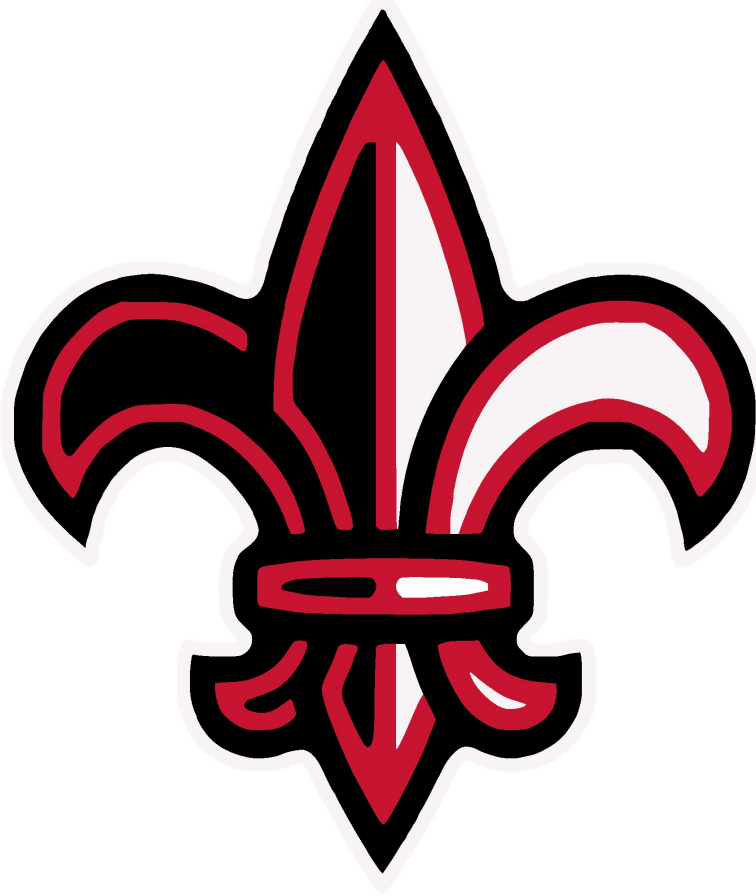


HOLY SPIRIT CATHOLIC HIGH SCHOOL



ATHLETIC HANDBOOK

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Revised 2009**

Holy Spirit Catholic High School Coaching Handbook

VISION STATEMENT

Our vision for Holy Spirit Catholic Regional School is to create an environment in which gospel values are integrated into the life of our school community. We envision a school community where all people are welcome and encouraged to grow spiritually and academically.

MISSION STATEMENT

The Holy Spirit Catholic Regional School family honors the dignity of each person and provides a strong foundation for life-long learning within the framework of a Catholic faith community.

BELIEF STATEMENTS

Holy Spirit is committed to educating each student by promoting spiritual, academic, physical, emotional and aesthetic development in a Christ-centered environment.

Holy Spirit challenges students to develop their abilities to attain academic success.

Holy Spirit motivates students to live and serve as part of a Catholic faith community.

Holy Spirit encourages students to appreciate various cultures and creeds and to respect the diversity of God's kingdom.

Holy Spirit promotes a curriculum which prepares students to become life-long learners enabling them to become responsible, productive citizens.

Holy Spirit believes the school and family share the responsibility for preparing students for a life-long journey of faith and learning.

Philosophy

The athletic program should be an integral part of the education process of Holy Spirit Catholic High School. The program should promote greater desire in our student body and community to take an active part in our sports program, either as participants or spectators.

The focus is to develop highly competitive athletics, but not to lose sight of educational values such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other extra-curricular activities and to aid in promoting excellent school morale.

General Objectives

Interscholastic athletics should have as its chief purpose the development of friendly rivalries and new friendships, the enhancement of playing skills, the promotion of good sportsmanship, and focus on improved community relations.

Specific Objectives

1. Realization that athletic competition is a privilege and that specific responsibilities accompany participation of students.
2. Opportunity to learn games and improve playing skills.
3. Development of physical vigor and desirable habits in health, hygiene and safety.
4. A chance to observe and exemplify good sportsmanship.
5. Opportunity to make real friendships with squad members and widen the circle of friends by acquaintances with members of opposing teams.
6. A chance to enjoy one of the greatest heritages of youth – the opportunity to play.
7. A chance to learn that violation of a rule of the game brings a penalty, and that this same sequence follows in the game of life.

