



**2023-2024 Gehlen Catholic School
Coaching Handbook**

Gehlen Athletic Mission Statement:

The mission of Gehlen Catholic School sports program is to:

- Provide student-athletes with the opportunity to use and develop their talents while participating in competitive contests under the direction of qualified and dedicated coaches.
- Instill in student-athletes the Christian values and attitudes of sportsmanship, teamwork, respect, and dedication.
- Allow student-athletes the opportunity to learn, grow, and develop as students and athletes, integrating into their lives a sense of priority, commitment, and dedication that will prepare them for future challenges.
- Educate the whole person, physically, mentally, and spiritually to use their God given talents wisely.

Introduction

Coaches' handbooks are the most efficient way for a school's extra-curricular programs to provide coaches, directors and students notice of the school's policies, practices, and beliefs. This handbook informs coaches and students about the Gehlen Catholic School Board's position on many issues such as discipline, attendance, and eligibility for extracurricular activities. In addition, the handbook can convey an individual school's spirit and the expectations of the school and school district.

Most coaches' handbooks are designed to accomplish the following goals:

- To document school rules and policies to serve as a guide for coaches and Athletic Director/departments to clarify the Gehlen Catholic School and school board's position on several issues.
- To serve as a source of information for coaches about the school district, school building, organizational structure and overall philosophy; and
- To provide coaches with up-to-date, easy to understand information on the range of opportunities and programs available through the school.

The extra-curricular program is a legitimate part of each high school and middle school educational curricula. The experiences students have in these programs will likely play a significant role in their perceptions of their school, as well as their own personal growth and development.

Directors and coaches are leaders and role models for students. Being involved in activities and athletics means being in the public eye. The way directors and coaches present themselves and the ways in which interaction takes place with students are topics discussed publicly.

More than any other factor, the directors and coaches in our students' lives possess the potential to establish and maintain a positive and success-oriented climate in activities and athletics. Working together, the activity and athletic programming can make Gehlen Catholic School more valuable, thus making students want to take part.

Disclaimer

This handbook has been prepared to assist directors and coaches. Its intention is to communicate regulations made available to all concerned. It gives information that will make directing and coaching at Gehlen Catholic School more productive and enjoyable.

This handbook cannot cover every aspect of directing/coaching and school life; therefore, common sense should be relied upon to address any rules not found in this handbook. Gehlen Catholic School also has board-adopted policies that cover areas that may not be addressed in the handbook. Directors and coaches are encouraged to discuss any questions related to this handbook with the school's Athletic Director or building principal.

PHILOSOPHY OF ATHLETICS AT GEHLEN CATHOLIC

Activity and Athletic Vision

- To establish policies and practices that encourage student participation
- To use the talents that God has given us.
- To demonstrate servant leadership
- To build pride, leadership, and character
- To increase student achievement
- To establish competition with honor and integrity
- To demonstrate community support for all students

The overall purpose of school activities and athletics is to build character, promote academics, and enhance the entire school experience for each student involved.

Characteristics of a Balanced Program

- Prepared directors and coaches with high expectations for participation and academics, good communication and teaching skills, strong Catholic values, connections with students, and willingness to devote time to the program(s) to build success.
- Monitoring and support for student participants' academic success throughout the year, not just during the respective seasons.
- Promotion of both teaching and learning, allowing students to improve the knowledge and skills necessary to be successful in the events.
- Demonstration of accountability for all students and utilization of consistent rules for all participants.
- Character and teamwork/collaboration, as well as athletic and academic discipline, in the school setting.
- Continual assessment by directors and coaches toward positive changes, which encourage students to show pride, good sportsmanship and leadership.

