

# St. Joseph Catholic High School



## Athletic Handbook

Coaches and Athletes  
2018/2019

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## Introduction

Activities and athletic programs are the foundation upon which our young men and women build self-determination, self-image, courage and character. Coaches and their assistants are the crucial variable that determines whether our students' goals and objectives will be achieved. We are very fortunate to have coaches who are dedicated to their profession and first-rate coaching.

Student participation has grown to nearly 65 %, with a majority of those students being on the honor roll. We have a very talented group of young athletes who will be able to continue the pride and tradition that has made St. Joseph Catholic High School athletics what it is today.

With the continued support of our administration, boosters, business supporters, staff, faculty, families and friends, St. Joseph Catholic High School will continue to be recognized as one of the finest athletic programs in the state.

This handbook is meant to be a *useful and helpful* tool for coaches as they conduct their activities throughout the school year.

## Philosophy of Athletics

St. Joseph Catholic High School recognizes that extracurricular activities are an integral part of the social, psychological and physical development of young men and women who participate in the activities offered by the Utah High School Activities Association. Thus, the St. Joseph athletic department strives to provide an atmosphere where the student athlete can participate in a well-organized, safe, wholesome, competitive environment, which promotes fair play.

Academic achievement is of vital importance to all students who participate in these programs. Academic success combined with athletics prepares students for the future and helps them become well-rounded, responsible individuals. Athletics is one of the most effective venues for making *Christian/Catholic values* come alive in the students' life.

# School Mission Statement

St. Joseph Catholic High School educates young people for life. We provide a Catholic/Christian community that integrates Catholic values, beliefs and traditions within the context of a strong academic program. We partner with parents to foster the integration of the spiritual, intellectual, emotional, physical, and social dimensions of adolescents in a respectful, safe and caring environment.

## Objectives

The goals of the athletic program at St. Joseph Catholic High School infused with *Christian values* are:

- Using God-given physical talents and abilities to their potential and in positive ways
- Building self-confidence, especially when facing adversity and new challenges
- Assisting in students physical, emotional and mental health
- Respecting the dignity and differences in others
- Building faith and trust between individuals
- Building and creating community, a sense of oneness
- Learning to cooperate with others- teamwork!!!
- Learning to be self-sacrificing for the good of the team

## Athletic Activities and Opportunities at St. Joseph Catholic High School

### **Fall**

Boys Baseball  
Boys Cross Country  
Girls Cross Country  
Girls Tennis  
Girls Soccer  
Girls Volleyball  
Boys Golf

### **Winter**

Boys Basketball  
Girls Basketball  
  
**Other Activities**  
Cheerleading (Spirit Team)  
Pep Club  
Drama  
Debate  
Music

### **Spring**

Boys Soccer  
Boys Tennis  
Boys Track and Field  
Girls Track and Field  
Girls Golf  
Softball

# UHSAA

The Utah High School Activities Association was founded in 1927. Its purpose is to administer and supervise interscholastic activities among its member schools according to the Association Constitution and By-Laws. A complete listing of all items contained in the UHSAA handbook and yearbook can be found by accessing [uhsaa.org](http://uhsaa.org) on the Internet. The UHSAA sanctions and regulates activity programs in 18 sports as well as, drill, drama, forensics, and music. The UHSAA does not govern or regulate students or athletic programs below the ninth grade level. St. Joseph Catholic High School is a member of the UHSAA and, as such, adopts all UHSAA rules and regulations as its own. Hence, any coach, administrator, or student that violates a UHSAA rule, is in effect, violating its own policies.

In order to maintain up-to-date knowledgeable information of the contents of the UHSAA handbook and yearbook ([uhsaa.org](http://uhsaa.org) on the internet), coaches and advisors are to make copies of the sections that govern their specific activity, as well as the sections on in-and out-of-season rules, contest regulations, etc. Coaches are also to make copies of the section on student eligibility to distribute to their students.

## Region XVI

St. Joseph Catholic High School is also a member of Region XVII of the 2A Classification UHSAA along North Summit, Layton Christian, Duschene, Altamont and Utah Military Academy. All schools compete at the varsity level for region and state championships in most of the same sports and activities the UHSAA sponsors. The standard guidelines and all the general policies of Region XVI are found in the Region XVI manual distributed to each coach and advisor before the start of the school year.

## Eligibility

The UHSAA established a minimum GPA of 2.00 and no more than one F in order for students to be eligible to participate in sports. A student must have a 2.00 or greater GPA on the previous quarter's report card in order to become eligible for competition. Eligibility runs from report card to report card. The day that report cards are issued is the day that the eligibility is checked. If the student receives below a 2.00 GPA on their report card, they are ineligible to compete from that day until the day that report cards are issued for the next quarter, grades are checked, and eligibility is determined. Students who are ineligible at fourth quarter will not participate until eligibility can be determined at the end of first quarter.

## Student Registration

All students who participate in athletics will need to register at [www.registermyathlete.com](http://www.registermyathlete.com). Also parents will need to turn in to the Athletic Office a hard copy of the following documents:

Copy of HEALTH Form A(to be handed in to Athletic department)  
Copy of Receipt of Payment if the fee was not paid online(to be handed in to the Athletic department)

Under no circumstances will an athlete be allowed to participate in any UHSAA contest without a complete "A" form on file in the Athletic office including all signatures.

Attention: Athletes must have the health form in file in our office before the first day of mandatory practices.

**It is the responsibility of each coach to collect all fees and paper work and turn them into the Athletic Director.** Players who do not have the necessary paper work turned in by the due date will not be able to participate in any contest until they do. Coaches who knowingly play a student who does not have all the necessary paper work turned in before the due date will be subject to disciplinary measures.

# UHSAA Constitution and By-Laws

## Eligibility of Players (*see page 27, number 1*)

**Section 1:** (a) Eligibility to participate in Association athletic activities is limited to high school students who meet all of the Association's eligibility requirements.

(b) Ninth grade students enrolled in junior high schools, if otherwise eligible, may participate in Association activities with an appropriate high school. Students may participate in Association activities while enrolled in the ninth grade if the school permits. A student who is enrolled in a junior high school but participates in Association activities for a high school shall be deemed to have attended that high school. If such a student shall enroll in a different high school for the tenth grade, that enrollment shall be considered a transfer and shall be subject to the requirements of the Association's Transfer Rule (Section 8).

(c) Any student who is suspended from a member school for violation of the Safe Schools provision of that district board of education shall be declared ineligible for participation in any activity for a period equal to any suspension, bar or dismissal, but in no case shall the period exceed twelve months. If the student is transferred to another school the transfer rule provisions will apply (see especially By-Laws Article I-8-D).

(d) A student may establish initial eligibility either by trying out for a team or by a student's first day of attendance at any member high school subject to the policies, rules and regulations of the governing school board.

## Age Rule

**Section 2:** No student shall be eligible to participate in Association activities who has reached nineteen years of age prior to the first day of September of the school year in which such participation is intended.

## Sports Season Rule (*see page 27, number 2*)

**Section 3:** (a) No student shall participate in Association activities in more than four seasons in any one activity and not more than three seasons in any one activity after entering the tenth grade. (b) A student may participate in only one season per sport in any school year. Participation, for purposes of this rule, includes trying out for a team (see p. 26 #2).

(c) A school may sponsor an activity only once in any school year.

## Semester Attendance Rule

**Section 4:** At the time a student first enters the tenth grade of a high school, that student shall have six consecutive semesters of eligibility for Association activities.

## **Playing on Team of Higher Institution**

**Section 5:** No student shall be eligible to represent his or her school in interscholastic competition, who has ever participated on the team of an institution higher than that of secondary grade.

