items must be approved through the principal's office. Boys/Girls Tennis (may wear polo but no shorts/skirts); Cross Country, Track and Field are specifically forbidden from wearing their team uniform or parts of it during the school day. Team polo's must be approved by the athletic director and must be purchased by the individual members of the team—they will be allowed to keep them at the end of the season. T-shirts, cotton sweat pants and flip flops are specifically forbidden.

TRANSPORTATION

The following considerations apply to transportation of Holy Cross of San Antonio student-athletes:

1. Transportation to off-campus practice sites by private vehicles requires that the parent/guardian have a permission slip/note on file with the coach and the athletic director.
2. Students MAY NOT drive other students to off-campus practice sites or to and from contests without the expressed permission of all parents involved in writing.
3. If coaches or parents use their own vehicles (with permission slip) they must have proper insurance.
4. Transportation costs must always be taken into account when scheduling scrimmages, non-district games or tournaments. A good general rule to follow is any trip greater than 60 miles from the school must have special approval.
5. Head coaches are responsible for filing transportation requests with the athletic office prior to the contest (2 weeks is the recommended time) and checking the transportation schedule to verify its accuracy. Any problems must be reported and corrected as quickly as possible.
6. Van usage limitations: Passenger load is restricted to the driver and seven (7) passengers. Proper insurance is required for the driver(s) of the vehicle and drivers license.
7. All passengers and the driver MUST wear seatbelts in private vehicles or vans.
8. Any mechanical or safety problems must be reported immediately to the maintenance and transportation director.
9. CHARTER BUSES will be used on all trips that are greater than 2 hours. They must be chartered at least one month prior to the trip through the athletic office.
10. All body parts, possessions, etc... must remain totally inside the vehicle
11. Consuming of food or drink is NOT permitted on the bus, unless it is part of a pre-game or post-game meal.
12. All personal items must be properly stowed.
13. All passengers must remain seated during the trip
14. Student-athletes may listen to personal radios/ipod/etc... but volume may be moderated by the driver. It is recommended that ear phones be used when possible.'
15. Excessive noise or constant conversation with the driver is prohibited.
16. Upon return each team must designate at least two persons to stay on the bus/van to assist in cleanup.

BUDGET/FINANCIAL GUIDELINES

The school budget is generally drafted each spring for the following school year. The Head Coach of a sport should submit a list of needed equipment and/or uniform needs as well as any travel expectations or fee requirements. The Athletic Director will keep this list in mind when setting the budget for the coming year.

Coaching salaries will be part of the budget process and will be included in the overall budget.

The budget will be divided by individual sports (equipment/uniforms specific to that sport are in this budget) and miscellaneous items will include transportation, officials, salary, etc...

Uniforms for various sports are purchased on a rotating basis and are expected to last at least three to five years.

Some individual items such as shoes, sweats or spirit packs for sports may be purchased by individual students and are retained for personal use. Parents **MUST** be informed of any individual items to be purchased and it shall **NEVER** be mandatory.

The sale of any athletic merchandise must be approved by the Athletic Director at the request of the head coach. The money will be deposited in the athletic account for that sport.

All purchases must be approved by the athletic director and should be completed by purchase order or check request when possible.

Reimbursement requests for personal money spent must be submitted to the business office through the athletic office within 30 days of the purchase. All expenses must be documented with receipts.

It is expected that each sport will conduct fundraisers to supplement the individual sport budget. The Head Coach must follow fundraising guidelines and fill out all appropriate forms prior to conducting their fundraiser. It is also expected that the coach identify the items to be purchased with the funds prior to the fundraiser.

SHARING OF ATHLETES

It is the job of coaches to work together to give athletes the opportunity to play as many sports as possible. The playing of 2 in-season team sports is discouraged (example: basketball & soccer). Individual sports may play a team sport that is in-season. It is up to the head coaches to work their practice schedule out.

