

# **ATHLETIC DEPARTMENT**

## **MISSION STATEMENT**

The Athletic Department at Doral Academy Preparatory School is an extension of the educational program. Each student-athlete can develop mentally, physically and emotionally as a result of their participation in the athletic program.

It is our mission therefore, to instill the values of teamwork, and achieving goals in every student-athlete at Doral Academy Preparatory School. These values will provide the personal qualities necessary for each student-athlete to become successful and productive individuals in our society.

# Doral Academy Preparatory School

## Athletic Department Handbook

Athletic programs are looked at as a means for our students to participate in interscholastic competition, and as a tool for their positive development within our community.

At Doral Academy Preparatory School, the coach shall never place the value of winning above the value of instilling the highest ideals of character. The coach shall strive to set an example of the highest ethical and moral conduct. The coach shall also direct their program in harmony with the total school program and thereby promote the entire program of the school.

- Coaches shall have the vision to see the potential in student-athletes and establish goals for both the short and long term.
- Coaches shall be honest and fair in dealing with all student-athletes, thereby earning the respect of the community.
- Coaches shall be consistent in their dealings with student-athletes, fellow coaches, and staff. They shall follow through with applying the rules of their respective sport, department, and Doral Academy Preparatory.
- Coaches shall have a commitment to the academic growth as well as community service and citizenship awareness of their student-athletes.
- Coaches shall pursue excellence from their student-athletes in seeking knowledge, both academic and vocational.
- Coaches shall maintain a high level of professional knowledge by their membership and participation in professional organizations.

## Section A – Responsibilities:

### I. Responsibilities of the Coach

#### ***Participation & Team Rosters***

- No student-athlete may participate until all required forms are on file this includes try-outs and off-season conditioning. It is the responsibility of the Head coach to make sure these things are complete.
- All rosters (with necessary forms) must be turned into the Athletic Director prior to participating in any activity. Any add-ons must be made and cleared by the AD prior to the student-athlete participating. A student-athlete may be added to the roster up to 2 days before district entry list is submitted to the FHSAA.
- Forms include:
  - Completed Athletic Physical Form (Athletic Trainer – Amanda Lara)  
\*Download from school web site under Physical forms
  - Proof of Insurance (Athletic Director – Carlos Perez)  
\*Purchased online from AGAVE-Football \$40/Interscholastic \$20
  - ImpACT testing—sports where applicable (ATP- Amanda Lara)
  - Take and complete 4 NFHS courses
- Submit a field trip form to Activities Director prior to your season starting and submit a roster To Onis Mederos 48 hours prior to scheduled away competitions. This is MUST as this will alleviate attendance issues.

#### ***Grades***

- Academics is a priority over athletics at Doral Academy Preparatory School. Each coach must convey this attitude to their players by supporting them in all their academic endeavors.
- Student-Athletes not Athletic-Students

#### ***Dress Code***

- Every coach will have an established game day dress code in close cooperation with the school's dress code. Game day attire must be specific and followed by all your student-athletes. Team uniforms and warmups are not considered proper dress code for school hours. Uniform shirts are acceptable for game days only.
- In addition, administration approved team polos and jackets (school polo must be worn) will be accepted.

#### ***Transportation***

- All bus requests, to and from events, must be made before the start of your season.
- Send bus request to Jordan Robaina, Assistant AD along with the times to dismiss your student-athletes on game day.
- At least one coach MUST ride on the bus to and from the competition.
- All players MUST return to school on the bus and may not ride, to or from the competition, on any other vehicle. Coaches must remain with their student-athletes until all of them have been picked up by their parent/guardian or driven themselves.

#### ***Online Rules Clinic/NFHS Courses***

- All coaches must complete the free online rules clinic and recruiting video (fhsaa.org) and NFHS courses (nfhslearn.com) prior to the start of your sports season. Upon completion of the courses, make sure you print out "Certificate of Completion" and forward it to the Athletic Director to file.

## **II. Responsibilities of the Program**

### ***Practice Schedules and Facility Usage***

- All practices and/or conditioning schedules should be prepared on a monthly or seasonal basis and provide to the Athletic Trainer, enabling safe monitoring of our student-athletes.
- Mr. Danny Gonzalez will coordinate the gym schedule on a monthly/season basis. Teams in season will have priority over scheduled times and dates.
- Coaches should coordinate with one another as far as field usage and availability. The Athletic Director needs to know practice schedules to accommodate Doral Parks and the Recreation Department. Priority will be given to our programs.

### ***Equipment***

- It is the Head Coach's responsibility to keep an accurate inventory of everyone's sport equipment including uniforms.
- Keep in mind that every team is self-sufficient and all purchases for equipment and uniforms must be made from your individual internal account.
- Make sure that all equipment is stored in a safe and away from potential accidents while not in use.
- All equipment being used by our student-athletes is in good working condition, meets all safety guidelines and are approved.

