

Dr. Phillips High School



Athletic Handbook

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Athletic Department Policies, Rules and Regulations

All Dr. Phillips High School athletic department personnel are expected to follow the policies, rules and regulations contained within this handbook. They are intended to supplement FHSAA (Florida High School Athletic Association) by-laws and regulations, as well as other documents pertaining to athletic extra-curricular activities at Dr. Phillips High School and the Orange County Public Schools, and to clarify the expectations of Dr. Phillips High School athletic department staff members.

Statement of Philosophy

- WE BELIEVE:** That interscholastic athletics are an integral part of a school's curriculum.
- WE BELIEVE:** That participation in a wide variety of interscholastic sports programs contributes positively toward the development of a young person's health, physical ability, social competence and discipline.
- WE BELIEVE:** That the experiences of rigorous interscholastic athletic competition contribute significantly toward the emotional and moral stability of our young people.
- WE BELIEVE:** In providing a well-balanced and organized program of interscholastic athletics for boys and girls, and in managing and operating this program within the guidelines and policies of the school board of Orange County and the Florida High School Athletic Association.

Sportsmanship

Interscholastic athletics are an integral part of our school's total curriculum and, as such, coaches – who are first and foremost teachers, are expected to model good sportsmanship and, in general to promote self-discipline, poise and compliance with the "Rules of the Game". Coaches and student-athletes are expected to exhibit behaviors that are exemplary and exceptional at all times. We must always remember that as DPHS coaches, we represent more than ourselves, and we represent our school and our community. Coaches in all sports are expected to make a continuing effort to place emphasis on the ideals of good sportsmanship and to instill those values into their sports programs and their athletes.

Rules for Athletes

General Rules

1. Display good sportsmanship at all times.
2. The use of alcohol, tobacco, illegal drugs or profanity is a violation of school rules and will be dealt with according to school board policies.
3. Attend all practices and contests unless excused by coach.
4. Attend school regularly.
5. Present themselves in a positive manner as a representative of Dr. Phillips High School (dress, mannerisms, language, etc.).

Specific Rules

1. Any student who quits a team will not be allowed to play on another team until the end of the season of the team he/she quit. Exceptions can be made by the Athletic Director or Assistant Athletic Director.
2. On Days school is in session, a student-athlete must attend a minimum of 4 periods in order to practice or play in a game, unless prior arrangements were made by the AD, Assistant AD or Principal.
3. A student-athlete suspended from school is automatically suspended from the team.
4. A student-athlete assigned detention by a teacher or administrator is required to serve that detention. Detention takes precedence over team practices and games.
5. A student who misbehaves at an athletic event or who is ejected from a contest is subject to school disciplinary action.
6. Any student ejected from a contest is required to meet with the Athletic Director before he/she is allowed to return to the team. The Athletic Director will schedule the meeting with the student at the earliest possible time during the next school day.
7. A student-athlete who is ineligible to play may not practice with the team.
8. Students who curse during practice or a game are subject to immediate dismissal from the team.

Athletic Program

All athletic teams are open to any Dr. Phillips High School student who meets the requirements of eligibility. The following sports are offered at DPHS:

Season	Men	Women
Fall	Bowling Cross Country Football Golf Swimming/Diving	Bowling Cheerleading Cross Country Golf Swimming/Diving Volleyball
Winter	Basketball Soccer	Basketball Cheerleading Soccer Weightlifting
Spring	Baseball Lacrosse Tennis Track and Field Volleyball Water Polo Weightlifting	Competitive Cheerleading Flag Football Lacrosse Softball – Fast Pitch Tennis Track and Field Water Polo

Staff Responsibilities

Principal

- Has final responsibility for Athletic Program.
- Determine athletic policies with assistance of the Athletic Director.
- Appoint coaches with assistance of the Athletic Director.

