

Saint Xavier Athletics
Handbook for Coaches
2020-2021

Dear Coaches:

Your duties and responsibilities are outlined in this handbook along with information that is important for your student athletes and their parents. Please take the time to read this document carefully. Saint Xavier takes pride in the athletic opportunities that are provided for its students. Nearly 900 students participated as a player, manager, or trainer during the past school year. Under the umbrella of the Kentucky High School Athletic Association (KHSAA), Saint Xavier athletic teams compete for State Championships in Cross Country, Football, Golf, Soccer, Basketball, Bowling, Swimming & Diving, Wrestling, Archery, Baseball, Bass Fishing, Tennis, and Track. In addition, Saint Xavier offers club sport opportunities in Ice Hockey, Lacrosse, Powerlifting, Rugby, and Volleyball, along with an extensive intramural program. In the 2020-2021 school year we will add E-Sport, the latest addition to the KHSAA sanctioned sport activities.

Participation in the Saint Xavier Athletic Program is a privilege, not a right. Upon making the decision to participate, student athletes and parents must be prepared to make commitments. In addition, participation requires student athletes and their parents to accept and abide by the policies and procedures detailed in this handbook and as required by Saint Xavier High School in its rules and codes for all students, as well as those of the KHSAA.

If you have questions about any of this information, see me in the Saint Xavier Athletic Office. My door is always open for you and I am glad to provide you with any assistance that you might require.

Sincerely,



Denny Williams
Athletic Director

Saint Xavier Athletic Department IMPORTANT INFORMATION:

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ATHLETIC DEPARTMENT PHILOSOPHY

The Athletic Department and coaching staff of Saint Xavier High School is dedicated to the development of the complete student athlete. The planning and implementation of the Saint Xavier Athletic Program involve the conscientious consideration of the physical, spiritual, intellectual, and emotional growth of each young person.

As professionals, the Saint Xavier athletic staff is keenly aware of the developmental needs of individual student athletes, as well as the social implications and importance of creating an environment in which individuals learn to become contributing members of a team. Along with the privilege of participation in athletics, Saint Xavier provides committed students with an opportunity, through extensive training and quality instruction, to set attainable, individual and team goals while striving to maximize their own athletic growth.

The Saint Xavier Athletic Department, as part of the school's total educational experience, is committed to a goal of developing hard working, Christian young men who are proud to have been participants in Saint Xavier athletics, and have the capacity to become successful, contributing citizens in a highly competitive society.

Saint Xavier High School believes that a program of athletics should be founded on the following principles:

- That athletic participation provides an ideal environment in which to educate the whole person in that it provides a unique opportunity to integrate mind, body and spirit in the pursuit of excellence. Thus, the playing fields provide an emphatic and readily observable integration of ideas and actions.
- That a sound program of athletics makes an important contribution to the sense of community that exists within the school and among its various stakeholders.
- That participation in athletics enhances the personal and social maturation of student athletes.
- That participation in athletics often provides student athletes with opportunities to experience the world beyond the school boundaries and, consequently, contributes to their growth and development.
- That, while respecting individual achievement, there is inherent value in the pursuit of team accomplishments.
- That coaches can, and often do, serve as primary counselors or adult mentors to student athletes.

GOALS AND OBJECTIVES

Every athletic activity should be an opportunity for players and coaches:

1. To be responsible and contributing members of the Saint Xavier school community.
2. To work with others to reach common goals.
3. To overcome obstacles through hard work and determination.
4. To play and live by the rules of the game.
5. To show appreciation and respect for the efforts of others.
6. To keep athletics in the proper perspective.

Objectives of Participation

1. To promote athletics as an integral component of the educational experience at Saint Xavier High School.
2. To teach student athletes to strive for excellence.
3. To promote growth and development of the Saint Xavier Athletic Program that will increase participation, encourage spectator attendance at contests, and provide impetus to support facility improvement and ongoing maintenance.
4. To create an environment which provides adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth of student athletes.
 - b. Identification and enhancement of the skills required for individual and team success.
 - c. Promotion of team play and its inherent ability to develop personal characteristics such as loyalty, cooperation, and fair play.
 - d. Setting personal and team goals.
 - e. Educating student athletes with regard to the values of lifelong fitness.
5. To promote participation by providing a wide range of athletic opportunities.
6. To promote the self-discipline and emotional maturity required to make decisions under pressure.
7. To develop an understanding of the value of athletics within the context of the entire educational experience.

