



ARCHANGELS CATHOLIC
H I G H S C H O O L

DEFENDERS

Activities Handbook

For Students, Parents, Coaches & Sponsors

2024-2025

Table of Contents

ARTICLE 1 – ACHS EXTRACURRICULAR ACTIVITIES

Section 1.1	Philosophy & Principles	4
Section 1.2	Sportsmanship Standards & Policy	6
Section 1.3	Communication with Coaches	7
Section 1.4	Extracurricular Activities Offered at Archangels Jr./Sr. High	7
Section 1.5	Activity Eligibility & Suspension Policies	8
Section 1.6	Cut Policy	12
Section 1.7	Awards	12
Section 1.8	Scheduling of Practices, Competitions & Summer Activities	13
Section 1.9	Use of Transportation & Facilities	14

ARTICLE 2 – COACH/SPONSOR EXPECTATIONS & RESPONSIBILITIES

Section 2.1	Coach/Sponsor Professional Expectations	15
Section 2.2	Coach/Sponsor Obligations	16
Section 2.3	Duties of a Coach	17
Section 2.4	Coaching Techniques	18
Section 2.5	Teaching Responsibilities	18
Section 2.6	Supervising Requirements	18
Section 2.7	School Policy	19
Section 2.8	Equipment	19
Section 2.9	Disciplinary Procedure for Coaches & Sponsors	19

ARTICLE 3 – SAFE ENVIRONMENT CODE OF CONDUCT

Section 3.1	Archdiocese of Omaha Safe Environment Code of Conduct for Lay Persons	20
Section 3.2	Professional/Safe Environment Boundaries Definitions	20

ARTICLE 4 – COACH/SPONSOR JOB DESCRIPTIONS

Section 4.1	Activities/Athletic Director	23
Section 4.2	Assistant Activities/Athletic Director	25
Section 4.3	Head Activities/Sports Coach	25
Section 4.4	Varsity Assistant Coach/Jr. High Coach	27
Section 4.5	Coaches Aid (High School & Junior High)	29
Section 4.6	Activity Coaches, Sponsors & Advisors	30

ARTICLE 5 – COACH/SPONSOR CHECKLISTS

Section 5.1	Beginning of Season Checklist	31
Section 5.2	End of Season Checklist	31

ARTICLE 6 – CODE OF CONDUCT FORMS

Section 6.1	Coach and Activity Sponsor Code of Conduct	32
Section 6.2	Participant Code of Conduct	33
Section 6.3	Parent Code of Conduct	34

ARCHANGELS CATHOLIC HIGH SCHOOL

Mission: Archangels Catholic High Schools will empower students to lead lives of purpose and service by growing minds in knowledge and expanding hearts in the Catholic Faith.

Core values of our school family:

1. Christ centered faith
2. High faculty, staff, administration, coach & parent standards
3. Academic and extracurricular excellence
4. Inclusion and support for one another
5. Engaged & faith-filled students (honesty, respect, integrity, stewardship, humility)
6. Value and respect for history & tradition
7. Strong work ethic (discipline, dedication, determination)
8. Family focused

INTENT OF HANDBOOK

This Activity Handbook is provided to give information, regulations, and policies to parents, students, coaches and sponsors of Archangels Catholic High Schools and will be used in conjunction with the Archangels Catholic High School Student/Parent Handbook. This Activity Handbook is provided for informational purposes only and does not constitute a contractual agreement between Archangels Catholic High School and any student or any parent of any student. The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add, modify or abolish any of the Handbook provisions without prior notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future endorsement. This Handbook does not create any restriction upon Archangels Catholic High School's right to institute any course of disciplinary action which, in Archangels Catholic High School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

NOTICE OF NONDISCRIMINATION:

Archangels Catholic High School will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

ARTICLE 1 – ACHS EXTRACURRICULAR ACTIVITIES

Section 1.1 Philosophy & Principles

PHILOSOPHY

The Activities Program is an integral part of Archangels Catholic High School and is under the immediate supervision of the Activities/Athletic Director and the assistant Activities/Athletic Director appointed by the Principal. The purpose of extracurricular activities at Archangels Catholic High School is to guide our students in identifying their God-given talents, developing those talents and utilizing these gifts to glorify God. Students are encouraged to participate in extracurricular activities to promote the observance of faithful stewardship through true sportsmanship and Christ-like character in all contests, and to practice courteous treatment of visiting teams and officials by school coaches, players, performers and spectators.