District Contact Information Activities Director/Middle School & High School Principal

Athletic Director

Name: Jeff Kramer
 Email: jkramer@gehlencatholic.org
 Cell Phone: 712-540-4510

High School Principal and Activities Director

Name: Bryan Paulson
 Email: bpaulson@gehlencatholic.org
 Cell Phone- 605-941-5237

Activity Free Day

General Information

Sunday is an activity free day. No practices or games will be allowed at the school, unless given permission from administration for teams that are participating in a state tournament. (See Diocese Guidelines for Sunday activities)

Diocese Policy #7605

FACILITIES

USE OF SCHOOL FACILITIES ON SUNDAY

Approved: March 30, 2023

Proposed: November 17, 2022

Diocesan Board of Education

It is the perennial practice of the Catholic Church to celebrate Christ's Resurrection on Sunday, rightly called the Lord's Day. Both the Code of Canon Law and Catechism state, "On Sundays and other holy days of obligation the faithful are bound . . . to abstain from those labors and business concerns which impede the worship to be rendered to God, the joy which is proper to the Lord's Day, or the proper relaxation of mind and body" (CIC, can. 1247, CCC 2193).

Because our Lord intended Sunday to be a day of worship and rest, the use of school facilities is limited on Sundays to activities that promote worship, theological education, or spiritual formation.

No weekly, bi-weekly, or other regularly recurring youth-based activities (practices, open gyms, scrimmages, competitions, etc.) are permitted on Sundays. Other occasional activities are permitted on Sundays after 1:00pm.

This policy is binding on all stakeholders, regardless of their affiliation with the parish and/or school. This policy must also be enforced when third parties, who are not affiliated with the parish and/or school, desire to rent and/or use the school's facilities.

Administrators, employees, and other stakeholders of the school should take care to prevent any attempts to circumvent this policy. Moving a youth-based activity to an alternative location is prohibited, as it undermines the spirit and the intention of this policy.

Awards Ceremony

The school encourages the recognition of all students for their participation in activity and sports programming. To accomplish this, at the conclusion of each season, awards banquets will be held. These can take a variety of forms but should include, where appropriate, the student participants, parents, families, coaches, staff, managers, and cheerleaders along with any other special guests. Celebrations should focus on recognizing participation rather than individual accomplishments. Please communicate with the activities director on the selected date for banquets. The banquet should be held as soon as possible after the conclusion of the sport.

Jay Club

The Gehlen Catholic Jay Club works actively to support athletic programs at Gehlen Catholic School, both financially and in spirit. The Athletic Director will serve as the school liaison to this organization and is the person who coordinates any request for financial assistance submitted to Jay Club.

Budget

Any requests for equipment, uniforms or other items directors or coaches desire or may need, should be made at the end of the season for the next year or by January 1 to be considered for the budget for the upcoming next school year. All budget requests for the following school year will be due to the Athletic Director or rep by February 1 for the next school year. This will include items requested from the Jay Club in order to incorporate into the budget. Make requests to the athletic director and purchases will be made based on need and availability of funds.

Camp Policy

Teams are allowed to run and attend team camps over the summer. Approval for camps must be obtained from the Athletic Director. Funds must be paid out of the sports restricted account. All camps must be run through the school and all payments must be made to the school office.

Directing and Coaching Attire

Directors and coaches are expected to dress professionally for all performances, games, and practices. All coaches will be given a \$50 allowance for coaching approved attire.

Clinics/Rules Meetings

Head coaches are required to attend state rules meetings, face-to-face or online, for their activities and sports each year. Attendance at the rule's meetings, face-to-face or online, is mandatory. Directors and coaches are encouraged to attend clinics for professional growth. The athletic department will pay up to \$100 per coach per sport to attend coaching clinics. The coach will receive one professional day per sport per year for the clinic and transportation will be provided. The \$100 sum will include registration, meals, and lodging. The coach needs to keep meal receipts for reimbursement. All volunteer coaches have the same privileges.

Team Building/Parties

Administration encourages coaches to plan team building exercises and meetings throughout the season and in the offseason. Only fundraiser account money may be used to purchase items for these events. Coaches/directors need to get prior approval from administration for expenses and run things through the online requisition process. Transportation may be provided by the school for team building activities within a 100-mile radius of Gehlen Catholic School. A field trip/activity request form must be completed for any trips not on the school calendar and outside of the Diocese. The trip must be approved by the Athletic Director before the trips occur.