Athletic Director

- Works directly by way of the Principal on all athletic affairs.
- Enforce policies of the FHSAA, Orange County School Board, Metro Conference and DPHS
- Develop and maintain financial accounts for all sports.
- Recommend to Principal expenditure of funds. All purchase orders must be approved by the AD (or designate) and the Principal.
- Approve schedules and prepare all game contracts.
- Check and maintain eligibility records for all participating student-athletes.
- Assist coaches in making arrangements for home contests.
- Approve travel arrangements made by coaches.
- Schedule and confirm buses for contests with OCPS and school-based drivers.
- Coordinate athletic awards (post-season and Hall of Fame) and end of year banquet.
- Establish home Athletic Calendar and post on Outlook.
- Responsible for control of ticket sales.
- Scheduling of events in the gymnasium.
- Scheduling of activity buses.
- Keep accurate records of game results, records broken.
- Update season results on school's website.
- Provide complete yearly results packet for Athletic Department.
- Maintain record of needed athletic facility repairs.
- Report negligence and inefficiencies of coaches.
- Interpret Dr. Philipps HS Athletic Department policies.

Athletic Business Manager

- Assist the AD in all phases of the athletic program.
- Supervise home athletic events at direction of AD.
- Be responsible for money and taking tickets at events if necessary.
- Act as representative of the department when AD is unavailable; make decisions in the best interest of the program.
- Assist with school physicals.
- Coordinate all fund raising activities of Athletic Department.
- Assist the AD with athletic budget.

- Assist with end of the year Athletic Awards banquet.

Assistant Athletic Director

- Assist the AD in all phases of the athletic program.
- Supervise home athletic events at direction of AD.
- Be responsible for money and taking tickets at events if necessary.
- Act as representative of the department when AD is unavailable; make decisions in the best interest of the program.
- Assist with eligibility issues.
- Monitor repair and upkeep of facilities; keep accurate record of all fixed assets.
- Assist with fund raising activities of Athletic Department.
- Assist with school physicals.
- Assist with end of the year Athletic Awards banquet.

All Coaches

1. Any coach who uses profanity at a player or an official may be immediately dismissed from coaching by the Principal.
2. Must keep current with CPR and First Aid requirements.
3. Make and file an injury report for all injuries with the Athletic Trainer.
4. Refer athlete to Athletic Trainer if necessary.
5. Do not contact team doctor except through Athletic Trainer.
6. Never refer an athlete to a doctor.
7. Never arrange for athletes to be examined by any doctor other than their own physician (except in emergency when ambulance is called).
8. Do not, under any circumstances, allow a player to practice or compete if the trainer has determined he/she should not compete.
9. **All coaches must be approved by the Athletic Director and/or Principal** to be appointed to his/her position along with meeting the needs of the OCPS/FLDOE Guidelines.
10. **All coaching positions are an annual basis on the need and performance assessed by the Athletic Director and/or Principal.**

Head Coach

A. General Policies

1. Abide by all Athletic Department regulations.
2. Be responsible for entire program: Varsity, Junior Varsity and Freshmen teams. Work with Junior Varsity and Freshmen coaches to ensure continuity.
3. Do not use or allow alcohol, tobacco or profanity. Display good sportsmanship at all times.
4. Insist on good sportsmanship by student-athletes and parents.
5. Secure a practice area if regular area is unavailable.
6. Never leave a team or team members unsupervised or under the supervision of anyone other than a district-appointed coach.
7. Attend DPHS coaches meetings, Metro Conference meetings and view FHSAA video rules clinics. Coaches not viewing mandatory FHSAA rules clinics will be fined the amount assessed by the FHSAA.
8. Inform student-athletes of rules and regulations (including awards criteria) before the season.
9. Must have a parents' meeting before the season (required by the county). A copy of your meeting's agenda and notes must be given to the Athletic Director to keep on file.
10. Be sure your facility is ready for home games.
11. Be sure student-athletes look neat and respectful at all times they are representing DPHS. Shirts are to be tucked in. Do not allow uniforms to be worn at any time except games or on game days. Administration has the final say on dress code issues.
12. Head Coaches are solely responsible for matters involving game officials. While no DPHS coach should engage an official belligerently or disrespectfully, only the Head Coach is permitted to discuss issues with an official.
13. All doors and gates must be locked when leaving a facility after practices and games. This includes all exterior stadium gates.
14. Supervise area, field, or court until everyone has left. No student, under any circumstance, should be left alone inside or in front of a facility without supervision.