**Amateur Rule** (*see page 27, number 3*)

**Section 6:** In order to protect the high school athlete from exploitation, undue influence or unthinking action which may jeopardize a student's athletic future, the following rule definitions and interpretations shall apply to participants in athletic programs of member schools: An amateur sports person is one who engages in sport solely for the pleasure and the physical, mental, and social benefits derived there from. A student must be an amateur to be eligible to represent his or her high school. An athlete has forfeited his or her right to compete as an amateur and has thereby become ineligible for further high school competition by any of the following actions:

- (a) Having knowingly participated as a member of a team, which included professional athletes in organized athletic competition, or against a team composed all or in part of professionals.
- (b) Having competed for money in any organized athletic activity.
- (c) Having competed under an assumed name in any organized athletic activity.
- (d) Having accepted an award in non-school athletic activities, which he or she has converted into cash by sale or by pawning.
- (e) Having signed a professional athletic contract.

## **Scholastic Regulations** (*see pages 27-28, number 4*)

**Section 7:** To be eligible to compete in interscholastic competition, an individual must be a full-time student in the school he/she wishes to represent. No student shall be eligible to **represent** his or her school if he or she is academically failing more than one subject. Any multi-period class failure will be credited with the number of failures equal to the number of periods in the class. Where a student has failed to meet the minimum requirements set forth above he or she shall also be ineligible for participation in UHSAA activities in the succeeding grading period. This requirement applies to those who are entering upon high school work for the first time having been promoted from the grade below. Final grading period deficiencies may be made up prior to the first term of the succeeding year by attending summer session, night school or by tutoring or by any other method acceptable to his or her school district.

Local boards of education/districts/regions may establish eligibility requirements for participation, which exceed those of the Association; however, no local board of education/district/region may establish eligibility requirements for participation which are less than those established by the Association.



**Transfer of Eligibility** *This rules is constantly changing, please review this policy at [www.uhsaa.org](http://www.uhsaa.org)*

### **Undue Influence**

**Section 9:** The use of undue influence by any person, connected or not connected with a member school, to secure the transfer of a student to a member school for the purpose of participation in Association athletic activities shall cause the student to be ineligible for Association activities for the period of one year and may result in fines and/or suspension of the member school.

### **Undergraduate Standing**

**Section 10:** No student shall compete in any high school activity who is a graduate of a regular four-year high school or who is a graduate of a secondary school, which has the same requirements for graduation as a regular four-year high school. However, a student who finishes the required number of hours for graduation in fewer semesters than are normally required and is doing college undergraduate work shall not be barred from interscholastic competition to which he or she would otherwise have been eligible until the termination of so many semesters as normally would have been available for such a student's eligibility or participation.

### **Limited Team Membership** *(see page 29, number 6 and page 30 number 8c)*

**Section 11:** A student, while participating as a member of a high school team, may not participate on a team not sponsored by his or her school in the same activity during the same season. A student may compete in a non-school sponsored contest as an individual, not a team member, while a member of a high school team during an activity season.

### **Physical Examination Required** *(see page 29, number 7)*

**Section 12:** No student shall be eligible to compete in any athletic contest sponsored by this Association unless such student has a physician's certificate stating that he/she is physically able to compete in inter-school athletic contests.

### **Home/Private Schools**

**Section 13:** Students exempted from compulsory public school education by the local board for instruction in private or home schools may be eligible for participation in extracurricular public school activities provided they earn credit as outlined in R277-700.

## **ARTICLE XII - Drugs, Alcohol and Tobacco**

**Section 1:** The UHSAA supports the U.S. Supreme Court rulings regarding education. First, to prepare students to be good citizens and second, to teach them to be self-reliant and self-sufficient. Activities of the UHSAA contribute to both of these goals. The use of alcohol, tobacco products or other drugs in almost every instance deters the realization of these goals. Every effort shall be made at the local, region and state levels of participation to eradicate the promotion, use or abuse of alcohol, drugs and tobacco with regard to participation in high school sports and activities. Limitation for participation of students in Utah High School Activities regarding the use of alcohol, tobacco products and other drugs, as defined in the Utah Code are:

a. **First offense:** Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program.

b. **Second offense:** A six week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.

c. **Third offense:** An eighteen week suspension from all games, meets, matches, competitions, performances and practices. Where applicable this suspension carries over into the following school year. Reinstatement of eligibility at the end of the eighteen week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program. Local school or school district restrictions may not be less than those outlined above. In all of the foregoing offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/ guardian involvement, rehabilitation, and so forth, must be met.

**Section 2:** Local school or district requirements may exceed those set forth in Section 1

## Code of Conduct

### (St. Joseph Student/Parent Handbook)

St. Joseph Catholic High School exists to provide quality secondary academic education within a Christian atmosphere. Education at St. Joseph is designed to promote the spiritual, moral, emotional, intellectual, and physical growth of students. Respect for one another as well as for the school environment should be the hallmarks of all who form the St. Joseph Family. Following the Gospel mandate of Christian community of justice and charity, St. Joseph Catholic High School recognizes that students are to receive fair and impartial treatment as well as clear and honest explanation for actions taken in their regard. By responding to the students in violation of rules clearly, consistently, justly and without undue delay, we hope to help them understand that we will not condone inappropriate behavior and will, at the same time, respect their rights. Whenever a problem arises, the policies of the school are followed in conjunction with the directives of the Catholic Schools' Office.

**The Schools' Administration shall take appropriate disciplinary actions when students engage in the following.**

**“Hazing”:** means the intentional, knowing, or reckless acts of a demeaning or assault type nature, whether or not consensual. Hazing of students in co-curricular activities is strictly prohibited. Students are not to be involved in any behavior that:

- Endangers the mental or physical health or safety of another
- Involves whipping, beating, branding, calisthenics, bruising, electrical shocking, placing harmful substances on another's body or exposure to the elements.
- Involves the consumption of any food, liquor, drug or other substance.
- Involves any activity that would subject any person to extreme mental stress.
- Involves use, possession or distribution of controlled substances, drugs, drug paraphernalia, tobacco or alcoholic beverages.
- Involves threatening comments or statements including but not limited to the use of foul, abusive or profane language.
- Is for the purpose of initiation, admission into, affiliation with continued membership in any activity or organization.

### **Serious Discipline Issues**

- Many coaches/Advisors work in situations where a regular school administrator is not available. When a school administrator is not available, the coach/advisor must act in the administrator's place.
- Coaches/advisors should have arranged a plan of action for parent notification regarding injuries and discipline problems.
- When a serious violation of the Code of Conduct occurs, parents must be notified immediately and the Principal, Vice-principal, Dean of Students, and /or Athletic Director must be notified within 24 hours. In some cases- particularly the possession of controlled substance- parents must be asked to arrange for the student's immediate removal and return from the event. Local law enforcement officers must also be notified when a violation of civil law has occurred.
- Coaches/advisors should be familiar with the school policies regarding search and seizure.
- Clear and timely documentation is always of the greatest importance and is the responsibility of the coach/advisor.

## **Student Attendance Policy**

Students must attend all 6/8 periods of class the day of an activity or they will not be able to participate in the activity on that day. Students who arrive to school after 8:05 am are considered absent for 1<sup>st</sup> period and may not participate in any extra-curricular activities.

### **Early Dismissal for Athletic/School Activities**

The head coach or class/activity advisor will present an itinerary of the event with departure and return times, and event times and places, as well as a list of names of students on their team or their activity who are participating in school-sponsored activities during school hours (performing arts, athletics, student government, etc.) to the school secretary no fewer than two

days prior to the date(s) in question. The secretary will inform the classroom teachers. Students must sign out in the school office each time.