Athletic Department Rules and Expectations of Student Athletes

1. Student athletes must abide by all school rules.
2. Student athletes must show good sportsmanship, social behavior, care of school equipment, and care of public and private property at all times.
3. Student athletes must abide by the guidelines of the Drug, Tobacco, and Alcohol Policy.
4. Student athletes must adhere to all academic eligibility policies and are subject to penalties as outlined in this document.
5. Student athletes must be on time for all practices, meetings, and games.
6. Student athletes must obey dress code, curfew, and other rules as provided by each individual coach.

Students who violate these rules are subject to disciplinary action including, but not limited to, suspension or dismissal from the team.

KHSAA Eligibility Requirements

In order to be eligible for competition, the Kentucky High School Athletic Association (KHSAA) requires the following for all athletes:

1. Medical Certificate (Physical Examination) attesting that the athlete is physically fit to engage in exercise without undue risk.
2. Athlete and parent agree to abide by KHSAA guidelines (see pages 16-17 of the handbook).
3. Parental consent for participation in athletic activities.
4. Passing grades in a minimum of four full credit courses. *Saint Xavier has additional requirements.
5. KHSAA Bylaws and procedures are available for viewing and printing at <https://www.saintx.com/athletics/resources/handbook-and-forms>

Statement of Hazards in Participation in Athletics

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. The dangers and risks of playing, practicing to play, helping with, or participating in sports include, but are not limited to the following: death, serious neck, head, and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health, and well being.

Medical Insurance

Saint Xavier provides insurance for all athletes while practicing for, competing in, or traveling to and from contests as representatives of the Saint Xavier Athletic Program. This school policy is designed as supplemental insurance and is subject to specific limitations and exclusions. This policy satisfies the KHSAA requirement for insurance of participants. In the event of injury, student athletes report directly to their coach. The Saint Xavier Sports Medicine Department will complete an accident report form and file it with the Saint Xavier Business Office. The Business Office will file a report with the insurance company. You will be contacted directly by the insurance carrier. All future communication is between you and the insurance carrier.

Academic Policy

All Saint Xavier students who choose to participate in the athletic program are subject to the following Academic Standards:

- 1) When weekly eligibility checks are published on Monday mornings throughout the school year, any student athlete with more than two course averages below 70% will be declared immediately ineligible for further participation. This period of ineligibility will continue until the student athlete is failing no more than 1 course.
- 2) A student whose name appears on the weekly eligibility check as failing two subjects will be placed on immediate probation. He will have three weeks to raise his grades to the point where he is failing no more than one subject. At the end of the three week period, a student who continues to have failing averages in two or more subjects will be suspended from participation as in #1 above.
- 3) Any student who is placed on probation, will be notified of the probation by his coach. A letter from the athletic director will inform the parents of the probation. In the event that a student is suspended for academic reasons, the athletic director will send a letter to the parents informing them of the suspension.

Drugs, Alcohol, and Tobacco/E-Cigarette Policy

Saint Xavier High School is committed to the education and personal growth of its students. This commitment acknowledges the need to provide a school environment that is safe and free from drugs. In this regard, Saint Xavier has adopted a very specific drug policy for all students. This policy is detailed in the school's student/parent handbook. In addition to this school policy, it is the policy of the Saint Xavier Athletic Department that all students who participate in the school athletic programs will refrain from the possession, use, or distribution of tobacco/e-cigarettes, alcohol, and/or drugs at all times. This policy applies on and off campus, including evenings, weekends, and holidays, and during periods of the year when their activity is "out of season." Student athletes who possess, use, or distribute drugs, alcohol, tobacco products, or e-cigarettes at any time are in violation of this policy and will be disciplined by the athletic department and their coach. Sanction may include, but is not limited to, suspension, dismissal from teams, and permanent ineligibility.

The following statements of policy are in effect for all student athletes at Saint Xavier High School. Individual coaches may add to these sanctions, but may not reduce them. All offenses are cumulative.