15. Varsity game scores must be reported to the Orlando Sentinel, regardless if the contest is home or away!
16. Head coach or a designated assistant is required to email or text the designated AD the final score of their previous day's contest, including statistics or exemplary performances by Dr. Phillips athletes no later than 9:00 am the following morning.
17. Principal or AD must be notified immediately in cases where a student is removed from a team. With exception to extreme circumstances, have a 24 hour cooling off period.
18. AD must be notified before any roster additions are made. Student-athlete must be cleared physically and academically before he/she is added to a roster.
19. Notify the AD, by the next morning, of any ejection of a DPHS athlete or coach from a game or match.
20. Report any serious injury or concern to principal or AD and Athletic Trainer immediately. (This includes late evening or Saturday events!).
21. Keep accurate records; submit final season results and broken all-time records to Athletic Director at season's end.
22. Keep accurate records of all players who completed the 9th, JV or varsity season.
23. Hiring of all assistant coaches (paid and/or non-paid) must be verified and approved by the Athletic Director.

B. Eligibility Policies

1. Never allow a player to participate in conditioning, practice or compete if there is any question about eligibility or physical condition.
2. A student is eligible only with clearance from both the Athletic Trainer and the Athletic Director. No student is permitted to participate without clearance from both; **no exceptions**. The AD will notify you of any ineligible athletes on your submitted roster and they are immediately prohibited from participating.
3. All student-athletes below a 2.5 cumulative GPA are required to submit weekly progress reports and/or attend tutoring as needed to the coaching staff. Coaches are strongly encouraged to sit players that are not fulfilling their weekly academic responsibilities.
4. Provide a roster of participants to the AD after the first day of tryouts, including Spring Football.
5. Provide a final roster to the Athletic Director no later than 10 school days prior to the first scheduled game.

C. Financial Policies

1. Changes for bus requests must be submitted to the AD at least 2 weeks prior to the trip. Changes made inside the two week window cost the department an additional \$5.00 per hour per trip. Therefore, this surcharge will be deducted from the team's account.
2. No one other than the Athletic Director is permitted to call in county bus orders if they are to be paid for by the Athletic Department. Buses ordered by a coach will be paid for out of that team's account.
3. Purchase orders must be cleared by the bookkeeper and the Principal. No PO will be approved without the proper signatures.
4. Write obligations for students who fail to return equipment or uniforms. Do not give any awards (including pins or letters) to students who have obligations.

Assistant Coach (Paid or Non-Paid)

1. Be familiar with responsibilities of the Head Coach and assume them when assigned by the Head Coach or AD.
2. Assistant coaches are responsible for duties assigned to them by the Head Coach in day to day operations of the team.
3. Assistant coaches are prohibited from arguing or engaging in any confrontation with game officials.
4. Request to hire must be submitted to the Athletic Director for verification and final approval.

Non-Faculty Coach

1. Must be personally approved by the Athletic Director, Principal and OCPS.
2. A faculty member must be present at all times a non-faculty coach is being used.
3. Must complete Coaching Certification within three (3) years to be a paid beyond the third year and maintain his/her coaching certification throughout their tenure as an OCPS Athletic Coach.

Athletic Trainer

1. Attempt to prevent injuries; assist in care of injuries.
2. Responsible for the Athletic Training staff and Student Trainers.
3. Sets weekly assignment schedule for Athletic Trainer coverage of home and select away events.
4. Refer injured athlete to their doctor; serve as liaison between physician and injured athlete.
5. Process all initial injury incident reports (if present) and process all follow up reports (if not present and presented by the coach) resulting from practices and games.
6. Advise the coach as to when an athlete may participate following an injury or illness.
7. Initiate a student Athletic Trainer program.
8. Give basic instruction to staff members in prevention and care of injuries.
9. Keep an accurate record of current coaches' CPR certification records on file; will provide the AD a copy of certified coaches at the start of every academic year.
10. Store and distribute medical supplies for all sports.
11. Ensure front office has continued supply of physical packets.
12. Arrange for pre-season physical exams with team doctor.
13. Keep an annual record of all athletic injuries.
14. Establish and post office hours.
15. Students are not to be excused from class to see the Athletic Trainer. They must go during their scheduled lunch period or after school.
16. Check physicals, risk forms and emergency treatment cards for all athletes. Collect emergency treatment cards from coaches at the end of each season.
17. The Athletic Trainer's primary duty will be directed toward the sports of high risk as determined by the trainer and the Athletic Director.

