



**MANDARIN HIGH SCHOOL COACHES HANDBOOK**



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

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## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Our Mission

Ensuring that student-athletes grow and develop both inside and outside of the classroom, thereby positioning them to become graduates of Mandarin High School.

Competing for and winning Gateway Conference Championships, with the ultimate goal to compete in the FHSAA State Tournaments and Championships.

Increasing the power of Mandarin High Schools brand through effective communication and connection with internal and external constituencies.

Improving the quality of life for all students, faculty, alumni, friends of Mandarin High School by providing enjoyable, effectively managed, and fiscally responsible programs.

### Our Vision

Mandarin High School aspires to be the Premier Athletic High School Program in the State of Florida.

### Academic Success Plan – “Mandarin High School student-athletes AIM to excel in the classroom”

**A = Attend all classes.**

Grades are directly tied to attendance. By missing class, you miss crucial content information and amplification of the assigned readings, clarification of instruction for assignments and upcoming test info emphasized by instructor’s body language, voice inflection, and board writing.

These factors cannot be captured in someone else’s notes. Only *you* can get them *in class!*

When present, it is also important to be *present*, alert, focus on the material, shelving all inner and outer distractions.

**I = Invest in your commitment.**

Treat school as your full-time job, working everything else in your schedule around it rather than *vice-versa*. Achieve a 40-hour workweek by putting 20 hours into your classroom experience and 20 hours per week outside the classroom. Limit your employment hours, as school is your full-time job.



**M = Manage your time, relationships, and resources.**

Success in school often boils down to self-management. Propel yourself toward better *time management* by setting specific goals for each of your courses, structuring your time (Ex. History and Chemistry from 7:00 to 9:00 every Tuesday night)



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### Duties of the Head Coach

#### Position Responsibilities:

##### A. FHSAA, Gateway Conference

- ✓ Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and enforce all rules of the FHSAA and the Gateway Conference.
- ✓ Prepare academic eligibility for all athletes as described in the guidelines in the FHSAA bylaws and guidelines.
- ✓ Maintain an accurate squad roster at all times.
- ✓ Attend mandatory FHSAA rules clinics and Gateway Conference meetings. Continue to work on professional development by attending coaching clinics.

##### B. Athletic Personnel

- ✓ Assign duties to all assistant coaches and evaluate the performance of the assistant coaches as they fulfill their duties and responsibilities.
- ✓ Conduct all staff meetings and oversee all tryouts, practices, team meetings, and athletic contests for the sport.

##### C. Game Preparation

- ✓ Plan and conduct all tryouts, practice sessions, and contests.
- ✓ Assist the athletic director in preparing the site for athletic contests.
- ✓ Direct the activities of student managers.
- ✓ Maintain and upkeep facility. Report any maintenance requests to the athletic director.

##### D. Scheduling

- ✓ Make recommendations to the athletic director on scheduling.

##### E. Budgeting, Finance and Purchasing

- ✓ Supply the athletic director with budget, equipment and supply purchasing requests, inventory of existing uniforms, equipment and supplies.
- ✓ Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and advise the athletic director as to reconditioning needs.

##### F. Gender Equity and Title IX Compliance

- ✓ Know and enforce the rules and regulations required by Title IX, FHSAA, and the Duval County School Board.
- ✓ Promote team and individual accomplishments by preparing public information releases to all facets and the school and local media.
- ✓ Arrange for presentation of team awards through the athletic director. Provide the athletic director with roster of recommended award winners.
- ✓ Develop tryout and lettering policy related to your particular sport.

##### G. Booster Clubs

- ✓ Work within the guidelines developed for booster clubs by the athletic director.



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### H. Sportsmanship

- ✓ Be a role model for all student-athletes by conducting your behavior in a professional manner at all times
- ✓ Lead by example on and off the athletic playing field, court, or other facilities.

### I. General

- ✓ Cooperate with the athletic director in establishing physical examinations and verify that no candidate is issued equipment, allowed to practice or condition until the DCPS Athletic Health Examination Form is completed in full and signed by the athlete, parent/guardian and physician.
- ✓ Monitor academic progress of each team member on a weekly basis.
- ✓ Ensure the team is supervised at all times. This includes locker room supervision and making sure athletes are picked up after practices and contests.
- ✓ Announce and enforce rules pertaining to conditioning of players and the training rules affecting the health and safety of the players. Ascertain that the EL2, EL3, Insurance Verification, Sportsmanship contract, birth certificate and other forms are on file for all team members.
- ✓ Report injuries of participants to the athletic trainer and/or Jacksonville Sports Medicine Program as well as complete a Student Accident Report Form. Following injuries of a serious nature, the coach will secure the signed approval of the doctor and parents before the student is allowed to again participate in athletic activities, (Return to Play form).
- ✓ Support and be an active participant in striving to improve the athletic program as well as the total educational program of the schools.
- ✓ Each head coach is expected to conduct and supervise at least one fund raising activity for his or her sport.
- ✓ Other duties as assigned by the athletic director and/or principal.



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### Duties of the Assistant Coach

#### 1. Position Responsibilities

##### A. FHSAA

- Be cognizant of and uphold the FHSAA bylaws and policies.