FAITH FILLED LEADERSHIP

Coaches and Sponsors at Archangels Catholic are charged with employing faith filled leadership to guide our students in identifying their God-given talents, developing those talents and utilizing these gifts to glorify God. While we value winning and we strive to do so, we do not view winning competitions and championships as the ultimate objective and meaning of our programs, but rather we view participation as an opportunity to utilize our talents to glorify God, serve one another as members of the body of Christ, and exemplify Christ-like character to our community and competitors.

INTEGRATING OUR FAITH

At Archangels Catholic High School, we are privileged to be able to integrate our faith into our daily activities. Prayer and Mass are of highest priority in our programs. Practices and competitions will begin and end with prayer in order to ask God's blessing on all of our activities and to help us keep the proper perspective and attitude. We encourage our students to lead these prayers and can invite our competitors to pray with us. We make time to attend formal prayer services as a team and ensure participants are able to meet their Sunday or Holy Day Mass obligations. The scheduling of contests, practices and all other sponsored activities will reflect our desire to uphold our Catholic mission and the Core Values shared by our school family.

PHILOSOPHY FOR JUNIOR HIGH ATHLETICS

It is the belief of the Archangels Catholic High School Activities Program that our junior high students have an opportunity to explore different activities and receive an opportunity to develop skills and fundamentals. Winning is still an objective, but it is not the main objective. The main objective is to teach and develop students' God given abilities and necessary skills through practice and games to glorify God as a productive member of the team.

The amount of playing time will be determined by the work ethic of the student-athlete, attendance at practices, academic performance, and subject to the discretion of the coach assigned to the activity. Every student-athlete who practices satisfactorily will get to participate in each contest for which he/she suits up.

PHILOSOPHY FOR JUNIOR VARSITY ATHLETICS

It is the belief of the Archangels Catholic High School Activities Program that our junior varsity programs are to prepare the student-athlete for varsity competition. Winning is still an objective, but it is not the main objective. The main objective is to teach and develop students' God given

abilities and necessary skills through practice and games to glorify God as a productive member of the junior varsity team.

The amount of playing time will be determined by the work ethic of the student-athlete, attendance at practices, academic performance, and subject to the discretion of the coach assigned to the activity. As iron sharpens iron, we will give our student athletes of differing abilities the opportunity to play with others or differing skill levels in order to build confidence and develop skills. Reasonable effort will be made for junior varsity athletes to receive playing time throughout the season.

PHILOSOPHY FOR VARSITY ATHLETICS

The purpose of the Archangels Catholic High School Activities Program is to develop the individuals' and teams' God given abilities to compete at the highest competitive level. Playing time will be determined by ability, attitude, work ethic, academic performance, and subject to the discretion of the coach. Being on varsity does not guarantee playing time.

PRINCIPLES

1. The entire interscholastic activities program is under the immediate direction of the Activities/Athletic Director appointed by the Principal.
2. The activities program is not maintained primarily for presenting public entertainment.
3. Written training rules and policies may be devised by individual coaches. The rules and policies will correspond with the training rules and policies provided in the Archangels Catholic High School Activities Handbook.
4. Participants must remember their conduct both in and outside of the school reflects their own personal image, the image of the school, and the image of the Church that sponsors the school. Therefore, no player is to enter any controversy whatsoever with game officials, opposing players, coaches or spectators. Any friction caused by opposing players should be referred to the coaches who will discuss the matter with the Athletic Director. Violation of this rule may bring immediate withdrawal from the contest.
5. Any display of temper, disgust, or other unsportsmanlike conduct on the part of a participant will not be tolerated.
6. Rebellious talk or conduct on the part of a participant will suspend him/her from further participation until such time as the coaches, Athletic Director and/or Principal agrees that the attitude has been corrected.
7. A player guilty of profanity or obscene speech in practice or in games shall be disciplined by the coaching staff at their discretion.
8. Athletic equipment and recreational areas should be given proper care. Any abuse in this matter will require restitution on the part of the offender.
9. Participants in athletic contests must carry insurance.
10. Use of alcoholic beverages, smoking or equivalent, lack of proper respect for school officials, or continuous disciplinary abuses and other serious offenses will not be tolerated and will require proper disciplinary action to be taken by the coaching staff and school officials in unison.
11. Eligibility in extra activities is set forth in the ACHS Activities and Student Handbooks.