18. The Athletic Trainer is the final authority on whether an injured player may return to a game or practice.

Hiring Process and Recertification Guidelines

All candidates for employment with OCPS will be fingerprinted and a criminal history check completed. In Florida the entire arrest record is revealed to school districts, including sealed and/or expunged records and military court proceedings. Applicants must disclose this information even if told differently by a lawyer, judge, or other law enforcement individual. If you were given this information by a judge then those written instructions would need to be provided to OCPS. Prior criminal records may or may not result in disqualification for employment; however, failure to disclose this information will disqualify you for employment. Information that must be disclosed includes any offense that occurred whether as a juvenile or adult; therefore all adult and juvenile offenses must be listed.

An applicant's criminal history includes any offense for which the applicant posted bail; entered a pre-trial diversion program, pre-trial intervention program, teen or drug court or juvenile program; had adjudication withheld, was convicted or found guilty; was placed on probation; pled guilty or no contest; was jailed or imprisoned; or appeared in court; as a juvenile or adult. Sealed records, expunged records and military court proceedings must be disclosed. Note: DUI and reckless driving are criminal offenses.

The following guidelines apply:

Will Not Hire	Will Not Hire if Anyone Has Been	Case by Case Basis
Statutory felony convictions in Florida Statute 1012.315 (1)	Any felony offense within the past 25 years	Any applicant convicted of a felony of more than 25 years, except those convicted of crimes included in 1012.315 (1)
Statutory Misdemeanor convictions Florida Statute 1012.315 (2)	Any misdemeanor offense within the past 5 years	Any applicant convicted of a misdemeanor of more than 5 years, except those convicted of crimes included in 1012.315 (2)
		Arrest or charges for: Any crime involving violence (domestic violence, battery, etc.) and/or drug offenses within the past 5 to 10 years

OCPS defines conviction as a determination of guilt that is a result of a plea or a trial, regardless of whether adjudication is withheld. This includes entering a plea of guilty and nolo contendere or "no contest".

When submitting an application to Orange County Public Schools applicants must answer a questionnaire in regard to their previous work history. Human Resources has the following guidelines in place to review work performance and determine eligibility:

Will Not Hire	Review on a Case by Case Basis
Terminated by OCPS for: <ul style="list-style-type: none"> • Worker Compensation Settlement • Misconduct • Job Abandonment • Falsification (If determined willful intent) • Performance Positive drug test results	<ul style="list-style-type: none"> • Frequent job changes • Reasons for leaving previous job • Pending litigation with previous employer • References that reflect “no hire” Status • Previous evaluations that are comparable to SR or NI • Job abandonment • Previous dismissal or non-reappointed for performance or misconduct by another employer.

*OCPS defines willful intent as the intent to intentionally, purposefully, or knowingly perform an act.

Supplements (Coaches/Athletic Positions)

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during, or after the regular workday. They are designed in such a way as to allow individual schools flexibility in matching its employees’ resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.

Supplements generally are not transferable, which means that the funds for one supplement cannot be used for a different supplement.

Supplement nominations are submitted by the administrator through either an on-line process or completion of forms, which are forwarded to a District-level department.

Acceptance of duties for which supplements are paid is voluntary for teachers, except for those that may be specified otherwise by the Contract. Supplements are usually paid only to teachers, however, if the teacher declines it, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are no guarantees that a supplement will continue to be offered, and changes may be made from year to year or during a given year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the reason(s) will be provided upon request.

The amounts paid for supplemental duty are negotiable. Payment for supplements is added to the employee's regular paycheck. A supplement line cannot be added or deleted from the Contract unless the amount is negotiated.

If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented duties were performed.

An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the administrator at the earliest possible date. The administrator will notify the employee as soon as feasible if the employee will be terminated in the supplemental position. If the supplement receiver is terminated, the reason(s) will be provided upon request.

The District and the Association shall continue working through the joint supplement committee. The supplement committee shall submit its recommendations to each of the CBLT.

The parties agree that supplements may be expanded or added to the Contract to fulfill requirements for Other Interscholastic Athletic Opportunities. If a new supplement is added, the parties will meet to negotiate the amount.

All supplemental and non-supplemental coaching positions are determined by the Athletic Director and/or Principal. These positions are not part of the Instructional/Classified contract. They are additional enhancements that are granted by the Athletic Department based on the school's essentials and best interests. Nothing is guaranteed from year to year.

