

ARCHDIOCESE OF MIAMI
OFFICE OF CATHOLIC SCHOOLS
HANDBOOK FOR
HIGH SCHOOL ATHLETICS
ESTABLISHED FALL, 2023



Fall, 2023

Dear Athletics Administrator,

I am pleased to provide you with the inaugural Handbook for High School Athletics for the Archdiocese of Miami. This Handbook outlines key policies and procedures related to athletic programs in our Catholic high schools. A special emphasis is placed upon the role of education and religious formation of our student-athletes. We are immensely proud of our athletic programs, which exist to form each student as an athlete and as a Christian. Such formation is at the heart of our ministry of Catholic education.

My hope is that this handbook provides clarity and support for you as you lead your local athletic program. This handbook is meant to work in concert with other Archdiocesan policies, most notably the Policy Manual for School Administrators (or “PMSA”). Know that the policies in this handbook are meant to augment, and not contradict, other policies of the Archdiocese. Footnotes are used to reference policies in the PMSA, even if the policy has been taken verbatim from this manual. The PMSA is available on the Archdiocesan e-Library and can be accessed by each school’s principal.

The formatting of this document is similar to other policy documents from the Office of Catholic Schools (OCS). We have tried to include underlined “live links” when possible to ease cross-referencing. In addition, outside links and documents are generally underlined throughout the policy manual. **Bold text** is used for highlighted topics or themes. *Italicized text* is used to emphasize particularly pertinent sections of policy.

Finally, the policies make several references to “parents”. Please note that the label of “parents” is synonymous with any legally-defined guardian of a child.

Know that I am grateful for your support of our essential high school athletic programs. Please do not hesitate to reach out to your school principal or the OCS if you need any support. May God continue to bless our student-athletes, their coaches and athletic administrators, and all who support the essential ministry of Catholic education!

Yours in Christ,

A handwritten signature in black ink, appearing to read "Jim Rigg". The signature is fluid and cursive, with a large initial "J" and "R".

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools
Archdiocese of Miami

A Prayer for Student-Athletes

Lord, help me to be for these student-athletes

a model of **faith and love**.

Through my words and actions,

may I show them what it means to be a **Christian**

and how to live that faith through a participation in **sports**.

May they know **love** through my caring for them personally

and taking the time to help them grow in **skill and virtue**.

Help me to be truly **humble**,

that I might **not be tempted** by the pressure to win for the sake of winning,

but always strive to **do what is best** for those you have entrusted to my care.

Grant me the **graces** I need

to help each of these student-athletes

reach their **absolute best** in sport and in life,

and give me the **strength** to remain steadfast in this commitment

through the days and weeks to come.

We ask this in the name of your son, **Jesus Christ**.

St. Sebastian, patron saint of Athletes, *Pray for us*.

Amen.

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100.00 THE CATHOLIC ATHLETIC LEAGUE

101.00 Mission and Purpose

101.01 Mission of Catholic Education

The Catholic schools of the Archdiocese reflect the mission of the universal Catholic Church to evangelize all peoples (Mt 28:19-20). Catholic schools provide high-quality academic programs in communities of care and compassion. The faith lives of each student are nurtured as they grow in knowledge, service, and love of Jesus Christ.¹

101.02 Purpose of Athletic Programs

The purpose of youth athletic programs in Catholic schools is to foster physical, mental, and spiritual development of children. As such, the emphasis must be placed on the growth of these areas rather than competition. The principal and school staff must vigorously monitor athletic programs to ensure that they are reflective of the school's Catholic Identity.²

102.00 Governance of Catholic Athletic League (CAL)

102.01 Mission of the Catholic Athletic League

The mission of the Catholic Athletic League (CAL) is to provide athletic programs that emphasize the religious formation, physical development, and good sportsmanship of student-athletes in the Catholic schools of the Archdiocese of Miami. The CAL exercises such control as necessary to ensure the safe, healthy, and moral development of student-athletes in an environment that enables each student-athlete to realize their full potential.

102.02 Governance of the CAL

The Archdiocese of Miami sponsors and operates the Catholic Athletic League (CAL). Catholic elementary and secondary schools in Miami-Dade and Broward Counties must affiliate with the CAL unless otherwise decided by the Superintendent. The CAL shall identify all sports that may be offered at Catholic schools, define specific athletic schedules, and charge appropriate fees from schools and/or student-athletes.³

¹ PMSA 105.01

² PMSA 705.01

³ PMSA 705.03

100.00 THE CATHOLIC ATHLETIC LEAGUE

The CAL is governed by a defined set of bylaws approved by the Superintendent. The CAL bylaws shall specify prerequisites for and requirements for initial and continuing participation in sports programs of the Archdiocese for all student-athletes, coaches, athletic directors and volunteers (in addition to this document). General expectations and responsibilities of parents shall also be detailed in these documents, and should be reflected in local Student/Parent Handbooks.

Regular oversight of the CAL and CAL Moderator may be delegated by the Superintendent to an appropriate member of the OCS staff.

102.03 CAL Moderator

The Superintendent shall appoint a Moderator who shall carry out the regular management of the CAL. This includes such activities as meeting with and training Athletic Directors, serving as a liaison with the FHSAA and leagues, responding to specific incidents and problems, and managing the budget and financial activities of the CAL. The Moderator shall report to the Superintendent (or delegate).⁴

102.04 CAL Budget

The CAL shall be supported by an annual budget developed by the Moderator and approved by the Superintendent (or delegate). All financial activities of the CAL must be run through the financial systems of the Archdiocese.

102.05 League Association – Secondary Schools

In addition to the CAL, Catholic secondary schools must maintain membership in [the Florida High School Athletic Association \(FHSAA\)](#) and to subscribe to all applicable rules, regulations, policies and procedures of the association and the [National Federal of State High School Associations \(NFHS\)](#). Any exception to this policy must be approved by the Superintendent of Schools.⁵

⁴ PMSA 705.03

⁵ PMSA 705.04

200.00 ATHLETICS PERSONNEL

201.00 Athletics Personnel

201.01 Principal

The principal serves as the executive director of the school program, providing leadership and oversight of such areas as mission implementation, academic programming, student affairs, activities, safety, and operations.⁶ The principal bears ultimate responsibility for the athletic program of the school. For schools that employ Presidents, this responsibility is shared between the President and the principal. The principal (or delegate) provides supervision for the Athletic Director (see [201.02](#)).

201.02 Athletic Directors

Each school must appoint a school employee to serve as the school's Athletic Director. The Athletic Director provides for the day-to-day supervision of the School Athletic Program, including oversight of coaches, communication with the league, organization of sports facilities, communications with student-athletes/parents, etc. The Athletic Director may have additional duties at the school (such as teaching) at the discretion of the principal.⁷

Athletic Directors shall meet regularly with the CAL Moderator (typically at least 3 times per year) for the purposes of league business, policy reminders, and professional development. Concerns about individual athletic programs, teams, or competitions should be directed to the CAL Moderator (see [102.03](#))

[Appendix A](#) contains a Job Description for an Athletic Director.

201.03 Assistant Athletic Director

Schools may employ an Assistant Athletic Director at the discretion of the principal. The duties of the Assistant Athletic Director should be determined by the principal with input from the Athletic Director. The Assistant Athletic Director is supervised by the Athletic Director.

201.04 Coaches

⁶ PMSA 806.01

⁷ PMSA 705.06

200.00 ATHLETICS PERSONNEL

The school's Athletic Director is responsible for identifying and supervising coaches for all teams. The Athletic Director may designate certain teams to utilize multiple coaches. In such cases, the Athletic Director shall designate a Head Coach, with other coaches designated as Assistant Coaches. Coaches may have additional duties at the school (such as teaching) at the discretion of the principal.

Coaches may be paid or unpaid at the discretion of the principal.⁸ All coaches must comply with the Child Protection Policies of the Archdiocese (see [203.00](#)).

The Athletic Director must provide an orientation to all coaches (Head Coaches and Assistants), assuring that they are aware of the school's religious mission and the purpose of Catholic athletic programs (see [101.00](#)). This orientation should also include training on all pertinent school, league, and Archdiocesan policies. *All coaches should receive a copy of this Handbook and sign an Affirmation Form (see [Appendix I](#)).*

All coaches must participate in the Play Like a Champion program (see [403.01](#)). Head Coaches must be CPR/AED certified and take required courses through the National Federation of State High School Associations (NFHS).

[Appendix B](#) contains a Job Description for a Head Coach, and [Appendix C](#) contains a Job Description for an Assistant Coach.