## **Student Academic Policy**

In order to participate in any athletic or non-athletic activity, including practices and rehearsals, a student must be present in school from 8:05 a.m. until the end of the academic day on which the activity is to take place. It is the responsibility of the student participant/athlete to be on time and in attendance for the entire academic day unless extraordinary circumstances prevent him/her from doing so.

In cases of family emergencies, important medical/dental appointments, or exceptional circumstances, parents may request in advance (preferably 24 hours) to have the principal grant an exemption from the above policy. Until the parent receives notification from the principal that he/she has granted an exemption, none is in effect and the above policy still applies.

## **Student Athletic Code of Conduct**

## **Student Travel and Transportation**

In an effort to insure the safety of students participating in school activities, all students officially representing St. Joseph Catholic High School as participants in UHSAA sanctioned activities or those sponsored by the school, must travel to and from those activities in vehicles approved and designated by the school.

### **Priority will be given to:**

- UHSAA sanction events
- School Curriculum field trips
- Athletic Coaches
- School-sponsored events approved by the principal
- Outside activities supporting school purpose

### **Private Vehicles**

Private vehicles may be used in the following circumstances:

- The private vehicle is covered by liability insurance and has passed the state required safety inspection
- The vehicle is driven by an adult who is at least 21 years of age or older who is free of convictions for alcohol or other substance abuse violations.
- The driver has submitted a “Waiver of Liability” statement to the principal
- The passengers have provided a “Waiver of Liability” statement to the principal.
-

Students may return home with their parent/guardian or designated adult in cases of emergency provided that the coach/advisor has spoken directly with the parent or guardian. A written note signed by the student's parent/guardian must be presented to the moderator in charge before the student is allowed to leave by alternative transportation. Parents/guardians must arrange transportation for their children once they are returned to the school following activities.

## **Overnight Trips**

While study of the basic curriculum shall provide the basis of educational program, the board recognizes that extra-curricular activities involving travel may provide worthwhile learning experiences for more mature students. Therefore St. Joseph Catholic High school has developed guidelines for student travel which minimize disruption in the basic education program, limit overnight travel to high school students, involve parents in planning, and safeguard students from undue pressure to participate.

Transportation request should be made to the transportation director as soon as practical at the beginning of the sport season and at least two weeks in advance of the date needed. Time for departure and return must be noted. The transportation director will respond with an approval or reason for rejection if not approved.

All teams are allowed one non-region contest over 100 miles one way during the season. Any other non-region contest over 100 miles one-way must be approved by the principal and athletic director and must be paid for by that sport.

All trips beyond 100 one-way miles must be cleared by the principal and must conform to athletic/activities department policy. Travel out of the state of Utah must have clearance through the UHSAA.

### **The following guidelines will apply for overnight trips**

1. Overnight trips may be part of the educational program for students when the travel is for an activity sponsored by the Utah High School Activities Association, a state or national educational organization, or an approved school program.
2. The school must abide by the regulations governing intrastate competitions outlined in Article VI of the Utah High School Activities Association By-Laws.
3. Each sport or activity shall be limited to one overnight experience per academic year. An exception maybe granted to an individual student or group of students where winning the local, state or national level provides an invitation to compete at the next level of competition sponsored by the same organization or entity.
4. Supervision for student travel must be provided at a ratio of 1 responsible adult per seven students.
5. Cost of travel must be considered in the budget of the department or activity requesting it. Approved travel release must be obtained from the parent/guardian

of the student participating and retained for the current school year by the teacher or coach sponsoring the activity.

6. All expenses associated with the trip must be paid by the participants themselves, covered by fund-raising, or financed by sponsorships, boosters or parent donations.

## Scheduling Facilities

The Athletic Director is responsible for all scheduling of the gymnasium, athletic field and weight room. At no time should any group or individual use these facilities without first scheduling through the proper channels.

## Scheduling Games

As members of Region 16, all St. Joseph Catholic High School games are scheduled at the Region 16 Board of Managers meetings. Region schedules are drawn up by the Board of Managers and shall be played in their entirety. A change of time of any Region 16 activity may be affected through mutual agreement of both schools (coaches, principal, athletic director). The host school must notify the arbiter of the change, with enough time for him to notify the officials. All officials will be arbitred by the UHSAA. At St. Joseph, the athletic director assigns the head coach of each sport to schedule all pre-season and non-region games for their sport. However, all games must be approved by the athletic director before they are placed on the master schedule.

## Undue Influence

At St. Joseph Catholic High School we encourage our athletes to enjoy as many sports opportunities as their parents wish them to participate in without influence from any coach to specialize in one sport. Since we are a small school and we need all the bodies we can get for each sport, all coaches should encourage participation in other sports. Athletes may choose the sport they wish to enjoy. However, once the season has started, no athlete shall change sports without the consent of each coach involved.

**No athlete may start another sport until the previous season has been completed.**

## Banquets

The Athletic Department provides for one end of the year banquet, so each sport can present their medals and special awards only. We encourage coaches to have their own individual sport banquet or get together with their teams.

## Varsity Letter Awards

St. Joseph offers a variety of sports sanctioned by the UHSAA . All students who participate in athletics must complete the season in “good standing” in order to be eligible for a varsity letter. Varsity letter requirements may be different for each sport. However, a minimum requirement has been established by the athletic department for the sports listed below. At the end of each season, coaches are to submit a list of Varsity Letterman to the athletic director and their names will be printed in the program for the Athletic Banquet.

### Suggested Varsity Lettering Requirements

Under special circumstances, a coach may letter an athlete who does not achieve the standards for a letter. The requirements are listed below by sport.

Baseball:	Play in 34 innings of league, playoff, or state tournament contest. Pitch in 17 innings of league, playoff, or state tournament contest.
Basketball:	Play in 20 quarters of league, playoff, or state tournament contest.
Cross Country:	Place sixth or better in the region meet. Qualify for the state meet. Score points at the region or state meet.
Golf:	Place sixth or better in the region meet. Qualify for the state meet. Score points at the region or state meet.
Soccer:	Play in 10 halves of league, playoff, or state tournament contest.
Tennis:	Place sixth or better in the region meet. Qualify for the state meet. Score points at the region or state meet.
Track and Field:	Place sixth or better in the region meet. Qualify for the state meet. Score points at the region or state meet.
Volleyball:	Play in 10 games of league, playoff, or state tournament contest.
Softball:	Play in 34 innings of league, playoff, or state tournament contest. Pitch in 17 innings of league, playoff, or state tournament contest

**Cheerleading, Drill, Team and Debate have lettering requirement that are specific to their activity.**

## **SPECIAL AWARDS**

These awards are presented each year at the annual athletic awards banquet in the spring.

### **Letter Club Outstanding Athlete Award**

The Letter Club recognizes a Senior boy and girl who have displayed sportsmanship and unselfish contribution as a member of their teams. These winners must have participated in sports for at least 3 years at St. Joseph Catholic High School.

### **Academic Athlete Award**

The school administration recognizes both a Senior girl and Senior boy who have participated in at least 2 different sports during each of their four years at St. Joseph Catholic High School, and have achieved the highest cumulative grade point average of the students meeting the above criteria.

### **Boosters' Sportsmanship Award**

The coaches of each sport at St. Joseph Catholic High School together recognize both a Senior girl and Senior boy who have lettered in 3 different sports during at least 3 years at St. Joseph Catholic High School and have exhibited outstanding sportsmanship on each team. These athletes receive an engraved watch presented by the Booster Club at the Athletic Awards Dinner each spring.