TOBACCO/E-CIGARETTES

In-season

- 1st Offense Immediate suspension. The suspension begins with the next scheduled contest and concludes when the number of contests is equivalent to 10% of the regular season schedule. If the regular season concludes prior to the completion of the suspension period, the suspension will remain in effect for post-season contests. A written probation agreement is required. In each case, student athletes may continue to practice with the team subject to approval of the individual coach.
- 2nd Offense Suspension from all participation for the remainder of the season in which the violation occurs.
- 3rd Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense

Out of season

- 1st Offense Suspension from 10% of regular season contests during the next season of participation; written probation agreement.
- 2nd Offense Suspension from all activities during the next season of participation.
- 3rd Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense.

ALCOHOL

In-season

- 1st Offense Immediate suspension. The suspension begins with the next scheduled contest and concludes when the number of contests is equivalent to 10% of the regular season schedule. If the regular season concludes prior to the completion of the suspension period, the suspension will remain in effect for post-season contests. A written probation agreement is required. In each case, student athletes may continue to practice with the team subject to approval of the individual coach.
- 2nd Offense Suspension from all participation for the remainder of the season in which the violation occurs; mandatory assessment is required prior to any future participation in Saint Xavier athletics.
- 3rd Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense; mandatory assessment is required prior to any future participation in Saint Xavier athletics.

Out of season

- 1st Offense Suspension during the next season of participation. The suspension begins with the first scheduled regular season contest and concludes when the number of contests is equivalent to 10% of the regular season schedule. A written probation agreement is required. In each case, student athletes may continue to practice with the team subject to approval of the individual coach.
- 2nd Offense Suspension from all participation during the next season of participation; mandatory assessment is required prior to any future participation in Saint Xavier athletics.
- 3rd Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense; mandatory assessment is required prior to any future participation in Saint Xavier athletics.

DRUGS

The Saint Xavier High School drug policy calls for the automatic dismissal of any student who, while at school, traveling to or from school, or while attending or participating in any school sponsored activity, is in possession of drugs for use or distribution, or under the influence of drugs. The Athletic Department policy is not designed to supersede the school policy. Its application is restricted to all situations not directly covered by the school policy.

In-season

- 1st Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense; mandatory assessment is required prior to any future participation in Saint Xavier athletics.
- 2nd Offense Student athlete is suspended from participation in Saint Xavier athletics for the remainder of his high school career.

Out of Season

- 1st Offense Student athlete is suspended from participation in Saint Xavier athletics for 1 calendar year from the date of the offense; mandatory assessment is required prior to any future participation in Saint Xavier athletics.
- 2nd Offense Student athlete is suspended from participation in Saint Xavier athletics for the remainder of his high school career.

Sportsmanship

Sportsmanship – The quality of one who abides by the rules of a contest and graciously accepts both victory and defeat.

The ideals of good sportsmanship, ethical behavior, and integrity must permeate every aspect of interscholastic athletics in our school community. The ethic of fair play must be present in both perception and practice. The fields of interscholastic athletic competition have been firmly established as training grounds for the promotion of good citizenship and high behavioral standards. Further, student athletes must be aware of the fact that the behaviors and attitudes of each individual have an impact on the behaviors and attitudes of others. The demonstration of sportsmanship by athletes, coaches, and fans is an expectation that is an integral part of the tradition of Saint Xavier athletics.

The responsibility for developing sportsmanship involves many different people. The Saint Xavier Athletic Department is philosophically and practically committed to demonstrating this quality at all times. In recent years, the ideal of sportsmanship has faced a societal attitude in which winning at all costs has become the norm rather the exception. As a result, interscholastic athletics faces the challenge to restore sportsmanship to its appropriate place within the educational experience.

THE FUNDAMENTALS OF SPORTSMANSHIP

- **GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.**
- **EXERCISE APPROPRIATE BEHAVIOR AT ALL TIMES.**
- **RECOGNIZE AND APPRECIATE SKILL AND PERFORMANCE REGARDLESS OF AFFILIATION.**
- **EXHIBIT RESPECT FOR THE CONTEST OFFICIALS.**
- **RESPECT OPPONENTS AT ALL TIMES.**

Chain of Command

The Saint Xavier athletic experience is one that we hope provides satisfaction for all participants and their parents. It is inevitable, however, that individuals may have questions or concerns during the course of the year. When issues or concerns arise during the course of an athletic season, coaches, students, and parents are to follow the following procedures. When a student is having difficulties in practice or games, can't make a practice, or has another issue that relates to his participation in the program, he is to speak directly to his coach as an initial step in the communication process. By accepting this responsibility and communicating directly with the coach, the player has an opportunity to demonstrate ownership in his participation on the TEAM. The chain of command is simple:

- 1 – Player talks to coach.
- 2 – Problem not resolved parents request meeting with player and coach.
- 3 – Still no improvement, parent requests meeting with athletic director, player, and coach.
- 4 – Situation still does not get better, parents request meeting with principal, athletic director, coach, and player.