201.05 Athletic Trainers

Every team must be assigned an Athletic Trainer employed by the school or through a designated third-party vendor. Athletic trainers shall assist with specific training and injury-related needs. Athletic trainers must possess a license from the [Florida Board of Athletic Training](#) (or equivalent) and is responsible for ensuring this license is kept current. Athletic Trainers shall report to the Athletic Director.

[Appendix D](#) contains a Job Description for an Athletic Trainer.

⁸ PMSA 705.07

202.00 Volunteers for Athletic Activities

202.01 Volunteers - Adults

Administrators may utilize adult volunteers in a variety of roles to support the school's athletics program. Such roles may include (but are not limited to): Greeters, ushers, gate support, concessions, spirit shop, assisting in the operations of the game (e.g. working the "chain" in football), etc.

Volunteers shall work under the supervision of a designated staff member (often the Athletics Director, Head Coach, or similar role). Under general circumstances, volunteers should not work with children unless they are in the presence of a school employee. The duties of the volunteer must be clearly defined and explained ahead of time. School officials may use their discretion in assigning volunteers based upon the complexity of the duties and the capabilities of the volunteer.

Volunteers who are handling money or preparing/serving hot food *must* be directly supervised by a staff member at all times. Such volunteers should be carefully trained prepared prior to their service.

Volunteers shall not serve as officials for athletic activities. Only paid, designated officials may be used (see [401.04](#)).

Volunteers must adhere to the Child Protection policies of the Archdiocese (see [203.00](#)). The principal (or designee) may ask any volunteer to discontinue their service based upon any factor that is not discriminatory in nature.

202.02 Volunteers - Children

Schools may utilize volunteers who are children (including student-athletes at the high school) for designated support during athletic activities. In doing so, the following requirements must be met:

- Volunteers must be at least 14 years of age
- Volunteers must be immediately supervised by a direct relative (parent, grandparent, older sibling) or a paid member of the staff. Child-volunteers *may not* be left unsupervised for any reason.
- Schools must be extremely prudent in assigning duties to child-volunteers. Child volunteers *may not* be involved in collecting/handling money, cooking hot food, directing traffic, parking cars, or providing security services. Schools must ensure the safety of child-volunteers at all times.
- Volunteers must fulfill the Child Protection policies of the Archdiocese (see [203.05](#)).

203.00 Child Protection

203.01 Mandated Reporting

All persons *must*, by law, report cases of suspected child abuse or neglect to the Department of Children and Families (DCF). It is the responsibility of DCF personnel to investigate allegations of abuse or neglect, and school employees shall fully cooperate with such investigations (see [203.02](#)).

School employees must immediately notify their principal when cases of child abuse or neglect are suspected. The principal should notify the Superintendent (or delegate). *Volunteers* shall notify the staff member designated to supervise them, who should then inform the principal.

If an allegation of child abuse or neglect is made against a school employee or volunteer, the principal shall contact the Superintendent to formulate a plan. In most cases, allegations of child abuse or neglect will result in the immediate suspension of the employee or volunteer until the investigation is complete.⁹

203.02 Cooperation with Legal Authorities

Principals and other school employees shall cooperate with any local, state, or federal investigators or law enforcement officers that contact the school to investigate child abuse/neglect allegations or any other student-related criminal activity. Investigators and law enforcement officers must present proper identification prior to obtaining any information from the school and identify themselves to the school principal or designate upon contact with the school.

If an investigator or law enforcement official asks to interview a student, the principal should ask if he/she and/or another authorized school official (e.g. counselor, assistant principal, etc.) may be present for the interview. If permission is not granted, the interview may still proceed.

Parents should generally be notified if an investigator or law enforcement official seeks to interview a child, unless the parent is directly involved in the allegation or the law

⁹ PMSA 313.01

enforcement official directs the school otherwise. In those cases, permission is not needed prior to the interview taking place.¹⁰

203.03 Child Protection Requirements for School Employees

Employees of all Catholic schools (including paid coaches) are required to follow the Archdiocesan policy [Creating and Maintaining a Safe Environment for Children and Vulnerable Adults](#) (commonly called the **Archdiocesan Child Protection Policies**). This policy requires the following of all school personnel:

New hires must complete the following:

- An FBI/FDLE fingerprint check through a designated fingerprinting site (must be completed *before* the first day of work)
- Initial training through the Virtus program (must be completed within 45 days of hire)
- Signing of the [Employee Pledge to Promote Safe Environment](#) (typically signed as part of the employee's initial orientation)

The opportunity to be employed (including coaching) at a Catholic school is contingent upon the school's receipt of verification of the requirements above. *Duties may not begin until this verification is received by the school.* Additionally, athletic personnel may not begin duties until they have completed the Play Like A Champion Today program (see policy [403.01](#)).

All employees are required to participate in monthly **Virtus Bulletins** on an ongoing basis. Failure to comply with any/all requirements may result in disciplinary action against the employee, up to and including termination of employment.¹¹

As a means of preventing sexual abuse within a classroom or office, the doors of all classrooms and offices should have windows and these should not be covered with objects. School employees should generally avoid meeting with student-athletes one-on-one. If such a meeting is necessary, it should occur in a freely-accessible area (such as a school hallway or athletic field) or in a room with an open door and clear line-of-sight to a hallway or other such open area.

Because there is always potential of misinterpretation of physical contact with children, employees should be cautious in such contact with their student-athletes. Even when a hug is

¹⁰ PMSA 313.02

¹¹ PMSA 313.04

initiated by the child, the employee should generally transfer the child to his or her side for a side hug.¹²

Faculty may only communicate with student-athletes consistent with the Digital Communication Policy of the Archdiocese of Miami.

See [ADOM :: Protecting God's Children \(miamiarch.org\)](https://www.miamiarch.org/ADOM/Protecting-Gods-Children) for more information.

203.04 Child Protection Requirements for Adult Volunteers

Individuals seeking to volunteer with children in a Catholic school must follow the Archdiocesan policy [Creating and Maintaining a Safe Environment for Children and Vulnerable Adults](#) (commonly called the **Archdiocesan Child Protection Policies**).

Volunteers must fulfill specific child protection requirements if they are:

1. Volunteering at a school in which children are present; and
2. Have access or regular contact with children

New volunteers who meet the criteria above must complete the following:

- Receive approval for service by the principal (or designee)
- An FBI/FDLE fingerprint check through a designated fingerprinting site (must be completed *before* the first day of volunteering)
- Initial training through the Virtus program (must be completed within 45 days of agreeing to volunteer)
- Signing of the Volunteer Pledge to Promote Safe Environment (typically signed as part of the employee's initial orientation)
- Participation in monthly Virtus bulletins

The opportunity to volunteer with children at a Catholic school is contingent upon the school's receipt of verification of the requirements above. *Volunteering may not begin until this verification is received by the school.*

When approving volunteers, school officials should consider whether they possess the appropriate skills involved in working with children. Administrators have discretion to remove a volunteer from service at Catholic schools (see [202.01](#))

Under general circumstances, volunteers should not work with children unless they are in the presence of a school employee. Infrequent exceptions to this policy may be made at the

¹² PMSA 903.03

discretion of the principal for certain volunteer roles (e.g. coach-volunteers). Principals are expected to exercise discretion in making such determinations. Volunteers must not be given access to confidential student information, such health records, grades, parental contact information, etc. ¹³

203.05 Child Protection Requirements for Volunteers Under the Age of 18

Volunteers under the age of 18 may not have unsupervised access to children. They must be immediately supervised by an employee or adult volunteer who is a direct relative, and who fulfills the requirements set forth in policy [203.04](#). In addition, all initial volunteers must participate in an FBI/FDLE check and sign a Volunteer Pledge to Promote Safe Environment.

Child-volunteers must meet the requirements set forth in policy [202.02](#). When approving volunteers, school officials should consider whether they possess the appropriate skills involved in working with children. Administrators have discretion to remove a volunteer from service at Catholic schools.¹⁴

203.06 Third Party Employees

Third Party Employees refer to individuals employed by an outside company or agency who are approved for specific work with the school. Such employees may include (but are not limited to) roles such as security services, catering, etc.

Third Party Employees are required to follow the Archdiocesan policy [Creating and Maintaining a Safe Environment for Children and Vulnerable Adults](#). Specific child protection requirements apply if the individual:

1. Is working at a school in which children are present; and
2. Has access or regular contact with children

Individuals who meet the criteria above must fulfill the following requirements:

- Be employed by a company or other agency approved for work by the principal and/or Archdiocese.
- An FBI/FDLE fingerprint check as a vendor through a designated fingerprinting site (must be completed by the first day of work in the school) OR evidence of such a

¹³ PMSA 313.05

¹⁴ PMSA 313.07

300.00 STUDENT-ATHLETES

background check through the vendors company, submitted to the school Child Protection Coordinator in written form.