### **Fr. Neale Herrlich Athlete of the Year**

Recognizing the year's most outstanding male and female athlete. This award is given to recognize the athlete making the greatest contribution to the Saint Joseph Catholic terms of overall excellence in performance. Each coach may submit to the poll the name of ONE 10th-12th grade player who has lettered in his/her sport, whom he/she considers to show this excellence. The SJCHS coaches then choose one male and one female athlete for the award. The spirit and passion of Father Neale Herrlich for athletics has inspired this new recognition



## St. Joseph Catholic High School Athletic Director

The Athletic Director is the direct liaison between the administration and the athletic department. A general manager of a sport franchise is an applicable comparison. Under the direction of the principal, or assistant principal over athletics, the athletic director will coordinate and promote athletics at St. Joseph Catholic High School. The athletic Director is responsible to the school administration and is an advocate of student athletes, coaches and the athletics and activities at the high school level. The athletic director's duties and responsibilities are defined as follows.

### Duties and Responsibilities:

#### St. Joseph Catholic High School Athletic Director Job Description

- \* Serves as the principal's liaison to the UHSAA
- \* Recommends to the principal the names of faculty and non-faculty members as possible moderators and/or coaches
- \* Advertises vacant moderator/coaching positions and arranges candidate interviews
- \* Submits coaching contracts to principal for final approval
- \* Revises and updates the coaches' handbook. Submits changes to the principal for approval.
- \* Assures coaches complete training requirements. P.E. Major, Coaches Principals, CPR, First Aid.
- \* Instructs coaches and moderators of their responsibilities for managing the behavior and language of SJCHS student athletes and fans at all activities. Also, informs the principal of problems and concerns.
- \* Evaluates all head coaches annually and submits these evaluations to the principal.
- \* Maintains an inventory and replacement schedule of equipment and uniforms
- \* Provides for supervision of all students involved in athletic events.
- \* Prepares, submits, and administers the athletic budget recommended by the administration and approved by the Bishop.
- \* Maintains an accurate record and current file on each approved athletic Activity. Contents include and are not limited to: coaches' files, player roster, schedule of practices and games, and season results.
- \* Prepares and submits player eligibility list and submits to the UHSAA and notifies coaches which students are ineligible.
- \* Attends all UHSAA Region 17 Board Meetings.
- \* Informs principal, coaches, moderators, of developments and decisions made at the region meetings.
- \* Supervises the maintenance of the gymnasium and the athletic field
- \* Scheduling the use of facilities for principal-approved use by non-athletic school and other community groups

- \* Completes and files all use contracts and supporting documents signed by non-diocesan parties using the facility
- \* Supervises all admission ticket and concession sales at athletic events
- \* Serves as director of transportation as described in section 3049

### Managerial

1. Arranges all transportation requests for all sports and school-sponsored activities.
2. Administers all school and diocese policies and procedures as well as the rules and by-laws of the Utah High School Activities Association.
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job requirements.
4. Distribute all UHSAA forms and printed material.
5. Completes the UHSAA eligibility form for each sport. The athletes' packets must be delivered to the athletic director at least 2 weeks prior to the eligibility form deadline.
6. Assumes responsibility for game management at all home gate-receipted athletic contests.
7. Maintains a file of necessary forms for future reference, i.e. transportation request, eligibility packets, officials' list, etc...
8. Maintains arrangements for officials and communicate with the UHSAA arbiter. Cancels or postpones officials and transportation because of weather or other hazardous conditions.
9. Takes charge of athletic P.R. and publicity. Supplies the school, community, and media with athletic schedule and other items of information.
10. Is responsible for scoreboard operations, the procedures, and policies and set-up for gate- receipted home athletic contests.
11. Is responsible to see that the visiting teams are met and greeted and their needs are taken of.
12. Maintains and displays athletic records for all sports. Coaches are to supply the record information to the athletic director.
13. Schedules the use of all athletic facilities, including coaches and athlete's locker areas, before and after school.
14. Develops, with the head coach of each sport, the schedules for all non-region and/or practice contest. Assists coaches in scheduling opponents if requested. Notifies the appropriate administration of any changes in schedules.
15. Sees that officials are paid according to the UHSAA schedules.
16. Assists in the supervision of athletic events as directed by the St. Joseph Catholic High School Principal.
17. Resolves conflicts within the ranks of the athletic department.
18. Interprets Board Policies to coaches.
19. Supervises the ticket manager and concession area.
20. Acts as tournament director for all league and tournament playoff activities that are assigned to the school.

### Financial

1. Is directly involved with the budget needs of all sports. A yearly record of amounts spent for all moneys distributed to each athletic account is to be filed with the principal.
2. All purchases and budget requests are to go through the athletic director with the approval from the principal.
3. Picks up and delivers tickets to and from the UHSAA for the state play-offs and for pre-sale in the school.
4. Coordinates the submitting of work orders for repairs or improvements of the athletic facilities with the principal.
5. The athletic director will receive extra pay per school payroll policy for the supervision of gate-receipted events and any events assigned by the principal after 3:30 p.m.

### Personnel

1. Evaluates all coaches' candidates for original appointments. The athletic director shall be a member of the selection committee, which includes the principal, the assistant principal over athletics and any other person the principal appoints.
2. Establishes time and dates for athletic department meetings. Also coordinates any in-service of clinics for coaches.
3. Gives personal and objective suggestions about athletic programs to each coach upon request.
4. Establishes a close working relationship with the custodian in charge of athletic facilities to insure physical facilities are clean, functional, and safe.

### Students

1. Counsels athletes concerning athletic scholarships in conjunction with the head coach. Sees that students are made aware of the NCAA guidelines and directives.
2. Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, etc. for each athlete.
3. Coordinates all excused absences lists for all sports.
4. Assists, if requested, any coaching staff in making arrangements for athletic banquets and awards ceremonies.
5. Arranges for and participates in student board of reviews dealing with disciplinary infractions by students involving athletics.
6. Maintains a file of all athletic suspensions and expulsions from teams.

## Athletic Department Support Personnel

### Ticket Managers

The ticket manager arranges for and supervises ticket sales and workers for gate-receipted athletic events at St. Joseph Catholic High School.

- Reports directly to the athletic director
- Is responsible for the securing and selling of tickets for all home games
- Is responsible for assigning of all workers for all home games or any other activity as directed by the athletic director.
- Is responsible for all monies involved in ticket sales and makes deposits to the main office.
- Is responsible for any other duties relating to tickets or staffing as may be directed by the athletic director.

### Scorekeeper, Table Manager

- Reports directly to the athletic director
- Scores each contest impartially
- Maintains contact throughout the contest with the game officials to verify the official score
- Verifies that the contest results are accurate and reports this fact to the athletic director
- Ensures to proper set-up and function of the sound system during contest

### Timers

Timers ensure that each athletic contest is properly timed to avoid any areas of confusion.

- Reports directly to the athletic director
- Times each athletic contest impartially
- Reports 20 minutes prior to start of the contest and ascertains that the timing mechanism is in proper working order
- Ensures that the contest begins on time and that each team is properly informed of any variations from the established time schedule
- Ensures that each team is informed three minutes prior to the start of the second half

### Game Supervisors

These workers supervise at gate-receipted home events to assure orderly spectator behavior at St. Joseph Catholic High School during such time.

- Report directly to the athletic director
- Act, in general, as a crowd control person
- Move about the area he/she is to supervise
- Enforce all school rules at the events he/she is supervising
- Help keep the floor and fields clear of spectators during half-time

## Miscellaneous

1. Stands third in general school supervision, following principal and vice-principal
2. Serves as school liaison to all booster clubs.
3. Maintains permanent records for each sport
4. Sees that trophies are engraved, properly placed, and banners are ordered and hung.
5. Works with the pep club advisor, cheerleading advisor and coaches to schedule athletic assemblies and pep rallies.
6. Assumes responsibility for the assignment of keys to the athletic facilities.
7. Represents the school when directed by the principal at league, region and state meetings.
8. Requests and distribute UHSAA passes and Region 17 passes for the school administration.
8. Reviews the athletic policy and staff handbook yearly.
9. Evaluates and seek ways of improving the interscholastic athletic program.
10. Organizes the printing and gathering of information for programs, game passes etc.
11. Develops a reasonable and equitable program for the utilization of the concession stands and other vendors at gate-receipted contests.
12. Performs other duties as the principal may direct.