Hazing Policy

Purpose - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the educational goals of Saint Xavier High School and are prohibited at all times.

General Statement of Policy - No student, teacher, coach, administrator or other school employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, coach, administrator or other school employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. Saint Xavier High School will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

Definitions:

Hazing - Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school or continuing to participate in a school program.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.

Student Organization – Any group, club, or organization having students as its primary members or participants including grade levels, classes, teams, activities or particular school events.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the principal.

Students, teachers, administrators, coaches, and other school employees, as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Saint Xavier principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

Responsibility for Equipment

Student athletes are expected to take reasonable care of all equipment that is supplied to them. Replacement cost for equipment that is lost or damaged due to carelessness or other misuse will be assessed to the student athlete.

Expectations of Saint Xavier Coaches

Saint Xavier coaches must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations, honesty, and sportsmanship at all times. As a representative of Saint Xavier High School, coaches must understand and accept the philosophy and the mission of the school and the athletic department.

Athletic participation is an integral part of the overall educational experience for many students at Saint Xavier. Quality coaching is an essential component of this experience.

ETHICS

All high school coaches assume certain obligations and responsibilities to their players and to the game. It is essential that every coach is aware of these obligations and responsibilities. Through acceptance and adherence to the expectations and traditions of coaching, today's coaches ensure the honor and dignity of the profession now and in the future.

Saint Xavier Code of Ethical Conduct for Coaches

As a member of the coaching staff at Saint Xavier High School, and as an educator and leader of the young men I coach, I will:

- Place the well-being of the athletes I coach ahead of my desire to win. "Athletes first, winning second"
- Exemplify high standards of moral character at all times.
- Provide appropriate and reasonable supervision when athletes are in my care.
- Recognize the inherent individual worth of each athlete.
- Use appropriate language when communicating with athletes.
- Encourage and assist athletes in the process of setting and achieving goals.
- Strive to develop the qualities of leadership and initiative in athletes.
- Establish and enforce training rules that reflect the positive values of abstaining from the use of drugs, alcohol, and tobacco.
- Communicate program philosophy and goals to athletes, parents, and the school community.
- Provide a safe environment for practice and participation.
- Teach and abide by the rules of the game in letter and spirit.
- Build and maintain relationships with coaches throughout the athletic program.
- Seek excellence in coaching through collegial collaboration and professional development.
- Promote personal fitness and sound nutrition to athletes in words and action.
- Respect the integrity and judgment of game officials.
- Encourage and promote a healthy respect for the entire athletic program.
- Utilize appropriate coaching techniques when instructing athletes.

PERSONAL AND PROFESSIONAL QUALITIES OF THE SAINT XAVIER COACH

A Saint Xavier coach exemplifies the following:

- Honesty
- Enthusiasm
- Cooperative Spirit
- Loyalty
- Leadership
- Discipline
- Desire for improvement
- Organization skills
- Knowledge of the game
- Rapport with athletes
- Respect for others

COMMUNITY AND SCHOOL RELATIONSHIPS

Saint Xavier coaches are representatives of the school at all times. When speaking with members of the media, in public presentations, and even in less formal settings, the words of Saint Xavier coaches reflect upon their programs and upon the school. Comments of a positive nature are always appropriate when discussing their team, their opponents, game officials, colleagues, and others. It is never appropriate to “air dirty laundry”, or criticize others in public comments. Saint Xavier coaches are expected to take the high road at all times in their words and actions.

ADDITIONAL RESPONSIBILITIES

Saint Xavier coaches:

1. Demonstrate sportsmanship at all times.
2. Are responsible for the conduct of players.
3. Model behavior that encourages appropriate crowd decorum.
4. Make positive, respectful comments to the media in both victory and defeat.
5. Demonstrate respect for others in attitude and action.
6. Educate student/athletes in the rules of the game.
7. Communicate with parents in a professional manner.