##### B. Game Preparation

- Be present and participate under the direction of the head coach at all practices, games, and meetings of the team of the sport for which they are receiving a supplement.
- Be supportive of the head coach and the coach's philosophy.
- Provide supervision of the student athletes before, during, and after practice, games or contest.
- Provide supervision of the student managers before, during, and after practice, games or contest.
- Assist the head coach in scouting upcoming opponents.
- Help prepare the field, court, gym or other facilities for practice or games. This could include mowing of fields, gym preparation or other duties assigned by the athletic director or head coach.

##### C. Budgeting, Finance and Purchasing

- Assist the head coach in the issuing, collecting, and storing of equipment.
- Assist the head coach with fund raising activities under the direction of the athletic director.

##### D. Gender Equity and Title IX

- Know and enforce the rules and regulations required by Title IX, FHSAA, and the Duval County School Board.

##### E. General

- In the absence of the head coach, take over and assume the responsibilities of the head coach.



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## ORGANIZATIONAL STRUCTURE

Any program will run more efficiently with an organized structure and a well-defined chain of command. Each member of the coaching staff should know and understand the structure and be aware of their responsibility to the program and to the school community.

**PRINCIPAL**

**ATHLETIC DIRECTOR**

**ASSISTANT AD**

**GIRLS HEAD COACH**

**GIRLS JV HEAD COACH**

**GIRLS ASSISTANT COACHES**

**BOYS HEAD COACH**

**BOYS JV HEAD COACH**

**BOYS ASSISTANT COACHES**

**TEACHERS**

**ATHLETIC BOOSTER CLUB**



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### Athletic Coaching Certification

The Florida Department of Education issues two types of Athletic Coaching Certificates, a 3-Year Temporary Certificate and a 5-Year Certificate

Who needs it?

1. Coaches who are paid a coaching supplement, but don't hold a valid Temporary or Professional Educator Certificate. This includes cheerleading coaches if their assignment is a competitive sport
2. Unpaid volunteer coaches who are employees of Duval County Public Schools and do not hold a Temporary or Professional Certificate.

What is required for a 3-Year Temporary Certificate?

An application for Athletic Coaching Educator Certification must be made online with the Department of Education at <https://certify.fldoe.org>.

1. A fee of \$75.00 must be paid by either VISA or MasterCard
2. Fingerprint results that are no older than one year. Anyone currently employed and previously printed, with fingerprints older than one year, may need to be reprinted at the District's expense. Contact Applicant Screening (377-0379) for verification of the need for reprints.

What is required for a 5-Year Certificate?

1. Nine semester hours in athletic coaching to include the areas specified below (For certification requirements and course access information go to Course Information or Coach Education Center):
  - Three (3) semester hours in care and prevention of athletic injuries and the dangers of drug use including performance enhancing drugs
  - Three (3) semester hours in coaching theory
  - A course in theory and practice of coaching a specific sport, and
2. A valid cardiopulmonary resuscitation certificate issued by the American Heart Association or the American Red Cross. A CPR certificate or card issued by an entity approved by the Florida Department of Health is also acceptable
3. An application for 5-year certificate made online at <https://certify.fldoe.org> which includes the fee of \$75.00 and verification of the completion of the above-mentioned course: official transcripts, certificate copies, etc.

The 5-year Athletic Coaching certificate must be renewed every five years by submitting an application and fee. However, if the course requirements have changed since the last certificate was issued; the applicant must complete the new requirements to be eligible for another 5-Year Certificate. If you have questions, please contact the Certification Office at 377-0363





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### ATHLETIC CLEARANCE

ALL new and returning athletes must be registered and cleared in Athletic Clearance in order to participate in conditioning, camps, and tryouts. The Athletic Clearance platform is a paperless system that manages athlete registrations, physicals, and all necessary documents to be able to play sports at Mandarin

Instructions for Parents/Guardians: (Register using any computer, tablet, or smartphone device.) BEFORE you register, please gather the following items:

- An updated physical on the appropriate FHSAA EL2 form.
- Proof of Insurance\* (copy or photo of ins. card is fine)
- Proof of taking 3 on-line courses in the athlete's name (not Parents name)
- FHSAA Heat Illness Certificate
- FHSAA Sudden Cardiac Arrest Certificate
- FHSAA Concussion Video Certificate
- GA 4 form (required for ALL athletes)

All physicals expire one year from physician's signature

\*If you do not have insurance, please upload a note stating you will be relying on DCPS insurance.

Find Your School: Find Mandarin by going to [www.athleticclearance.com](http://www.athleticclearance.com) select Florida.

1. **FIRST TIME USERS**: Create an Account: The video on this screen will provide instructions. **RETURN USERS**: Enter Login information (email address) and click "Sign In"
2. Select "Start Clearance Here" to start the process.
3. Choose: School Year (2022-23), Select Mandarin, select sport.
4. Complete all required fields: Student Information, Parent Information, Medical History, Signature Forms, and upload the current and completed EL2 making sure is it completely filled out, copy of insurance card, Heat Illness, Concussion and Cardiac Video Certificates as required and GA 4 form.
5. Once you reach the Confirmation Message, you have completed the online registration process. Please do not print the Confirmation Message. This form DOES NOT NEED TO BE TURNED IN. It says your child started the process and is not cleared until you get the Cleared Email.
6. Your student is not yet CLEARED! The data is electronically filed with the MHS Athletic Department for review. When your athlete is cleared for participation, you will receive an email notification.
7. If you have questions, please use the yellow Help Option on the bottom right of the screen or contact the MHS Athletic Department
8. Additional Athletes: Under the same account, register additional students



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### Frequently Asked Questions

#### What is my Username?

Your username is the email address that you registered with.