## Legal duties of the coach/advisor

The court system has determined that the profession of coaching has some inherent legal duties that must be met. Those duties are as follows:

**Adequate general and specific supervision-** coaches must effectively carry out their supervisory duties at all times, including pre-and post-practice, practice games, and all trips from start to finish. The coach must always be the last person to leave the field, court or locker room after practices or games.

**Knowledgeable and responsible planning-** the coach must plan well and keep practice plans on file.

**Clear and frequent warnings of risk-** the coach must warn participants of the inherent risk frequently, not just once at the start of the season.

**Provision of a safe environment-** the coach must make sure that the practices and game fields and facilities do not present any dangers.

**Fair matching of participants-** the coach must take into account age, weight, skill level, and any other important variable.

**Knowledgeable evaluation of injuries-** the coach must always handle injuries in a conservative manner and must not put athletes back into action too soon.

**Appropriate emergency medical procedures-** the coach must be trained in handling injuries common to activity and have a written procedure for handling emergency medical situations. In the event of a medical emergency, a report obtained from the athletic office must be completed and submitted to the principal.

**Provide fair and equitable rules/regulation-** have rules of the program in writing and make sure they are followed consistently and fairly.

## National Federation Interscholastic Coaches Association

### Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

***The coach*** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

***The coach*** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

***The coach*** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

***The coach*** shall avoid the use of alcohol and tobacco products when in contact with players.

***The coach*** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

***The coach*** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

***The coach*** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

***The coach*** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

***Before and after contests***, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

***A coach*** shall not exert pressure on faculty members to give student-athletes special consideration.

***A coach*** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **Guidelines for hiring, supervision and evaluation of coaches:**

The principal of St. Joseph Catholic High School, with the assistance of the athletic director, is responsible for the hiring, supervision, evaluation and termination of all coaches and athletic support staff. As such, the principal is the final judge of the competency, professional ethics and conduct of the coaches.

- A. All coaches, moderators, sponsors are members of the St. Joseph Catholic High School faculty, staff or administration or specially designated by the principal and athletic director.
- B. If a coach is secured from outside the regular school faculty, staff or administration, he/she must submit an application with reference and be interviewed by a selection committee of the principal, athletic director, former coach and/or parent representative.
- C. **In the hiring of coaches or volunteers, the following directive found in the administrative handbook, catholic school, Diocese of Salt Lake City applies:**  
“All lay employees who have responsibility for the care, custody of control of minor children must complete a online “SAFE ENVIROMENT” training prior to the first contact with the athletes.
- D. The coach or moderator of each sport must sign a contract with the school, attend all orientation/coaches meetings, be familiar with materials given to them from school, Diocese, UHSAA and Region handbooks.
- E. All coaches are to be evaluated annually by the athletic director. This evaluation is used as a constructive measure to counsel and guide individuals to achieve their highest level of job performance. The evaluation will be written, signed by the coach and athletic director, prior to being given to the principal and placed in Coach’s file.
- F. Every effort should be made to resolve personnel problems in coaching staffs before they require formal corrective action. Occasionally, however, the need will arise to more formally alert a coach that a performance problem must be corrected. Conduct on the part of the coach which may be cause for corrective actions include;
  - \* Professional incompetence
  - \* Lack of discipline
  - \* Failure to implement school disciplinary regulations as they apply either to coaches or students
  - \* Insubordination to supervisors
  - \* Noted inability to deal amicably with students and parents
  - \* Violation of professional ethics
  - \* Failure to notify principal of child abuse, sexual abuse, and/or harassment issues about which the coach has knowledge
  - \* Failure to implement UHSAA and Region handbook rules

To insure that the problem has been clearly communicated to the coach and the proper disciplinary procedures have been followed, the process below shall be instituted:

1. The coach will be given a reprimand by the athletic director or principal.
2. If the oral reprimand does not correct the problem, the coach will be given a written reprimand.
3. All written disciplinary statements will include suggestions and a time frame for improvement and/or corrective measures, with copies given to the principal and placed in the coach's file.
4. If improvement is evidenced, the athletic director will document in writing said improvement. If improvement is not evidenced, disciplinary action or termination may be pursued.
5. A coach may reply to his/her written disciplinary statement and a copy of the written response will be placed in the personnel file.



## Sportsmanship and Citizenship

As a member of the St. Joseph Catholic High School community, it is the coaches' responsibility to show a higher standard of conduct and citizenship in order to maintain our Christian identity and integrity. These higher standards are essential to maintaining a sound program for athletics. The welfare of our athletes is our major consideration and transcends any other consideration. All athletes shall abide by a code of ethics which will earn the honor and respect that participation and competition in the interscholastic program offers. Any conduct that results in dishonor to the athlete, the team, or St. Joseph Catholic High School will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, disrespect, immorality, unsportsmanlike conduct, or violation of the law, tarnish the reputation of any person associated with St. Joseph Catholic High School athletics and will not be tolerated.

Listed below are a few general sportsmanship guidelines that we at St. Joseph feel strongly about and have adopted them as our own:

- Win with character, and lose with dignity.
- Know the rules
- Be courteous to all. (fans, athletes, coaches, officials, staff, and patrons)
- Display appreciation for good performances regardless of the team.
- Abide by and respect officials' decisions.
- Exercise self-control
- Exhibit only positive behavior to reflect on your school, yourself and your activity.

## The SJCHS Philosophy of Competitive Athletics in the High School Setting

Over the years, it has come to the School's attention that misconceptions regarding the high school competitive athletic program exist. We would like to clarify our School's philosophy in this matter and explain how it supports our criteria and expectations.

First, let us state openly and simply the primary goal of competitive athletics: to win the contest. Achieving victories over opponents drives the entire process of competitive athletics. At our School, the process is as follows:

The Administration hires a coach or coaches for each sport. It delegates the responsibility for team member selection to these men and women. The head coach, usually with the consensus of his entire staff, defines the qualification criteria for making the varsity team (No cut policy), all the other students who didn't make the varsity team will be placed in the junior varsity team. The head coach is responsible for scheduling team practices, providing appropriate supervision and support, and making decisions on matters regarding his/her team. When a parent/guardian or student has a question regarding team selection, actual play and team maintenance issues, they should call the head coach. Calls to the Athletic Director should occur only when the head coach's answers are unsatisfactory.

Our athletic program offers an open enrollment for sports teams without try-outs. All SJCHS students make it to the team of their choice if they meet the UHSAA requirements. Having a non-cut policy in sports allow all of our students to have an experience in competitive athletics. The coaches and their staff will select the level on which each student athlete should participate.

Fortunately, at SJCHS, we have multiple team levels: Junior Varsity and Varsity. **Saint Joseph Catholic high School has an open membership to athletic teams, the coach matches team level with the student's current skill level. This enables the coach to build the best competitive teams possible at those levels.**

Being a senior (12th Grader) does not guarantee placement on a varsity team. A varsity player must have outstanding skills and must be proficient at a position the team needs. Because varsity is only one level out of three, the ninth through eleventh graders will always outnumber those in twelfth. Again, qualification, selection and level placement are the coach's decisions. After assembling a team composed of the most talented players available, a coach develops strategies that best employ those talents that increase their chances for victory against various opposing teams.

Each opposing team is unique in its abilities. The coach determines the starting positions and playing time of his/her players based on the strength and weakness of the opposing team. His/her decisions about the opposing team drive the amount he/she employs a player's talents during the contest. Hence, the variations in individual playing times from one contest to another and cumulatively for the season.

