



St. Augustine Athletics
2022-2023

Coach & Athletic Director
Handbook

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Mission Statement

Saint Augustine Catholic High School facilitates academic excellence in a Catholic environment where students are encouraged to grow in the Christian life through dialogue, proclamation, charitable outreach, worship, and celebration.

Philosophy

Saint Augustine Catholic High School believes in the inherent dignity of each person and advocates for the wellbeing of all those served, particularly the most vulnerable. (*For more information on our Philosophy, please refer to the Student-Parent handbook*).

Integral Student Outcomes

An Active Christian who lives the teachings of the Roman Catholic Church:

- Engages the heart and seeks communion with God through participation in the Sacraments, individual and communal prayer, and retreats.
- Engages the mind and seeks to know about God through study of Sacred Scripture, Sacred Tradition, and the teachings of the Magisterium. Engages the hands and seeks to serve the Lord Jesus through the service of his people, following the principles of Catholic social teaching.

A Life-Long Learner who:

- Seeks to continuously learn for the improvement of self, family, and community.
- Uses the skills of informed critical thinking, problem solving, and appropriate research.

A Well-Rounded Person who:

- Recognizes all people are made in the image and likeness of God and therefore creates healthy and positive relationships with them, regardless of race, culture, or creed.
- Participates in activities that enrich the mind, body, and spirit.
- Makes moral decisions using a conscience informed by Scripture, Church teaching, and life experience.

An Involved Citizen who:

- Contributes to the common good and democracy, and engages in the political process.
- Acts according to the principles of justice in a manner consistent with Catholic teaching.
- Recognizes and responds to global issues.

“As a body is one though it has many parts, and all the parts of the body, though many, are one body, so also Christ. For in one spirit we were all baptized into one body, whether Jews or Greeks, slaves or free persons, and we were all given to drink of one spirit. Now the body is not a single part, but many.”

- 1 Corinthians 12:12-14



Athletic Department Vision

The Athletic Department exists to provide life skills through athletics, by providing high quality coaching in all sports in a safe and encouraging environment. Students, staff, parents and the larger community are bound together to develop a climate where diversity is appreciated. Through work ethic, athletic competition, we are able to promote supportive, engaging, and challenging avenues that will lead students toward post-secondary education, lifelong learning, and a successful quality of life.

Athletic Code of Ethical Conduct

The athletic department shall implement the following listed standards of ethical conduct for each contracted and volunteer coach who provides supervisory and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury, a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer to all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct players in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.

Athletic Director's Duties and Responsibilities

The Athletic Director is responsible for the direction of the athletic program. The major duties and responsibilities of the athletic director are listed below:

1. Reports to the President (and Principal when necessary).
2. Serves as a liaison between the coaches and administration.
3. Promotes a positive attitude towards the athletic program.



4. Helps support staff, parents, and other volunteers for coverage during athletic events. (i.e.concession stands, ticket takers, game announcers, scorekeepers, etc).
5. Ensures the collection of any required paperwork including the annual AIA physical examination form.
6. Responsible for administering all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Arizona Interscholastic Association (AIA).
7. Coordinates all annual and seasonal coaches meetings.
8. Ensures all coaches and volunteer coaches are aware and follow all Diocese of Tucson policies and procedures.
9. Coordinates with groundskeeper for setup and repair of all athletic facilities for practices and contests.
10. Assist academic dean to ensure student-athlete eligibility and tutoring opportunities.
11. Coordinates transportation to and from off campus athletic events.
12. Monitors coaches throughout the season and performs an end of the year evaluation.
13. Consults with the President on hiring new head coaches.
14. Coordinates with Banner Health in securing proper ATC coverage for all sporting needs.
15. Periodically update the school's athletic website with new and important information as well as student-athlete recognition when necessary.
16. Post sports/athletic schedule to St. Augustine sports and family school calendar.
17. Monitor and update team rosters as needed.
18. Ensures that equipment is properly inventoried and maintained by coaches.
19. Reviews program requests and makes related recommendations to the president..
20. Represents the school in all athletic business at District, League, Section and State meetings.
21. Coordinates and approves athletic schedules.
22. Responsible for all recommendations for improvement of facilities, which shall be directed to the President.
23. Resolves conflicts that develop within the Athletic Department.
24. Responsible for the annual review of the Coaches' Handbook and Student-Athlete/Parent Handbook.
25. Works with the Principal, Director of School Culture, STUCO Advisors, and coaches involved in all athletic assemblies and spirit rallies.
26. Constantly evaluates the athletic program and presents recommendations for changes in athletic policies to the president.
27. Keep within the budget allocated to the sports program by the school administration. Any deviation from the budget should be immediately brought to the attention of the president before funds are committed.