Objectives for the School and Student Body

1. Athletics should occupy a position in the curriculum comparable to that of other extra-curricular activities.
2. Athletics should be made educational.

3. Athletics should be used to promote positive school morale.
4. Athletics should promote student interest.
5. Visiting schools and athletes should be treated as guests.
6. Athletic programs should be available to as many students as effectively possible.
7. Athletic programs should be organized so that they are an aid to school administration.
8. The school policy should be definite so that athletes will not expect special privileges.
9. Sportsmanship, fair play, and good school citizenship are to be objectives of all athletic programs.

Objectives for the Community

1. The community should realize that control of and responsibility for school athletics rests entirely with school authorities.
2. School athletics should furnish a recreational opportunity for the general public insofar as the community is willing to recognize that the program is conducted solely for the benefit of student competition and student spectators.
3. The community should judge the success of the season on the number of participants and spectators, new skills acquired and good citizenship and sportsmanship taught, rather than on number of games won or lost.
4. The community must keep in mind the fact that an athletic contest is a part of a school program.

Code of Ethics

It is the duty of all concerned with Holy Spirit Catholic High School athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play,
2. To eliminate all possibilities which tend to destroy the best values of the game,
3. To stress the values derived from playing the game fairly,
4. To show respect and courtesy to visiting teams and officials,
5. To establish a positive relationship between visitors and hosts,
6. To respect the integrity and judgment of sports officials,
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility,
8. To encourage leadership, use of initiative and good judgment by the players on the team,
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players, and

10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, official, fan, community, state or nation.

Affiliations

Holy Spirit Catholic High School is a member of the Alabama High School Athletic Association. The purpose of this association is to promote fair and equitable interscholastic athletic competition for member schools as participants.

As a member of this association, it is the responsibility of all administration, coaching staff, and students to adhere to and support the rules and regulations that govern the activities sanctioned by these organizations.

Coaching Qualifications

To qualify for selection as a head coach, the applicant must:

1. have sufficient knowledge in the specific sport to competently coach,
2. have satisfactorily completed a course in State approved first aid to include CPR and instruction and certification in use of Automated External Defibrillators (AED) or must complete the course prior to the season beginning, and
3. must have completed the coaching principles course, or finish, the course prior to the start of the season.

Selection Procedure

The Athletic Director will advertise a vacant position and interview the candidates. Following the interviews, the athletic director will recommend his/her selection to the Principal for approval. The Principal makes a final recommendation to the President, who approves the candidate for hiring.

Establishing a staff of assistant coaches will be the responsibility of the head coach. The head coach will recommend prospective assistant coaches to the Athletic Director for approval. The recommendation should be based on the prospect's knowledge of the sport, availability for practices and games, and compatibility of philosophy and attitude with that of the head coach and other assistant coaches.

Termination Procedure

The Athletic Director, with the approval of the Principal and President, has the authority to release any coach, even during the season. Termination can be for an act or acts which are deemed contrary to the mission and philosophy of the school, the spirit and letter of fair, honorable and legal competition, or which in any way tends to bring the team, the school, or the community into disrepute.

ATHLETIC DEPARTMENT EXPECTATIONS FOR HEAD ATHLETIC COACH

Supervises: All phases of the program for which he/she is responsible. This includes, but may not be limited to, budget (equipment & supplies), assistant coaches' evaluations, conduct of junior varsity and middle school teams.

Goal: To instruct students in the skills and strategies necessary to be successful in the sport. Concurrently, to make certain that the program is conducted within the scope of the philosophy and policies for Interscholastic Athletics as developed by Holy Spirit Catholic High School.

Duties & Responsibilities

1. Has a thorough knowledge of the Athletic Department policy and is responsible for its implementation by the entire staff of the sports program.
2. Has a knowledge of State and league rules applicable to the sport and makes certain they are implemented throughout the program.
3. Understands and follows appropriate departmental chain of command and confers with staff regarding proper implementation.
4. Establishes positive and effective communication with the Athletic Director regarding conduct of the sports program.