1. Do not comment on the ability of a player in front of another parent and avoid comparisons.
2. If a parent of any student-athlete has a complaint, the best approach is to talk to them face to face. If not possible for a face to face meeting then call them on the phone. No matter what, try to deal with all complaints within 24 hours.
3. ROADHOUSE RULE: In dealing with parents—BE NICE NO MATTER WHAT THEY SAY! This will keep many molehills from becoming mountains. Try to make the parent a friend of the program, not an enemy.
4. If you have a problem with an athlete at practice or in a game call the parent of the athlete before they call you.
5. Avoid sarcasm when dealing with parents.
6. When you win give credit to the players, when you lose it is because you were out-coached or were not prepared properly—it is your responsibility. Never brag about yourself.
7. Conduct a preseason Mandatory Parent Meeting to include:
 - a. Procedure for selecting the team and the cut process
 - b. How starting line up and playing time will be decided
 - c. Coaching philosophy and style of play
 - d. Practice sessions, schedules and expectations regarding practice
 - e. Handing out a game schedule
 - f. Academic and eligibility requirements, including study halls
 - g. Equipment and uniform guidelines
 - h. Sportsmanship requirements for parents
 - i. Injury protocol
 - j. Required paperwork
 - k. Outlining a clear model for dealing with parental questions
8. REMEMBER THAT PUBLIC RELATIONS ARE PART OF YOUR JOB!
DEALING WITH COMMUNITY
 1. Remember that many people in our school community are acquainted with you—even if you do not know them. Your actions should have a positive effect on the people within our school community.
 2. Constantly strive to gain the support of the school community—our athletic program depends on it.
 3. A positive impression includes:
 - a. Dealing with all disciplinary situations-quietly, swiftly and fairly
 - b. Making positive statements in public settings about the school and the athletic program.
 - c. Being confident in the direction of your program, its ideals and its benefits and communicating that to the school community.
 - d. Celebrating success.
 4. A positive impression is key to a successful program.

1. Develop good relationships with the faculty and administration. Their support is essential for the success of the program.
2. Encourage open communication with faculty members—especially in terms of grades and discipline issues. Be supportive and work with the teachers.
3. Issue grade checks on a regular basis and encourage the faculty to inform you of any grade issues with student-athletes.
4. Occasionally you may encounter a person who does not have a favorable impression of the program—respond with positive comments.

PLAYER RELATIONSHIPS

1. Players will reflect the attitude and goals of the coaches of the sport.
 2. Players must respect you, but this respect must be earned. You earn a player's respect by consistently putting their welfare first. By showing a genuine concern for your athletes and their welfare your team will give you respect and play for you with great effort. Coach John Wooden best stated this when he said, *"An athlete will not care how much you know, until they know how much you care."*
 3. Expressed approval is a powerful motivational tool. Praise is always more important than criticism, however do not hesitate if a player needs to be pushed athletically or academically, do not wait for another coach to do it. Share the small things in our athletic program.
 4. Do not publicly knock your team.
 5. Quitting—all players should be encouraged to finish every sport they start. However, athletics is not for everyone. If a player leaves a program the Head Coach must meet with that athlete and discuss why they chose to leave. The following are our athletic guidelines regarding quitting:
 - a. If an athlete quits a sport in season they may not begin practice or competition for their next sport until that sport's season ends
 - b. Then it is up to the coach of the next sport if any additional time is to be added before practice or competition may begin or if the athlete will be allowed to compete at all.
 - c. If an athlete quits two sports in the same school year they shall be prohibited from competing in any sport for the remainder of that school year.
 - d. If an athlete quits and then requests to be re-admitted to the team; it will be up to the Head Coach of that sport as to whether or not the athlete can rejoin the team and what conditions it will be under.
 - e. Academic failure and medical issues that prohibit competition are not considered to be quitting.
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- f. We wish to encourage athletes to compete in as many sports as possible without fear of losing opportunities to play other sports. So tryouts, scrimmages and the 1st contest will NOT count for quitting

purposes. Only after the first contest will the quitting policy go into effect.

6. The Head Coach may dismiss a player from their team—BUT it must be an overnight decision and the athlete's parents should be informed of the potential decision for a player dismissal. A player should NOT be arbitrarily dismissed, but only after careful consideration. The dismissal should not be made in a time of anger except for only the most severe incidents. Dismissals should only occur after player and parent meetings regarding the undesirable behavior have been held.
7. Communication is key to success and an open line of communication must exist between all players and coaches. If an athlete would like to question their position with the team or express concern regarding team issues they should be encouraged to do so. It must be done privately with the coaches. The athlete must have an open mind and be willing to accept the coaches' decision. The needs of the team will always come first. The best model for communication is the concept of RIGHT TIME, RIGHT ATTITUDE AND RIGHT SPIRIT!
8. It is expected that the athlete's academic progress will be monitored and that as an athlete they will attend mandatory study halls and tutoring to maintain or improve their grades.
9. All team rules will reflect the rules and expectations of the Holy Cross Student Code of Conduct. It is expected that each coach will address the following in regards to team rules:
 - a. Grooming and Dress Code
 - b. Drug, alcohol, and tobacco usage
 - c. Stealing
 - d. Athletic conduct
 - e. Care of equipment
 - f. Care of facilities
 - g. Injury and treatment
 - h. Policies regarding tardiness to practice
 - i. Policies regarding absence from practice
 - j. Policies regarding grade checks, eligibility and study halls
10. Suspension—if a player is suspended from school the following guidelines regarding his reinstatement to the team are as follows:
 - a. If the athlete is suspended from school on the day of a contest they shall not be allowed to compete in that contest.
 - b. If an athlete is suspended from school for a period of less than three days but it does not coincide with a contest they shall serve at least a half game suspension—coaches' discretion for anything longer than one half of a contest.
 - c. Under no circumstances will an athlete practice while suspended.