Section 1.2 Sportsmanship Standards & Policy

SPORTSMANSHIP PHILOSOPHY

As an educational institution, our school is committed to teaching our young people to set goals, strive for excellence, and to properly handle whatever adversity they encounter along the way. This aim is the same in the classroom as it is in the participation of activities. Integrity, fairness, and respect are lifetime values taught through interscholastic competition. The greatest challenge to good sportsmanship is adversity. It is essential that our students maintain a positive approach to handling adversity. Archangels Catholic is blessed to have tremendous parental and community support. We expect your continued support as role models to assist the school in promoting this philosophy.

SPORTSMANSHIP POLICY

Archangels Catholic High School recognizes the value of extracurricular activities as part of the educational process and the values that students may develop when provided the opportunity to participate in organized activities outside of the traditional classroom.

Student participants and school appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School representatives and students are responsible for maintaining sportsmanlike behavior, exhibiting ethical conduct, and demonstrating integrity. The school board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as segments of the community. This includes administration, coaches, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

Spectators are permitted to attend extracurricular activities only as guests of the school. As a condition of this permission, they must comply with the school's rules and policies. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but it is also embarrassing to the students, the school, and the entire community.

The School Board of Archangels Catholic High Schools hereby adopts the following Spectator Code of Sportsmanship Behavior, Ethics, and Integrity:

It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no degrading language or gestures.
2. Avoid actions that offend visiting teams or individuals.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of officials and coaches.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the co-curricular activity.

Archangels Catholic High School administration shall have full authority to impose penalties for violation of this policy, including removal from the premises and/or suspension from future Archangels Catholic High School activities for flagrant or repeated violations.

We are blessed to be able to provide a variety of activities for our students to use their God given talents in His service. Let us all recognize these efforts by promoting a positive, supportive, and Christian environment.

Section 1.3 Communication with Coaches

COMMUNICATION WITH COACHES

Communication between parents and coaches is strongly encouraged. However, it is important that both parties handle this communication with courtesy and respect.

Coaches will conduct Parent Meetings prior to the start of their season. Parent attendance at the meeting is mandatory unless prior arrangements have been made directly with the coach. Philosophy and expectations will be discussed. Sportsmanship also will be discussed.

If a concern arises, players are encouraged to discuss concerns directly with their coaches. Parents are not to address coaches at any time during or right after a contest; rather, arrangements should be made to schedule a visit with coaches.

COACHES WHO ARE NOT FACULTY OF ARCHANGELS CATHOLIC HIGH SCHOOL

Coaches who are not members of the faculty of Archangels Catholic High School will be under the same guidelines as those who are members of the faculty and must adhere to the policies set forth in the ACHS Coach/Activity Sponsor Handbook.

Section 1.4 Extracurricular Activities Offered at Archangels Catholic Jr/Sr High School

Since extracurricular activities are valuable aids in the intellectual, moral, social, and physical development of the students, Archangels Catholic High School endeavors to offer a well-rounded program of such activities. Students should select their activities with a view to their abilities, needs and interests. It is the hope of the school administration that every student will be active in at least one extracurricular activity.

All extracurricular activities will be under the direct control of the school administration and shall be supervised by a member of the faculty. The school will in no way be responsible for the students or their conduct after the close of any activity or dismissal by the supervisor.

Students who participate in extracurricular activities represent Archangels Catholic High School to the public and to other schools. They should, therefore, exemplify Christ-like religious, scholastic, and social qualities while participating in all extracurricular activities.

Each activity may establish and publish its own rules for eligibility, subject to the approval of the administration.

School Mascot: Defenders

School Colors: Royal Blue & White

School Activities Conference: Goldenrod

EXTRACURRICULAR ACTIVITIES SPONSORED AT ACHS

Junior High (Grades 7-8)

Activities:

Conference Art Show
Robotics
Quiz Bowl

Athletics:

<u>Boys</u>	<u>Girls</u>
Football	Volleyball
Basketball	Cross Country
Wrestling	Basketball
Track	Track
Cross Country	

High School (Grades 9-12)

Activities:

Conference Art Show
Conference Music Competition
District Music Competition
Drama
Robotics
Quiz Bowl
Speech

Athletics:

<u>Boys</u>	<u>Girls</u>
Football	Volleyball
Basketball	Cross Country
Track	Basketball
Wrestling	Track
Golf	
Cross Country	

Sections detailing ACHS School Organizations and Events can be found in Article X of the Student/Parent Handbook.