Staff Responsibilities

1. Establishes the fundamental philosophy, skills and strategies to be taught by the staff. Develops and conducts staff meetings to ensure staff awareness of overall program.

2. Trains staff and encourages professional growth by involvement in total program.
3. Delegates specific duties, supervises implementation, analyzes staff effectiveness and evaluates all assistants at the conclusion of the season.
4. Performs other such duties as determined by the Athletic Director.

Administrative Duties

1. Keeps accurate attendance records to make certain that all participants meet State eligibility standards.
2. Makes certain that all students have Athletic Department clearance prior to participation in sport program.
3. Submits all necessary paperwork to the Athletic Director as required.
4. Reviews training and eligibility rules with each student and submits completed forms to Athletic Director within five days of onset of sport season official practice date.
5. Develops a comprehensive practice schedule to be sent home with each participant.
6. Inspects equipment and playing areas for hazards and notifies appropriate persons to repair equipment and render playing areas hazard free.
7. Completes an annual report to be submitted to Athletic Director within one week of season completion.

Responsibility for the Student

1. Provide training rules and other team rules to all students who are considered participants.
2. Is aware of students' academic standing and provides ongoing counseling in this area.
3. Reviews and reinforces Athletic Department procedures regarding injury reports and provides guidance on appropriate injury management.
4. Completes paperwork on all disabling athletic injuries and submits it to the Athletic Director within 24 hours.

5. Recruits statisticians, clock operators and scorekeepers where necessary.
6. Assists students in their college selection process, as appropriate.

Budget & Equipment

1. Submits all budget requests to Athletic Director within two weeks of season completion.
2. Makes certain that all budget requests are complete in terms of manufacturer, style, size, color, quantity, etc.
3. Responsible for maintaining accurate records of equipment provided to students.
4. Submits a list of lost equipment to Athletic Director with name of students required to make restitution.
5. Properly marks and labels all new equipment prior to issue.
6. Determines all equipment to be reconditioned and appraises Athletic Director.
7. Insures that all uniforms are clean prior to storage at conclusion of sport season.
8. Stores all equipment in designated athletic storage areas within one week of the conclusion of the sport season.

Supervision Responsibilities

1. Monitors equipment storage areas, coaches' office and gymnasium and authorizes who may enter.
2. Examines and supervises locker rooms before and after games and practices.
3. Secures all lights, doors, equipment, equipment rooms and coaches office before leaving building when appropriate.
4. Ensures that no student(s) are left unsupervised while practicing or awaiting transportation following a practice or games.
5. Insures that team members do not transport themselves or other team member to out-of-city sports venues.

Public Relations

1. Organizes and conducts pre-season meeting for parents, students and coaches.

2. Promotes sports within the school and in the community. Conducts off-season clinics when appropriate.
3. Contacts local media sources after all games to make certain scores and game accounts are provided.
4. Is responsible for maintaining positive public relations with the news media, parents, officials, volunteers and fans.
5. Maintains positive relationship with the Booster Club and accommodates requests for assistance for fundraisers.

BUSINESS POLICIES RELATED TO ATHLETICS

Annual Budget

1. Head Coaches are responsible for making budget requests for the entire program in the areas of uniforms, supplies, and miscellaneous items. Assistant coaches will make their requests through the Head Coach.
2. Head Coaches will submit their budget requests for the following school year to the Athletic Director. This should be completed within two weeks after the conclusion of their season.
3. It is imperative that coaches be very specific and supply all necessary information in order to ensure receipt of correct merchandise.
4. Budget items should be submitted in priority order.
5. The Athletic Director, President, and Booster Club President will develop the entire Athletic Department budget and determine the amount of monies to be allocated for each sport.

Purchasing

All purchasing of athletic supplies and equipment or other merchandise purchases associated with the Athletic Department must be done through the Athletic Director and be within the limits of the approved budget.

1. Athletic Director reviews all bids and quotes and determines which vendor will supply merchandise based upon budget, price, quality and delivery time. If prices between two quotes are similar, consideration will be given to local vendors or those with reputations for service and quality.

2. The Athletic Director will generate purchase orders which are approved by the President before orders can be made.
3. Coaches who purchase any supplies or equipment without a purchase order will be personally responsible for payment of the invoice/bill.

Inventory of Equipment

Head coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs. Each sport will be on a four year uniform rotation. Uniforms will not be purchased at any other time.