### ***Awards***

- The Athletic Department has established awards to be given at the end of every school year. These awards will be presented at an end of the year Athletic Banquet.
- Each team's coaching staff will select the award winners for your individual team. The Athletic Administration will choose the major Athletic Department's awards.

### ***Bench Management***

- Each team's coaching staff is responsible for managing individuals during practices and games. Make sure that all coaches on the coaching staff have been cleared thru Olga's office.
- No individual including, but not limited to, parents/friends/alumni should be allowed on the field or facilities during practices or games.

## **III. Responsibilities of the Department**

### ***Sharing Student-Athletes***

- Every student-athlete should be ENCOURAGED to participate in as many sports as possible while still maintaining satisfactory academic standing.
- A student-athlete may NOT begin a new sport until the previous sport's season is completed.

### ***Fines and Penalties***

- As a Head Coach, you are responsible for the conduct of your assistant coaches, student-athletes as well as your conduct. If an individual is ejected/red carded from a contest, in addition to missing games, they must complete an NFHS course before returning to coaching.

### ***End of Season***

- At the completion of each season, each Head Coach will meet with the administration to review season. This will also serve as a tool to prepare for the future.

## ***Recruiting/Enticement***

- There is none.

## **Section B – Eligibility**

The Athletic Director will determine the eligibility of all student-athlete, but it is the responsibility of each coach to monitor the grades of their student-athlete. It is also the coach's task to set up a plan for potential ineligible players and in turn, the responsibility of the student-athlete to meet the standards of Doral academy in order to maintain their athletic eligibility.

### ***FHSAA rules of Eligibility***

- A student-athlete has 4 years of eligibility from the first time they enter the 9<sup>th</sup> grade. In addition, they cannot turn 19 years of age before September 1<sup>st</sup>.
- In order for a student-athlete to participate in interscholastic athletics, a student-athlete must meet the standards set forth by State Statue and the FHSAA. All incoming 9<sup>th</sup> graders, as well as 6<sup>th</sup> graders, who have been academically promoted from their middle/elementary school, are eligible to participate the first semester. After their first semester, they must maintain a minimum 2.0 GPA the following semester and thereafter.
- To be eligible to participate in interscholastic extracurricular activities, student-athletes must maintain a cumulative GPA of 2.0 on a 4.0 scale in all courses attempted. These would be all high school courses taken, except those courses to which a forgiveness policy has been applied. Middle School GPAs would be calculated after every semester for eligibility purposes.
- If a student-athlete in the 9<sup>th</sup> or 10<sup>th</sup> grade falls below the cumulative 2.0 GPA, the student-athlete will be allowed to participate on a semester-by-semester basis if they meet the following requirements:
  - a) Earns a 2.0 GPA on courses taken the previous semester
  - b) Signs an academic performance contract with the school
  - c) Attends summer school as necessary
- Once the student-athlete enters the 11<sup>th</sup> grade, they must have and maintain from that point forward, a 2.0 cumulative GPA to remain eligible.
- Refer to Non-Traditional Student Quick Reference for additional information on student-athletes attending non-traditional programs...Charter Schools/Virtual/Home Education
- Middle school student-athlete GPA will be calculated at the end of each semester and must also maintain a 2.0 GPA.
- A middle school student-athlete that participates on the varsity level cannot be part of the middle school team for that sport. Keep in mind that there is a limit to contests in which a student-athlete can participate each sport season for all levels.

### ***Good Cause Transfer Policy: Co-curricular Activities and Athletics***

Doral Academy recognizes the value of interscholastic athletics and the positive impact sports have on students. Doral Academy shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a transfer student to participate in Doral Academy's interscholastic athletic program. Eligibility to participate in sports will be determined in accordance with FHSAA Bylaw 9.3.2.

Pursuant to the bylaws of the FHSAA, a "transfer" occurs when a student makes any change in schools after the student establishes residency at a school in any given academic year. A student who transfers from one school to another will be eligible at the new school provided the student

qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and otherwise meets Doral Academy's eligibility requirements. Pursuant to F.S. Section 1006.195, a student must not be currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion power provided in law, including ss.1006.07, 1006.08 and 1006.09, in order to be eligible to participate in interscholastic and intrascholastic extracurricular activities.

A student who transfers to Doral Academy during the academic school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. Neither the FHSAA nor Doral Academy may declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

- Dependent children of active duty military personnel whose move resulted from military orders;
- Children who have been relocated due to a foster care placement in a different school zone;
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent;
- Authorized for good cause.