- Initial training through the Virtus program (must be completed within 45 days of agreeing to volunteer)
- Signing of the Volunteer Pledge to Promote Safe Environment (typically signed as part of the employee's initial orientation)
- Participation in monthly Virtus bulletins
- Have been vetted through the state Disqualification List (if an educator)

204.00 Media Contact

204.01 Policy

Athletic personnel should never speak to the media or agree to an interview without permission from the principal. Principals must contact Superintendent and Archdiocesan Director of Communications immediately if there is an occurrence which might be covered by the media. In such cases, the Superintendent (or delegate) or Director can advise the school as to appropriate responses and be prepared to answer inquiries which might arise.

300.00 STUDENT-ATHLETES

301.00 Requirements

301.01 Definition of Student-Athlete

A student-athlete is defined as any student who participates, in any capacity, in the Catholic high school athletic program. Such participation includes (but is not limited to) participation in competitions, practices, conditioning, etc., as well as those who serve on teams in non-athletic roles (e.g. athletics “managers”).

301.02 Requirements for Participation

In order to participate in school athletics, student-athletes must meet ALL of the following criteria:

1. Meet the academic and attendance eligibility requirements defined by the school, league, and FHSAA.
2. Submit a signed insurance waiver.

3. Have a current physical form on file at the school with certification from a licensed doctor indicating that the student-athlete is safe to participate in athletics. Complete and submit any related FHSAA forms (e.g. EL6, EL7, etc.).
4. Complete and submit an Athletics Registration Form for *each* sport in which the student-athlete is participating. This form must ask the Parent to disclose any existing medical conditions, emergency contact information, etc.
5. Purchase of Archdiocesan Student Accident Insurance or verification of private insurance (see [301.04](#)).
6. Try out and be accepted onto an athletic team.

301.03 Eligibility

Student-athletes must meet the eligibility criteria defined by the FHSAA. Local schools may set additional eligibility criteria provided that it exceeds, and does not contradict, those of the FHSAA and is applied impartially to all student-athletes. Eligibility policies must be documented in the local Student/Parent Handbook. Eligibility policies should reflect that a student's classroom studies and conduct are of higher priority than participation in athletics, and that poor grades, conduct, or attendance can impact eligibility.

School officials should proactively notify student-athletes and their parents when the student-athlete is in danger of becoming ineligible. Student-athletes who become ineligible must be immediately suspended from all athletic activities, meaning that they *may not* participate in competitions, practices, or any other activity associated with athletics at the school. Student-athletes may be removed from suspension once eligibility criteria has been met and verified.

Questions and concerns about eligibility must be first addressed to the coach, Athletic Director, and/or other relevant school official.¹⁵

301.04 Student Accident Insurance

The Archdiocese purchases insurance which generally covers student-athletes in Archdiocesan-owned schools during the times that student-athletes are involved in school-sponsored activities (including athletics) or are travelling to/from a school-sponsored activity. School officials *must* contact the Moderator for significant injuries and other incidents during athletic activities (see [405.03](#)).

¹⁵ PMSA 705.09

All student-athletes taking part in the school's athletic program must participate in the ADOM approved insurance program for that sport. Purchase of ADOM approved insurance (or proof of private insurance) is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. All ADOM-approved insurance is non-refundable.

301.05 Sports Medicine Program

All schools must support an FHSAA-approved Sports Medical Program. This program provides medical coverage for designated athletic events; area clinics for evaluation, treatment, and rehabilitation of injured student athletes; and the planning of workshops/seminars for athletic trainers. The basic components of the program include the area sports medicine clinics and participating sports medicine physicians.

302.00 Recruitment

302.01 Recruitment of Student-Athletes

Catholic schools are prohibited from recruitment activities related to athletics. Coaches and other athletic personnel shall not engage, directly or indirectly, in recruitment activities. If a parent or student contacts a coach or other athletics employee about admissions to the school, they should be referred to the school's Admissions Department.

302.02 Reporting Recruitment Allegations

If a student, parent, coach, or other stakeholder suspects that *another school* (Catholic or non-Catholic) may be engaged in athletic recruitment, the following steps should be taken:

1. The stakeholder should immediately report the allegation to the Athletic Director
2. The Athletic Director should inform the principal
3. The Athletic Director and/or principal should also inform the CAL Moderator, who will report the case to the OCS
4. The Moderator shall assist with outreach to the other school (that is involved in the alleged recruitment). The schools should work together to attempt to clarify and resolve the issue
5. If the schools are unable to reach a mutually-agreeable resolution, the principal may file a formal complaint with the FHSAA

If a student, parent, coach, or other stakeholder suspects that *their own school* may be engaged in athletic recruitment, the following steps should be taken:

1. The stakeholder should immediately report the allegation to the Athletic Director

- a. If the Athletic Director is suspected of being complicit in the recruitment, the allegation should be reported to the principal. If the principal is likewise suspected to be complicit, the allegation should be reported to the Moderator.
2. The Athletic Director should inform the principal.
3. The principal should inform the Moderator, who will work the school to attempt to reach a resolution.
4. The Moderator shall inform the OCS, who may require that a report be sent to the FHSAA

303.00 Conduct

303.01 Athletic Code of Conduct

The school shall define a specific expected Athletic Code of Conduct for student-athletes, which should reflect the overall Catholic mission of the Archdiocese of Miami and the policies of the CAL. Each school shall publish this Code of Conduct in their local Student/Parent Handbook. The Code of Conduct requires student-athletes, coaches, volunteers, staff, and spectators to maintain professional and Christian behavior. The Code of Conduct shall stress that the purpose of athletic activities is to develop the individual student-athlete (see [101.02](#)). The school must formulate and publish a specific set of consequences that may result if the Code of Conduct is not followed (see [303.02](#)). The Athletic Director and coaches must be vigilant in monitoring practices and games to assure that the Code of Conduct is followed.¹⁶

303.02 Disciplinary Consequences for Student-Athletes

Disciplinary consequences can be defined as experiences provided by school officials to increase the probability that student-athletes will act morally and responsibly in order to ensure a safe environment, and accomplish their physical, spiritual, academic and social goals and develop holistically, having been created in the image and likeness of God.

Coaches and other athletic personnel shall define and communicate behavior expectations and disciplinary consequences. *Effective discipline in a school is **educational in nature** and generally:*

- supports the implementation of the vision, mission and goals of the school
- is grounded in school's Behavior Plan and other policies of the school
- ensures a safe environment

¹⁶ PMSA 705.10

- increases the probability that student-athletes will act morally and responsibly
- increases the probability that student-athletes will develop productive decision-making skills
- maximizes productive use of time
- highlights positive behavior expectations (vs. focusing solely on negative behavior)
- increases the probability that effective learning will occur
- is implemented individually vs. as a group¹⁷

Discipline in the school athletic program must complement (and not contradict) the school's overall Behavior Plan. Significant cases of misbehavior should be reported to the Athletic Director, who will involve other members of the administration (e.g. Deans, principal, etc.) as warranted.

No student shall be disciplined corporally or corrected with abusive or demeaning language.¹⁸

303.03 Hazing and Bullying

Hazing and bullying are prohibited in Catholic schools. *Hazing* is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm and/or public humiliation. Instances of hazing should be immediately reported to the principal.

Each school shall have a local policy defining *bullying*, including specific consequences for bullying behavior. Individuals who report bullying may utilize the Bullying Complaint Form template promulgated by the OCS.¹⁹

303.04 Drug and Alcohol Use

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of

¹⁷ PMSA 305.02

¹⁸ PMSA 305.03

¹⁹ PMSA 305.05

this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal. Law enforcement shall be contacted in such circumstances.

If a student (student-athlete or spectator) exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parent's expense. A school may conduct random searches.

303.05 Weapons

Weapons are not permitted anywhere on school grounds or at any school activity. Any student (student-athlete or spectator) who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Adults found in the possession of a weapon should be asked to leave the campus immediately. 911 should be contacted if threats are made with the weapon or if the safety of the school is in any other way compromised.

Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

Firearms are not permitted on the property of Catholic schools, with the exception of licensed and identified law enforcement personnel. This policy includes school employees as

well as third-party security officials who are not also licensed and identified law enforcement.²⁰

304.00 Communicating with Student-Athletes and Parents

304.01 Professional Communication

Each school must develop and promulgate a *Code of Professional Communication* (sometimes called a “Code of Christian Communication”) that guides all communications between stakeholders in the school community. This code should be referenced in local policy handbooks and include the following principles:

- a) All communication should be reflective of the Catholic mission of the school
- b) All members of the school community must be treated with respect and dignity
- c) When conflicts arise, communications must be directed towards seeking a constructive solution to the conflict
- d) Concerns and questions should be addressed first at the lowest, most appropriate level. If the concern or question is not resolved, it must be taken to the next level of communication/authority.²¹

Employees affirm their willingness to communicate professionally through their employment letter, contract, or agreement. Parents and student-athletes should be asked sign an affirmation to follow the Code of Professional Communication as part of the Registration Form for their sport(s).