Professional Leave and State Tournaments

As stated above, coaches may receive one professional leave for a clinic of their choice per sport per year. They may use this one professional leave day to attend a state tournament instead of the clinic in that sport. So, coaches may receive one professional leave day per sport per year to attend a clinic or a state tournament. Transportation may be provided for the state tournament, but no other costs will be covered by Gehlen Catholic School. This also applies to all volunteer coaches.

Activity/Field Trips

Activity/Field Trip request forms should be completed for approval of all trips not on the school calendar with a signature from the building principal for approval as stated in the staff handbook. If an activity/field trip is outside of the Diocese, approval must be made at least 14 days prior to the trip. Forms can be obtained from the Athletic Director.

Evaluations

Evaluations will be conducted twice throughout the year and during each season. A written copy of each evaluation will be given to the director or coach in writing within 30 days of completion of the year or season and submitted to the Athletic Director and school administration.

Parent Complaints

All parent complaints will be taken into consideration and reviewed by administration. If any wrongdoing is found to have occurred, then a written complaint will be filed with the coaches file. Two or more written complaints could lead to termination, or contract not being renewed. Administrators will talk to all parties involved before making a decision.

Licensure

Any person serving as a director or coach for the Gehlen Catholic School must possess a valid license or endorsement. A copy of the license or endorsement must be in the school's possession on the first day of the year or the first day of the athletic season and before directors and coaches can begin working with students. Virtus training and background checks must be completed also.

Volunteers

Coaches contact the Athletic Director before allowing volunteers to work with a program or sport. They must have a valid license or endorsement, complete a Virtus training and background check. Administration must approve all volunteer coaches.

Coaching Staff Meetings

There will be an annual meeting held in the fall for the entire directing and coaching staff at Gehlen Catholic School. This will include all levels of competition. Special meetings can be called as necessary. Meetings for all athletic coaches of a particular sport will be held before the season starts.

Communication to Students, Parents and Guardians

Communication to students, parents and guardians should include:

- Directing or coaching philosophy
- Participant expectations
- Parent expectations
- Practice and performance/game schedules
- Letter requirements

Directors and coaches should inform all participants, parents and guardians of letter requirements. A copy of the requirements should be on file in the activity director's office.

- Bus and performance/game decorum
- Refrain from sending texts to individual students – attach an administrator or assistant coach

Letter Winners

After the season has ended, a list of letter winners should be prepared and given to the activity's director. Please provide these lists within two weeks after the season has ended. Please make sure that parents and athletes know the criteria for how to earn a letter during the season. Criteria must be reviewed with the Athletic Director.

Dealing with Parents

Dealing with unhappy parents is one of the most challenging parts of directing or coaching, but a necessary part, nevertheless. When dealing with parents it must be remembered that the athlete that is usually the subject of the conversation is an extremely important part of the parents' life. If you can

remember that any conversation will be much better and can be worthwhile. Try to be understanding and objective in these settings. It is never fruitful to be defensive!

Student-Athlete Parent Expectations

How I Can Help My Child's Athletic Experience?

- Allow your child to perform and progress at a level consistent with their ability. Athletes mature at different ages, and some are more gifted than others.
 - Teach your child to enjoy the thrill of competition and that improving skills and attitude are important.
 - Don't relive your athletic life through your child. This creates added pressure that your child does not need. This is your child's experience, let them enjoy it.
 - Don't compete with the coach. Keep in mind that they are balancing the development of your child with the growth and progress of an entire athletic team. Often coaches have many considerations that are not obvious to parents.
 - Remember, young athletes tend to exaggerate when being praised and/or criticized. Temper your reaction until you investigate.
 - An athlete's self-confidence and self-image will be improved by support at home. Comparison to others is discouraged.
 - Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
 - Insist on positive behavior in school and a high level of performance in the classroom.
- Numerous studies indicate extracurricular involvement helps enhance academic performance.

The job of an athlete's parent is tough and takes a lot of effort to do it well. However, it is worth the effort when you hear your child say, "My parents really helped. I am lucky in this respect."

I am Ready for the Game

- Cheer for our team and players. Opponents and referees deserve respect. Realize that players and officials will make mistakes. Your support is needed when things aren't going well.
- Concentrate on what is best for the team. Preoccupation with statistics can be very distracting.
- Attempting to communicate with coaches, players, or officials during a game only creates tension and is completely unacceptable. Be a respectful spectator.
- Conduct that draws unwanted attention to oneself usually leads to embarrassment for your child. Please always keep their well-being in mind. Don't jeopardize losing the opportunity to watch your child participate.