Section 1.5 Activity Eligibility & Suspension Policies

ACHS Activity Eligibility Policy

FORMAL COMMITMENT POLICY

Enrollment and Tuition Agreement forms must be completed and submitted online through TADs information system in order for students to utilize school property or to participate in any Archangels Catholic upcoming summer extracurricular activities, practices or conditioning. If an

athlete does not plan to be involved in summer activities/conditioning/practice, the forms must be uploaded prior to the start of his/her particular activity.

ACADEMIC PERFORMANCE STANDARDS

Students must adhere to the academic performance eligibility standards as stated in Article 4 Section 3 in the Archangels Catholic High School handbook.

STUDENT DISCIPLINARY PROCESS

If a student conduct infraction occurs, student eligibility will be determined as stated in Article 8 Section 1 of the Archangels Catholic High School handbook.

SCHOOL ATTENDANCE POLICY

Students must adhere to the ACHS attendance policy for eligibility standards as stated in Article 4 of the Archangels Catholic High School handbook.

UNEXCUSED ABSENCES FROM PRACTICES/REHEARSALS

Unexcused absences from practices/rehearsals will not be tolerated by activity sponsors. Sponsors may apply penalties according to their discretion

CURFEW

During a particular athletic season, students involved in extracurricular activities need to abide by the following schedule:

1. Sunday through Thursday, home by 10:00 p.m. unless working or attending a school function.
2. Friday and Saturday, home by midnight.

PARTICIPATION IN ACTIVITIES THAT ARE NOT SCHOOL SPONSORED

Due to the fact that the number of out-of-school activities continues to rise, it is important that there is a spirit of communication between the parents, student-athletes and the coaches of Archangels Catholic High School.

At the pre-season meeting of parents and coaches, the coaches will present what activities and club activities are allowed during their particular season. The coach's guidelines will need to be approved by the administration of Archangels Catholic High School.

SUSPENSION FROM ATHLETICS AND ACTIVITIES

Any student involved in any Archangels Catholic High School athletics and/or activity and caught by high school administration, faculty, or police with drugs, alcohol, tobacco, vaping or equivalent or any other serious offense committed that violates ACHS school policy will be suspended from the following activities:

- | | |
|---------------|------------------------|
| 1. Volleyball | 4 games |
| 2. Football | 2 games |
| 3. Drama | 1 competition/festival |
| 4. Basketball | 4 games |
| 5. Wrestling | 2 meets |
| 6. Speech | 2 meets |
| 7. Track | 2 meets |
| 8. Golf | 2 meets |

- 9. Cross Country 2 meets
- 10. Other To be determined

Junior high suspension will be determined on a pro-rated basis from the high school suspension schedule due to shorter season.

Students caught will be confronted and questioned by the coaches. Those who lie and are later determined to be guilty by the administration will receive double suspensions.

A suspension will begin immediately after the violation has occurred and may carry over into another sport. Suspension of various activities will overlap. Example: A student involved in drama and basketball who is caught violating this policy would serve a 4 game suspension for basketball AND one performance suspension for drama. The suspended student must finish the seasons in which he/she is suspended in good standing. If a person does not finish the season in good standing, the suspension will start over in the next athletic/activity season.

It is at the discretion of the individual coach to determine if greater punishment is necessary, depending on the incident and expectation of the coach and activity. For example, a coach may require the removal of a student from the team. During suspensions, it is up to the coach whether the student will travel with the team. The student will not be able to suit up with the team, but the student must continue to practice with the team.

In the event of a second offense, the student will be suspended from all practices and team events until a meeting is held with parents, a high school administrator, counselor, and coaches. A decision will be made at that meeting concerning the future of athletic and activity competition. Second offenses will require the student to meet regularly with the school guidance counselor for a specified period of time to be determined by the administration.