Head Varsity Coach Expectations and Responsibilities

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the Arizona Interscholastic Association as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Completes the annual “coach’s meeting” through the AIA dashboard before the start of season.
4. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all meetings that require attendance.
5. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program and goals.
6. Trains and informs staff and encourages professional growth by promoting clinic attendance.
7. Delegates specific duties, supervises implementation, and at season’s end analyzes staff effectiveness and evaluates all assistants.
8. Maintains discipline, mediates grievances, and works to increase morale.
9. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events when applicable.
10. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
11. Coordinates facility needs/repairs with maintenance and school employees.
12. Provides proper safeguards for eminence and protection of assigned equipment.
13. Recommends policy, method or procedural changes to the Athletic Director..
14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary.
18. Recommends/selects equipment and uniforms within budget appropriations.
19. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
20. Searches and recommends any tournaments or invitationals their teams wish to participate in.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, window and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.
24. Instills in each player a respect for equipment and school property and its proper use.
25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans. Should submit weekly recognition for WolfPrint newsletter.



26. Responsible for reporting scores and information after every home contest. Statistics required by local media, league representatives and MaxPreps will also be the responsibility of the head coach. These duties may be delegated..
28. Responsible for arranging for substitutes because of athletic events with the Principal or Dean of Academics as soon as possible.
29. Understands that all drivers must meet St. Augustine requirements to transport student-athletes and must be at least 25 years of age.
30. Guarantees that all school equipment including vehicles are used for official school business only and is operated safely.
31. Should immediately notify school administration when a student disciplinary (outside of team rules) or parent conflict issue arises.

Sub-Varsity Head Coach and Assistant Coach Expectations & Responsibilities

1. Has a thorough knowledge of the Rules and By-Laws of the Arizona Interscholastic Association as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Provides proper safeguards for maintenance and protection of assigned equipment.
6. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.
7. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
8. Secures all doors, lights, windows and locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
9. Instills in each player a respect for equipment, school property, and their proper use.
10. Assists the Head Varsity Coach in carrying out his/her responsibilities.
11. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
12. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
13. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.



14. Never criticizes, admonishes or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
15. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
16. Understands that drivers must meet district requirements to transport student-athletes and must be at least 25 years of age.
17. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
18. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

Student-Athlete Expectations

- Have an updated AIA physical on file dated after March 1, 2022.
- Attend all practices & games (maximum 5 missed practices/games)
- Follow all school rules set forth by the St. Augustine, Diocese of Tucson, and Athletic Trainer.
- Be a good student, be respectful of teachers, staff and classmates.
- Communicate with parents about all team activities (games, practices, etc).
- Display Sportsmanship towards opponents, officials, spectators and coaches.
- Report all injuries or medical concerns to your coach immediately.
- Be a “team” player.
- Listen to your coaches.
- Maintain academic standards by being on time for class and remaining eligible throughout the season/school year.
- Hustle - always give 100%
- Have fun and represent St. Augustine CHS with honor and dignity.

Parent/Guardian Expectations

Parents play an important role in enriching the experience for all student-athletes. This includes supporting not only their own child but in also supporting the programs, coaches, and administration. This includes but is not limited to being physically present, being emotionally and financially invested, and providing continued spiritual guidance.

What parents are encouraged to discuss (with coach):

- The treatment of their child
- Concerns about their child’s behavior
- Team rules and requirements
- Sanctions incurred by their child
- Scheduling
- College placement



- Families are encouraged to seek guidance and instruction on the process of pursuing athletics at the various collegiate levels.
- Contact Mrs. Meyer or Mr. Witherspoon for more information.

What parents may not discuss:

- Placement on teams
- Playing time
- Strategies used by coach during competition
- Other student athletes

Steps of Conflict Resolution:

1. Student-athlete speaks with coach. **(This is the final step if it is regarding playing time or strategy.)**
2. Parent contacts the coach. Please make sure the subject matter is listed underneath the “**what parents are encouraged to discuss**” section.
3. Contact the athletic director. The coach involved will always be present at these meetings. Our goal is to resolve issues in a Christ-like manner.
4. Contact the president; the athletic director will be present.