Regardless of the time spent in actual competition, every team member benefits from membership on the team through the development of a well-rounded personality and physical well-being. Besides improving in the technical demands of a sport, the student athlete develops into a person who can shoulder adult roles and responsibilities. Often, SJCHS student athletes qualify for membership on "Select Teams" sponsored by outside organizations. While we recognize that such participation fosters skill development and sportsmanship, it does not guarantee placement on one of our competitive teams.

Likewise, any SJCHS student who does qualify for both types of teams must keep those memberships distinct. Any fundraising done to support the Select Team, or the student's membership on it, must be done off the SJCHS campus and outside of our academic day and extracurricular activities. The student may not solicit Select Team support in the community while wearing a SJCHS school or sport uniform. Under no circumstances, may the student solicit the SJCHS administration, faculty, and staffs to support his/her select Team.

We appreciate every student's desire to be a member of one of our competitive teams. We hope that this information has explained adequately how this portion of our athletic program functions. If you have any questions, please contact the Athletic Director.

## Coaches Checklist and Responsibilities

1. **Team Rules-** All coaches must have a list of team rules, expectations and requirements for tryouts, cuts and behavior. This must be presented to the athletic director and kept on file in the athletic department.
2. **Team List-** All coaches must turn in a list of students wishing to be members for their sport to the athletic office prior to team mandatory first practice (this could be done during preseason conditioning). No student can tryout or participate unless they have been cleared by the registrar. Please do not assume or take the students' word that they are eligible..
3. **Team Selection-** Once the teams are selected, a complete roster must be completed and turned into the athletic director and registrar's office and kept on file at the school. Any coaches wishing to make additions to their team after team selection must clear them through the athletic office before students are able to participate.
4. **Academic Eligibility-**Please refer to the Coaches Handbook or the St. Joseph High School Student Handbook regarding student's academic eligibility. Any student receiving an incomplete for the quarter will not be allowed to participate until that incomplete is made up. Direct communication must be made to the coach from the registrar's office before students can participate or return to practice. Students will not be able to obtain their grades from their teachers prior to the information provided by the registrar.
5. **Medical and Transportation Forms.** All forms must be completed and turned into the athletic department prior to the first regular season competition. These forms are kept on file in the athletic department office and can be used by other coaches for their season upon request. All forms for the UHSAA can be found at on their website at [uhsaa.org](http://uhsaa.org).

**A-Forms** (medical or physical examination) all athletes must complete this form once a year.

6. **Parents Meeting-**(Prior to the season). Parent and coaches are two of the most important role models in a child's life, and clear communication between these individuals is essential. The guidelines listed below are intended to clarify school expectations of this relationship.

### **COMMUNICATION PARENTS CAN EXPECT FROM COACHES:**

- Philosophy of the coach.
- Expectations the coach has for your child and the team.
- Location and times of all practices and games.
- Team requirements: i.e. practices, special equipment, out of season participation.
- Procedures to follow should your child be injured during participation.
- Infraction that may result in you child being denied the right to participate.

### **COMMUNICATION COACHES CAN EXPECT FROM PARENTS:**

- Concerns regarding a coach's decision, philosophy and/or expectations.
- Notification of any illness, injuries and missed practice.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:**

Unacceptable treatment of your child, emotionally and physically.

Ways to help your child improve.

Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make decisions on what they believe to be the best for all students involved. As we have seen from the above list, certain things can and should be discussed with your coach. Other things, such as those listed below, must be left to the discretion of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACH:**

Playing time.

Team strategy.

Play calling.

Other student athletes.

### **COACH-PARENT CONFERENCES**

Some situations may require a conference between the coach and the parent. However, it is important that both parties involved have a clear understanding of the other's position. To insure this, please follow the guidelines below:

### **IF YOU HAVE A CONCERN TO DISCUSS WITH THE COACH:**

You should first approach the coach and request a time to meet with him or her. Please do NOT attempt to confront a coach before, during or after a contest. Often times these are very emotional times for both parents and coaches. Meetings of this nature do not promote resolution.

### **WHAT A PARENT CAN DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION:**

Call the Athletic Director. The Athletic Director will set up a meeting with the parent, student athlete and the coach. The Athletic Director will attempt to mediate a resolution.

### **7. Coaches' Contracts and Certification**

- \* All coaches must sign contracts before the season.
- \* All new coaches who do not have a PE Major or minor, Coaching Minor, or NFHSA Certification, must sign up and complete the coaches' certification program required by the state. This also includes current First Aid, concussion and CPR Certification.
- \* All coaches must complete the "Safe environment certification provided by the Catholic Diocese and have a background check.
- \* All new coaches must fill out and return application for employment to athletic director, which will also be kept on file at the school.

**8. Budget and Purchase Orders-** All coaches are to keep purchases within their budget. All purchases need to be approved by the Athletic Director and Principal prior to ordering from a vendor and will

require a purchase order; all requests must be made by the head coach. Purchases made without approval or purchase order will be the responsibility of the coach.

9. **Fund Raising-** All fund raising for teams must be approved by the Advancement Director and the Development Director prior to contact of sponsors. This is to assure that we are not overusing business and sponsors who already contribute to the school in other areas.

**10. Equipment and Uniform Inventory**

\* Inventory must be done prior to and at the end of the season. Coaches will not be paid until all uniforms and equipment are returned and accounted for.

\* All equipment and uniforms purchased for St. Joseph High School will be used for St. Joseph High School sponsored activities only. Uniforms and equipment are replaced according to the school's budget schedule only and so require administrative approval.

**11. Bus Schedule and Transportation**

\* All transportation to and from St. Joseph sponsored activities must be made by vehicles provided by St. Joseph Catholic High School.

\* Please make a list of all away games and requirements for transportation and turn it into the athletic director as soon as possible. Please list departure times and other needs.

\* Bus protocol for breakdowns- a list of phone numbers and contacts should be kept by the coach at all times in case of an emergency. A student directory will be available on each bus.

**12. Team Eligibility List**

\* Coaches must check their accounts in registermyathlete.com and make sure that all the athletes are registered and in the roster.

<b>September</b>	<b>Baseball, Cross Country, Tennis, girls Soccer , Volleyball, Drill, Girls tennis, Boys golf</b>
<b>December</b>	<b>Girls Basketball, Boys Basketball, cheer</b>
<b>February</b>	<b>Forensics</b>
<b>March</b>	<b>Girls Golf, Track and Field, boys Tennis, boys soccer, Softball</b>

13. **Team Pictures-**It is the responsibility of the coach to arrange for team pictures. Team pictures should be taken as soon as possible.

14. **Due Dates-** Please check your paperwork to be aware of the due dates for forms required by the state. The athletic department will try to remind each coach of these due dates, but the responsibility is ultimately the coach's.

To: All Coaches  
Re: Coaches Evaluation and Equipment Inventory  
Date:  
From: Athletic Department

Dear Coaches:

First, I would like to thank you all for the dedication you have displayed in coaching our student athletes and the loyalty you have shown to our program. Without quality coaches like you our programs would not be as successful as they are. As athletic director I feel that our programs here at St. Joseph are doing great things for our student athletes and we are beginning to get more local and state recognition because of what you do.

**Enclosed you will find the following forms:**

- Head coaches self-evaluation form **(End of Season)**
- Assistant coaches evaluation form **(End of Season)**
- Equipment inventory form **(Pre-Season & End of Season)**
- Uniform inventory form **(Pre-Season & End of Season)**
- Sport season report- season highlight, win/loss record, etc. **(End of Season)**
- Awards list- all-region, all-state, varsity letter award winners. **(End of Season)**
- Athletic budget request from for next year. **(End of Season)**

Please fill these out and return all applicable forms to the athletic department ASAP. Coaches' stipends will be withheld until all forms and uniforms are received by the athletic director.