If a decision is made that the student may continue activities, students caught twice during their high school years will receive double punishment for all athletics and activities they are involved in at that time. (Example: a student caught twice would serve an 8 game suspension for volleyball, a 2 performance suspension for drama).

If a person is caught three times during his/her 9-12 career, he/she will not be allowed to participate on any athletic team or in any activity for the remainder of his/her career at Archangels Catholic High School.

A canceled competition or meet does not count as a suspended competition or meet. This is a year round policy.

NSAA Activity Eligibility Policy

In addition adhering to the ACHS eligibility policy, students participating in activities sponsored by the NSAA must abide by that association's eligibility rules (including, but not limited to those outlined below). The Activities' Director will inform students of such rules at the beginning of each activity season. Violation of NSAA rules will result in loss of eligibility to participate in their sponsored activities.

Nebraska Schools Activities Association Policies – Guard Your Activities Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

- 1.2.1 Student must be an undergraduate.
- 1.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- 1.3.1 Student is ineligible if nineteen years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current year.
- 2.5.1 Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he /she wishes to represent in interscholastic competition.
- 2.5.2 Student must have been enrolled and received twenty hours in school the immediate preceding semester.
- 2.6.2.1 Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
- 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:
 - 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - 2.6.9.2 If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
 - 2.6.9.3 If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
 - 2.6.10 If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- 3.1 Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in

that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

- 3.5.1 A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of team.
- 3.6 A student shall not participate on an all-star team while a high school undergraduate
- 3.7 A student must maintain his/her amateur status.
- 3.9.1 A student shall not participate in a contest under an assumed name.
Compliance with the rules will prevent your team, school, or community from being penalized.

Section 1.6 Cut Policy

CUT POLICY

Cutting athletes is never a pleasant situation. However, if the numbers on any particular team become too high, the quality of the overall team suffers due to practice time that is taken away from the athletes who would contribute in the actual games. Also, it is the belief of the school that if students know that there is a cut policy they will be challenged to find other school activities to channel their energies.

The maximum number of participants for each athletic team is as follows:

1)	Football	No limit
2)	Volleyball	28
3)	Boys Basketball	28
4)	Girls Basketball	28
5)	Wrestling	No limit
6)	Boys Golf	14
7)	Boys Track	No limit
8)	Girls Track	No limit
9)	Cross Country	No limit

(Note: There will not be a cut policy in junior high activities. Also, if the situation arises where there is only one student to be cut, that student athlete will not be cut.)

Section 1.7 Awards

The activities letter of Archangels Catholic High School is an emblem sanctioned by the school for achievement.

To be awarded a letter is a sign that a student has conformed to school regulations, has observed training rules, has manifested a correct attitude toward teachers, school regulations, and has shown true Catholic sportsmanship. Recipients of award letters shall be determined by criteria set in advance of the season by head coaches in addition to the below statements.

A student shall be awarded a letter the first time he/she earns one in any sport/activity; thereafter, he/she shall be given a certificate or pin for each additional letter. A student is to be given a letter his/her senior year for 4 years of participation, if they finish in good standing. Lettering guidelines for each activity:

1)	Football	Play in ½ of the quarters of the regular season
2)	Volleyball	Play in ½ of the sets of the regular season

3)	Boys Basketball	Play in ½ of quarters of the regular season
4)	Girls Basketball	Play in ½ of quarters of the regular season
5)	Girls & Boys Track	Score 10 points and equipment turned in
6)	Wrestling	½ of varsity meets and/or medal in a major tourn.
7)	Golf	Medal at invitational
8)	Cross Country	Medal at varsity meet and/or qualify for state
9)	Drama	Participate satisfactorily in two full seasons
10)	Speech	Place at a varsity meet

*All letters are awarded at the discretion of the coach.

Section 1.8 Scheduling of Practices, Competitions & Summer Activities

In an effort to uphold our Catholic mission and the Core Values shared by our school family, Archangels Catholic High School has adopted the following guidelines for the scheduling of extracurricular practices, competitions and summer activities.

Coaches and activity sponsors will follow NSAA and Archangels Catholic High School policies and will not promote activities off-campus during NSAA and Archangels moratorium days. Coaches will assure students that time for rest, family and the Lord is of utmost importance.

SUNDAYS

In an effort to maintain Sunday as a day of worship, family and rest in accordance with the Catholic mission of Archangels Catholic High School, all ACHS sponsored extracurricular activities are discouraged from taking place on Sundays.