1. Head coaches are to complete uniform and equipment issue sheets of athletic equipment and uniforms for their programs.
2. Inventory of all equipment and uniforms is to be included at the end of the season and attached to end of season reports.
3. List of items lost or destroyed are to be turned in to the Athletic Director so that appropriate bills can be sent.
4. Uniforms that are no longer useable are to be boxed and turned in to the Athletic Director for disposal.
5. During the season, all equipment shall be secured in the appropriate storage area. After cleaning and reconditioning, all equipment and uniforms are to be stored in the designated storage areas.

GENERAL ATHLETIC DEPARTMENT POLICIES

Scheduling

1. The Athletic Director is responsible for scheduling all athletic events. The Athletic Director will consult with the Head Coach regarding scheduling of non-league contests.
2. In some instances, the Athletic Director may delegate scheduling of scrimmages to the Head Coach, but retains the responsibility to approve any such contests.
3. The maximum number of contests in any sport is determined by the rules of the AHSAA and the NFSHSA. Some teams may be restricted by AHSAA rules. The Athletic Director is responsible for determining any local restrictions of the number of games to be played.

Postponing Contests

The Athletic Director or the Principal is authorized to postpone or cancel a game. It is the policy of the Athletic Department to play every game scheduled unless it is impossible to do so. In the event of inclement weather or unsafe travel conditions, a coach is permitted to postpone if the Athletic Director and Principal are not available. Rescheduling of a postponed contest is the responsibility of the Athletic Director.

Publicity and Promotions

It is very important that all coaches recognize the importance of developing positive public relations in and out of school. Coaches should promote the importance of interscholastic athletics in the total scope of the educational process.

Coaches should be active in developing positive rapport with the members of the faculty. Be concerned about student academic achievement and establish positive lines of communication with teachers who have your athletes in class. Don't take athletes away from class and don't request special consideration.

Each Head Coach will conduct a pre-season meeting for parents and participants. Items of important information can be reviewed and questions regarding the program can be answered.

Coach-Media Responsibility

To ensure appropriate press exposure for individual athletes, the team, the school, and the community, each varsity coach must take the time to contact all media sources after each game. Common practice calls for the host school to contact the media, but past experience has shown that a high percentage of home team losses may result in failure to meet local deadlines. It is therefore wise to contact the media even after away events.

The following procedure is to be followed in reporting scores:

1. Call your results in for all home games immediately after the game.
2. Try to get results in prior to the Tuscaloosa News deadline. This is approximately 10:00pm.
3. The media sources to be contacted are: Tuscaloosa News (205-722-0236, 866-400-8477, 205-345-0505 ext. 6, fax 205-722-0187) and the Birmingham News (205-325-2427).

Transportation

The head coach and Booster Club Vice President will arrange all transportation. Each coach will receive a schedule of tentative bus departure times prior to the start of the

season. If the coach wishes to alter the schedule, an amended departure schedule should be returned to the Athletic Director at least one week prior to the departure date. Special requests for scrimmages, sectional contests, etc. must be made to the Athletic Director as soon as possible but no later than one week prior to the event date.

Bus rules

1. No bus is to travel without a coach or an approved adult in attendance.
2. The coach is responsible for the conduct of the students on the bus.
3. It is the coach's responsibility to see that any students other than the team who travel on the bus have the written permission of their parents.
4. Any student who travels to an event on the bus must return on the bus unless the student provides the coach written notification signed by a parent or guardian.
5. Food and drink are usually not permitted on the bus. As a practical matter, students will want to bring consumable items on long trips. The coach is responsible to make certain that trash is cleaned up at the conclusion of the trip. No glass containers are to be allowed.

Equipment – Distribution, Return, & Storage

It is the coach's responsibility to see that school uniforms and equipment are properly cared for, not abused, and returned at the end of the season. Uniforms are to be worn at scheduled games, practices, game days, and other special occasions.

Team members are responsible for equipment issued to them which must be returned promptly at the coach's request. All equipment must be accounted for before an athlete is eligible for a "letter" or further participation in athletics.