#### Multiple Sports

If you know or think your student will play multiple sports, it is best to add all sports on the first step. If you are registering for additional sports after completing your initial clearance for the year, you will have to complete the process again. The good news is that if you select the student and parent info from the dropdown on those respective pages, the information will autofill.

#### Physicals

The physical form can be downloaded on Medical History page. Please note that physicals expire after 365 days from the date it is signed by the physician. Also, the FHSAA EL2 Physical is the only form accepted. The form **MUST BE SIGNED** by the PARENT, STUDENT, all yes answers explained and Florida PHYSICIAN prior to uploading the file.

#### Your Files

This area is meant to store your files so you can access them later in the year or perhaps years following.

#### Why haven't I been cleared?

The Athletics Department will review the information you have submitted and Clear or Deny your student for participation within a reasonable time frame. You will receive an email when the student is cleared to participate.

#### My student was denied, now what?

You should have received an email with the reason for denial. Please update your Clearance record accordingly, then send an email to the Athletic Trainer.



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### FHSAA Frequently Used Forms

Form	Title	Description	Location	Purpose
EL2	Pre-Participation Physical Evaluation	Medical history; physical by approved medical personnel.	FHSAA Website	Medical clearance required for all students before participation.
EL3	Consent & Release from Liability Certificate	Four pages of information requiring student and parent signatures to certify acknowledgement of risk.	FHSAA Website	Certify proof of insurance; risk of injury associated with participation in sports; provide information on concussion, sudden cardiac arrest and eligibility requirements.
EL4	Registration of International, Exchange or Immigrant Students	Document for registering student information.	Home Campus	Provides a means for schools to register international, exchange and immigrant students. The student must be approved by FHSAA staff prior to participation.
EL5	Academic Performance Contract	Academic contract to outline what an academically ineligible student needs to do to regain eligibility.	FHSAA Website	Provides terms for an ineligible student that has not reached the 11th grade to regain eligibility. The student must not participate during the semester of ineligibility.
EL6	Notice of Transfer - Change of School	Method of communication initiated by the receiving school with the previous school.	FHSAA Website	Provides a form of communication to verify student eligibility and inquire about possible violations of Policy 36.
EL7	Home Education Participation Registration	Document to collect information on a home education student prior to participation.	FHSAA Website	Provides information on the home education student to the school at which the student wishes to participate.
EL7V	Home Education Verification	Document to be completed by the school district in which the student resides.	FHSAA Website	Provides verification the student is enrolled as a home education student with the school district.
EL9	Home Education Academic Progress Report	Document for entering academic courses and grades.	FHSAA Website	Provides a list of courses taken each school year and the grades received in the courses to determine athletic academic eligibility.
EL10	Request for Eligibility Ruling	Document requesting an eligibility ruling.	Home Campus	Provides a means for a school to give a summary explanation of the situation and request an eligibility ruling by FHSAA staff.
EL11	Request for Appeal Hearing - Sectional or Infraction	Document requesting an appeal hearing.	Home Campus	Provides a means for a school to request an appeal hearing of an ineligible student or other ruling rendered by the FHSAA office. May not appeal regulations linked to state statute.
EL12	Non-Member Private School Student Registration	Document for non-member private school students which has three pages to be completed by the parents, school of participation and school of attendance.	FHSAA Website	Provides a means for: students to provide information to the school of participation; the school of participation to verify eligibility; and school of attendance to confirm the school meets the qualifications.
EL12V	Non-Member Private School Verification Form	Document for school of attendance to complete.	FHSAA Website	Provides the school of attendance a document to confirm qualifications are met.



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Form	Title	Description	Location	Purpose
EL13	Non-Traditional Student Registration	Form to register non-traditional student participation.	Home Campus	Provides a means for schools to register new or returning non-traditional student who will participate for their school.
EL14	Verification of Student Controlled Open Enrollment	Document to be completed by non-traditional students wishing to participate at a public school of choice.	FHSAA Website	Provides a document for a non-traditional students wishing to participate at a school of choice which is verified by the school district that the student meets the requirements.
GA4	Recruiting Policy Affidavit	Document to acknowledge by signature of parent and student understanding of the recruiting policy.	FHSAA Website	An affidavit attesting the student nor parents were recruited athletically to attend a school.
GA5	Proposal to Amend Bylaws	Document for submitting bylaw amendments.	FHSAA Website	Provides a document for member schools through the FHSAA representative to submit potential bylaw changes for the Representative Assembly to consider.
AT01B	Contract for Interscholastic Contest Against a Non-member School	Interscholastic Contract	FHSAA Website	Provides a contract for use with non-member schools for interscholastic contests.
AT07	Exceptional Sportsmanship Report	Document for reporting positive actions.	FHSAA Website	Provides a means for sharing exceptional sportsmanship by another member school with the FHSAA.
AT15	Petition for Reconsideration of Unsportsmanlike Conduct Penalty	Initial appeal of unsportsmanlike conduct penalty.	FHSAA Website	Provides a means for seeking reconsideration of a penalty rendered for unsportsmanlike conduct by a person of the school's athletic interest.
AT17	Affidavit of Compliance with Policies 40.1.1, 41.1.1, and 42.1.1	Document to acknowledge compliance with heat illness, concussion and sudden cardiac arrest.	FHSAA Website	Provides a means for certification by the principal that all head coaches, supplemented coaches and students have completed the required courses.
AT18	Post Head Injury/Concussion Initial Return to Participation	Document for completion at initial head injury/concussion and protocol for afterwards.	FHSAA Website	Provides a means for documenting the initial incident, providing steps for recovery and the requirements necessary for returning to play.
AT2	Sanction Form	Document for sanctioning events - see Policy 7	Home Campus	Required for events outside of the regular season with the exception of the State Series. Please see Policy 7 for specifics.
FN2	State Series Financial Report	Document for host school to report financial information for states series contest	Home Campus	Provides a means for host schools to report the financial results of state series contest in baseball, basketball, football, soccer, softball and girls volleyball.
*	Special Programs <a href="https://www.fhsaa.org/departments/special-programs">https://www.fhsaa.org/departments/special-programs</a>	Various award programs the FHSAA provides for member schools and its students	FHSAA Website	Various recognition programs for student-athletes and member schools offered by the FHSAA to recognize achievements.