304.02 General Communications

School employees (including coaches and other athletic personnel) shall strive to communicate clearly and professionally at all times and in all ways (e.g. verbal, electronic, written). Coaches are expected to communicate schedules for practices and games well ahead of time, as well as equipment needs, out-of-season conditioning expectations, and eligibility guidelines.

Parent and student concerns are best handled individually and outside of practices or competitions.

School employees must exercise care in discussing personal or potentially controversial topics with student-athletes and parents. In such cases, the employee should consider the

²⁰ PMSA 401.06

²¹ PMSA 901.01

school's Catholic mission as well as the age level of the student. Employees must not discuss inappropriate topics with student-athletes or parents, or convey personal opinions that are contrary to the teachings of the Catholic Church.²²

Employees should take great care in hugging or otherwise physically interacting with student-athletes and parents. Employees must not meet one-on-one with student-athletes unless the meeting takes place in a setting where both the employee and student are readily visible (such as a hallway or a classroom/office with an open door; see [203.03](#)).²³

Employees should not discuss the academic performance, eligibility, disciplinary consequences or other confidential topics with individuals who are not the student's parent or authorized school/Archdiocesan official, or similarly approved party (e.g. Archdiocesan legal counsel, DCF investigator, etc.).²⁴

304.03 Digital Communications and Social Media

Employees (including coaches and other athletics personnel) and volunteers must follow the Digital Communications Policy developed by the Archdiocese of Miami. This policy should be distributed to all employees and volunteers, and schools should offer frequent trainings and reminders of this policy. This policy includes directives on such matters as texting, emails, social media, voicemail, and other matters. The policies found in this manual are meant to supplement and clarify (vs. replace) the Archdiocesan Digital Communications Policy.²⁵

Employees are prohibited from texting or messaging (through social media) individual student-athletes or parents. If employees need to text or email a student, the parent must always be copied/included. Employees may distribute group texts for the purposes of school-related reminders and updates, but such texts should include both students and parents. Employees should avoid posting photos of student-athletes and parents involved in school activities to personal social media sites; such photos are better posted to official school accounts.

Employees may not establish social media accounts affiliated with the school (including any account related to a specific sport) without the permission of the principal (or delegate).

²² PMSA 903.02

²³ PMSA 903.03

²⁴ PMSA 904.02

²⁵ PMSA 902.01

300.00 STUDENT-ATHLETES

400.00 THE ATHLETIC PROGRAM

401.00 Scheduling

401.01 Athletics Master Schedule

The Athletic Director shall maintain a Master Schedule of all athletic activities, in accordance with the school's official calendar and FHSAA policies. This Master Schedule must strive to minimize removal of students from classes and spiritual events (e.g. Masses, retreats) for the purposes of athletic activities.

401.02 Scheduling Practices

The Athletic Director shall define the schedule of practices for each sport and season, in accordance with FHSAA policies. The Athletic Director shall arbitrate any disagreements over practice schedules or facilities, and must approve all changes.

401.03 Scheduling Competitions

Athletic Directors shall work with other schools in their league/county in scheduling of competitions. The schedule of competitions must be submitted onto Home Campus (the FHSAA portal) for approval. Changes in competition schedules must be approved by the Athletic Directors of both participating schools. The scheduling of competitions must adhere to FHSAA policies, and shall minimize any interruption of academic classes or spiritual activities at the school.

401.04 Scheduling and Fees for Officials

The scheduling and fees for officials for regular season games, including tournaments, is determined by the FHSAA-sanctioned official association responsible for the sport. The scheduling and fees for district, regional, and state tournaments are determined by the FHSAA. Officials must be properly approved and credentialed and may not be volunteers.

402.00 Operations of Athletic Activities

402.01 Budget and Financial Practices

The budget for each athletic department shall be approved by the principal. The Athletic Director bears responsibility for overseeing the athletics budget, working with the finance office of the school.

All monies associated with the athletic department must be deposited in the school's official bank account. This includes registration fees, ticket proceeds, concessions, spirit shop sales, and all other funds. At least one staff member must be present when money is being collected.

402.02 Tickets and Gate

Athletic admission tickets must be used for all athletic contests for which admission is charged. Schools are encouraged to utilize electronic tickets. Electronic tickets must be approved through FHSAA GOFAN, which is used at all FHSAA state playoff series. Paper tickets should be marked or torn in half. Under no circumstances may a previously sold ticket be resold.

At least one staff member must be present at the gate for any competition in which admissions tickets are being sold. Employees should be particularly attentive of the use of cash boxes (see [402.01](#)).

402.03 Complimentary Tickets

Complimentary tickets may be offered at the discretion of the principal of the host school. Only the host school's complimentary tickets will be honored at an event. Visiting schools must contact the host school to make necessary arrangements for their guests. All FHSAA State Series passes are accepted. FHSAA Coaches passes are accepted at all ADOM athletic events. Coaches will not be admitted for free without the pass and legal picture identification.

The Archbishop, Superintendent, and Associate Superintendent should be permitted entry to any home competition with a complimentary ticket.

402.04 Booster Clubs

Schools may, at the discretion of the principal, establish Booster Clubs for the purposes of generating support for athletic activities within the school. All Booster Clubs must exist under the authority of the school. Booster Club funds must be housed within the school/parish accounts, and fundraising and spending must require approval of the principal (or designee).²⁶

402.05 Equipment

²⁶ PMSA 905.02

Purchase: The Athletic Director shall approve all purchases for athletic equipment and any other needs associated with the athletic program. Such purchases must adhere to the program's budget (see [402.01](#)). Once equipment is received, the Athletic Director shall verify receipt and facilitate payment of any invoice through the school's finance office.

Maintenance and Inventory: Athletic directors should incorporate any needed maintenance of equipment into their annual budget. The Head Coach shall be responsible for keeping an accurate inventory of equipment for their sport. The Head Coach must receive permission from the Athletic Director for the disposal/donation of any damaged or unneeded equipment.

An annual inventory of **football helmets** must be completed with a copy of the report on file with the Head Coach and Athletic Director. Football helmets that do not pass recertification are not returned to the school, and the school must purchase replacement helmets. All helmets must be tried on and fit the student-athlete correctly.

403.00 Play Like a Champion Today (PLACT)

403.01 Requirement

All schools are required to participate in the Play Like a Champion Today (PLACT) program. This program includes regular training for Athletic Directors, coaches, parents, teachers, and students in designated grades (regardless of their participation in a School Athletic Program). The CAL Moderator shall provide overall coordination of PLACT, including regular communications about trainings and expectations to principal and Athletic Directors.

Athletic Directors shall receive annual trainings in PLACT from the CAL Moderator. Coaches and parents of student-athletes shall participate in PLACT training at least once and before any direct participation in athletics. Students shall participate in PLACT training based upon a timeline defined by the OCS.²⁷

404.00 Travel

404.01 Travel for Off-Campus Events

²⁷ PMSA 705.08

The school must define the mode of transportation for any official and approved off-campus athletics events (e.g. competitions, practices, etc.). Such activities are considered to be school-sponsored and must be approved by the Athletics Director (through the Athletics Master Schedule). Schools shall abide by the following requirements for off-campus travel:

- Each event shall have a designated **Sponsor** (typically the Head Coach) who is an employee of the school. The Sponsor shall be tasked with organizing and ensuring proper supervision during travel.
- In general, school owned/operated buses are the preferred form of transportation. Schools may opt to have each individual parent transport their child to the event (or arrange for transportation). However, it should be made clear that the school bears no responsibility for private transportation.
- If using buses, each bus must have *at least two* adults on board (including the driver), one of which must be a paid employee. This employee shall ensure that general safety procedures are followed on the bus. Buses may only be driven by individuals with the appropriate license from the state of Florida.
- Parents shall sign a permission slip for all off-campus travel, or sign a general permission slip at the beginning of the season approving such travel.
- The Sponsor shall ensure that all necessary equipment is transported to the off-campus event, and that any needed medical equipment or supplies (including water, student medications, etc.) are brought to the event site.

404.02 Travel Out of Town

Travel for events outside of South Florida (Miami-Dade, Broward, Palm Beach, and Monroe Counties) shall require permission from the CAL Moderator through the submission of the [Athletic Field Trip Request Form](#) (see [Appendix I](#)). Such travel may involve additional requirements. Airplane Travel requires approval from both the CAL Moderator and the Associate Superintendent.