1. Damaged or faulty equipment must be turned back in, in order to be replaced.
2. Coaches shall collect all equipment immediately after the last game or match played in their sport.
3. The coach must check in personally with the Athletic Director all equipment issued to him and provide the Athletic Director with a detailed inventory of all items.
4. Any items paid for by the school should be collected; anything the players pay for is not to be returned.

Procedure for lost equipment

For athletes quitting or failing to turn in any item of equipment at the end of the season:

1. Coaches should submit a list of lost items immediately at the end of the season.
 - a. If a student quits the team, the coach must notify the Athletic Director immediately so that parents can be notified of the return procedure.

2. The Athletic Director will contact the parents regarding payment of lost or unreturned items.
3. All equipment to be paid for will be handled through the Athletic Office. An athlete will not be issued equipment for the next sport until all equipment is turned in or paid for.
4. When a student returns equipment, it must be returned to the coach. Under no circumstances should the student return uniforms or equipment to the office. Equipment and/or uniforms are to be turned in to the Athletic Director if the coach is not a full time employee of the school.
5. Any player who quits a team during the season cannot begin practice for another sport until the season ends for the sport he/she quit.

Storage

All coaches should pay special attention to keeping the storage rooms clean and orderly. Accordingly, only coaches or students supervised by coaches are to be allowed in the storage rooms.

1. All equipment is to be neatly stored in its proper place when not in use.
2. Uniforms should be boxed for storage.
3. Equipment and uniforms that need reconditioning should be separated and tagged immediately following the end of the season. The Athletic Director should receive a list of the equipment and its location.
4. Under no circumstances is the coach to store items in his/her home. All coaches shall store all equipment and uniforms in the designated storage areas at the school.

Practice Policy

It is the coach's responsibility to make certain that all students have completed the necessary procedures established for participation. No student is to be permitted to participate until cleared medically and academically. Practices may not be scheduled prior to 3:10 pm on days school is in session.

1. Prior to the first practice, coaches will submit a tentative roster so the Athletic Director can check eligibility. Anyone not cleared academically is not permitted to practice. Each player must have a current physical on file with the Athletic Director.
2. Physicals, participation forms, and sportsmanship forms are to be turned in to the Athletic Director on each athlete before they are permitted to practice.
3. A master schedule of gymnasium times available for practice will be arranged each season.
4. Coaches should be the first to arrive and the last individuals to leave the practice areas. In the event of a time conflict, coaches must make appropriate provisions

- for an adult to supervise student/athlete conduct in their absence. Coaches who clearly articulate their expectations to students will minimize potential problems.
5. All equipment and supplies are to be returned to the appropriate storage area at the conclusion of practice.
 6. Students not participating in physical education class due to illness, injury, or failure to dress are not permitted to practice.
 7. **Students attending less than ½ school day will not be allowed to practice for that day.**
 8. Multiple session practice days count only as one day toward the State number of practices required for eligibility.

Weekend and Holiday Practices

Athletic Department policy does not allow for seven consecutive days of practice.

1. Saturday practices are permitted when necessary to prepare a team for the beginning of the season. Once the season begins, Saturday practices are discouraged.
2. Sunday or holiday practices are prohibited unless authorized by the Athletic Director for the following reasons:
 - a. Necessary to meet AHSAA minimum practices prior to the first game.
 - b. A varsity level contest the following day.
 - c. A tournament or play-off on the following day.

Vacation Practices

Practices held over a vacation period will be scheduled as early in the day as possible in relation to facility availability and coach's work schedule (or coaches' work schedules.)

Early Dismissal of School or Emergency

1. Early dismissal may not affect practice schedule. If coaches are available and the facility is open, coaches may conduct earlier practices or maintain original schedule.
2. In the event of a school closing due to inclement weather, the coaches will confer with the Athletic Director prior to 12:00 noon to determine the status of practice sessions for the day.

Squad Selection

When a coach needs to make cuts to develop a roster, the following policy is in effect:

Coaches are encouraged to keep as many students as possible without compromising the quality of the team. Time, space, facilities, equipment, and personal preference will determine the most effective size of a team for any particular sport. However, coaches

should strive to maximize students' opportunities in relation to the aforementioned constraints.