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### Non-Traditional Student Quick Reference

Please register all non-traditional students via Home Campus using the EL13 - New or Returning Non-traditional Student Registration form.

Type of Student	May Participate at:	Required forms:
<b>Type 1</b> <b>Home Education</b> <i>Bylaw 9.2.2.1</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b> <b>Private School (if allowed)</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL7 – Home Education Participation</b> <b>EL7V – Home Education Verification</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Grade Record</b>
<b>Type 1</b> <b>FLVS – Flex (Home Education)</b> <i>Bylaw 9.2.2.1</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b> <b>Private School (if allowed)</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL7 – Home Education Participation</b> <b>EL7V – Home Education Verification</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Grade Record</b>
<b>Type 2</b> <b>Charter</b> <i>Bylaw 9.2.2.2</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Transcript</b>
<b>Type 3</b> <b>Special School</b> <i>Bylaw 9.2.2.3</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Transcript</b>
<b>Type 3</b> <b>FLVS – District Franchise</b> <i>Bylaw 9.2.2.3</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Transcript</b>
<b>Type 4</b> <b>Non-Member Private</b> <i>Bylaw 9.2.2.4</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL12 – Non-member Private School Student</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Transcript</b>
<b>Type 5</b> <b>FLVS – Full Time</b> <i>Bylaw 9.2.2.5</i>	<b>Zoned Public School</b> <b>Public School of Choice</b> <b>Charter or Lab School</b>	<b>EL2/EL3 – Physical/Consent</b> <b>EL14 – Student Controlled Open Enrollment (if applicable)</b> <b>GA4 – Recruiting Policy Affidavit</b> <b>Official Transcript</b>



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### Mandatory Parent Meeting

With the start of each sports season (fall, winter, and spring), and before the first regular season contest in each sport, the head coach must meet with the parents and participants of their sports program.

This meeting aims to familiarize parents and the student-athletes in each sport with team/squad rules and regulations, FHSAA eligibility requirements, team expectations as well as any other miscellaneous DCPS and/or Mandarin High School rules and policies relating to interscholastic athletic participation.

Coaches should make every effort to induce parents/guardians to attend this very important meeting. It is highly recommended that coaches distribute information (in writing) to the parents relative to the topics of discussion. Meeting agendas and itineraries must be reviewed and approved by the Athletic Director and Principal prior to holding of meeting.

### MHS Athletics General Fundraisers

All coaches are expected to participate, promote, and be present at our three General Athletics Fundraisers.

August- Mustang Athletics, Alumni and Community 5K

October-Homecoming Dance

April- MHS Athletics Golf Tournament



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### PURCHASING/BOOKKEEPING

#### Athletic Fines

When the Principal and the Athletic Director determine that an infraction by a coach has caused a fine, the coach is responsible for payment of the fine.

#### Athletic Expense Money – Advance and Return

A Request for Purchase Approval and Check Requisition form is to be prepared by the coach who is taking a team on a trip, as soon as appropriate approval for the trip has been granted. After approval from the Athletic Director and Principal has been obtained, a check will be written from the corresponding sport's account.

- Receipts must account for all advanced expense monies used or the monies must be returned for deposit.
- If there is unused advanced expense money, the coach is to prepare a Report of Monies Collected form.
- All receipts must be presented to the Athletic Director for verification and signature.
- Unused monies, the Report of Monies Collected form (if applicable) and supporting expense receipts, signed by the Athletic director, are to be remitted to the bookkeeper promptly for processing.

#### Bid Vendor List

All purchases of items on bid must be made from bid vendors that are on the current approved bid vendor list.

#### Donations

Donations from outside groups should be accompanied by a signed letter indicating the purpose of the donation.

Internal clubs or classes wishing to donate to any team should prepare documentation, signed by the sponsor and elected officers, indicating that the members of the class or club agree to the donation.



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### Fundraisers

All fundraisers must receive approval before purchasing any products to be sold, or scheduling of the fundraiser.

Internal account fundraisers must be scheduled by the Student Activities Director and approved by the Athletic Director and Principal.

Booster account fundraisers must be approved by the Booster President, Bookkeeper and Principal.

### Purchasing Items for the Team

Any items to be purchased for the benefit of a school sponsored team must receive prior written approval from the Athletic Director.

Items to be ordered/purchased must be requested on an Internal Accounts Request for Purchase Approval and Check Requisition (Purchase Order) form.