Travel out of town must conform with policy [404.01](#).

404.03 Overnight Travel

The possibility for Overnight Travel for tournaments, competitions and contests outside the area presents a tremendous opportunity for student-athletes. It is also a significant undertaking for coaching staffs in the diligence in planning, oversight, and responsibility throughout the trip to ensure that the behavior of all involved is representative of a Catholic school.

Schools that wish to engage in overnight travel must receive permission from the CAL Moderator through the submission of the [Athletic Field Trip Request Form](#) (see [Appendix I](#)). Schools must further seek special, signed permission from parents to take students on overnight trips. *At least two* paid employees must accompany the trip, one of whom shall be designated as the Sponsor. Schools must maintain an adult-student ratio of 10:1 at the most during overnight trips.

Overnight travel must be planned extremely carefully. Particular consideration should be given to the safety and supervision of student-athletes after hours. Student-athletes should be housed in a hotel or similar accommodation. The Sponsor should establish and communicate a specific curfew for students to remain in their rooms, and provide for the vigilant monitoring of students throughout the night.

Additional requirements include:

- Once room doors are shut, they should remain closed for the entire curfew period.
- Adults may not share a room with a student who is not a direct relative.
- In hotels or similar buildings, students may not have their own room.
- Alcohol may not be consumed by staff or volunteers for the entire duration of the trip. Any student-athlete suspected of alcohol or drug usage must be promptly reported to the Athletic Director (see [303.04](#)).
- Schools must include OCS-provided language in permission forms regarding the school's response if students become COVID-positive while participating in the trip (contact OCS for language). If a student becomes COVID positive while on an overnight trip, any costs associated with the continued stay of the student at the Field Trip site, as well as reasonable costs associated with any adult remaining with the student, shall be borne by the student's family.²⁸

405.00 Safety and Security

405.01 Responsibility

The principal (with President, when applicable) bears ultimate responsibility for the ongoing safety and security of all athletic activities, including practices, athletics-related travel, and *both* home and away competitions. The principal is responsible for maintaining the school's Emergency Operations Plan (see [504.02](#)).

²⁸ PMSA 507.02

In conducting athletic activities, schools should carefully consider the Heat Index Guidelines contained in [Appendix E](#). These guidelines may restrict specific activities at practices or competitions.

405.02 Emergency Operations Plan (EOP)

Each school must develop and promulgate policies to support a safe and secure school. These policies shall be housed within a local Emergency Operations Plan (EOP) which addresses the specific needs of students, employees, and visitors based on local realities (buildings, facilities, campus, neighborhood, etc.). The plan must be updated annually and maintained electronically and in hard copy at the school site and in the OCS.²⁹

All athletic activities (e.g. practices, athletics travel, both home and away competitions, etc.) should be considered in the school's EOP. The EOP should include clear instructions of how and when school and Archdiocesan officials are contacted during emergencies (see [405.03](#)). The principal and Athletic Director shall ensure that all athletics personnel are aware of the EOP and emergency procedures that relate to athletic activities.

405.03 Emergencies

In keeping with the Incident Reporting Policy of the Archdiocese, if an emergency occurs at during athletic activities, the responsible adult should contact 911 and then the Athletic Director. The Athletic Director shall inform the principal who shall then contact the Superintendent (or delegate)³⁰. Situations that constitute an emergency include (but are not limited to):

- Significant health emergencies involving a student, employee, volunteer, or spectator;
- Any time a student, employee, or volunteer is injured and transported to a hospital from school;
- Building fires, gas leaks, major flooding, or other significant facility issues;
- Threats against the safety of the school or athletic event;
- Intruders on the school campus or immediate neighborhood that necessitate a full or partial lockdown;
- Inquiries from the secular media and/or media showing up on campus;

Athletics personnel and other school employees shall never speak to the media without permission of the principal (see [204.01](#)).

²⁹ PMSA 401.01

³⁰ PMSA 401.02

405.04 Incidents

Incidents may occur at athletic events that do not constitute an immediate emergency (as defined in policy [405.03](#)). Examples of incidents include, but are not limited to, the following activities amongst *any* participants in an athletic activity (e.g. student-athletes, coaches, spectators, etc.):

- Physical fights
- Racial or antisemitic slurs
- Ejection of a student or coach from competition
- Drug or alcohol use (see [303.04](#))

In such cases, it is typically not necessary to contact 911. However, coaches should make contact with the Athletic Director as soon as possible. The Athletic Director shall report the incident to the principal, and the principal shall inform the CAL Moderator.

When incidents occur, the on-site administrator (or coach, if no administrator is present) should carefully document the incident and collect the names, identities, and contact information of relevant witnesses. This information should be provided to the Athletic Director and principal.

Incidents may require subsequent reporting to the FHSAA, as required by FHSAA policies. Reports must be reviewed and approved by the principal prior to submission.

Any incidents that reflect unlawful practices must be reported to local law enforcement. Athletics personnel and other school employees shall never speak to the media without permission of the principal (see [204.01](#)).

405.05 Practices – Security and Supervision

Practices shall generally take place on the campus of the school unless otherwise approved by the Athletic Director. All practices must include at least one paid employee (who may be the Head Coach). This employee shall ensure that conditions are safe for practice (e.g. condition of practice area, security, weather conditions, etc., see [Appendix E](#) for heat-related guidelines). If a practice needs to be cancelled or postponed, the coach shall consult with the Athletic Director before finalizing any decision.

At least one school administrator must be on the campus of the school during all practices (although this administrator need not be directly present at the practice site).

405.06 Home Competitions – Security and Supervision

Each school must designate at least one **on-site administrator** for all home competitions. This administrator shall be *in addition to* any coaching or athletic staff needed for the event. On-site administrators should be members of the school’s Administrative Team and typically include such personnel as the Athletic Director, principal, Dean, Vice-Principal, or similar administrative role. This administrator shall be charged with ensuring the safety and security of the event, and responding to any unexpected emergencies or incidents.

Additional supervision may be required, depending upon the sport and circumstances. Specific additional supervision requirements are outlined in [Appendix G](#).

The FHSAA recommends a police/security presence for all competitions. The OCS may require police and/or security for certain sports or events. Schools may always opt to provide additional police and/or security, depending upon the size of the event and spectator crowd, the potential for security-related incidents, etc.

Entry/exit areas of the event shall be carefully monitored. Schools should not hesitate to ask individuals to leave the school campus who are exercising behavior that is disruptive or profane. Schools should contact their on-site police officer (if applicable) and/or 911 for any occurrences that involve violence, threats, or other unlawful behavior (see [405.03](#)).

The Archdiocese utilizes a **clear backpack policy** requiring all spectators to utilize clear backpacks only when attending home competitions. School personnel should not hesitate to search backpacks when warranted, being particularly mindful of water bottles and other liquid containers.

Alcohol and tobacco use are prohibited by all attendees (including spectators) at home athletic events. Weapons are likewise prohibited, with the exception of licensed and identified law enforcement officials who are carrying firearms (see [303.05](#)).

Each home competition shall begin with prayer and the National Anthem or Pledge of Allegiance.

405.07 Away Competitions – Security and Supervision

As outlined in policy [404.01](#), schools must designate a paid staff member to be the **Sponsor** (typically the Head Coach). The Sponsor shall be charged with ensuring the safety and security of all student-athletes, school staff, and school volunteers at the site. If the Sponsor has concerns about the safety of the event, he/she should contact the Athletic Director. If

unsafe conditions persist, the event may need to be cancelled or postponed. Emergencies or Incidents should be promptly responded to and reported (see [405.03](#) and [405.04](#)).

Additional supervision may be required, depending upon the sport and circumstances. Specific additional supervision requirements are outlined in [Appendix G](#).

School administrators should carefully consider the conditions of away competitions. If there is a high probability of potential incidents, schools should not hesitate to send additional staff, security personnel, and/or police.

As outlined in FHSAA policy, schools must also send at least one administrator to **post-season competitions**. This administrator is *in addition to* any coach or athletic employee related to the team, and typically includes such individuals as the Athletic Director, principal, Vice-Principal, or Dean.

406.00 Offseason Activities

406.01 Participation

Only students who are enrolled at the school are eligible to participate in offseason activities. Participants must meet the school's academic, behavior, and financial requirements for participation.

Transfer students may not participate until the completion of the school year at their previous school and their transfer paperwork has been completed and documented. Incoming ninth graders students may not participate until the completion of athletics for the school year at their previous school and they are completely registered and enrolled at the school for the fall semester.