Cutting Policy

1. Choosing squad size is the responsibility of the Head Coach.
2. Prior to the beginning of the tryout period, the coach shall provide the following information to candidates:
 - a. Extent of tryout period.
 - b. Criteria used to select team.
 - c. Approximate number to be selected. Some students will cut themselves during the process and eliminate the need for a final cut. In any event, never cut less than three students. If left with one or two candidates, carry them on the team.
 - d. Practice commitment if they make the team.
 - e. Game commitment if they make the team.

Procedures

1. Each candidate shall have completed at least five practice sessions, including inter-squad scrimmage sessions.
2. Each candidate is to be notified personally of the cut and the reason(s) for the action.
3. Cut lists or lists of successful candidates are not to be posted.
4. The Athletic Director is to be informed of all cuts prior to informing the candidate(s).

Selection/Classification

Holy Spirit Catholic High School permits qualified 7th and 8th grade students to participate in the Selection/Classification Program. This process extends the opportunity for highly skilled middle school students to participate on the Holy Spirit JV or Varsity team if certain criteria are met. Selection/Classification students are permitted a tryout period. This tryout period is three days for all sports. Once a student is placed in a JV or Varsity program, they may not move back to a lower level team in the modified program.

Security

1. Each coach is responsible for the actions of the members of his/her team from the time they report to the building/facility for practice until they leave the building/facility.
2. It is the coach's responsibility to be present at the time that athletes are to report to practice or contests, home or away, and stay until the last athlete has left.
3. The coach is responsible to make certain that the lights are turned off, equipment is placed neatly away in designated storage area, and the building/facility is locked.

Control of Keys

1. Coaches are responsible for keys issued from the Athletic Director. All coaches will return keys to the Athletic Director at the conclusion of the season.
2. Coaches are not to give keys to athletes or unauthorized individuals. Individuals not on the coaching staff or directly involved in the sports program are deemed to be unauthorized. Coaches violating this policy will lose their key privileges.
3. Any loss of keys is to be reported to the Athletic Director immediately.

Health & Safety of Athletes

Proper safety and first aid procedures are of primary importance to the conduct of the interscholastic program. The following are general regulations:

1. No athlete is to begin practice without an appropriate physical examination.
2. Attention to development of physical condition is fundamental to any sport.
3. Whenever possible, medical personnel or an emergency response team will be in attendance or on call for home events.
4. At a minimum, all coaches will be CPR certified and 100% of each staff will be certified in basic first aid and the use of Automated External Defibrillators (AEDs).
5. Each coach must make certain that safety equipment is properly fitted and being used.
6. Water must be available at all times, and should be readily accessible.
7. It is the coach's responsibility to make certain the medical kits are available and adequately stocked.
8. It is the coach's responsibility to make certain that the play areas are free from glass and other debris that might present a safety hazard.
9. Under no circumstances should a student be allowed access to a medical kit or should he/she be allowed to administer first aid to himself or another player.
10. All coaches should follow up on each injury (this includes after practice or games, in the locker rooms, and the day after an injury) by calling the parents, visitations, etc.

Athletic Injuries

In the event of an injury, the procedure for the coach is as follows:

If there are medical personnel present, they are in complete charge. The coach should take the necessary steps to notify parents and request an emergency vehicle if required.

When medical personnel are not available, supervising personnel should:

1. If the injury warrants an emergency vehicle, call and give precise directions to the location of the student.
2. Take first aid precautions; first aid only is to be administered.

3. Contact the parents of the injured player notifying them of the injury and the steps that are being taken or should be taken.
4. Injuries requiring an ambulance and/or physician may include:
 - a. Irregular breathing, or absence of apparent breathing.
 - b. Profuse bleeding, spitting of blood, or severe pain with respiration.
 - c. Loss of consciousness or shock.
 - d. Head injuries.
 - e. Inability of student to move extremities.
 - f. Fracture or suspected fracture.
 - g. Heat injury or suspected heat injury.
5. It is necessary for a coach or other designated adult (if a parent is not available) to accompany the student to the hospital.
6. If an injury is not severe and the student can return home, parents are responsible for transportation.
7. If an injury occurs away from Tuscaloosa, coaches are to notify the parents and remain with the student until adequate safety measures have been implemented.

Heat Exhaustion/Heat Stroke

The following suggestions are offered to help prevent heat exhaustion and heat stroke during hot weather athletic activity. Heat exhaustion is serious; however, heat stroke is an acute medical emergency that requires prompt and proper attention.