The purchase of items such as uniforms, clothing, and supplies on bid must be purchased from a bid vendor on the current approved athletics bid list.

In the event a needed item is not available from a bid vendor, the requesting coach must obtain quotes. Documentation to substantiate the required telephone or written inquiry must be attached to the purchase order form. The schedule of required quotes is as follows:

<u>Estimated Cost</u>	<u>Inquiry Required</u>	<u>Quotes Required</u>
Up to \$500	Phone/Written	1
\$501-\$2,000	Phone/Written	2
\$2,001-\$6,000	Written	3

### Receipt of purchased/ordered items

When merchandise that has been ordered arrives, verify that all items have been received as ordered. After verification, sign and date packing slips and give them to the bookkeeper for processing.

### BPI Equipment

All items that are purchased for over \$750 must have a BPI number attached to them. The coach must meet with the bookkeeper to get the required paperwork if the purchased was made via booster account.

### Sales Tax on Re-sale Items

Any items that are purchased, by a coach or team, for the purpose of selling on campus or to the public should be taxed at the time of purchase. Items purchased for re-sale that are not taxed at the time of sale, will cause the profits of the sale to be taxed. Request vendors to add sales tax to purchase orders and list tax on invoices.





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### GENDER EQUITY

The district is required to evaluate each school's athletic program for compliance with gender equity in athletics requirements as set forth in the Florida Educational Equity Act. When the District finds that a school is not in compliance with any of the gender equity in athletics components, a corrective Action Plan for each school not in compliance will be submitted to the Department of Education. Listed below are some of the major components that must be met to ensure compliance with the federal and Department of Education standards for gender equity.

- Schools must ensure that male participation and female participation in varsity and junior varsity is proportionate to the percentage of the school population.
- Equity must exist in the provision of and funding for equipment and supplies for athletic programs. Each school must develop a systematic replacement and purchasing policy for athletic equipment, uniforms, and supplies. Money generated from all sources, including booster groups, are considered.
- Schools must provide locker rooms and medical training facilities of equal availability and quality to both male and female athletic teams. Usage of field houses and other types of locker room facilities should be shared by female athletes when practical.
- Schools have a responsibility to ensure equality in providing quality coaches for male and female teams. Coaches of female teams should have an expressed commitment to coaching female athletes.
- Schools must ensure equality of publicity and promotion for athletic programs in the way of school sponsored media, external media announcements, team picture displays, and end of the year banquets and awards. The quality and type of an event, such as a banquet, should be of the same quality and expense regardless of sport or gender.
- Schools must ensure equal assignment and representation of cheerleaders and spirit groups at female athletic events.



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### TRANSPORTATION and TRAVEL

**TRANSPORTATION OF ATHLETES** - All athletes will ride to and from away contests in a DCPS School Bus or other approved transportation.

Exceptions: For some away varsity contests versus local opponents' athletes may be asked to meet at the opponent's venue at a pre-determined time.

**SCHOOL BUS/ACTIVITY VAN/MINI-BUS TEAM TRAVEL**- A completed Bus Request Form must be submitted to the athletic office at least two weeks before each sport first away contest. The form must email back to the Athletic Director include dates of all trips, destination, number of people traveling, load time, and return time. Once this is completed you will receive your bus vouchers.

**BUS VOUCHERS**- Vouchers must be filled out entirely and be returned within 24 hours of the trip. If vouchers are not returned, team booster funds will be required to pay for trip.

**REGULAR/OFF SEASON OUT OF TOWN CONTESTS**- Team booster accounts are required to pay for any trip not is not a state series event outside 55 miles.

**LEAVE FORMS (District Employees Only)**- A Leave Form (Temporary Duty Elsewhere) must be completed and submitted to the Principal's secretary for any reason that you leave the school on official business during the regular school day. This must be done for any regular or post-season competition, tournament, or coaching clinic, etc. and any trips taken "in the line of duty" outside of the regular school day. This also needs to be done well in advance but at least two weeks prior to your absence from school.

### **CHARTER BUS TRANSPORTATION**

Charter bus transportation may sometimes be provided for FHSAA State-Series Away events. Factors that will be considered in determining whether a school bus or a charter bus will be used are cost, squad size, travel time/distance and travel conditions.

### **MEALS**

In special circumstances when available Mandarin High School Athletic Department funds, may be used to provide athletes meals and lodging for a POST SEASON away competition. Typically, this away competition would be an FHSAA State-Series event beyond the District level. Head coaches must obtain prior approval from the Athletic Director by submitting a TEAM TRIP ALLOCATION REQUEST FORM.

The Athletic Director will determine the justification for such requests and, if approved, allocate the following amounts of money per meal, per athlete/coach:

Dinner: \$13

Lunch:\$9

Breakfast: \$7



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### LODGING-

With input from the head coach, lodging will be arranged by the Athletic Director when necessary. Housing will be obtained in a standard hotel, motel, dormitory, or other recognized facility.

### DCPS Athletic Student Release Form

All coaches must have each squad member complete a DCPS Athletics release form in the event where a bus is not available for a contest.

### GOLF CART/ MOWER CART USE

Mandarin High School is fortunate to have mowers and golf carts on campus. None of these carts or mowers are assigned specifically to one team.

Please adhere to the following guidelines:

1. **UNDER NO CIRCUMSTANCES** is a student ever permitted to drive a golf cart or mower.
2. If you use a cart or mower, make certain you put the cart back where you found it. If you take the cart out of storage, return it there and make sure you plug it in the charger.
3. Report all mechanical or structural problems to the Athletic Director ASAP.