TEAM SELECTION

One of the most difficult tasks facing coaches in the Saint Xavier athletic department is that of team selection. Each season the number of student athletes who desire to participate is greater than the number of spots available on our teams. The tryout and cut process is one that often requires coaches to make decisions between athletes who are very close in both talent and performance. In order to make this process as efficient as possible, Saint Xavier coaches must inform student athletes and parents as to the specific criteria upon which team selection is based. When possible, student athletes should be informed individually when the decision is made to cut them from a team. In order to accommodate as many participants as possible, Saint Xavier provides at least one sport each season in which no cuts are made.

COMMUNICATION

Communication is an important element in the success of any organization. The Saint Xavier coaching staff must be cognizant of the importance of appropriate communication at all times. Department and staff meetings are the time for the positive exchange of ideas and concerns. All must be willing to engage in healthy dialogue that leads to the understanding and acceptance of differences. When issues arise, it is the responsibility of each coach to address them with the appropriate staff member. Head coaches and assistant coaches must be able to work together to develop their TEAM in the same way that we ask our student athletes to learn to be part of a TEAM.

SELF-IMPROVEMENT

Saint Xavier coaches are expected to take advantage of opportunities for self-improvement. By attending clinics, rules meetings, special workshops, and in-service training, coaches demonstrate that they understand the importance of continually enhancing their knowledge and techniques.

REQUIREMENTS FOR ALL COACHES

- Attendance at all scheduled department meetings
- Coaches Education Program – All newly hired coaches must complete this KHSAA mandated program or provide documentation of previous course completion.
- Sports Safety/Medical Symposium – Required for all coaches. Completion is mandated by the KHSAA on a two-year cycle.
- CPR - Certification is required for all coaches on an annual basis.
- Rules Clinics – KHSAA Bylaw 27 requires that all coaches complete the KHSAA Rules Clinic each year in all sports for which the association provides these clinics.

Other requirements as added by the KHSAA

STAFFING POLICIES AND PROCEDURES

Saint Xavier prides itself on the quality of its staff in all areas. The coaches at St. X are examples of the professionalism and dedication that are apparent throughout the school and its programs. These coaches are hired as faculty coaches or as paraprofessionals. The coaching positions in the Saint Xavier athletic program can be filled by certified teachers who are members of the St. X faculty or by qualified paraprofessional applicants. All newly hired coaches must complete the Coaches Education Course as required by the Kentucky High School Athletic Association Bylaw 27, Section 3. All other provisions of Bylaw 27 must also be met.

INFORMATION FOR THE COLLEGE BOUND STUDENT ATHLETE

The athletic program at Saint Xavier High School counts many student/athletes who complete their competitive athletic participation when they graduate from high school. However, many Saint Xavier student/athletes do have the talent, desire, and opportunity to continue their participation at institutions of higher learning. To provide the best and most current information to student/athletes and their families, Saint Xavier recommends the NCAA website. For access, go to <http://www.ncaa.org/student-athletes/future> and move your cursor to the **Student Athletes** tab. From this screen, you will find access to a great deal of information for the prospective NCAA student athlete.

NCAA www.ncaa.org

NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207
877-262-1492

****For a Quick Reference Guide to NCAA Eligibility go to:
<http://www.ncaa.org/student-athletes/future/educational-resources>

Students desiring to participate in athletics for an NAIA institution must now follow a similar process. The NAIA has an initial eligibility process that is now required for all student athletes. Information is available at www.PlayNAIA.org.

NAIA www.PlayNAIA.org

Contact Ruth Stein
ecinfo@naia.org

Pursuing cellence with Honor

The coaching staff of Saint Xavier High School is committed to the development of hard working Christian young men, and dedicated to the development of the complete student athlete. Through the careful planning and implementation of their programs, Saint Xavier coaches play important roles in the physical, intellectual, spiritual, and emotional growth of each of the young men in their care. Coaches at Saint Xavier are teachers who are presented with a unique opportunity to educate their students in an environment that allows them to promote the integration of mind, body, and spirit in the conscious pursuit of excellence.