“Meet the Team Night:”

Prior to the beginning of each Athletic season, the Athletic Director will hold a meeting for all athletes, parents, and coaches in compliance with AIA by-laws. Head Coaches are expected to attend this meeting and will have their own individual team meeting following the Athletic Director’s meeting where specific team rules and schedules should be given out.

Academic Eligibility

Students may become ineligible for athletics if they are earning one or more F’s at the time of the preseason or midseason grading check. Grades will be run the Friday before the start of a sports season and at the end of the halfway point of that season. Please be aware of the athletic

When a student-athlete is deemed ineligible, the following applies:

- The student will not be permitted to try out or finish the current sports season.
- The student must return any school uniform/equipment provided by the school.
- Will not be permitted to attend any awards or banquet celebrations for that season.



Grade Check Dates for Athletics:

The following dates will determine eligibility for each season. A student with one or more F's on the dates below, will become ineligible for that sports season.

- Fall 2022
 - Pre-season check: 8/5/2022
 - Start date: 8/8/2022
 - Mid-season check: 9/16/2022
- Winter 2022
 - Pre-season check: 10/28/2022
 - Start date: 10/31/2022
 - Mid-season check: 12/16/2022
- Spring 2023
 - Pre-season check: 2/3/2022
 - Start date: 2/6/2022
 - Mid-season check: 3/17/2022

Awards/Banquets

It is a tradition or practice to have awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. This can happen if teaching, learning, nurturing and growing takes place.

There is no place in these programs for negativity. We want to highlight the individual and team successes. In the event that there are awards to be earned through participation or accomplishment, student-athletes should know if they have achieved their goals.

Organization is important for these events. Prior to the event a coach should:

1. Discuss with team members any expectations you have for them at the event, such as attire or what to provide if applicable.
2. Make arrangements to secure a facility as early as possible through the athletic director.
3. Communicate the date, the time and the facility you select to the athletic department.
4. Plan the menu if a meal will be shared or delegate to those in attendance what to bring.
5. Send a letter of invitation to all team members and parents.
6. Secure letters and pins early through the Athletic Director.
7. Check records as to which members of the team have yet to return all school issued equipment. This is perhaps your last "easy" retrieval opportunity.
8. Plan an agenda and prepare your presentation.
9. It is usually best to attempt to conduct an awards assembly/banquet before the following season begins. This enables a much higher turnout of your student-athletes.



10. An awards assembly is to be a positive experience for all in attendance. Coaches should be able to say something positive about each athlete on the team.

There are many small touches that can be done to enhance the quality and thus the perception of your assembly. Some suggestions are:

1. Mail or email the invitation, which will avoid the “He/she never brought it home” conversation.
2. Invite administrators, and support individuals who have helped throughout the season.
3. Make an effort to balance the presentation amongst the players on a somewhat consistent basis.
4. Provide a season summary to the team members. This could include statistics, game by game scores, a narrative, or some other treasure.
5. Developing a season highlight DVD is a special touch. These gifts are extremely well received.

Coaches Checklist

The following requirements must be met before any contact with student-athletes. Failure to complete all requirements may result in immediate dismissal.

- Submission of application (dioceseoftucson.org)
- Panel Interview
- Fingerprints
- References (3)
- Background Check
- CMG Videos
- Concussion in Sports
- Fundamentals of Coaching
- AIA Coaches meeting (Varsity Head Coach)
- CPR/First Aid (every 2 years)

Communication with Athletes

Visibility and Accountability

Underlying every guideline for healthy boundaries are the twin goals of visibility and accountability. In all cases we must differentiate between confidentiality and secrecy with respect to communications with children and youth, as we do with every person we serve. Parents/guardians must be fully aware of all media being used by the school to keep in contact with their children for educational purposes, and the parents/guardians must have access to all these forms of communication.



Social Networking Sites

1. Coaches who have a personal social network site must be vigilant in representing themselves as ministers of the Catholic Church in all interactions that can be viewed publicly. Anything that could cause scandal to the ministry of Catholic education should be avoided. Such may include mention of inappropriate use of alcohol, advocacy of inappropriate music/movies, inappropriate language, inappropriate dress, or the expression of opinions that are contrary to the teachings of the Catholic Church.
2. “Friend” requests or other social media communications with students should not be initiated nor accepted by school personnel on their personal networking site.
3. Friend” requests or other social media communications with school parents/guardians/guardians should be undertaken with caution and consultation.
4. Coaches should not upload photographs of students to their personal network site.