How Do I Communicate the Right Way?

Coaches have the authority over who becomes a participant of the team and when the participant plays or is removed from the team. The coaching staff determines coaching strategy, what positions athletes play, and playing time. Acceptance of a position on the team includes acceptance of this policy. It is a privilege, not a right, to be a member of an athletic team.

Appropriate concerns to discuss with coaches:

- Situations involving your child.
- Ways to help your child improve.
- Your child's attitude, work ethic, and eligibility.

- Concerns about your child's behavior

Issues that are not appropriate to discuss with coaches or Athletic Director:

- Playing time of any student-athlete
- What position a student-athlete plays
- Team strategy, practice organization, or play calling.
- Other student-athletes

Procedures to follow if there is a concern to discuss with a coach:

1. Your child should speak to the coach about an issue, before you intervene. This will help our student-athletes grow into young adults.
2. Contact the coach to set up an appointment. Give the coach a brief summary of what you want to discuss. This enables the coach to prepare to give you the best possible answers to your question(s). If the coach cannot be reached, contact the Athletic Director. The Athletic Director will assist you in arranging a meeting. Coaches will not talk to you unless you have arranged an appointment. A third party individual such as the Athletic Director or additional administrator will be present.
3. If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the Athletic Director to discuss the situation.
4. If steps 1-3 are still not meeting your expectations, call the principal to schedule a meeting. The principal will listen to what you have to say, and conduct an investigation into the complaint. The principal will get back to you within 48-72 hours about the conclusion that they have come up with.

The 24-Hour Rule will be utilized for any in-season communication with the coaching staff. Contact with the coaching staff will not be allowed until 24 hours after an athletic event. The only exception to this rule is reporting an injury, illness or emergency.

Parent Behavior Expectation:

1. Parents are expected to follow the procedures put in place by the administration and school board when dealing with coaching or disciplinary issues.
2. All matters need to be handled in a civil manner, and respect shown for all parties involved.
3. Parents are **NOT** to verbally or physically abuse or assault a coach, official, or an administrator in any manner, or physically intimidate during athletic contests or anytime after. This includes during meetings about the athlete.
4. Parents are not allowed to speak to coaches or enter/sit where the team is during games to speak to their child(ren)

Failure To Meet Expectations:

Parents that fail to meet the expectations laid out in this handbook will face possible disciplinary consequences decided by administration.

Possible Disciplinary Consequences

- Removal from contest or event
- Suspended from their next child's event home or away

- Suspended from all athletic or school event for the year, if the parent(s) have multiple violations

Parents may file an appeal and have their case heard with the Gehlen Catholic School administration and school board.

Concussions

- 1) Application of Iowa Code – see Iowa Code Section 280.13C
 1. Coach or Official Removal
 2. Athlete seen by a licensed Health Care Provider
 3. If diagnosed with a concussion, protocol is initiated
 4. Be sure to begin filling out the Checklist – see Concussion Assessment Checklist
- 2) Return to Learn Policy – see Return to Learn Teacher Feedback Form
 1. “Return to Learn” protocol must be complete before “Return to Play” protocol is started
 2. Once student is back to regular school participation, return to play protocol is initiated
- 3) Return to Play Policy – see Return to Play Protocol Form broken down by sport
 1. Each step must be followed
 2. If an athlete shows signs/symptoms of a concussion after performing a step, they must go back to the previous step
 3. All steps must be complete before being cleared to return to play
- 4) Medical Release Form
 1. Once “Return to Learn” and “Return to Play” protocols have been finished, they must be cleared by a licensed Health Care Provider
 2. The Medical Release Form can be used to show an athlete has been cleared
 3. The Impact Concussion Test can be used by the licensed Health Care Provider to determine clearance for returning to play

Return to Learn Team: Physical Trainer, Licensed Health Care Provider, School Nurse, Principal, Classroom Teachers

Return to Play Team: Physical Trainer, Licensed Health Care Provider, School Nurse, AD, Coaches

Note:

Athletes and their parents should understand the seriousness of head injuries and that if a student athlete is diagnosed with a concussion, we should expect them to be out at least a week to go through the necessary protocols and make sure they are ready to return to play.