### DOORS AND SECURITY

Two simple guidelines: **IF YOU OPEN IT, CLOSE IT, IF YOU UNLOCK IT. LOCK IT.**

### GAME/CONTEST SUPERVISION

The MHS Administration/Athletic Director is responsible for supervision, or for securing supervision, of all home interscholastic athletic contests. Head coaches are responsible for squad members, including managers at all contests. In some instances, head coaches will be designated as the contest supervisor of their athletic contests. Head coaches are responsible for clearing field/gym of all equipment, coding out their facility/concession, turning off scoreboard and lights and securing every door and gate at departure.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### ACTIVITY CONFLICT POLICY

This policy should be adhered to in the event of a conflict between activities or a student participant.

- 1) All students participating in extra-curricular activities should be advised of the procedure that will be followed in the event of a conflict. This should occur before the actual season or activity.
- 2) The coaches shall meet with the Athletic Director to identify any anticipated conflicts prior to the three dates listed below. Once this meeting has been held, coaches are to meet to resolve the identified conflicts while adhering to the guidelines of this policy on or before the following dates.

August 1

October 10

January 16

The following criteria should be used to resolve any conflicts:

- 1) Sub-District, District, Region, and State Semi-Final or State activities or competitions are given priority. If two similar events occur on the same date, the participant will perform/compete in the event which has the greatest importance toward the team grade, individual event, or outcome. Considerations should be given as to how the loss of the individual will affect the group or team concept and the total function of the program before a decision is made.
- 2) Regularly scheduled contests or performances take precedence over any kind of practice session.
- 3) Students may be permitted to participate in multiple activities with conflict possibilities only if the coaches agree in advance.
- 4) Conflict decisions should be made by coaches (whenever possible) before involving students in the process.
- 5) Students may not be penalized if a conflict cannot be resolved, and a student can participate in only one of the conflicting activities.
- 6) The Athletic Director will handle disagreements between coaches about student conflicts.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Award Ceremonies

Lettering ceremonies will be held each year for all Varsity athletic teams. Each team will be provided three plaques to distribute, and letters/pins for all their athletes that met the qualifications. These ceremonies are the responsibility of the Athletic Director and Booster Club.

Fall Award Ceremony: Boys and Girls Cross Country, Boys and Girls Swim and Dive, Boys and Girls Golf, Girls Bowling, Football and Volleyball.

Winter Awards Ceremony: Girls Weightlifting, Boys Wrestling, Boys and Girls Soccer, Boys and Girls Basketball, and Competitive Cheer.

Spring Awards Ceremony: Baseball, Softball, Boys and Girls Lacrosse, Boys and Girls Tennis, Girls Flag Football, Boys and Girls Track and Field.

### Athletic Award Policy

An athlete who has lettered in a sport receives a green letter for their first athletic award (any sport, not just your sport) & a sports pin.

The second time an athlete letters, they receive a bar.

The third time an athlete letters, they receive a bar.

Each time an athlete letters after that, they receive a bar.

Seniors who have lettered all four years in their respective sport will receive a 4-year letterman award.

For lettering seven times (TOTAL), an athlete receives the 7 Letter Award.

### Lettering Policy

Head Coaches must submit their team lettering policy before the start of each season for approval.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### ATHLETIC BOOSTER CLUB

The Mandarin High School Athletic Booster Club, consisting of representatives from individual sports should be dedicated to interest and development of all interscholastic athletics for the entire Mandarin High School Athletic Program. The purpose of the Booster Club defined in by-laws, and focused on, but not limited to the support of all interscholastic sport programs. We are an established a non-profit club and are a tax-exempt club. We provide individuals who desire membership, and an opportunity to join in the development of the school athletic program through external support. These purposes will be fully defined in the aims and objectives of the Mandarin High School Booster club.

### ATHLETIC DEPARTMENT POLICIES

#### FACA/Professional Development

We aim to have 100% of our coaching staff attend their sports coaching clinic each year. We expect all staff to attend coaching clinics and join professional organizations which further our knowledge and development and student athlete educators. We are a Florida Athletic Coaches Association member school. The cost for clinic registration is included in our membership. Any additional expenses (lodging, travel, meals) will be deducted from your booster account if approved. As a member benefit of FACA, you have a \$1,000,000 per occurrence General Liability policy limit that provides coverage for their coaching activities.

#### MHS Brand

Coaches are expected to share in the pride of the MHS brand. Our school colors are hunter green and orange. Our logo is trademarked, and we are to stay loyal to it. The Athletic Director must approve all team store apparel and logos. Spirit apparel may be orange, green, white, and athletic gray. Uniforms are to be Orange, Green, or White. Any deviation from those colors needs approval for purchase.

#### FHSAA / Gateway Conference Rules and Regulations –

We are members of the FHSAA and The Gateway Conference we will adhere to their constitution and by-laws. All coaches are required to become familiar with the FHSAA Constitution and follow all rules and policies pertaining to athletics as written by the FHSAA.