Saint Xavier coaches believe that the core values of trustworthiness, respect, responsibility, fairness, caring, and good citizenship are pillars of the character building process that is an important component of the educational aspect of interscholastic athletic participation. When coaches TEACH, ENFORCE, ADVOCATE, and MODEL these values, the participation experience is enhanced and Saint Xavier students are provided with an athletic program that encourages them to pursue excellence with honor.

Teach
Enforce
Advocate
Model



JOB DESCRIPTIONS

Head Coach

Qualifications

- Consideration given to Saint Xavier faculty member
- Consideration given to individuals with valid teaching certificate
- Ability to organize and supervise the total sport program
- Previous successful coaching experience in assigned sport
- Substantial knowledge of the assigned sport, including skill building techniques, practice plan development, and game strategy
- Excellent communication skills

Duties and Responsibilities

1. Establish fundamental sport specific philosophy in keeping with the philosophy of both Saint Xavier High School and the Saint Xavier Athletic Department.
2. Develop a program of sport specific skills and techniques to be taught to all participants.
3. Train and inform assistant coaches in team philosophy, skills, and techniques.
4. Hold regular staff meetings to facilitate organization and appropriate communication.
5. Collect all forms that provide the participation documentation required to satisfy KHSAA bylaws. Make sure that athletes do not participate until all forms have been secured.
6. Maintain program discipline.
7. Assist the Athletic Director in scheduling.
8. Provide the Athletic Director with a list of transportation needs.
9. Inspect the practice and game areas for unsafe conditions.
10. Develop a program to distribute, track, and collect all equipment that is provided to the student by the school.
11. Communicate practice schedule and important information to parents and student athletes on a timely basis.
12. Monitor the status of all injured players in cooperation with the Certified Athletic Trainer and team doctors.
13. Participate in budgeting function with the athletic director by establishing needs list for the next season. Recommends equipment as to type, style and color or technical specifications
14. Establish locker room rules and policies and provide appropriate supervision of all team spaces through planning and implementation.
15. Implement procedures that secure all team spaces and equipment after each day's activities. This includes all doors, windows, and locker areas.
16. Account for all equipment issued for specific sport. Collect the cost of any equipment lost or not returned. Submit annual inventory and current records concerning all equipment.
17. Properly mark and identify all equipment before issuing or storing.
18. Examine lockers before and after practices and games checking for general cleanliness of facility and maintenance of specific sport equipment.
19. Follow all business procedures for purchase of equipment.
20. Provide accurate inventory of all equipment at the end of each year.
21. Communicate appropriately with media, parents, and student athletes.
22. Establish procedures to monitor student athlete's behavior and academic performance.
23. Report all team results to the media and to the school office for daily announcements.
24. Organize and supervise parent groups.
25. Assist athletes in college selection process.
26. Provide appropriate supervision of each participant at all practices and contests.
27. Perform other duties as assigned by the principal and/or athletic director.

Assistant Coach

Qualifications

- Consideration given to Saint Xavier faculty member
- Consideration given to individuals with valid teaching certificate
- Consideration given for previous successful coaching experience in assigned sport
- Substantial knowledge of the assigned sport
- Excellent communication skills

Duties and Responsibilities

1. Know and understand all school and athletic department policies.
2. Understand the proper administrative chain of command and refers all student and parent requests through proper channels.
3. Assist the head coach in scheduling.
4. Assist in transportation of athletes by securing CDL if requested by the Athletic Director.
5. Assist in the preparation of facilities as required for scheduled sporting events and practices. Adhere to practice and game schedules.
6. Assist the head coach in collecting forms that provide the participation documentation required to satisfy KHSAA bylaws.
7. Provide appropriate supervision of each participant at all practices and contests.
8. Assist the head coach in directing student managers and statisticians for specific sport.
9. Assist the head coach in all equipment duties.
10. Secure all doors, windows and locker rooms before leaving the building.
11. Assist the head coach in carrying out his/her responsibilities.
12. Work within the basic framework and philosophy of the head coach of specific sport.
13. Attend all staff meetings and carry out all scouting assignments as outlined by the head coach.
14. Improve skills by attending clinics and using resources made available by the head coach, athletic director, and school.
15. Perform such other duties that are consistent with the nature of the position and that may be requested by the head coach, athletic director, and/or principal.

EVALUATION

Head Coach

Purpose

- To assist the head coach in the assessment of his/her strengths and weaknesses.
- To provide an objective and comprehensive record for evaluating effectiveness.