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligations; all scheduled non-religious use of the parish/elementary school/high school in the Archdiocese on Sunday will begin no sooner than 12:00 noon. Pre-arranged approval may be granted by the head pastor or head administrator of the school.

It is the policy of ACHS that the scheduling of non-religious activities (competition contests, practices, or open gym) should be avoided entirely on Sundays. Activity practice may take place after 12:00 noon on Sunday (with the exception of Christmas Day and Easter Sunday) when there is a postseason (District or State competition) contest the following Monday, Tuesday, or Wednesday. The scheduling of any Sunday activity must be first approved by the Pastor/President.

HOLY DAYS OF OBLIGATION

In an effort to maintain the special character of these days and to avoid the scandal of tempting Catholics to miss Mass on Holy Days of Obligation, Archangels Catholic High School will intentionally schedule events and practices so that students are afforded an opportunity to attend Mass on the Holy Day of Obligation; The Assumption of the Blessed Virgin Mary (August 15), All Saints Day (November 1), The Immaculate Conception of Mary (December 8), Mary, Mother of God (January 1), Ascension Thursday (40 days after Easter), or the anticipatory Mass on the eve of the Holy Day.

HOLY WEEK

No non-religious activities are to be scheduled on Holy Thursday, Good Friday, and Holy Saturday. These are the holiest days of the Catholic calendar, and all Catholics including

students are encouraged to focus on the saving mystery of Christ on those days, in workshop and private reflection, as free from distractions as possible. There will be no practices, games, scrimmages, open gym or weight training on Holy Thursday, Good Friday, Holy Saturday, or Easter Sunday.

FAMILY HOLIDAYS

Family time is an important aspect of our Catholic faith and a Core Value shared by our school family. No practice, games, scrimmages, open gym, film study, meetings, weight training or any other gathering where students may feel pressured to attend will be held on the following days: Thanksgiving Day, Christmas Day, or New Year's Day. Winter sports teams are required to schedule 5 consecutive days off during the Christmas break.

Practices are optional on Labor Day and the day after Thanksgiving starting no earlier than 4 p.m. There will be no repercussions to an athlete if they do not attend. Note: There will be no activities on Memorial Day as per NSAA rules.

Section 1.9 Use of Transportation & Facilities

TRANSPORTATION

All students traveling to and from out-of-town school sponsored activities must be transported in school-approved transportation with an adult driver. A parent may give their child permission to ride home with an adult driver by providing permission via note or phone call to the coach or sponsor. A parent may give their child permission to drive to or from an out-of-town school sponsored activity by providing documented permission to the coach or sponsor. Permission will be given at the coach's discretion.

Buses

- Buses should be cleaned by participants to a point of normal use. This means that pop bottles and cans, wrappers, containers, etc. should be cleaned off of the floor. If the trash containers on the bus needs to be emptied, stop at the dumpsters and empty them.
- If bus supplies need to be filled, let the driver know.
- If there are any mechanical issues, let Humphrey Public School know about them.
- Payment for driving to activities will be run through the office.

Suburbans/Vans

- As sponsors and participants of an activity, it is your responsibility to ensure suburbans/vans are clean after use.
- There should not be any containers or trash of any kind left in the vehicles.
- If something is spilled that needs extra attention, let the driver/maintenance know.
- Vehicles should be refueled when you return to school. If you cannot, let the office know they need fuel.
- Vehicles must be checked out through the office to use them.

FACILITIES

Care and pride is to be taken in school equipment and facilities. All items should be stored properly. Coaches' rooms, locker rooms, the stage, meeting rooms, storage areas, etc. should be kept neat and orderly. All equipment and items used for activities need to be inventoried and stored properly. Students are not allowed to utilize Archangels Catholic High School facilities without proper supervision.

ARTICLE 2 – COACH/SPONSOR EXPECTATIONS & RESPONSIBILITIES

Section 2.1 Coach/Sponsor Professional Expectations

Although there are several characteristics and attributes of effective coaches, the following areas are highlighted as essential elements for coaches and sponsors at Archangels Catholic High School.