Coaches should submit the names of all students who will be participating in summer offseason activities to the Athletic Director. The Athletic Director shall cross-reference the list with the school's Admissions office to ensure all participating students are registered students for the upcoming school year. *Offseason activities must be approved by the Athletic Director.*

406.02 Summer Camps

Schools may opt to offer special athletics camps during the summer (to both current and non-current students). Schools should carefully define, design, and communicate such activities to

ensure the safe operations of the camp. The following documents shall be required by all participants in Summer Camps:

- ADOM Athletic Field Trip Request Form
- FHSAA Physical Evaluation Packet
- FHSAA required NFHS safety courses.
- ADOM Permission to play and Insurance documentation on file.
- No student may participate if their Physical Form is expired (one calendar year).

At least one school administrator (e.g. Athletic Director, principal, Dean, etc.) must be on campus at all times during Summer Campus. At least one employee (who could also be a coach) must be directly present during camp activities. All employees and volunteers involved in Summer Camps must meet the child protection requirements of the Archdiocese (see [203.00](#)).

406.03 Open Gym

Open Gym is limited to two hours per day and three days per calendar week outside the defined sport season. Weight training and conditioning activities are not considered Open Gyms and may be held daily so long as they are voluntary and not compulsory. Only enrolled students of your school are permitted to participate. This includes the NCAA sanctioned Live Events.

406.04 7 v 7 Football

Only enrolled students of your school are permitted to participate. Any school that hosts another team for 7 v 7 football workouts must have an athletic trainer on site, along with water, ice, first aid equipment, and any additional training resources that are standard for in-season home contests. If a school team is traveling to an opposing school site, you must contact your opponent prior to departure to ensure an athletic trainer will be on site. If your opponent will not be providing one, you should bring a trainer with your team, or the contest should be canceled.

APPENDICES

Appendix A: ATHLETIC DIRECTOR JOB DESCRIPTION

Position: *Athletic Director*
Office: Athletic Department
Reports to: Principal (or designee)
FLSA Status: Exempt
Date prepared:
Signatures: _____ / _____

(Supervisor)

(Employee)

PURPOSE

The **Athletic Director** provides administration, direction, and oversight over the school's Athletic Program, ensuring that the program embodies the school's Catholic mission and maximizes the athletic, mental, and spiritual development of all participants.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Provides overall administration, coordination, and oversight over all school athletic activities, including (but not limited to): practices, competitions (home and away), off-season activities, athletic camps, etc.
2. Understands, follows, and maintains knowledge of all Archdiocesan, FHSAA, and league policies, as well as applicable civil laws. Ensures such policies are followed at all times in all athletic activities. Promulgates policies to relevant personnel and volunteers. Provides trainings on policies.
3. Ensures that all athletic activities are conducted with appropriate supervision and safety, including student travel to/from athletic events. Responds to athletic emergencies or incidents, reporting such occurrences to the principal. Leads investigations of athletic incidents. Facilitates filing of FHSAA reports when necessary.
4. Hires, supervises, evaluates, and directs all coaching and other athletics personnel. Ensures that all athletics personnel meet the policies of the Archdiocese. Works with the principal to address any significant performance issues, in accord with Archdiocesan policies.
5. Provides for the ongoing training and formation of coaches and other athletics personnel. Facilitates regular meetings with coaches and other personnel (can be aligned with athletics season).
6. Conducts parent meetings, along with coaches, for specific teams or seasons. Ensures ongoing communication with parents from the athletics department. Works with school

Communications Office to oversee communications strategy for athletics (e.g. social media, website, etc.).

7. Facilitates the implementation of the Play Like a Champion Today (PLACT) program for students, staff, and volunteers.
8. Supervises the coaches in the cleaning, storage, and maintenance of all athletic facilities, equipment, and uniforms, including the maintenance of updated inventories.
9. Ensures adherence to medical and safety requirements. Appropriately maintains and secures confidential records and inquiries, in coordination with the school office. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current for students participating in athletics.
10. Ensures that all student athletes are eligible, insured, and have paid fees.
11. Coordinates all athletics related services including rosters, bus requests, scheduling officials and coordinating with coaches. The athletic director manages all athletic events including set-up and clean-up, ensuring that events are safe. Arranges for officials and assumes general responsibility for the proper supervision of home games.
12. Serves as primary liaison with the CAL Moderator and other Archdiocesan officials for the purposes of athletics, with oversight from the principal.
13. Meets regularly with the principal (or delegate) to discuss operations of athletics program and resolve issues/questions.
14. Works with coaches to respond to specific student and parent questions/concerns. Demonstrates constant professionalism in such communications. Refers significant issues to the school administration.
15. Maintains appropriate certifications and training hours as required including catechetical certification.
16. Maintains the budget for the athletics department, in coordination with the school finance office.
17. Coordinate the security of all facilities used by the team and coaching staff and always maintain a safe environment for students.
18. Attends other meetings and events, as designated by the principal.

SUPERVISORY RESPONSIBILITIES:

Supervises evaluates and directs the work of coaching staff and all athletic personnel. Athletic director is the site administrator at all home athletic events.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- Bachelor's degree in Sports Administration or equivalent field.
- FL State Certification in athletics administration.
- Prior experience in school athletics administration.
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Preferred:

- Master's degree in Sports Administration (M.A.) or equivalent.

Language Skills

- Strong oral and written English-language communication skills, including clear speaking voice.
- Spanish-language ability preferred.

Other Knowledge, Skills, Aptitudes

- Capacity to manage multiple responsibilities
- Ability to form and maintain positive relationships with multiple stakeholders (students, parents, administrators, etc.)
- Competence and confidence in public speaking and facilitation of groups.
- Strong customer service skills
- Excellent understanding of athletics, athletic administration, and applicable Archdiocesan policies, FHSAA policies, and civil laws
- Strong aptitude in informational and educational technology
- Ability to work successfully with the school Administrative Team
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Appendix B: HEAD COACH JOB DESCRIPTION

Position: *Head Coach*
Office: Athletic Department
Reports to: Athletic Director
FLSA Status: Exempt
Date prepared:
Signatures: _____ / _____
(Supervisor) *(Employee)*

PURPOSE

The **Head Coach** provides leadership, coordination, and administration of their assigned team. The Head Coach ensures that the team embodies the school's Catholic mission and maximizes the athletic, mental, and spiritual development of all participants. The Head Coach supervises all assigned Assistant Coaches.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Provides overall supervision and coordination of all activities of the assigned team, including (but not limited to): practices, competitions (home and away), off-season activities, etc. Works with the Athletic Director to coordinate team activities as part of the holistic athletic program of the school.
2. Ensures compliance with school, Archdiocesan, FHSAA, and league policies. Reports incidents to the Athletic Director.
3. Provides for the constant supervision of students when involved in athletic activities, including ensuring student supervision after practice as they wait for parent pickup.
4. Supervises all Assistant Coaches assigned to the team. Assigns duties and responsibilities to Assistant Coaches, with approval of the Athletic Director.
5. Works with the Athletic Director to hire and evaluate Assistant Coaches for the team. Works with the Athletic Director and school administration to address any significant performance issues with Assistant Coaches.
6. Coordinates the distribution, collection, maintenance and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes, in coordination with the Athletic Director.
7. Advises the Athletic Director on the purchasing needed equipment, supplies, and uniforms for their team.
8. Advises the Athletic Director in developing the annual budget for the team.

9. Assists the Athletic Director in scheduling independent games and officials, and coordinate the travel of away games.
10. Coordinates with the Athletic Director to ensure that athletic facilities used by the team are safe and secure.
11. Submits necessary forms to Athletic Director, ensuring proper completion of each, including (but not limited to): roster forms, awards, season records, inventories, emergency/medical forms, parent emergency release forms (for travel), etc.
12. Organizes scouting trips and meetings with external coaches.
13. Coordinates awards for team.
14. Works with students and school administration to monitor student eligibility and manage eligibility issues.
15. Attends athletic department meetings, district meetings, medicine in-service, and other meetings and trainings, as required by the Athletic Director. a sports medicine in-service.

SUPERVISORY RESPONSIBILITIES:

Assistant Coaches (if applicable)

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- High School diploma or GED.
- Experience coaching the sport of assigned athletic program for at least one season.
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Must possess CPR/AED Certification and take required courses through the National Federation of State High School Associations (NFHS).
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Language Skills

- Strong oral and written English-language communication skills, including clear speaking voice.
- Spanish-language ability may be preferred, depending upon school community.