Email, Text and Instant Messaging

1. Use a school email account when communicating school business. Do not use home or personal accounts.
2. Coaches who receive an email from a student’s private email account should immediately instruct the student to use their school account for all future communication. It is prudent to copy a the Athletic Director at the same time, so they are aware of the initial email.
3. Parents/guardians should be informed of the use of e-mail or network messaging for communication purposes with minors.
4. Communications should be professional and rendered only on behalf of the school. Communicate only about matters relative to school topics.
5. The same boundaries observed in oral/personal communication should be adhered to when communicating via technology.
6. There is no such thing as a private email. All parties should know that any communication may be forwarded to parents/guardians, pastors, or local authorities if and/or when needed.
7. Avoid any communication which might be construed as having sexual overtones. Do not reply to any such e-mail received from minors; make and keep a copy of any such inappropriate communication and notify an administrator immediately. Refer to the Diocese of Tucson Guidelines for the Response to Sexting and Cyberbullying. Do not “forward” messages or images.
8. Save copies of conversations whenever possible, especially those which concern the personal sharing of a minor or young adult and make sure a supervisor is aware of such content and action taken, if any.



9. Use a “group” texting app to communicate (i.e. Remind, Teamapp, etc) with athletes which provides transparent communication with all members of your team and parents.

Contracts

Contracts for St. Augustine coaches are on a seasonal basis and under no circumstance is St. Augustine obligated to offer a continuing contract to any person after their duties are complete. Contract will begin (7) days prior to the official start date provided by the Arizona Interscholastic Association and contracts will end (7) days after the last scheduled athletic contest which includes any tournament or playoff invitations. All non-teaching staff will be paid in (2) payments; 50% at mid-season and 50% after the completion of the season following the end of the season meeting with the athletic director.

Coach Evaluations

The main focus of the evaluation is to help coaches with positive feedback. Evaluations will be completed by all athletes and the Athletic Director at the end of the season. An end of the season meeting will be held between the AD and all coaches where these evaluations can be discussed. A coach can be asked to leave with, or without, a formal evaluation.

Fundraising

Fundraising is a requirement of each sports program. Any, and all, fundraisers need to be approved by school administration. Please obtain the proper fundraiser form(s), complete it and submit it to the Athletic Director.

Media Relations

All coaches should seek to foster a good relationship with local sport reporters and writers. There will be times you will be asked to speak on behalf of your program and it is important that you in keep a few things in mind:

- speak positively about your program at all times, even in times of frustration.
- Remember to mention players by name and allow athletes to speak when appropriate.
- Upload stats to MaxPreps after every game and keep an up to date roster.

Parent Involvement

PARENT-TO-PARENT ORGANIZATION

The mission of the Parent-to-Parent Organization (P2P) is to assist in the promotion of involvement in the academic, physical, moral, and spiritual development of the faculty and students within the Christian community of Saint Augustine Catholic High School. Its objectives are to promote the well-being of the Saint Augustine Community by:



- Working closely with the school to achieve unity of purpose and activity that supports faculty and students.
- Providing the leadership and the means for parents to unite in their efforts to support the faculty and students.
- Disseminating information and encouraging parent participation that supports school activities (e.g. Athletic contest, Western Barbecue, faculty lunches, etc.)

Requests/Reimbursements

All requests/reimbursement must be submitted to the athletic director for approval PRIOR to purchase. Coaches may be held responsible for any purchases not approved by the athletic director and/or president.

Rosters

All head coaches must submit a roster to the Athletic Director by the end the 10th day of the season complete with jersey numbers, grade level, and team level.

Transportation

St. Augustine CHS will provide transportation to and from off campus activities or athletic events, including any practices. Coaches shall not permit or allow any student-athletes to drive themselves or any teammate/student to or from any athletic function. Any parent/guardian who wishes to drive their child to and/or from an athletic event may do so with prior permission from the coach and/or athletic director. All coaches will ride the bus with his/her team. Coaches are not permitted to drive students in their personal vehicles unless prior communication is made with school administration.