#### Board of Public Instruction Policy Handbook and Code of Ethics –

Coaches should be familiar with the County Policy Handbook and the Educators Code of Ethics. In particular, those sections which deal with subjects which are applicable to athletics.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Team Discipline

The Head Coach of each athletic team is responsible for the discipline of all team members. The administration of this school will not allow improper behavior of student athletes. All student athletes represent the school, their team, the community, and we will demand good behavior and good sportsmanship from each of them. Athletes are expected to behave themselves at all times. This includes, but not limited to; on social media, while in class and the hallways, not be late for class, and ultimately set the good example for the rest of the student body, faculty, the community, and our program. Misbehavior in school can result in a loss of eligibility, and or playing time as determined by the Athletic Director and school Administration. Participation in sports is a privilege, not a right.

### Scheduling

Scheduling in all sports is the head coach's responsibility with the Athletic Director approval. But in all cases the Athletic Director will have final approval for any contest prior to final arrangements being made. All coaches must adhere to the MHS Athletics Calendar that is distributed in March of every year.

### Home Campus

The head coach is responsible for maintaining a current roster and ensuring that the roster is reflective on home campus. Your team's home campus should be reviewed weekly. Head coaches are expected to enter the athletes GPA, the date entered 9<sup>th</sup> grade and physical date (EL2). This information is sent to the staff at the beginning of each sport season. Student athletes are prohibited from trying out without their required documents uploaded on Athletic Clearance.

### Coaches as Ticket sellers, Takers, etc.

All coaches are expected to help when needed to man gates and ticket booths at athletic contests.

### Public Relations

Every Mandarin High Coach has a direct responsibility to help promote the total program by selling themselves, and the program to the community at every possible opportunity. Coaches are expected to promote our athletes in the press, community, school, and on their team social media outlets. Our athletes like nothing more than to be recognized for their achievements.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Team Social Media Accounts

All our team social media accounts reflect our school and athletic program. You should only use your team account to promote the positive happenings that are taking place with your team, your athletes, and our overall athletic program. Please be mindful not to post anything negative regarding the media, FHSAA, officials, opposing teams, or the Gateway Conference. Team usernames and passwords are due to the Athletic Director at the start of each school year.

### Maintenance of Facilities

All coaches are required to help maintain and clean the athletic facilities. In short, do not walk past trash or something that needs to address and think it is not mine. It is essential that our athletic complexes be maintained in the best possible condition. Staff should email all maintenance requests to the Athletic Director and Principal's secretary. We will pass it on through the appropriate channel to get it fixed.

### Hosting Gateway/Districts Events

All head coaches must be present for Gateway and District tournament events if Mandarin High is hosting. Coaches are expected to set up and break down each match even if their team is not competing during that time or day.

### Coaches' offices

All coaches' offices are for coaches: they are not to be use as a lounge for students at any time. Many of the office spaces are a shared space with other coaches and we should respect others' work areas. Ensure that your office is clean, organized, and presentable for vendors administration, parents, students, and recruiters.

### Getting Athletes out of Class

Any instances of missed class time must be approved by the Principal and required by a scheduled athletic event that has been approved by The Gateway Conference, FHSAA, and the Athletic Director. Email notices of athletes who will miss class are due to the principal 48 hours prior to the scheduled contest.

### Grades

Athlete grades are final. No coach, under any circumstance, is authorized to talk with any teacher about changing an athlete's grade. Coaches should monitor students' grades and progress before the fact and aid as a mentor in students maintaining athletic eligibility.





## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Rosters

Rosters must be submitted to the Principal and Athletic Director at the conclusion of tryout week. Rosters need to be submitted via email and athlete names should be in alphabetical order separated by Varsity and JV.

### Communication

Staff should return all email and phone calls within 48 hours. The expectation is to communicate with our vendors, parents, administration, and colleagues with a good morning, afternoon, and evening, and close it out with a proper sign-off. All communication must convey professionalism and respect. This is the required protocol, for phone conversations, texts, and email.

### Scheduling Auditorium

All parent meetings that will require Auditorium use need the approval of Dave Thomas, our Theatre Director. [thomasd6@duvalschools.org](mailto:thomasd6@duvalschools.org). Mr. Thomas will send you the FORM document that must be filled out entirely.

### Honoring the Sport Season and Sharing of Athletes

All athletes who are members of a team in season must devote their time exclusively to that sport. Athletes may be asked to participate in tryouts for upcoming seasons but must not miss current sports events or practices without permission from the in-season coach. Once the tryout process is complete, an athlete must not participate in the upcoming season until the in-season sport season is complete. With the current season's head coach's permission, they may participate on days where they do not have an obligation to the in-season sport. A player may never quit a sport, and tryout for another sport until the sport season from which the player quit is complete.

***ALL HEAD AND ASSISTANT COACHES WILL encourage our athletes, not discourage our athletes to participate in other sport programs. Coaches, who will not abide by this, will not be coaches for MANDARIN HIGH SCHOOL. A player should never be told that they need to devote all of their time to one sport.***



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### NFHS Required Certifications

FHSAA policy states that the NFHS Concussions in Sports, Sudden Cardiac Arrest, Heat Illness, and Covid 19 tests must be completed yearly. (Affidavit of Compliance with Policies 40.5.1 and 42.1.5.1) Certification for staff are due the first day of official practice for the school year.

### Policy 36

In accordance with FHSAA Policy 36.4.1, the principal, athletic director, booster club president and coaches (paid or otherwise) are required to complete this course. This course only needs to be completed once, provided the representative does not change schools and/or the policy does not change. Once you have completed the course, please download and print the certificate for your records.

### CPR/FIRST AID

Each coach must submit an updated CPR/First Aid card before each school year. The certification needs to be renewed every two years.