Iowa Code: file:///G:/Athletic%20Director/Policy_Guidelines/Concussions/Iowa%20Code%20by%20Sport.pdf

Return to Learn Form:

file:///G:/Athletic%20Director/Policy_Guidelines/Concussions/Concussion%20Return%20to%20Learn%20Form.pdf

Return to Play Protocol:

file:///G:/Athletic%20Director/Policy_Guidelines/Concussions/Return%20to%20Play%20Protocol.pdf

Heads Up Concussion Form:

file:///G:/Athletic%20Director/Policy_Guidelines/Concussions/Heads%20Up%20Concussion%20Form.pdf

Ejections

If a director, student participant, coach, athlete, assistant coach, or volunteer coach is ejected from a contest, it must be reported immediately to the activity's director.

Please note:

- IHSA – Log in to the website and complete all forms online.
- IGHSU – Log into the website and print out the form, complete and fax.

Additional Penalty: Any coach at any level, grades 9-12, who is ejected from an IHSA sanctioned sport is required to take the NFHS Fundamentals of Coaching elective course entitled "Teaching and Modeling Behavior." This course must be viewed prior to being able to return and coach an interscholastic contest and the certificate of completion must be sent to the IHSA office. This mandate is in addition to missing the next playing date at the level of competition he/she was ejected from including all games in the interim. The cost of the course will be the responsibility of the individual coach.

Fundraising

The activity fund is a self-sustaining fund, meaning the revenues must cover all expenditures. Even though all activities are given budgets, the monies may not be sufficient to purchase some of the necessary equipment/supplies.

Occasionally, a request from an individual or group to raise monies for a specific activity or sport or to purchase/help purchase larger items is received. Gehlen Catholic School encourages and welcomes the help of these individuals and/or groups. In order to meet the school's auditing standards, the following guidelines must be followed:

- Prior approval must be obtained through the Fundraiser Request Form. The director/coach and the Athletic Director must approve the item's need and then a list of fundraising projects will be approved by the Gehlen Catholic School Board prior to fundraiser start. Fundraisers should list the purpose/use of the money raised on the fundraiser request form and any fundraising material including expected timeline dates for the fundraiser.
- A detailed record must be kept of all monies raised. If the individual or group is selling merchandise the group must attain a purchase order from the school. Please follow guidelines established in the business procedures manual and complete the necessary documentation with the money. No individual students, directors or coaches are allowed to purchase any item for fundraising. Directors and coaches will need to coordinate the process with the school business office and the activities director and follow purchasing procedures.
- All monies will go into the specific group's school account.

- At no time will any purchases be made unless monies are available to purchase the item(s) and the appropriate, prior approval has been granted.
- Donations of money, equipment or supplies are welcomed. The Athletic Director must approve any donations. Larger donations may need to be approved by the Gehlen Catholic School Board.
- Monies raised by groups or individuals are done so in the name of Gehlen Catholic School. Purchases with those monies are to supplement our student programs. Those monies may not be used for items given to individual players, coaches, parents, sponsors or fans. Personalized items must be purchased by the individual. Monies raised by volunteers belong to the school and specific activity/sport not the fundraiser.

Conduct Policy

FAILING GRADE INELIGIBILITY

Students' grades are checked every week and at the end of each quarter. Students who are failing any classes at the high school are automatically ineligible for a minimum of one week after the grade check. The student is not allowed to participate in any extra-curricular event. The grade(s) will be re-evaluated after one week. If the failing grade(s) is then passing, the student becomes eligible. If not, the grades will be re-evaluated at the end of the next week. The student remains ineligible until all grades are passing as measured by the school grading scale. When grades are posted at semester time, a student-athlete who is failing any course becomes ineligible for thirty calendar days, for the next activity they are involved in. Work must be completed and turned in on Mondays by the end of the school day to allow teachers sufficient time to grade student work prior to the ineligibility list being compiled.