The evaluation of the HEAD coach will address the following criteria:

1. Coach as organizer
 - Develops a comprehensive plan for his/her sport.
Example: The coach formulates a complete organizational approach to the program. The plan includes fundamentals and strategy. It also may describe the application of the program to different grade or team levels. The plan for the overall program is distributed to assistant coaches, discussed and implemented.
 - Plans and implements a preseason program.
Example: A conditioning program is in place for all participants. Staff meetings and planning sessions have been held. Important information regarding participation including all significant dates and times has been communicated to parents and participants.
 - Demonstrates responsibility for the organization, distribution, collection, and storage of all sport specific equipment.
Example: Inventory
 - Demonstrates appropriate planning and execution of daily practices and game day operations.
2. Coach as teacher and learner
 - Demonstrates the desire for self-improvement.
 - Successfully delegates appropriate duties to the assistants.
 - Demonstrates qualities found in successful teachers.
 - Models a healthy lifestyle.
3. Player/Coach Relationships
 - Establishes a clearly defined set of rules governing conduct, which are implemented in a fair and consistent manner.
 - Demonstrates appropriate conduct during practices and games.
Example: Is courteous in the interactions with athletes, coaches, and officials. Is always prompt. Demonstrates patience and stability under stress. Takes pride in modeling professional appearance, conduct, language and sportsmanship. Teaches players the importance of these standards.
 - Treats student athletes with respect.
Example: Offers both positive and negative criticisms when commenting on or evaluating the performance of athletes. Is willing to teach and encourage athletes of differing abilities. Will listen to student athletes. Demonstrates a sense of humor and maintains an interest in the student athletes in the off season as well as during the season. Lets them know that they care about them as individuals and not just as athletes.
 - Uses techniques that will inspire an athlete to give maximum effort in practice and contests.
4. Public Relations
 - Uses parental and community involvement to help promote the sport
Example: Communicating with parents by sending home letters from time to time during the season and by meeting with parents. Encouraging parent involvement through the support of approved parent organizations.
 - Cooperates with and assists the news media
Example: Makes announcements in school pertaining to dates of games, results of games, etc. Uses bulletin boards to provide daily information about the team and the sport being coached. Speaks to different civic groups and generally keeps an open line of communication with the media and community. Returns all phone calls and requests for information from the media in a timely manner.
5. Relationships with assistant coaches
 - The head coach imparts team philosophy and objectives to the assistant coaches.
Example: Holds preseason meetings. The head coach distributes a copy of goals and objectives and a plan of action for the coming season. Instructs assistant coaches in teaching techniques and strategies to be used during the season. Conducts preseason and in-season meetings to focus on objectives and to revise approaches.
 - Duties of the assistant coach are clearly defined.
 - Delegates meaningful responsibilities to his/her assistants.

Example: Provides opportunities for the assistant coaches to assume delegated responsibilities. Comments and criticisms from the assistants are received and considered to be an integral part of the team development. Assistants are involved in all matters pertaining to the team.

- Head Coach maintains good personal relationships with assistants.
6. Relationships with the athletic director and school administration
 - Cooperates with the athletic director, principal, and president in all matters that relate to the athletic program.
 7. The coach as a planner for the future
 - Follows player development throughout the program.
 - When appropriate, provides younger players with the opportunity to experience game competition.
 8. The coach as record keeper
 - Collects all participation forms prior to any player participation
 - Performs preseason evaluation of program, players, and equipment.
 - Maintains preseason records and statistics and files end of season report.
 - Maintains accurate inventory of all equipment.
 - Completes end of season award reports promptly and accurately.

Assistant Coach

Purpose

- To assist the coach in the assessment of his/her strengths and weaknesses.
- To provide an objective and comprehensive record for evaluating effectiveness.