**If you have any questions or concerns please call me at (801) 394-1515**

Athletic Director  
St. Joseph Catholic High School

**St. Joseph Catholic High School  
Athletic Inventory**

**Sport:** \_\_\_\_\_

**Check one:**    **Uniform**\_\_\_\_ **Equipment** \_\_\_\_\_

**Coach:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Condition**

Use one sheet for Uniforms & one for Equipment. Please feel free to make additional copies.  <b>Article</b>	<b>Number On Hand</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Uniform Top</b>	<b>Uniform Bottom</b>	<b>Date Issued</b>	<b>Date Returned</b>

**Copy to business office** \_\_\_\_\_ **(check off)**

**Coaches Signature** \_\_\_\_\_ **Athletic Director Signature** \_\_\_\_\_



**St. Joseph Catholic High School  
Sport Season Report**

**Team:** \_\_\_\_\_ **Season:** \_\_\_\_\_

**Coach(s)** \_\_\_\_\_

**Total Won** \_\_\_\_\_ **Total Loss** \_\_\_\_\_ **Region Standing** \_\_\_\_\_

**State Standing** \_\_\_\_\_ **Post Season Record Win** \_\_\_\_ **Loss** \_\_\_\_\_

Date	Opponent	Our Score	Their Score

**Award(s) and Special Mentions:**

**Special Awards Request:**

**Letter Award Winners:**

**St. Joseph Catholic High School  
Budget Request Form**

Coach \_\_\_\_\_

\_\_\_\_\_ **Sport Requesting Budget**

<b>Category</b>	<b>Amount Requested</b>	<b>Amount Approved</b>	
<b>Equipment</b>			
<b>Coaching Supplies</b>			
<b>Uniforms</b>			

Please write or attach an itemized list for each of the above items:

All expenditures are to be reviewed and approved by the Principal and the Athletic Director.

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athletic Director**

\_\_\_\_\_  
**Date**

Copy to business office \_\_\_\_\_ (check off)

**St. Joseph Catholic High School  
Coaches Self Evaluation Form**

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

**Rating Key:**

1. Exceeds Standard
2. Meets Standard/Effective
3. Occasional Difficulty with Standard/Needs Improvement
4. Frequent Difficulty with Standard/Unsatisfactory
5. Not Observed

**Personal Relationships**

- Shows good judgment and emotional stability.
- Demonstrates support for coaching and volunteers.
- Shows kindness, tact, empathy, courtesy and sense of humor.

**Interpersonal Competence**

- Cooperates well with Principal, Athletic Director and Coaching Staff.
- Accepts constructive criticism.
- Implements recommended changes.
- Public perception.
- Sideline conduct at games.
- Upholds athletic department policies, rules and regulations.
- Establishes good coach/student athlete relationship.
- Establishes good coach/parent relationship.
- Develops and distributes an appropriate program philosophy.
- Fosters cooperation and community among student athletes.
- High ideals, good habits and desirable attitudes in personal behavior.
- Commands respect by example in appearance, behavior, and language.

**Instructional Competence**

- Knowledge of sport rules and skill development.
- Prompt in attendance at practice, games and meetings.
- Exercises self-control.
- Is innovative: uses new coaching techniques and ideas when appropriate.
- Keeps abreast of new trends in his/her sport or particular area.
- Ability to teach team performance, the game and its performance skills.
- Attempts to meet individual needs.
- Supervision of athletes in the locker room.
- Rapport with players.
- Evaluation of program by coach.
- Utilization of community resources.
- Shows evidence of Christian value connections and infusion in program.
- Respect and concern for athletes, students, parents, colleagues and other citizens.
- Has developed a system and a philosophy and has implemented it in various levels of the program.

**Team Management and Environment**

- Maintains adequate team control with appropriate opportunity for freedom of expression.
- Accepts responsibility for furthering stated philosophy and goals of the school.
- Enforces the code of conduct.
- Demonstrates the ability to handle discipline problems.
- Proper procedure followed for members of the team when excused from school for athletic contest.

- Adherence to the regulation relative to overnight trips.
- Personal pre-game preparations (transportation, equipment, facilities).
- Personal conduct at games towards players, officials and spectators.
- Reporting of varsity game scores and other pertinent information to all newspapers at the end of the contest as soon as possible after home games.

**Compliance with meeting deadlines**

- Equipment Inventory
- End of season reports
- Eligibility list
- Team Rosters
- Physical cards/Emergency medical
- Program Information

**Care of equipment and facilities**

- Issue and storage.
- Organization of storage area.
- Removal of equipment from lockers at the end of the season.

**Major Responsibilities after Season (Submit To Athletic Director)**

- List of squad members who completed the season (varsity letter winners, junior varsity certificate winners, special award recipients).
- Season record- opponents and scores, any championships won and any outstanding achievements by a player, such as most points in a game, high scorer for the season, etc.
- List of players who failed to return issued school equipment and uniforms.
- Inventory of equipment on hand- indicating condition as good, fair or poor.
- Budget submitted for next season.

**Professionalism**

- Turns in all paper work required by the UHSAA and St. Joseph Catholic High School in a timely manner.
- Organizational ability.
- Participation in coaching clinics and in-service programs. Studying films, magazines and books related to sport to aid in becoming a more effective coach.
- Is willing to seek and try new ideas individually and cooperatively.
- Maintains First Aid Certification.

**COMMENDATION:** (Areas of strength) Athletic Director may add commendations.

**RECOMMENDATIONS:** (Suggestions for further progress) Athletic Director will read your self evaluation and he may add some recommendations or suggestions.

**COMMENTS BY COACH:**

Final Overall Rating: Meets Standards Exceeds Standards Needs to Improve

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

Copies to:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
                  Coach        Principal    Personnel File

# APPENDIX

## A

UHSAA constitution and By-Laws (to be read by parents)  
NCAA Clearinghouse Information (School Councilor)  
Copy of Competitive Sports Statement (to be read by parents)  
Copy of Form A or B (to be handed in to athletic department)  
Copy of Parental Consent Agreement (to be handed in to the athletic department)  
Copy of Emergency Form (to be handed in to the athletic department)  
Copy of Last Quarter Report Card (to be handed in to the athletic department)  
Copy of Receipt of Payment (to be handed in to the athletic department)  
Copy of Emergency Form  
Copy of Activities Participation Agreement  
Copy of Parental Feedback to Athletic Department  
Copy of Player Feedback to Coach

# APPENDIX

## B

### **Coaches Information**

Eligibility List

Sport Season Report

Budget Request Form

Field Trip Permission

Volunteer Transportation Form

Coaches Temporary Agreement

Purchase Order Request

Cautionary Statements

Inventory List

Coaches Evaluation Form

Officials Payment Form

# St. Joseph Catholic High School

1790 Lake Street  
Ogden, Utah 84401  
801 394-1515

## TEMPORARY COACH, ADVISOR OR VOLUNTEER AGREEMENT

It is the philosophy of St. Joseph Catholic High School to make extracurricular coaching, advising or volunteering assignment to certified, on-staff coaches and personnel. However, if there is not a willing staff member available to coach, advise or volunteer in a specific area, an individual (walk-on) can be assigned to fill the extracurricular vacancy. These assignments are appointments made and approved by the school principal.