Attendance Eligibility: A student must be in school by the start of 11:00 am and remain the remainder of the day in order to participate in practice or competition. Any exception must be approved by administration, ex. doctor's appointment with a doctor's note.

Medical Eligibility: No student shall participate in an athletic activity without filing a completed physical clearing the student for participation. The physical is valid for 13 months.

GOOD STUDENT CONDUCT POLICY

Please refer to the Parent Student Handbook.

Inclement Weather

If school is dismissed early for inclement weather, there will be no practices allowed. If school is not in session for the same reason, no practices may be held, but athletic games may be played. The decision to play or not will be made by the administration.

School Supervision

Supervision of athletes needs to be done by each coach from the time the students arrive at practice until the last one leaves after practice or after games. Don't rely on anyone else to fulfill

your duties as a supervisor. Don't exit the building yourself until your athletes are gone. Directors and coaches need to be the last ones out of the designated areas and the building.

Out of School Participation

All directors and coaches should inform students of the board policy and state policy about out-of-school competition during the season. For athletes – athletes cannot play on out-of-school teams during the season unless they are granted permission from the coach, Athletic Director and principal. If an athlete wants to play on a non-school team during the season, he/she needs to request that in writing at least five days prior to the event in which they wish to participate.

Officiating Concerns in Athletics

Any head coach that has a concern with an official should talk to the Athletic Director. This meeting should not take place until the next day to allow for more rational thought. These concerns should not be discussed with students, parents, guardians or the media.

Overlapping/Dual Athletic Participation

An athlete who is already participating in a sport is allowed to participate in another sport that occurs at the same time. Should an athlete drop a sport or be dropped from a sport, he/she will not begin in the next sport until the first sport has completed its season. An exception may be granted with the mutual consent of both coaches and Athletic Director. Junior High athletes may have the option to participate in both school sponsored and non school sponsored sports during the same season.

Quitting a Sport

An athlete who is interested in trying out for a sport will be given a two week grace period to decide if they want to stay in that sport or not. If they decide within the first two weeks to quit, they will be allowed to participate in the next sport that they choose without any repercussions. Should an athlete quit after those first two weeks, they will have to sit out one-third of the season of their next sport.

Preseason Meetings

Directors and coaches may arrange preseason meetings with prospective student participants before the start of the season. It is the responsibility of the directors and coaches to have the meeting sites approved and announcements of the meetings should be made through the school office.

Announcements must be submitted prior to noon the day before they are to be read. It is suggested that a roster including the names of students, parent/guardian names, addresses, grades, emails, and primary phone numbers be obtained during preseason meetings. Arrangements for the return of other necessary forms (i.e., the physical form and practice/training rules) should be made at that time also.

Physicals

Students participating in athletics are required to provide a school physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Physicals are good for thirteen (13) months.

Rosters

Formal rosters must be turned into the Athletic Director by the end of the second week of practice. In addition, the following specific athletic information is required to be given to the activity's director:

- Basketball: Home number, away number, name, height, position, grade in school
- Softball: Name, position, number, grade in school
- Baseball: Name, position, number, grade in school
- Volleyball: Name, position, height, number, grade in school
- Cross Country: Name, grade in school
- Track/Field: Name, grade in school
- Golf: Name, grade in school
- Football: Name, position, number, height, grade in school

School Attendance

Students are expected to be in class and to make school attendance a top priority. Only through regular attendance and class participation do students achieve the benefits of the education program. Students must be in school by the start of 11:00 am on the day of the event in order to participate in a school activity. Only in extraordinary circumstances will this rule be waived by the administration. Ten or more absences in any one class during a semester will also put the athlete in jeopardy of missing athletic or activity events.

Sportsmanship

A vital role of any director or coach is to model positive sportsmanship. Students often mirror adult attitudes and behavior. All high school coaches, players, and spectators are rated by officials, both at conference and state levels, on their sportsmanship. Sportsmanship is a component on the Activities Department Performance Evaluation Form. Positive sportsmanship is a priority of Gehlen Catholic School and no negative sportsmanship will be tolerated!