Processing Prospective Athletes

Before Practice

- A. Before allowing an athlete to participate in any way, the athlete must present a wrist band that has been given to them by the Athletic Trainer for the appropriate season. Coaches must not allow the student on the field or court until he/she has this wrist band, indicating they are cleared to participate.
- B. The student must give to the Athletic Trainer the following items before the trainer will clear that student to participate:
 - a. Completed **physical** that includes:
 - i. Doctor's signature indicating the athlete is physically able to play.
 - ii. Doctor's name printed or stamped and his phone number.
 - iii. Name of athlete's insurance company.
 - iv. Parent's signature on the front page of physical.
 - b. **Notification of Risk** form signed by parent
 - c. Completed **emergency treatment cards**
- C. If the student attends DPHS after attending another high school, the student's guardians must sign a notarized form from the FHSAA regarding recruitment before participating.

Before Dressing Out for a Contest

- A. The head coach of each sport will submit to the Athletic Director an alphabetized list of all candidates for that sport. Additional names may be added as necessary.
- B. Student-athletes who were not enrolled at DPHS on the first day of school must have a parent complete and return the school's athletic eligibility form. Please notify the Athletic Director immediately if the student attended another school before enrolling in DPHS. Student number should be included.
- C. The Athletic Director or Assistant Athletic Director will check each student for eligibility. The coach will be given access to Home Campus where a list of all eligible student-athletes will be posted under their respective sport. Coaches are not to let any student

dress for a contest until the coach sees the athletes name in green on the list, if the name appears in red this means they are not cleared and should not participate.

Eligibility

Eligibility requirements include, but are not limited to, the following:

1. Must legally be a student at DPHS or an approved Home School student within Dr. Phillips High School zone.
2. A student has eligibility up to the age of 19 years and 9 months. If a student surpasses this age during State Series competition, he/she is permitted to compete through the conclusion of the State Series event.
3. Students have 4 years of eligibility beginning with the first day they enroll in 9th grade.
4. Students must have a cumulative un-weighted GPA of at least 2.0 from the beginning of their freshman year.
5. A student who falls under a 2.0 GPA after their first semester of ninth grade is ineligible for the spring semester. There may be certain exemptions for 10th graders who do not have a cumulative 2.0 but who do have a 2.0 for their previous semester. *See the Athletic Director for clarification.*
6. Grades will be check by the Athletic Director or Assistant Athletic Director at the end of each semester.
7. A student who is not eligible at the beginning of the academic year cannot become eligible until the beginning of the second semester.
8. A student who transfers from one school to another will be ineligible at the school to which he/she transferred. There are a few exceptions to this rule, such as a bona fide change of residence. Check with the AD if you have questions.
9. Any questions or concerns related to eligibility are to be directed to the AD. No coach is permitted to call the FHSAA.
10. Using an ineligible student-athlete will result in forfeiture and a fine by the FHSAA. Any coach who knowingly uses an ineligible student-athlete may be terminated.
11. Any player at a contest in uniform is considered to have played in that game. Freshman, JV and Varsity teams must be separated from each other on game days.
12. Do not use any player until you receive confirmation of eligibility from the Athletic Director and Athletic Trainer.
13. A student who is not eligible cannot practice with the team, go on trips with the team, etc. Do not allow any student who is not eligible to participate in any way. OCPS insurance does not cover athletes who are not eligible to play.
14. All team managers must have an emergency treatment card on file with the Head Coach.

News Media

It is important to maintain a strong relationship with the local media. Local media provides the players, the team and the school with invaluable publicity which facilitates morale campus wide.

1. Coaches are required to phone in their game results to the Orlando Sentinel at the conclusion of their contest (win or lose, home or way).
2. All scores and statistics reported to the media must be accurate. Falsification of information or padding/softening of statistics is not permitted.
3. Coaches are required to assist media representatives seeking statistics, photos or interview with players, provided the request is made with the intention of promoting the player, team or school in a positive light. Should a coach have questions about intent or sincerity, he/she should contact the AD or Assistant AD.
4. Media requested information in the form of pre-season previews or season recaps should be returned in an expedient manner.
5. Please note the following local media contact number:
 - Orlando Sentinel scores: 407-420-5474
 - West Orange Times: (407-656-2121; WOTimes@aol.com)
 - Southwest Orlando Bulletin: 407-351-1573; www.kearneypublishing.com
 - DPHS Sports Info - Michael Babin: Michael.babin@ocps.net

Fiscal Policies

Purchasing

1. The head coach must be able to justify expenditures. Request may be decline by the AD, Business Manager or Principal.
2. Never order anything until approval has been secured. It is a coach's responsibility to ensure there are sufficient funds in their team's account to cover the cost of the order.
3. Unapproved purchases will become the personal responsibility of the coach. A request is not considered approved until the coach receives a signed, approved purchase order.