- d. If an athlete is suspended from school for a period of 3 days or more the athlete will not be allowed to compete in any contests or competitions during that time. If no contest occurs within that time period then the athlete will not be allowed to compete in the next scheduled contest.
- e. Consistent/Persistent behavior problems that result in multiple suspensions may lead to dismissal from the squad for the athlete concerned.

GENERAL COACHING GUIDELINES

Commitment to athletic participation is a direct result of the atmosphere created within the program. It is crucial that a sound, positive environment be created where success for athletes and coaches can be achieved.

1. Develop a strong philosophy of practice that includes:
 - a. Be properly dressed out and on time
 - b. Everything you do at practice should be important and that importance should be easily communicated; if not then you probably should not do it
 - c. Have a practice plan and identify what it is you want to accomplish each day
 - d. Recognize that all players are important
 - e. Create pride in everything we do.
 - f. Do not try to beat the players home after practice
 - g. Do not accept anything less than great effort
 - h. Be enthusiastic—enthusiasm breeds enthusiasm!
 - i. Set daily and seasonal team goals and communicate them
2. Develop mutual respect—have a genuine concern for each player’s well-being.
3. Let players know what is expected.
4. Keep assignments SIMPLE—simple means you can teach it and the players can learn it.
5. Teach by repetition
6. Be consistent with discipline
7. Never mistreat a player
8. Talk to players after you get on them, let them know you care and value them
9. Work with all levels
10. Avoid public criticism of players and parents
11. Understand that all players have value and have a contribution to make
12. Be committed to Holy Cross and its mission. Communicate it in everything you do

TAPPS EJECTION POLICY

According to Section 138 of the TAPPS Manual:

1. Any coach or player ejected from a contest must
 - i. Report the incident the next day on the form provided on the TAPPS website to the TAPPS office
 - ii. Both schools involved in the contest as well as the officials must report the incident to the TAPPS office
 - iii. Pay the fines associated with the incident to the TAPPS office
 - iv. Failure to report an incident will result in the fines being doubles and further sanctions from the TAPPS executive board
2. Coach who has documented SCOPE Training shall receive a
 - a. Private Reprimand
 - b. Suspension from the next scheduled contest as shown on the schedule submitted prior to the season to the TAPPS Office.
 - c. Coach must complete the NFHS Teaching and Modeling Behavior or similar course prior to the next scheduled contest as shown on the schedule submitted prior to the season to the TAPPS Office.
 - d. The second and any subsequent ejections are subject to review by the Athletic Executive Committee for further sanctions.
 - e. Minimum Penalty to include 2 game suspension
3. Coach who has no documented SCOPE Training shall receive a
 - a. Public Reprimand – Coach
 - b. Public Reprimand – Athletic Director
 - c. Suspension from the next scheduled contest as shown on the schedule submitted prior to the season to the TAPPS Office.
 - d. Coach must complete the NFHS Teaching and Modeling Behavior or similar course prior to the next scheduled contest as shown on the schedule submitted prior to the season to the TAPPS Office.
 - e. The second and any subsequent ejections are subject to review by the Athletic Executive Committee for further sanctions.
if Minimum Penalty to include 2 game suspension
4. Any student ejected from a contest
 - a. shall be suspended from the next scheduled contest as shown on the schedule submitted prior to the season to the TAPPS Office.
 - b. The Ejection report is due the following school day.
 - c. The second and any subsequent ejections are subject to review by the Athletic Executive Committee for further sanctions.
 - d. Minimum Penalty to include 2 game suspension
5. In the event of an ejection, the School shall be responsible for the payment of a fine as follows:
 - a. \$50 for the first ejection, student or coach, in a sport.
 - b. The fee will increase by \$50 for each subsequent ejection through the third ejection in a sport.
 - c. If more than three ejections occur in a sport, the Athletic Executive Committee will determine the amount of the fine
 - d. At least \$150 if a player or coach is ejected from a playoff contest.
 - e. If three ejections, coaches and players combined, are received in a sport during the season, the coaches and athletic director will be required to meet with the TAPPS Office.
 - f. If five ejections, coaches and players combined, are received by a member school during the school year, the athletic director and coaching staff of the member school will be required to meet with the TAPPS Office.

g. The FINE is due in the TAPPS office ten (10) days from the date of ejection. Failure to submit the fine by this deadline will result in the fine being doubled and all games occurring after the ten days being declared a forfeit. Once the fine has been paid games will not be forfeited, however, any games which were forfeited for nonpayment will not be reversed.