Supervision of Athletes in Buses on Activity and Athletic Trips

Each time a bus is used to transport students to and from an event, a director or coach must ride the bus. Our students will not be transported unless they are properly supervised.

- The director or coach riding the bus must require the participants to conduct themselves as young adults. This is not the bus driver's responsibility.
- Obscene language, roughhousing tactics, gambling, etc. will not be tolerated.

- Any student who does not conduct himself/herself properly is to be disciplined immediately by the director or coach in charge. Good behavior and discipline of the squad are the responsibility of the lead director or head coach.
- Students wishing to ride home with their parents or guardians must have them sign their student(s) out from the lead director or head coach after the activity is completed. Athletes, after being signed out by the parent, may ride home with their parents or parents of other players only. Never do they go with other students or boyfriends or girlfriends.

T-Shirts

All T-Shirts any activities group wishes to sell, either for fundraising or for in-season sales, must have the T-Shirt design approved by the Athletic Director and building principal.

CODE OF ETHICS AND EXPECTATIONS FOR DIRECTORS AND COACHES Directors/Coaches Should:

- Always strive to provide a positive culture and continue to build a strong relationship with God.
- Be loyal to Gehlen Catholic School and support the policies of the administration.
- Teach and practice true sportsmanship and servant leadership.
- Be humble in victory and courageous in defeat.
- Respect judges/officials always.
- Never publicly criticize other directors, coaches, judges, officials.
- Offer congratulations in public – win or lose.
- Dress in a manner suitable to his/her profession.
- Conduct themselves in a manner that will earn the respect and confidence of all.
- Always maintain professionalism on social media, and be a positive role model.
- Be more concerned about obtaining the respect from his/her students than in running a “personality contest”.
- Be able to assess the gifts and talents of students, and help with their overall improvement.
- Be confident in skills and approach to activity or sport.
- Be a professional, a motivator, and exhibit charisma.
- Be fearless, do the unexpected, keep foes “on their toes.”

Directors/Coaches and Their Students

In their relationship with students under their care, directors and coaches should be aware of the tremendous influence they have as leaders. Parents and guardians entrust their children to their care through the directors and coaches, and develop their relationship with God. Directors and coaches should never place the value of a win above the goal of instilling Christian values into their athletes. The safety and welfare of their students should always be uppermost in their minds, and neither should be sacrificed for personal prestige or glory.

Every director or coach is a living example for all the young people in their communities. It is vital that directors and coaches represent professionalism and that their actions and behavior always bring credit to school activities and sports.

Every director or coach that has social media accounts is expected to maintain a professional influence on those accounts. Any inappropriate behavior or posts that have a negative impact on students and athletes, and go against Catholic beliefs may be grounds for termination.

Professional Contacts

In their relationship with other directors and coaches, it should be assumed that all members of the profession are adults with integrity and are making an honest effort to follow the precepts of this manual. Therefore, directors and coaches from other schools should be treated courteously and as guests of the school when visiting Gehlen Catholic School. Moreover, the winning director/coach should do everything to assure that the losing team be allowed to lose with dignity and leave the contest with self-respect intact.

The media, including sportswriters and sportscasters, should not be used as a means of relieving ill feelings toward other directors, coaches, players, officials, or other schools. The media has an interest in activities and sports and should be treated with the same respect and honesty. Judges and officials are an integral part of any competition and contest, and it should be recognized that they, too, maintain high standards of integrity and honesty. Just as directors and coaches can make mistakes, judges and officials can, too. It is important that their efforts to contribute to the education of young men and women through activities and sports are recognized and supported.

The School

In relation to the institution for which they work, directors and coaches should remember that they are on public display as representatives of their respective institution. It is important, therefore, that they conduct themselves in a manner that will reflect the principles, integrity, and dignity of Gehlen Catholic School.

School policy regarding activities and sports should be adhered to, both in letter and in spirit. The directors and coaches should remember that other members of the faculty also have an interest in the institution and its students, and their conduct must be such that no criticism of their efforts to develop the common interests and purposes of the school arises.

Staff are not to use the facilities for personal use or allow other community members or family use through allowing access to the buildings with your keys.