### Weather

Bad weather lightning, severe storms, hot and cold extremes: The Athletic Directors in consultation with the coach, trainer, and officials (during contests), will make decisions based on the FHSAA guidelines for student athlete safety. On the day of games, decisions are made by the host school as close to team departure time as possible.

### Team Pictures

A professional photographer (Cady Studios) will take team and individual pictures early in each season. These pictures are purchased by the students or parents and must be pre-paid online or may be purchased after the student athlete receives the proofs two to three weeks after pictures are taken. Any problems or mistakes with the orders should be reported to the Athletic Department immediately.

### Loyalty

Loyalty is the primary requisite for all members of this coaching staff – loyalty to each other, loyalty to the team, loyalty to the school, and the community and loyalty to the administration at Mandarin High School.

### Scholarships

Coaches are expected to notify their athletes of the scholarship opportunities that are presented throughout the school year.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### FHSAA Penalty / Fees

ALL penalty fees assessed by the FHSAA and the Gateway Conference against the school caused by an individual coach will be paid by the individual coach. No coach or player will be allowed to return to any contest until fines have been paid.

### Return of Unused Expense Money

Coaches must get receipts for every expenditure when traveling to an athletic contest using athletic department funds for meals, rooms, gas, etc.. The total of the receipts and the money must balance with the amount of the check given to the coach prior to leaving on the trip. Upon return, all receipts (initiated by the coach) and unused funds must be turned in to the school bookkeeper.

### Sport Season

All coaches will comply with the established sport season as designed by the FHSAA.

### Hazing

Hazing in any form is prohibited. Possible sanctions for individuals found responsible for violating this policy range from a warning to expulsion/termination.

### Contacting the District

If at any point during the season you come across an issue with a coach, player, opposing school, or parent that you feel is out of your control please contact the MHS Athletic Director first. Contacting the district should be made via the Principal, or Athletic Director.

### Professional Dress

The expectation is that the MHS coaching staff is dressed professionally while representing MHS. This expectation must be displayed at parent meetings, orientation, clinics, during the school day, and at select events. A Mandarin polo shirt tucked into pants is required for Game Day. Pants and/or (khaki/black/gray short) policy depends on the sport. Jeans, t-shirts, and leggings are prohibited on game day for any program.

### Uniform Inventory

All head coaches must submit their uniform inventory to the Assistant Athletic Director at each season's conclusion. The MHS inventory report is sent at the beginning of each school year. Student-athletes who fail to turn in their uniforms must immediately be placed on the debt list. Varsity team uniforms are purchased on a three-year cycle. A team may purchase additional uniforms in between this cycle with booster funds.



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### MHS Sportsmanship Initiative

Mandarin High School is dedicated to fair play, proper respect for opponents, and polite behavior by our athletes competing on, and off the courts. We stress to our athletes, and student body to take pride in your school in a respective way and stay positive no matter the outcome.

#### Ways We Model Sportsmanship Here at Mandarin

- ✓ Create banners/posters that convey the messages of good sportsmanship and citizenship and welcome opponents to your school.
- ✓ Have our public address announcer or participants read a pre-game or time out statement encouraging sportsmanship and citizenship and proper respect for the opponents and game officials.
- ✓ Place articles in Times Union and post features on social media on how we promote good sportsmanship and citizenship here at MHS.
- ✓ Signage at MHS Stadiums that reiterates our MHS Sportsmanship values.
- ✓ Recognize MHS “Sportsmanship Athlete of the Week” with a t-shirt, and gift card.

#### Fan Sportsmanship Initiative

- ✓ Don’t get personal in your comments about players, coaches, or officials.
- ✓ No profanity, vulgarity, racist, or sexist comments.
- ✓ Give players, coaches, and officials their space by keeping away from the playing area and team bench areas.
- ✓ A “no tolerance” policy for alcohol/drug use by athletes is in effect throughout the season.
- ✓ Cheer for your team, not against the visitors.

**Go Mustangs!! Be Loud, Be Proud, Be Positive!**



## MANDARIN HIGH SCHOOL – ATHLETIC HANDBOOK

### Sideline Protocols: Authorized and Unauthorized Personnel

Only authorized personnel are to be on the playing field or floor. Unauthorized personnel are not to be on the playing field or floor, the dressing room or practice area. Authorized personnel will be certified by the Athletic Director and Principal or designee. The only persons who are to touch our injured players at any practice session, home or away games are to be:

- ✓ Athletic Trainer
- ✓ Coach
- ✓ Team Physician
- ✓ Parent
- ✓ Persons authorized by physician or principal
- ✓ Emergency response personnel

### Football and Field Sports on field Authorized Personnel:

- ✓ Coaches of Football
- ✓ Players in uniform
- ✓ Chain Crew
- ✓ Team Physician
- ✓ Athletic Trainer
- ✓ Student Managers and Trainers in team uniform
- ✓ Approved Photographers and Media Persons
- ✓ Cheerleaders

### Basketball and Gym Sport Floor Authorized Personnel:

- ✓ Coaches of Basketball
- ✓ Players in uniform
- ✓ Team Physician
- ✓ Athletic Trainer
- ✓ Student Managers and Trainers in team uniform
- ✓ Approved Photographers and Media Persons
- ✓ Cheerleaders
- ✓ Announcer
- ✓ Timer
- ✓ Scorer and Scoreboard Operator