6. A coach or player deliberately coming into physical contact with, or threatening to harm an official shall receive a minimum five (5) game suspension.

GRADE ELIGIBILITY

All student-athletes are expected to maintain a passing average in all of their classes. TAPPS rules state that a student-athlete may fail no more than one class. If a student-athlete fails 2 or more classes they will be ineligible to compete in athletic contests. The athletic department will follow the school guidelines in regards to regaining eligibility.

COMING OUT LATE TO A SPORT

Each head coach will adopt their own policy regarding coming out late (*after the first week of practice*) for a sport. However, no athlete that comes out late will be allowed to immediately participate in contests until they have waited a minimum of one week. A good concept is that the student-athlete not be allowed to compete for the corresponding number of days of practice they missed from the beginning of the season, unless there is mitigating circumstances (*coaches were notified prior to the season that the athlete would be unable to attend due to injury, family reasons, etc...*)

HAZING

Under no circumstances is the hazing of student-athletes to be condoned by coaches. If a coach learns of a hazing incident they should immediately report it to their direct supervisor (head coach, athletic director and principal) and identify the students involved for disciplinary action.

ATHLETIC LETTER POLICY

It is expected that each head coach of a sport will develop an athletic policy regarding earning their varsity letter. The policy should include varsity competition, amount of playing time, behavior and anything else the coach believes is necessary to earn the letter. The school will not buy the jacket, but will provide the letter free of charge once it is earned.

MEALS

It will be the policy of Holy Cross to feed athletes a meal whose value does not exceed \$6 in all situations in which an athlete misses a normal school meal due to tournament play or travel. This same rule will apply to all trips that are over 2 hours in travel time. This does NOT apply to games on the weekends or after normal school hours for in-town contests.

PARENTAL EXPECTATIONS

As coaches we expect that parents will

1. be avid fans of their child and their child's team
2. provide support for their child and their athletic endeavors
3. insure that their child attends practice and all team functions
4. encourage their child to work and strive toward their goals—academically, socially, spiritually and athletically
5. communicate any concerns regarding their child's performance or position on their athletic team to the coach
6. support the coaches' position that the interest of the team will always come first
7. be completely honest with coaches regarding their concerns
8. not talk negatively about coaches behind their back or in front of their child since it will destroy team chemistry and greatly weaken the coaches' standing with their child
9. understand that every child on the team has value
10. understand that coaches are the professionals when it comes to dealing with team issues and issues that specifically affect their child
11. assist coaches in pushing the important issues of dedication, commitment, unselfishness, and preparation in regards to building a winning program
12. be loyal to Holy Cross, its mission and its athletic program—you chose to be a Knight and support the Blue and the Gold

As parents you can expect that coaches will

1. work tirelessly to provide the very best athletic program and instruction for your child
2. support you and assist you in guiding your child through their high school journey
3. be organized and provide a structured athletic program for your child
4. be completely honest with you in regards to your child's position with the team, any issues that affect their standing with the team and what your child needs to do to improve that position or standing
5. communicate openly and promptly with you when circumstances arise that demand it
6. assist you in determining if your child could play at the collegiate level and if so assist in the process
7. show your child respect and help teach them about responsibility and accountability
8. never be outworked
9. not talk about your child to other parents except when praising them

10. conduct a preseason parent meeting in which team information and expectations, rules and consequences, and other important information will be presented

WHAT DO I DO WHEN I HAVE A CONCERN?

Contact your child's coach and set up a meeting with that coach. Discuss your concerns openly and listen to what the coach has to say. Try to reach a mutually acceptable decision regarding the concern. If as a parent you are not satisfied with the decision you may then request a meeting with the athletic director and the coach. If the situation is not effectively dealt with at that level you may request a meeting with the principal.

I THINK MY KID IS BETTER THAN THE OTHERS AND SHOULD PLAY MORE. WHAT SHOULD I DO?