All camps and clinics held at the school must follow guidelines in the business procedures manual.

Coaching Leave Policy

Leaves during the regular season for practices and events will need to be approved by the Athletic Director and building principal. Subs, when necessary (i.e.: only when no head or assistant coach is on

staff to cover for the program). will be part of the contracted duties for the Athletic Director or principal with no additional pay for administration just as other subbing duties are done.

Conduct

All directors and coaches are reminded to display appropriate conduct when addressing students. Coaches physically grabbing students and coaches using exceedingly inappropriate language when addressing players, both individually and during sideline huddles will not be tolerated, and could lead to immediate dismissal from Gehlen Catholic School.

All directors and coaches are reminded of their roles as educators. Physical intimidation or swearing directed at students, coaches, officials, or spectators has no place in education, or in competition. Gehlen Catholic School, as employer of its directors/coaches, is responsible for ensuring its employees act in an appropriate manner in our educational environment. Gehlen Catholic School will not tolerate in contest or competition what would not be tolerated in school classrooms.

Social media has placed increased pressure on professional honor and confidentiality. It is inappropriate for faculty/staff to share information about school, students or families of students on social networks such as Facebook, Twitter, Tik Tok, Instagram, Snapchat, etc. Social media accounts should remain private. All conduct on Social media is a representation of Gehlen Catholic School. Any failure to meet professional expectations may result in formal disciplinary action or termination.

Expectations

- Directors/coaches will require students to always conduct themselves in an appropriate manner.
- Directors/coaches are held responsible for the conduct of students during practice, at competitions/contests and on trips.
- Directors/coaches should strive to promote student/team morale, spirit, character building, leadership, and growth in Christian living.
- Directors/coaches will cooperate with the activity's director, principal, and other directors and coaches.
- Directors and coaches are to report promptly for all practice sessions and contests. They should dress according to the standards established for that activity or sport.
- All related activities are to be organized and supervised by the directors and coaches to ensure student safety. Unsafe activity will not be tolerated at any time in practice rooms, performance areas, the gymnasium, on athletic fields, in locker rooms, or in the weight room.
- Directors and coaches should provide students with academic support when necessary.

EQUIPMENT

Inventory and Requisition Forms

It shall be the responsibility of the lead director or the head coach to make, along with the help of assistants and managers, a complete inventory of all equipment for his/her activity/sport. A completed inventory should be given to the Athletic Director within 30 days of the completion of the activity.

Lost Equipment

When a student fails to return assigned equipment, it shall be the responsibility of the coach to report this loss to the Athletic Director. The student will be billed for the replacement cost of the lost equipment. Letters and awards will be withheld until all bills have been satisfied.

Uniforms

Distribution of uniforms and practice jerseys at the beginning of the year or the season and collecting them at the end of the year or respective season is the responsibility of the directors and coaches. Your duty in all activities and sports is not finished until all uniforms are checked back in. If you have difficulty getting a uniform back from a player, contact the activities director for assistance. There is an established rotation for purchase of uniforms. The activities director will contact you when it is your program's turn to receive new uniforms. Uniforms are on a 4–5-year rotation.

Purchasing New Equipment

All purchases must be approved by the activity's director.

Returning Equipment

Within two weeks after the last performance or game of the season, coaches should have all equipment returned to the respective equipment storage areas.

Other

Any other item not covered here should be included in the student and/or teachers' handbook compiled by the building principals.

Acknowledgement Form:

- **Coaches must sign stating that they have read the handbook.**
- **Parents must sign this handbook to allow their child(ren) to participate in extracurricular activities at Gehlen Catholic. This form must be returned before the first day of school.**

Gehlen Catholic School

Consent Form & Acknowledgement of Athletic Handbook Receipt

I have received a copy or digital access to the Gehlen Catholic Athletic Handbook for 2023-2024. I understand that the handbook contains pertinent information about school policies and procedures that I may need during the school year. I also understand that I will be held accountable for the guidelines outlined in this handbook. By signing below I acknowledge that I have read and understand the terms of all items concerning the Gehlen Catholic Athletic Handbook.

Name: _____

Student(s) Name(s) _____

Signature: _____

Date: _____