Fund Raising

1. All fund raising activities must first be approved by the bookkeeper and Principal. The coach will have control over the account for his/her team with the approval of the AD. Complete the proper paperwork from bookkeeping before and after an event.
2. All monies raised must be deposited into the internal accounts of DPHS.

Support Groups

1. All support groups are under the direct control of the Head Coach and will be monitored by the Athletic Director.
2. All monies raised by support groups must be deposited into the internal accounts of DPHS.
3. The head coach is responsible for ensuring the support group complies with all school and county policies.

Concessions

1. Gym concessions will be operated by an individual team or support group appointed by and under the directions of the AD.
2. Stadium concessions will be operated by the band for football activities. Only 10 band parents working in the concession stand will be admitted free. Band chaperones admitted free will comply with the county chaperone-to-student ratio. All others must pay including children 8 and over.
3. Band has use of the concession stand only during football season. All outside vendors brought in during home football games must be approved by the Athletic Director.

Scheduling

1. Coaches must schedule the minimum amount of Metro West Conference games to qualify for the Metro West Conference championship standing.
2. In sports without a Metro West Conference tournament, coaches must schedule all Metro West Conference schools in their sport. **Metro West Conference schools:** Dr. Phillips, Olympia, West Orange, Apopka, Wekiva, Ocoee, Edgewater, Jones, Evans and Windermere.
3. Sports that have scheduled Metro West Conference Tournament are not required to schedule every team in the regular season.
4. Scheduling District teams, is not required by FHSAA but highly recommended especially against play-off caliber teams.
5. All remaining games will be scheduled by the Head Coach with the approval of the Athletic Director.
6. The number of games must conform to the FHSAA policies.
7. All games which require long trips should be considered carefully. Out of county bus trips will not be paid for by the Athletic Department without proper approval.
8. All contracts will be written by the Athletic Director.
9. If a scheduling change is necessary, approval must be given by the AD and the Head Coach must notify the Athletic Trainer immediately.
10. FHSAA State Series expenses are funded by the Athletic Department for out of area participation. Accommodations, transportation and food will be covered by the AD. Athletes on the state entry list and coaches will be allotted \$7.00 each for breakfast, \$9.00 each for lunch and \$11.00 each for dinner in a check prior to departure. The Head Coach must return all receipts and remaining change to the bookkeeper's office.
11. The Athletic Department does not cover entrance fees for tournaments or meets other than the Metro Conference championship for each sport.

Cancelation of Contests

When it becomes necessary to cancel a contest:

1. Obtain approval from the Athletic Director or Assistant Athletic Director.
2. Notify the following:
 - Coach of opposing school
 - Administrator assigned to cover the game
 - Transportation (DPHS activity bus or OCPS)
 - Officials association
 - Athletic Trainer
 - Concession parents
 - Event Staff
3. Notify the school's main office and have an announcement prepared.
4. Reschedule the game with the approval of the Athletic Director.

Travel

1. The Head coach should give the bus requests to the Assistant Athletic Director at least 10 school days in advance of a contest. Any extra bus charges due to late requests will be paid from that team's fund.
2. If transportation by private vehicle is necessary, it is the head coach's responsibility to provide the AD with proof of each driver's license and liability insurance. In addition, permission should be obtained with parent signature approving transport of their student-athlete by the licensed, insured driver. All drivers must understand that their insurance will be the primary insurance in case of an accident. In no case should a coach ask a student to drive other students to a game or practice.
3. Never transport student-athletes in the back of a pick-up truck.
4. It is allowable and recommended to have students meet you at game sites. Be sure in this case that the parents know they are responsible for their child's transportation.
5. Vans are not permitted to transport students. The following vehicles are allowed:
 - Any passenger car
 - Station wagons designed to carry 8 or fewer people
 - Most minivan models post- 1994
6. Overnight trips are not encouraged. They must be approved by the AD well in advance, be approved by the Principal and the District, and have approval from the FHSAA if out of state.
 - ***The following information regarding overnight trips should be supplied to the AD and clearly communicated to the team and parents:***
 - Day, time and place of departure and return
 - Means of transportation
 - Names of chaperones
 - Headquarters and tentative schedule at destination
7. The Head Coach is responsible for ensuring use of OCPS approved chaperones.
8. Tour buses may be used for out of area trips as long as the company is an approved vendor with OCPS. See the AD for the complete listing.