1. Ensure that all participants have medical clearance to participate.
2. Most adverse reactions to environmental heat and humidity occur during the first few days of training.
3. Acclimate athletes in hot weather activity to carefully graduated practice schedules.
4. Provide rest periods of 10 minutes each half hour during workouts of an hour or more in hot, humid weather.
5. Make water available and accessible.
6. Watch athletes carefully for signs of trouble, particularly the determined athlete who may not report discomfort.
7. Remember that temperature and humidity, not the sun, are the important factors. Heat exhaustion and heat stroke can occur in the shade.
8. Check environmental conditions before and during practice and games and adjust activity accordingly.

Injury Reports

The coach should fill out accident reports immediately when a student sustains an injury that will or may require professional medical attention. The procedure listed should be followed:

1. Fill out the injury report completely.
2. A copy is to be sent with the student to be given to the doctor.
3. A copy must be provided to the school nurse and the Athletic Director.
4. Each coach should review the injury reporting procedure with his/her team prior to the first practice. Failure to follow proper procedure could result in insurance coverage difficulties.

Injury Release Procedures

If a student is out due to an injury and goes to a doctor, he/she must get a release from his/her doctor in order to be reinstated. Only the Athletic Director, can reinstate an injured player. Players who resume athletic activities without proper notice of reinstatement from the Athletic Director risk termination of their sports season.

Specific Rules, Regulations, and Suggestions for Conducting the Interscholastic Athletic Program:

Attendance at Practice

Each squad member is expected to be present at every practice session, unless absent from school or personally excused by the coach. Squad members who “cut” a practice session can expect disciplinary action from the coach, which might mean suspension from the squad temporarily or permanently. Tardiness is not to be tolerated and is subject to disciplinary action.

In order to be fair to our athletes, a coach must use good judgment when students are absent or late because of academic work. A good working relationship between coach and teachers is essential to help students/athletes reach their potential in sport and academics.

Awards: General Requirements

1. All non-letter awards must be recommended by the coach and approved by the Athletic Director.
2. Award winners must be regular in attendance at practice with a minimum of 95% attendance.
3. The entire season (including postseason, if applicable) must be completed unless physically disabled. In the case of injury, the coach must determine if the athlete would have qualified for an award if no injury had occurred.
4. Each coach must submit a list of award winners to the Athletic Director immediately at the conclusion of the season.

5. No awards will be presented if the athlete has failed to return school owned equipment and uniforms or has not made restitution as determined by the Athletic Director.

Requirements needed to receive a Sports Letter

All members of a varsity team on the roster at the conclusion of that sports season will be awarded a sports letter with the following exception. The head coach may submit a written recommendation to the Athletic Director explaining why a specific team member or members should not be entitled to a sports letter. The reasons may include, but are not limited to, excessive absences from practices or games, uncooperative attitude, consistent display of poor sportsmanship, and non-participation in school sponsored team fundraisers. The Athletic Director will make the decision.

School Awards

1. Varsity Letter – 6” Block HS
2. Emblem – Denotes sport letter won.
3. Bars – for letter years after 1st award in a given sport.

Athletic Association (Booster Club)

1. The association exists as a group of parents, grandparents, friends of Holy Spirit and other community people dedicated to supporting, encouraging and advancing all extra-curricular programs/activities at Holy Spirit Catholic High School.
2. The association shall promote projects to improve facilities and equipment and supplies necessary to provide first class program/activities for the school.
3. The association shall not seek to influence or attempt to direct the functions of coaches/advisors or administration in the conduct of the students.
4. It is the responsibility of all coaches/advisors to develop a positive rapport with the association and accommodate reasonable requests for assistance with the various projects throughout the school year.
5. **The association is not a policy-making organization and must function within the parameters set forth by the Holy Spirit school administration regarding fund raising projects.**
6. The association shall be responsible for administering and disbursing the discretionary portion of funds raised. Discretionary funds are defined as all those funds raised by the association in excess of the amount listed in the Athletic Directors projected expense budget plus any additional unbudgeted items required during the school year.
7. The association must follow proper procedure when disbursing the discretionary portion of funds raised. All disbursements require prior approval by the President of Holy Spirit Catholic Regional School.
8. Head coaches should attend booster club meetings, according to the by-laws of the booster club.