Other Knowledge, Skills, Aptitudes

- Exceptional knowledge of sport and how to positively develop student-athletes to realize their athletic potential
- Ability to form and maintain positive relationships with multiple stakeholders (students, parents, administrators, etc.)
- Competence and confidence in public speaking and facilitation of groups.
- Strong customer service skills
- Excellent understanding of athletics, athletic administration, and applicable Archdiocesan policies, FHSAA policies, and civil laws
- Ability to utilize informational technology (e.g. email, cell phone, etc.)
- Ability to work successfully with the school athletics department
- Ability to positively manage conflicts
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Appendix C: ASSISTANT COACH JOB DESCRIPTION

Position: Assistant Coach
Office: Athletic Department
Reports to: Athletic Director and Head Coach
FLSA Status: Exempt
Date prepared:
Signatures: _____ / _____
(Supervisor) *(Coach)*

PURPOSE

The **Assistant Coach** provides assistance to the Head Coach in the coordination and administration of the assigned team, ensuring that the team embodies the school's Catholic mission and maximizes the athletic, mental, and spiritual development of all participants.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists the Head Coach in the successful and smooth operations of the team. Supports the team in specific duties and responsibilities assigned by the Head Coach (which may vary by sport, season, or program).
2. Assists the Head Coach in ensure that the team maintains compliance with school, Archdiocesan, FHSAA and league policies. Reports incidents and violations to the Head Coach.
3. Works with the Head Coach to provide for the constant supervision of students when involved in athletic activities, including ensuring student supervision after practice as they wait for parent pickup.
4. Attends all meetings, trainings, and events required by the Head Coach.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- High School diploma or GED.
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Must possess CPR/AED Certification and take required courses through the National Federation of State High School Associations (NFHS).
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Preferred:

- Prior experience in coaching high school athletics

Other Knowledge, Skills, Aptitudes

- Strong knowledge of sport and how to positively develop student-athletes to realize their athletic potential
- Ability to form and maintain positive relationships with multiple stakeholders (students, parents, administrators, etc.)
- Competence and confidence in public speaking and facilitation of groups
- Strong customer service skills
- Strong understanding of athletics, athletic administration, and applicable Archdiocesan policies, FHSAA policies, and civil laws
- Ability to utilize informational technology (e.g. email, cell phone, etc.)
- Ability to work successfully with the school athletics department
- Ability to positively manage conflicts
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

LANGUAGE SKILLS

- Strong oral and written English-language communication skills, including clear speaking voice.
- Spanish-language ability may be preferred, depending upon school community.

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Appendix D: ATHLETIC TRAINER JOB DESCRIPTION

Position: Athletic Trainer
Office: Athletic Department
Reports to: Athletic Director
FLSA Status: Exempt
Date prepared:
Signatures: _____ / _____

(Supervisor)

(Coach)

PURPOSE

The **Athletic Trainer** provides expert care, injury prevention, rehabilitation, for student-athletes involved in the school's athletic program. As a key part of the athletics department, the Athletic Trainer assists in training of student-athletes and coaches, and provides on-site services for competitions and practices, as warranted and requested.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Evaluates and provides care for athletics-related injuries and medical conditions. Administers first aid, taping, bracing, and similar services as needed, and makes appropriate referrals to medical professionals as warranted.
2. Develops and implements injury prevention programs tailored to the specific needs of student-athletes. Conducts trainings for student-athletes and trainings on appropriate techniques, warm-ups/stretching, prevention strategies, and overall wellness.
3. Designs and implements individual rehabilitation programs for injured athletes, in coordination with the coach(es) and appropriate medical professionals. Ensures compliance with school, Archdiocesan, and FHSAA policies and regulations.
4. Provides medical coverage for school-sponsored competitions and practices, as assigned.
5. Oversees the maintenance, inventory, and proper usage of athletic training equipment and supplies.
6. Attends all meetings, trainings, and events required by the Athletic Director.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- Bachelor's Degree in Athletic Training or related field.
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Must possess CPR/AED Certification and take required courses through the National Federation of State High School Associations (NFHS).
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Preferred:

- Master's in Athletic Training or related field.
- Prior experience in athletic training at the high school or university level.

Other Knowledge, Skills, Aptitudes

- Strong knowledge of athletic training and how to treat athletics-related injuries and medical conditions.
- Ability to form and maintain positive relationships with multiple stakeholders (e.g. students, parents, etc.)
- Strong customer service skills
- Strong understanding of athletics, athletic administration, and applicable Archdiocesan policies, FHSAA policies, and civil laws
- Ability to utilize informational technology (e.g. email, cell phone, etc.)
- Ability to work successfully with the school athletics department
- Ability to positively manage conflicts
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

LANGUAGE SKILLS

- Strong oral and written English-language communication skills, including clear speaking voice.
- Spanish-language ability may be preferred, depending upon school community.

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to provide medical treatment to student-athletes (e.g. first aid, taping, bracing, etc.)
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Appendix E: HEAT INDEX GUIDELINES

Temperature (WBGT)	Guidelines
Less than 82	<ul style="list-style-type: none"> • Normal activity
82.1-87	<ul style="list-style-type: none"> • 3 separate 4-minute water breaks per hour.
87.1-90	<ul style="list-style-type: none"> • 4 separate 4-minute water breaks per hour. • Maximum activity time: 2 hours. • Football: Shells only
90.1-92	<ul style="list-style-type: none"> • 5 separate 4-minute water breaks per hour. • Maximum activity time: 1 hour. • No conditioning activities permitted. • Football: No protective equipment.
Greater than 92	<ul style="list-style-type: none"> • No outdoor activities

Appendix F: ATHLETICS SECURITY PLAN TEMPLATE (2023/24)

Sport: _____

Date: _____

Coach: _____

A.D.: _____

School: _____

Principal's Name

Principal's Signature

Preparation of this plan should involve the following: all administrators, athletic directors, coaches, cheerleader sponsors, and band director(s), security personnel and game announcer, This plan is for ALL sports; however, the MAJOR sports (i.e., football and basketball) will require additional supervision. The principal and athletic director **MUST PERSONALLY** initial and sign the security plan. Copies of the security plan should be given to **ALL** personnel involved with game administration.

After reviewing and signing this plan, **MAIL TO THE ADOM OFFICE PRIOR TO YOUR FIRST ATHLETIC EVENT.**

The plan should include security precautions:

1. Before the game
2. During the game
3. After the contest

The following may be used as a guideline for your plan. Below each item are suggested personnel for this area.

BEFORE THE GAME:

1. *Discuss with the student body in an assembly the need for exhibiting good sportsmanship to visitors. A sportsmanship campaign is required for the beginning of each school year and should be continued throughout the school year. A concern at the present time is the behavior of many of our adult fans. A school may feel it necessary to send home to parents and other adults in their community, information concerning good sportsmanship according to our Mission Statement.*

The mission of the Catholic School Athletic League of the Archdiocese of Miami is to provide athletic programs that emphasize CATHOLIC PRINCIPLES and GOOD SPORTSMANSHIP at the amateur level and to organize and govern competition between teams representing schools of ADOM. The league shall exercise such control as is necessary to insure the safe, healthful, and moral development of the players of the member schools; creating an environment that

dedicates itself to allowing its athletes to achieve their full potential by developing their spiritual values.

(This is strongly recommended by the ADOM.) This should include the proper courtesies shown to out-of-town guests and game officials. Fans need to understand the penalties imposed for their misbehavior, including being banned from future contests.

2. *Provide necessary game information to visiting schools.* Include game time, directions to the game site and parking, location of ticket booths, seating arrangements, clear bag requirements as well as bag check at entrance and ticket prices
3. *Provide reasonable police supervision for major sports and playoff contests.* Police should be visible inside and outside the stadium. (Submit to ADOM a chart indicating their physical location before, during and after the game for the sports of football and basketball. Take steps to provide reasonable security in areas your experience indicates required additional measures.
4. *Provide protection and courtesy to game officials.*
 - Arrange for a school representative to meet the officials and have a special room where the officials can have their pre-game conference.
 - Provide escort on and off the field or court.
 - Officials are escorted to their car or have a place of safety as soon as the contest is over.
5. *The game announcer should read the statements on sportsmanship, smoking, alcohol and drug use, as well as on throwing objects and unruly behavior.* Artificial noise-makers should not be used in gymnasiums. Air horns are not permitted at any ADOM event. Any of these violations will lead to expulsion from the game and could lead to being banned from all future contests. ADOM schools are private institutions and the schools reserve the right to ask spectators to leave if their behavior is disrupting the play of game, disrespectful to players, coaches, other visitors or official.

6. **PERFORMANCE-ENHANCING SUBSTANCES (read during first timeout in fourth quarter)**

THE F-H-S-A-A ENCOURAGES THE MORE THAN TWO HUNDRED SIXTY THOUSAND STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS IN ITS MEMBER SCHOOLS TO ACHIEVE THEIR GOALS THROUGH HARD WORK, PERSEVERANCE AND DEDICATION. THE USE OF STEROIDS, DIETARY SUPPLEMENTS AND OTHER PERFORMANCE-ENHANCING SUBSTANCES IS NOT THE ANSWER. REMEMBER, "NOTHING BEATS HARD WORK!"