Using Private Vehicles to Drive to Away Contests

If coaches allow student-athletes to drive to away contests they must make the student-athlete aware that they can only drive themselves. Their parents must fill out the form for using private vehicles. If parents drive they must fill out the private vehicle form also. The student driver must attach their driver's license and insurance card to the form.

Facilities

1. For some teams it is necessary to use off-campus facilities. It is the responsibility of the coach to arrange for these facilities with the approval of the Athletic Director.
2. Scheduling use of on-campus facilities by outside organizations should be made with the approval of the Athletic Director. Facility lease agreements and proper insurance coverage must be in place in order for any outside group to rent the facilities.
3. A coach cannot give permission for anyone or any group to use DPHS facilities.
4. Coaches wishing to schedule practices or conditioning in any on-campus facility should meet with the AD and other affected coaches to avoid schedule conflicts.
5. Due to FHSAA scheduling, there are unavoidable overlaps in seasons. Priority use of facilities is given to the team whose season is concluding. Fall sports have facility priority over winter; winter has priority over spring. Coaches are strongly encouraged to work cooperatively and communicate with each other to alleviate unnecessary conflicts.
6. Coaches are expected to maintain facilities on a DAILY basis. Make sure that all equipment is stored neatly in the teams assigned storage space and locker room. All teams are expected to take pride in their facilities and make sure that the area looks as clean as possible.
7. Coaches are expected to schedule a meeting with the Athletic Director and Principal regarding any large scale improvements to their facility. Improving your facility is strongly encouraged, but we want to make sure that all proper steps are taken to ensure compliance with the county and state codes.

Gates

Coaches are responsible to make sure that all doors and gates are locked after practices and games.

Summer Programs

1. All students involved in activities must have a completed and approved physical packet on file.
2. Outside organizations which rent facilities must have a contract with OCPS as well as proper insurance. They may not use the school name, uniforms or equipment.
3. No coach may receive compensation, whether school related or from an outside agency, where any DPHS students are involved.
4. Do not allow students to be unsupervised. Allowing unsupervised students in the facility will result in that summer program being canceled.
5. A non-Dr. Phillips student who participates in any conditioning with DPHS over the summer will be considered a student at DPHS and will forfeit his/her eligibility at another school for one year.

Awards

Letters

- These are paid for by the Athletic Director.
- In order to receive a varsity letter, a student-athlete must have completed the season in good standing (maintained eligibility).
- Junior Varsity student-athletes will not receive letters. They receive certificates only.
- Must have attended all game and practices unless excused by the Head Coach.
- Letters are only awarded once per sport. The process is as follows:
 - First year: varsity letter and sport-specific pin
 - Second year: certificate and bar
 - Third year: certificate and bar
 - Fourth year: plaque and bar
 - Letters may be awarded to student managers at coach's discretion

Trophies

- Individual trophies are to be purchased by the team's funds and given at the coach's discretion.
- Trophies are not to be awarded to JV players under any circumstances.

Dr. Phillips Athletic Award Night

This ceremony will be in the evening during the spring to honor DPHS student-athletes that have excelled to earn one of the following awards paid for by the athletic department.

Principal's Award

- Each coach will give this award to a member of their varsity team that best exemplifies sportsmanship, dedication, and achievement in their sport.

Athlete of the Year Award

- Awarded to male athlete and one female athlete.
- Winner should have excelled in his/her sport, demonstrated good sportsmanship, and exhibited strong leadership qualities. Number of sports played should be given legitimate consideration.
- Each coach may nominate one male and one female for this award. Recipient will be voted on by the Athletic Department and DPHS administration.