First understand that as a parent that is your precious child and your view may be slightly skewed in your child's favor. Second realize that the coach is a professional and that their job is to put the very best on the field or court of competition. If they felt your child was the best they would definitely have them out there. Third at the middle school and freshman levels we encourage our coaches to try and play all children at least some in each game. Fourth you can request a meeting with the coach and ask what areas of their game or skill level they need to work on that might result in more playing time. Finally you cannot demand more time, that is a threat and coaches will not respond to that

I AM NOT HAPPY WITH THE COACH AND THE WAY HE IS DEALING WITH MY KID OR THE TEAM. WHEN CAN I MEET WITH HIM TO DISCUSS THIS MATTER?

First you are absolutely encouraged to speak openly with the coach. This will enable the coach to share his/her view on the team and/or your child and hopefully both the coach and the parent can gain some perspective. Second timing is everything. We encourage our parents and athletes to follow the communication model: **"right time, right attitude and right spirit"**

Right time—all issues must be addressed at one of the following times; before school, during the coach's conference or after practice. No issues should be address immediately before practice, during practice, immediately before a game or immediately after a game (these are usually emotional times or a coach needs to be focused on what needs to be done)

Right attitude—the parent, the athlete and the coach should never approach the meeting with a "chip on their shoulder". Negative attitudes, selfish behavior or insults will NOT accomplish anything. The attitude of all concerned should reflect the best interest of the program and the team. Personal conflict should not be part of this process.

Right spirit—this means that what is best for the team will always come first. Anything discussed in this meeting should be private and upheld with the greatest confidence of all involved.

HOW DO COACHES CHOOSE WHO IS ON WHAT SQUAD OR WHO PLAYS MORE THAN OTHERS?

It is a foregone conclusion that everyone wants to start on a team or be on the varsity. It is also a reasonable conclusion that parents believe their child should be a starter or on the varsity. Unfortunately, not everyone can be a starter or on the varsity. The coaching staff must determine those issues. The criteria below will be used when selecting team rosters and starters:

1. **Knowledge of Assignments**—everyone can and should know their assignments. We cannot and will not play people who do NOT know their assignments.
2. **Hustle and Effort**—everyone is expected to give 100% all of the time. Everyone can give their best.
3. **Commitment**—is shown by punctual attendance, attentiveness in meetings, and overall dedication to the athletic program. This can be a HUGE determinant when making these decisions.
4. **Mental Toughness**—each team must be made up of a group of individual that have a common goal. When times are tough, mental toughness shows up in positive attitudes and encouragement.
5. **Contributions to the Overall Team**—this represents the intangibles like; enthusiasm, readiness, grades, unselfishness, self-discipline and motivation. One man who hates to lose is an invaluable player. Everyone can be a team player. Everyone wants to win, what we are looking for are people who cannot live with losing.
6. **Talent**—if the above characteristics are equal and they should be, then talent is the determining factor. Talent should not be the first indicator, but at the same time there is no substitute for talent.

Injured players cannot be evaluated until they are fully healed.

Athletes who are injured could lose their position if someone replaces them and performs better than they did. This is unfortunate but true. The main concern of any coach should be as fair as possible with their players. The primary job of our coaches is to:

1. see that student-athletes get an education and a diploma
2. see that student-athletes grow and mature—physically, socially, spiritually
3. see that Holy Cross has the best athletic program possible

STUDENT-ATHLETE EXPECTATIONS

KNIGHT DEFINITION OF WINNING

Do Your Best ,

Don't Sweat The Rest!

WHAT DO WE EXPECT FROM YOU?

As coaches we expect the following from you:

1. To get an education
2. Pass every class
3. To give your very best everyday
4. To give unselfishly to your teammates and to respect them.
5. Workout to the best of your ability everyday
6. To be totally honest in all of your dealings
7. To be extremely loyal to your school, administration, teammates, coaches, families and friends
8. To use the maximum of your potential at all times
9. To be prompt to meetings and workouts
10. Never criticize and always praise each other
11. To desire to part of something great
12. To be a winner in everything you do
13. We expect you to do something worthwhile with your life.
14. We expect you to have "great expectations"—a great day, a great workout, a great season, a great life!

WHAT CAN YOU EXPECT FROM US?

As players you can expect the following from your coaches:

1. To be loyal to you in all aspects of your life
2. To be completely honest with you
3. To provide leadership and training to reach our goals
4. To work you harder than you have ever worked before
5. To help you in any way possible now and after you graduate
6. To treat you as a young man or woman
7. To make all decisions based on what is best for the team and then what is best for the individual—TEAM ALWAYS COMES FIRST
8. To do everything in our power to provide you with the very best
9. To make this a great place to play high school athletics
10. To help you grow and mature as a man or woman
11. To help you reach your goals