7. *Provide supervised parking.* A special supervised area should be provided for buses of visiting teams (use of service clubs or youth organized is suggested. This will free your law enforcement officials to be in other possible trouble areas.)
8. All supervising personnel and “on duty” faculty members *should be identified* (special t-shirts, arm bands, caps, etc.)
9. *An Event Manager’s conference should be held prior to a varsity contest in the sports of football, softball, basketball, soccer, and baseball.* The game administrator is **required** to conduct a pre-game meeting with game officials, **both** head coaches, and security. A game manager’s conference needs to be held prior to all sporting playoff contests, including all major sports, as well as minor sports (such as volleyball, swimming, etc.

DURING THE GAME:

1. *Personnel should be stationed in key areas.* They should remain at their station throughout the contest and after the game until the areas have cleared.
2. *The visiting school’s administration or principal’s designee should supervise their students and fans.* The host school should also supervise the visiting side and provide assistance to visitors. They should also prevent students from crossing to the opponent’s side.
3. *All coaches are expected to conduct themselves in an orderly and good sportsmanship like manner at all times, per the Code of Conduct of ADOM.* A coach must model the good behavior that we expect from our students/athletes and their fans. All coaches must be trained in the Play Like A Champion Today Character Education Through Sports program.
4. *An athletic trainer should be in attendance at all home athletic contests whenever possible.* (We know that it is difficult for some of our schools to obtain the services of a doctor for all contests, but we feel that if it is possible there should be one in attendance at football games.)
5. *No partiality should be shown announcing the athletic contest.* The public address announcer should give instruction concerning concession stands, restrooms, and any information that will assist the visiting fans. It should not be a student.

6. *Personnel should be stationed in key areas.* They should remain at their station throughout the contest and after the game until the areas have cleared.
7. *The visiting school's administration or principal's designee should supervise their students and fans.* The host school should also supervise the visiting side and provide assistance to visitors. They should also prevent students from crossing to the opponent's side.

AFTER THE GAME:

Planning for after the contest is probably the **most important** of the three stages in crowd control. Most incidents and encounters occur after the game when the students and fans are leaving the playing area.

1. *Develop a procedure for the exit of teams, officials, and spectators.* You will need to keep personnel on duty in the less visual spots until the area clears. Camera recordings of the contest should be kept until the teams clear the competition area. (usual problem – security is released near the end of the game to direct traffic. It is suggested that security be kept in problem areas)
2. *Direct the route for movement of all visiting school buses and all home team buses.* Also include band, pep buses, spectator buses. If warranted, escort these buses for several blocks as they leave the site. Find alternate route if needed.
3. Use the PA system to:
 - Caution spectators not to walk on the floor or field
 - Give directions for leaving the area
 - Drive safely
4. *To facilitate orderly movement of traffic, provide direction supervision for cars exiting the parking area.* (Local police may assist in this area. You may want to use faculty members or service clubs to better utilize police and security. Members must have on safety apparel.

ADOM Security Plan

The principal and athletic director should discuss all the details of the completed security plan. The ADOM realizes that by implementing this plan and after taking every possible precaution, we may not stop all of the problems but at least we will be in a position to enhance security and emergency preparedness. Better planning by all concerned can help avoid many of the problems that have occurred in the past.

Every school's security plan will be kept on file. If a problem occurs that requires review or hearing, schools that followed their security plan will have fulfilled their responsibility in preventing the problem.

You may include any additional information to the above plan. Any plan may be altered to meet the individual needs of the school. If alternations are made, please include an updated copy to the ADOM office.

Signature of Athletic Director

School Name

***HAVE A GREAT YEAR WITH YOUR
SPORTSMANSHIP PROGRAMS!***

Appendix G: COMPETITION SUPERVISION REQUIREMENTS

Mandatory – Administrator Coverage: <i>(Principal and ALL Assistant Principals Must be Present – Home Only)</i>	Varsity Football (Home)
Administrator Coverage: (A.D., Assistant A.D. or school rep)	Varsity & J.V. Football (Home and Away) Varsity Soccer (Girls & Boys - Home Only) Varsity Basketball (Girls & Boys – Home and Away) Varsity Baseball (Home & away)
Mandatory AD / Assistant AD or Principal or Assistant Principal or Designee (Determined locally, Home Only)	JV Basketball (Girls & Boys) Varsity & JV Flag Football JV Soccer (Girls & Boys) Varsity Track (Girls & Boys) Varsity & JV Volleyball (Girls & Boys) Varsity & JV Softball Varsity & JV Wrestling Varsity & JV Lacrosse (Girls & Boys) Varsity Competitive Cheerleading
Mandatory Police/Security Coverage: (Determined Locally)	Varsity Basketball (Girls & Boys) Varsity & JV Football Varsity Baseball
Security Coverage: (Additional police coverage and/or crowd control personnel is subject to Principal’s discretion)	All Sporting Events
Coach Only Required: (must still have an administrator on campus if home)	Bowling (Girls and Boys) Cross Country (Girls & Boys) Golf (Girls & Boys) Swimming (Girls & Boys) Tennis (Girls & Boys) Water Polo (Girls and Boys)

The Following Rules of Coverage Apply:

1. The administrator from the visiting school MUST check in with the home school’s administrator upon his/her arrival to ensure both schools are cognizant of each other’s presence.
2. In the absence of the visiting school’s administrator, the home school administrator has full administrative authority over all aspects of the athletic event including disciplinary action recommendations for visiting team members AND visiting spectators. The disciplinary action recommendation WILL BE honored by the principal of the visiting school.
3. Administrators will be assigned to HOME or AWAY events not listed above when a RIVAL school is being played OR when otherwise determined by the principal.

Appendix G: COMPETITION SUPERVISION REQUIREMENTS

Appendix H: ATHLETICS FIELD TRIP PERMISSION FORM

Athletic Field Trip Request Form

To be completed by the trip leader.

Date: _____ **School:** Monsignor Edward Pace High School

_____ **Trip/Event** _____ **Grade/Class/Group** _____
9th-12th

_____ **Name of Trip/Event Leader** _____ **Leader email address & telephone** _____

Trip Information

_____ **Number Students Participating** _____ **Age Range** _____
14-18

_____ **Number of Chaperones** _____ **How many Staff** _____ **How many Volunteers** _____

_____ **Destination/Location of Event** _____

_____ **Date(s) of Event** _____ **Hotel (if multiple day trip)** _____
Students are to sleep 1 to a bed.

_____ **Plans for mass if event includes Sunday** _____ **Method of Transportation** _____

_____ **Meals (catered/bag lunch/etc.)** _____ **Location (outdoor, etc.)** _____

Please submit event location Covid Protocols.

ADOM Covid Protocols:

Masking: Masks must be worn by all students while on the bus if the trip is more than 30 minutes

Social Distancing: Students 1 per bed

Chaperones: Contracted Coaches

Food: students will eat as a team either by food ordered or at restaurant.

Sport and purpose of the Trip:

Chaperones traveling with the team 1-20: (Name and Cell Number)
1. _____
2. _____
3. _____
4. _____
5. _____
Principal Designee: _____

Approvals	
Pastor/Principal Signature	
Pastor/Principal Printed Name	
Date	
Reviewed By Valarie Lloyd	

Approvals	
Archdiocese of Miami Signature	
Archdiocese of Miami Printed Name	
Title	
Date	
Comments/Concerns:	

Appendix I: ATHLETICS HANDBOOK AFFIRMATION FORM

[SCHOOL LETTERHEAD]

[INSERT] High School Name
Athletics Handbook Acknowledgment Form

I, as a Coach or other athletics-related employee of [SCHOOL NAME], acknowledge that I have read the entire contents of the Athletics Handbook and will do my part to implement the policies therein. I understand that noncompliance with this Handbook may result in disciplinary action against me, up to and including termination (for employees) or discontinuation (for volunteers). If I am employed in another staff position at this school, I understand that noncompliance with these policies may affect my overall employment status.

Moreover, I further understand that all of the school’s policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Finally, I understand that the school’s Athletics Program exists as part of the school’s broader mission of faith formation and academic preparation. I will do my best to promote, embody, and support this mission through my role.

(Signature)

(Date)

(Printed Name)

(Title/Role)

This form should be signed and returned to the school Athletic Director before the individual begins any athletics-related duties (including tryouts, practices, conditioning, etc.). All athletics personnel should sign this form, including those who are employed in other roles at the school.