As a temporarily assigned walk-on coach, advisor or volunteer, I understand and agree to the following:

1. I understand that I am temporarily appointed as coach, advisor or volunteer.
2. I understand that I may be released from my coaching, advising or volunteering assignments at the sole discretion of the principal.
3. I will familiarize myself with and enforce the school's policies and procedures and eligibility requirements.
4. I understand that the services to be rendered by the coach, advisor or volunteer are outlined in St. Joseph Catholic High School faculty and/or athletic handbook together with additional modifications as provided by the Principal of St. Joseph Catholic High School or by the Athletic Director.
5. Services provide shall include attending practices, games, and supervising the transport of team members.
6. **Compensation.** The coach, advisor or volunteer shall be paid the amount of \$1311.70 +mileage

Bettina Armstrong

04/04/2016

\_\_\_\_\_  
Name of Coach, Advisor or Volunteer

\_\_\_\_\_  
Date  
Head coach – Boys tennis

\_\_\_\_\_  
Signature of Coach, Advisor or Volunteer

\_\_\_\_\_  
Assigned Position

\_\_\_\_\_  
Principal Signature



# St. Joseph Catholic High School

1790 Lake Street  
Ogden, Utah 84401  
801 394-1515

## COACH, ADVISOR OR VOLUNTEER AGREEMENT

It is the philosophy of St. Joseph Catholic High School to make extracurricular coaching, advising or volunteering assignment to certified, on-staff coaches and personnel. However, if there is not a willing staff member available to coach, advise or volunteer in a specific area, an individual (walk-on) can be assigned to fill the extracurricular vacancy. These assignments are appointments made and approved by the school principal.

As an assigned walk-on coach, advisor or volunteer, I understand and agree to the following:

1. I understand that I am temporarily appointed as coach, advisor or volunteer.
2. I understand that I may be released from my coaching, advising or volunteering assignments at the sole discretion of the principal.
3. I will familiarize myself with and enforce the school's policies and procedures and eligibility requirements.
4. I understand that the services to be rendered by the coach, advisor or volunteer are outlined in St. Joseph Catholic High School faculty and/or athletic handbook together with additional modifications as provided by the Principal of St. Joseph Catholic High School or by the Athletic Director.
5. Services provide shall include attending practices, games, returning and collecting all gear, equipment and supervising team members at all times and **attending the Athletic Banquet** during the 3<sup>rd</sup> Tuesday of every year.
6. I understand that I must have the following certifications: NFHS coaches' fundamentals (once), first aid (once), CPR (every other year), concussion (every year) and safe environment (three years).
7. I understand that if I don't have these certifications, I may be terminated before the end of the season or my stipend withheld until I finish the certifications.
8. **Compensation.** The coach, advisor or volunteer shall be paid the amount of \_\_\_\_\_ upon the completion of the season.

\_\_\_\_\_  
Name of Coach, Advisor or Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coach, Advisor or Volunteer

\_\_\_\_\_  
Assigned Position

\_\_\_\_\_  
Principal Signature

**St. Joseph Catholic High School  
Athletic Department  
Sports Participation Release Form**

Please fill out the following information and return it to the coach of your sport. No student will be allowed to participate in athletics until all paperwork has been turned in and approved by the athletic director. Coaches, please refer to the coaches check list regarding who needs what forms.

Sport \_\_\_\_\_ Participation Fee \_\_\_\_\_ Coach \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Birthday \_\_\_\_\_

Last School Attended \_\_\_\_\_ Fee Waiver-Yes \_\_\_\_\_ No \_\_\_\_\_

Form A \_\_\_\_\_

Form B \_\_\_\_\_

Parental Disclosure \_\_\_\_\_

Emergency Card \_\_\_\_\_

**Player Fee Due Dates:**

**Fall-** Before first game

**Winter-** Before first game

**Spring-** Before First game

**Athletic Fee Schedule**

Basketball	\$190.00	Baseball	\$190.00
Cheerleading (Spirit Team)	\$220.00	Cross Country	\$190.00
Drill Team (Spirit Team)	\$190.00	Golf	\$250.00
Soccer	\$190.00	Tennis	\$190.00
Track and Field	\$190.00	Debate	\$190.00.
Volleyball	\$190.00	Softball	\$190.00

If the student/athlete is playing a second sport during the same season, then he/she must pay an additional \$75.00

- \* A fee waiver will be granted only upon agreement of the Athletic Director and the Principal.
- \* The waiver must be completed and submitted to the athletic director within 5 school days prior to the student's first game of the season.

# PARENT FEEDBACK TO ATHLETIC DEPARTMENT

As parents of students involved in sports at St. Joseph Catholic High School, please take a few moments to give our athletic department your feedback. Your answers are important, so if you must be critical please be constructive. Also, your perceptions and opinions are important to us and will help improve our department for our students.

**Directions:** Please circle one and use the space below the question to add your personal observations.      Strongly agree    5      4      3      2      1      Strongly disagree

1. My son/daughter's sports experience has helped him/her develop into a better person emotionally, physically and psychologically.

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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2. My son/daughter's uniform and practice equipment make us proud to be a St. Joseph parent.

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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3. My son/daughter's equipment and facilities are adequate and ensure a safe experience.

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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4. My son/daughter's coach adheres by the rules and policies of the athletic department.

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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5. The policies and rules of the athletic department are established in the best interest of the student athlete.

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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6. The athletic department rewards and recognition program promotes and encourages student athletes to strive for excellence

Strongly agree    5      4      3      2      1      Strongly disagree

Observation:

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7. Things we should continue to do in the athletic department are:

Observation:

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8. Things we should stop doing in the athletic department are:  
Observation:

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9. We should consider changing the following things to improve our athletic program for the student athletes.  
Observation:

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# Player Feedback Form

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**Directions:** Please answer all questions honestly. Your input will help make our athletic program better. Answers are important, so if you must be critical please be constructive. These questionnaires are confidential, and no one (including those in the athletic department) will know of your identity.

Student Profile: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
Sport: \_\_\_\_\_  
Coach's Name: \_\_\_\_\_ Years on the team \_\_\_\_\_

Place circle one and use the space below the question to add you personal observation.

1. Being involved in athletics at St. Joseph Catholic High School has made my high school experience  
Strongly agree 5 4 3 2 1 Strongly disagree
2. The students in the school support my team  
Strongly agree 5 4 3 2 1 Strongly disagree
3. The facilities used for my sport, compared to others are adequate.  
Strongly agree 5 4 3 2 1 Strongly disagree
4. The uniforms and equipment provided by the school adequate.  
Strongly agree 5 4 3 2 1 Strongly disagree
5. The St. Joseph Booster Club supports my team.  
Strongly agree 5 4 3 2 1 Strongly disagree
6. The rules set forth by my coach are reasonable.  
Strongly agree 5 4 3 2 1 Strongly disagree
7. The training rules with regards to alcohol and drug use during the season and our team are fair and reasonable.  
Strongly agree 5 4 3 2 1 Strongly disagree
8. The training rules with regards to alcohol and drug use during the season and our team are followed by all members of the team.  
Strongly agree 5 4 3 2 1 strongly disagree
9. The training rules with regards to alcohol and drug use outside of the season of our team are followed by all members of the team.  
Strongly agree 5 4 3 2 1 strongly disagree

# Player Feedback Form

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10. My coach is knowledgeable about his/her sport  
Strongly agree 5 4 3 2 1 strongly disagree

11. My coach shows favoritism  
Strongly agree 5 4 3 2 1 strongly disagree

12. Practice times are adequate  
Strongly agree 5 4 3 2 1 strongly disagree

13. In dealing with players my coach is fair and consistent  
Strongly agree 5 4 3 2 1 strongly disagree

14. My coach is one of the best in the region  
Strongly agree 5 4 3 2 1 strongly disagree

15. The team chemistry is positive and everyone works together  
Strongly agree 5 4 3 2 1 strongly disagree

16. The team attitude is very good  
Strongly agree 5 4 3 2 1 strongly disagree

17. My coach's strength's are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. My coach's weaknesses are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. If I had the power to improve my team or my sport I would change the following things:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_