Scholar-Athlete Award

- Awarded to one male and one female athlete.
- Must have a minimum un-weighted GPA of 3.5.
- Strong consideration will be given to GPA but a number of factors, including number of sports played, sportsmanship, leadership, etc. will be considered.
- Selection process same as Athlete of the Year.

Sportsmanship Award

- Awarded to one male and one female athlete.
- Must have exhibited superior sportsmanship throughout the entire school year in both athletics and community involvement.
- Selection process same as Athlete of the Year.

Other recognitions by outside organizations

Title IX

Dr. Phillips High School has taken all necessary steps to ensure there are no violations of Title IX (gender equity) policies. Should any discrepancy exist in the future, the department will seek to resolve the issue as needed. Actions may include restricting the number of cuts in some sports, etc. All coaches are expected to comply with decisions made in the interest of gender equality.

Please make sure the first thing you complete on the first day of tryouts is the “Race Make-up-Form”, and return it to the athletic office at the completion of tryouts. This form NEEDS to be turned in following the last day of tryouts to ensure accuracy on the yearly Gender Equality Report. Failure to turn in such form following the last day of tryouts will postpone the scheduling and payments of all practices and competitions until the form is completed.

Please make sure when planning to make improvements to your facility you check with the athletic office and schedule a meeting to discuss the plans with the athletic director and principal. Title IX covers athletics and even athletic facilities, and proper steps should be taken when such projects arise.

Sport: _____

Coach: _____

Team 9 JV

V

For gender equity report I need the # of students that have tried out for your teams and their races. I also need the race and grades of the players that have made your team.

Tryouts

<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u>

Made Team

	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>White</u>				
<u>Black</u>				
<u>Hispanic</u>				



Miscellaneous

Game Day Entry

- All sporting events held at DPHS, or in outside venues that provide seating, may be subjected to a mandatory entrance fee (tickets) to offset the cost of officials, transportation, etc..
- Promotion nights such as Community Night, Senior Night and Homecoming are subject to normal ticket entry policies. Parents of student-athletes or band members do not receive free admission to these events unless they have been placed on the Pass List by the Athletic Director or have purchased an annual pass. Homecoming representative are admitted as long as their names appear on a list provided by the coordinator to the Athletic Director.
- Ticket prices for games are printed on each ticket unless an Athletic Department sponsored promotional night is in effect.
- Coaches, ticket takers, or volunteers are not permitted to discount ticket prices for individuals entering a game. An administrator on duty or the AD on duty must be contacted should a situation arise.
- Annual pass holders must present, upon request, a picture ID for verification.
- Annual passes are non-transferable, they are only valid for the individual named on the pass.
- Passes may be revoked without refund for reasons of unsportsmanlike behavior, forgery, or other activities deemed not in the best interest of Dr. Phillips High School.

Compensation

- Coaches may not receive any compensation from sources other than the Orange County School Board while coaching their teams during the season.
- No coach shall receive compensation for services offered to students of DPHS.
- No coach shall promote, at DPHS, any activity from which he/she is likely to receive compensation other than his/her salary as an employee of OCPS.
- Coaches will not accept tutoring fees for any athletic-related instruction.

Department Meeting

- There will be up to 4 regular meetings of the DPHS coaching staff: August (pre-planning), November (beginning of winter season), January (beginning of spring season), and May (post-planning).
- All coaches are expected to attend.

- All coaches are to provide the AD with the following contact information: home phone, cell phone, email, work extension, and work location.
- All coaches will be emailed directly following county Athletic Director meetings to update them on the latest information covered.

Student Managers

- Student managers may be appointed by the Head Coach when necessary.
- Care should be taken to select responsible students and assign specific tasks.
- Do not assign duties to students that should be performed by a coach.
- Student managers must have emergency treatment cards on file with the coach and Athletic Trainer.

Fines

- Any fine assessed by FHSAA because of an action of a coach will be paid by that coach, not from the sport's internal account.
- Anytime a student is ejected from a game, that team's internal account will pay the amount of the fine levied by the FHSAA.

Lightning

- Remember that lightning strikes people in Central Florida more than anywhere else in the world.
- If you are conducting an outdoor activity and lightning is anywhere in the vicinity, you are directed to immediately suspend activity and seek shelter.
- Do not take any chances. If you are unsure whether the conditions are safe, then they are not. The activity can always be resumed when the weather is improved.