The evaluation of the Assistant coach will address the following criteria:

1. Quality of instruction
 - Sport specific skills
 - Team development
2. Relationships with student athletes
 - Approachability
 - Encouragement of student athletes
 - Enthusiasm
3. Relationship with the head coach
 - Supports the head coach
 - Communicates concerns to the head coach
 - Provides the head coach with appropriate input regarding personnel, program, and strategy
4. Relationship with colleagues
 - Works effectively with other assistants
 - Supports coaches in other sports
 - Is a cooperative member of the St. X athletic department
5. Contribution to planning
 - Assists with game and practice plan
 - Assists with evaluation of games and season
 - Assists with preseason organization and preparation
6. Program support
 - Scouting
 - Locker room supervision
 - Off-season program
 - CDL

50 Ways to a Better Athletic Experience at Saint Xavier High School

- Persistence is more important than talent.
- There is a reason that student comes first in student athlete.
- Respect the game.
- Tuck in your shirt.
- It doesn't take any talent to hustle. Practice hard every day.
- Be a student of the game. Learn the game. Study its history.
- Help your team win whether you play or not.
- Keep a daily diary of the things you do in practice. This will help you see your progress.
- Never argue with an official.
- Athletics provides you with an opportunity to reveal your character.
- Let your coaches coach you.
- Don't be too hard on yourself, but don't give yourself a free ride.
- Maintain grades that are better than the minimum needed to remain eligible.
- Set high standards for yourself and your team.
- Be the first one out for practice.
- Your parents love you very much, but they don't know more than your coaches. Neither do you.
- Don't make excuses for yourself. Don't let anyone make excuses for you.
- Life is not fair.
- Be passionate about your teammates and about your team.
- When you do a drill, do it right every time.
- Love the game.
- Learn to appreciate routine play done to perfection.
- Strive to win, but don't be afraid to lose.
- Keep your locker room clean.
- Learn your role. Accept it.
- Treat support personnel with respect at all times. Managers and trainers are there to help you. They are not your servants.
- Tell people thank you. Mean it.
- Tie your shoes.
- Body language screams. It never whispers.
- Coaches owe you honesty. Be honest with them.
- Do the right thing even when no one is watching.
- Cheer for your teammates.
- Learn from mistakes.
- Games are supposed to be fun. Hard work doesn't change that. Winning and losing doesn't change that.
- You don't have to be a great athlete to be a good player.
- When you jog to warm up, finish first.
- Accept criticism as an opportunity to improve.
- Be willing to do whatever it takes to help the team succeed. Believe that your teammates are willing to do the same.
- Strive to get better at what you do worst every day.
- Make eye contact when your coaches are talking.
- Compete.
- Play the game. Don't play to the fans.
- Be a leader in word and action, but be a follower when appropriate.
- Learn the difference between a right and a privilege.
- Respect your opponents.
- Be enthusiastic.
- Watch tape with a purpose. There is always something to learn.
- You cannot change what you did yesterday, but you can change what you are going to do today.
- Learn to be humble. The spotlight is never too small to share.
- Thank God for your gifts, talents, and opportunities every day.

35 Ways to a Better Experience as a Parent of an Athlete at Saint Xavier

- There is a reason that student comes first in student athlete.
- Respect the game.
- Encourage your son.
- Be a student of the game. Learn the game. Study its history.
- Never verbally abuse an official.
- Being a spectator at an athletic event provides you with an opportunity to reveal your character.
- Let your son's coaches coach.
- Don't be too hard on your son, but don't let him have a free ride.
- Encourage your son's teammates – even if your son doesn't play.
- Tell the truth at all times.
- You love your son very much, but he doesn't know more than his coaches. Neither do you.
- Don't make excuses for your son. Don't let him make excuses.
- Life is not fair.
- Be passionate about your son's TEAM.
- Love the game.
- Learn to appreciate routine play done to perfection.
- Show your son how to strive to win within the rules of the game.
- Teach your son how to keep his room clean.
- Help your son accept his role on the TEAM.
- Show your son how to say thank you.
- Body language screams. It never whispers.
- Coaches owe you honesty. Be honest with them.
- Encourage your son to hustle. It doesn't take any talent to hustle.
- Show your son how you learn from mistakes.
- Games are supposed to be fun. Hard work doesn't change that. Winning and losing doesn't change that.
- Your son doesn't have to be a great athlete to be a good player.
- Let your son have his life. It is not your team or your game.
- Show your son how to compete.
- Encourage your son to play the game rather than play to the fans.
- Learn the difference between a right and a privilege. Teach the difference to your son.
- Show respect for opponents.
- Be enthusiastic.
- You cannot change what you did yesterday, but you can change what you are going to do today.
- Teach your son humility. The spotlight is never too small to share.
- Thank God every day for giving you the opportunity to spend these times with your son.