For purposes of this policy, "good cause" includes, but shall not be limited to, the following:

- The student moves to a new home address due to a move by the student or a person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school;
- The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school;
- The student is reassigned to a new school pursuant to M-DCPS policy for reasons other than discipline;
- The student transfers from the student's current school within the first twenty (20) school days of the academic year based on acceptance into a magnet program, charter school, or private school;
- The student enrolls in a virtual education program, homeschool education program, charter school or other choice educational program which does not offer the extracurricular activity or athletic program in which the student desires to participate;
- The student enrolls in a choice educational program for the purpose of academic advancement, course recovery, or to meet other individualized instructional needs of the student, including, but not limited to, needs identified pursuant to Section 504 of the Rehabilitation Act or the Individuals with Disabilities in Education Act;
- Undue hardship;
- Other good cause shown.

The Principal of Doral Academy or his/her designee shall be responsible for enforcing the FHSAA's bylaws and policies at Doral Academy. The Principal or his/her designee shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and otherwise meets any applicable eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the

FHSAA shall be submitted to the FHSAA prior to the student participating in any sport season. Any student or parent who is found to have falsified enrollment, transfer, or eligibility information shall be declared athletically ineligible to participate for at least one (1) full calendar year from the date of discovery of the violation or as otherwise determined by Doral Academy. The Principal or his/her designee must annually submit all eligibility reports electronically and sign all eligibility correspondence. The Principal or his/her designee shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

#### Recruiting Prohibited/Penalties

Doral Academy recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions and an appeals process for athletic recruiting violations. A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

#### Eligibility Appeals

If Doral Academy determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the FHSAA's bylaws.

### Section C – Coaching Conduct and Ethics:

The coach shall be aware that they have a tremendous influence on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of Character. This is the same for ALL coaches, head, assistant, or contract.

All coaches must:

- Follow all rules set forth by the FHSAA and all governing bodies associated with Doral Academy
- Promote good sportsmanship
- Make the safety and welfare of players a priority while maintaining a safe practice and playing environment.
- Command respect of their players, staff and parents.
- Be an integral part of the Doral Academy faculty and support the total school program.
- Accept responsibility for facilities, equipment and inventory.
- Teach skills
- Complete and submit in a timely matter all reports associated with your program.
- Keep open lines of communication with parents

### Section D – Policies and Procedures

#### ***Athletic Injuries***

- The Athletic Trainer shall have the responsibility of attending to all injured student-athletes and make recommendations for treatment and follow-up. It is the decision of the athletic trainer or physician to determine when an athlete is allowed to return to competition after an injury. This decision is NEVER in the hands of the coach. The athletic trainer will have a set of procedures that coaches and student-athletes must follow.

### ***Athletic Booster Clubs***

- If any, a booster club exists as an organization whose sole purpose is to promote and support the athletic programs at Doral Academy.
- They must be registered with the State of Florida to be affiliated with Doral Academy.
- All financial activities must be kept in the school's internal account for that sport.

### ***Team Fees and Team Finances***

- Every team will set a Team Fee amount depending on games/travel/tournaments and other expenses associated with your program.
- Each coach should submit a roster with the team fee amount for each member of the team to Activities Director.
- All team fees MUST be paid by the end of the season and coaches must manage who has not satisfied their financial responsibility. If not, a Financial Obligation will be submitted to the Business Manager and that student-athlete will not be able to participate in extracurricular activities until the debt has been satisfied.
- Fundraising activities must be submitted and approved by Melodies Vilomar, Activities Director, prior to starting activity and proper paperwork submitted at the conclusion of the activity.

### ***Contract Coaches***

- A contract coach is any person not employed by Doral Academy (Academica), part time or full time. In order to be hired as a coach at Doral Academy, Principal/Assistant Principal/Athletic Director must approve.
- Once approved by the administration, they must clear fingerprint and drug test. An individual cannot and may not start coaching until they are cleared through administration and the HR department...

### ***Eligibility for Participation***

- The head coach is responsible for submitting a roster to the Athletic Director at least one week before their first contest for GPA/Physical/Insurance/Birthdate verification.
- A student-athlete may begin participation....
  - 1) They have a cumulative 2.0 GPA
  - 2) Have an up-to-date Athletic Physical form with the Athletic Trainer, this includes try-outs and off-season conditioning
  - 3) Purchase appropriate School Insurance, through their AGAVE account, this includes try-out and off-season conditioning.
  - 4) Have birth date verified by the athletic director (birth certificate/passport)
  - 5) Complete mandatory NFHS courses.

### ***Equipment Control***

- The head coach, with assistance from their staff, will be responsible for the care and distribution of all uniforms and maintenance of an individual's sports equipment.
- All student-athlete will be given equipment and uniforms and will be returned at the completion of each season. Coaches will be responsible for ensuring all equipment/uniforms are in a secure area.
- Financial obligations should be given to any student-athlete if the uniform or equipment assigned to them at the beginning of the season has not been returned or damaged.