Rapport

A coach must be able to develop good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

Cooperation

Archangels Catholic expects the highest-level cooperation by all coaches and athletic staff members in the execution of their duties and follow-through of disciplinary actions. Coaches must work cooperatively with their school athletic administrator, administration, other staff, team and parents.

Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition –all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and activities department and align with the Catholic mission of Archangels Catholic High School.

Discipline

Every athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation is the coach's responsibility. Individually, the coach becomes a model of all that the program represents –observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, and to lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a team and as individual players.

Improvement

All coaches should take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules meetings, special workshops and training, professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms also is encouraged.

Section 2.2 Coach/Sponsor Obligations

To the participants on the team

The main reason for having activities within the school is to help provide opportunities for young men and women to develop their God-given talents to the fullest extent and use these gifts to glorify God. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with participants and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.

Each student has a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of the participants.

The coach's primary responsibility is to promote faith-filled growth of each participant. The safety and welfare of players should always be uppermost in the coaches' minds.

To Archangels Catholic High School

As a coach/sponsor, you have high-level visibility throughout the community. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always adhere to school policy and reflect confidence and respect for Archangels Catholic High School.

Your program must align with the school's mission:

Empower students to lead lives of purpose and service by growing minds in knowledge and expanding hearts in the Catholic Faith.

To the school

A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Firm, fair and constant discipline must be maintained.

The work of the coach/sponsor must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

To fellow coaches

Although the head coach must assume leadership responsibilities, all staff members should encourage independent thought. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner. Disagreements between coaches should be discussed privately and as soon as possible.

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season. The success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

To other coaches in your school

One must always bear in mind that his or her activity is part of the total educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of all programs.

A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

To faculty members

A coach is expected to cooperate with every faculty member with the understanding that our Catholic values and academic policies are of utmost importance and will take precedence in every situation.

To facilities

A coach is expected to take pride in the facilities and instill this pride in the athletes. Practice areas, offices and locker rooms should be kept clean and in order and all equipment should be handled and stored appropriately.

Section 2.3 Duties of a Coach

1. Provide a safe practice or competitive environment.
2. Inform students of NSAA & Archangels Catholic High School rules and regulations at the beginning of each season.
3. Properly plan and supervise an activity.
4. Develop site-specific emergency response plans.
5. Evaluate athletes for injury and respond with approved first aid/ emergency response techniques.
6. Match or equate athletes appropriately with focused attention to maturity or developmental differences.
7. Provide or maintain appropriate, safe and properly fitted equipment.
8. Warn athletes and parents of inherent risks of a sport.
9. Supervise appropriately before, during and following practice, conditioning or competition.

10. Keep thorough records.
11. Know & implement school policies and post if necessary (i.e. new school policy, change in school policy, reinforcement of policy).

Section 2.4 Coaching Techniques

With regard to coaching techniques, the following standards should be adhered to in your program:

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with the patient, trainer, doctor, and parents. If a concussion occurs, notify the school office so other staff can be informed.
5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget, in conjunction with AD.
7. Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

Section 2.5 Teaching Responsibilities

Coaches can be held accountable for failure to teach fundamentals and protective skills for particular sports. In addition, activity administrators and head coaches must ensure that:

1. All athletes shall be taught appropriate protective skills.
2. All athletes should be taught fundamentals as an educational progression:
 - a. simple to complex;
 - b. known to unknown; and
 - c. synthesize individual skills to develop more complex capabilities.
3. Athletes should be praised or encouraged for:
 - a. hard work (effort); and
 - b. partial mastery and improvements thereafter.
4. Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities.

Section 2.6 Supervising Requirements

Coaches must be physically present during all activity related to practice, and competition, whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations, team room expectations, and remain in the general area until all athletes have departed. Participants will not be allowed to use the facilities, unless under the direct supervision of an adult who has completed the concussion awareness training and is safe

environment certified. Coaches will have Key FOBS to allow entry into the facilities and should be the last person to leave the premises.

1. The more hazardous the activity, the greater a coach's responsibility for supervision.
2. Young athletes require special attention with respect to:
 - a. readiness for leaving or execution of a dangerous skill;
 - b. readiness for physical contact; and
 - c. physical maturity differences pairings for practice or scrimmage.

Section 2.7 School Policy

Coaches must know school policy in every situation:

1. Know if you have school policy and do not deviate from it'
2. If there is not a school policy, contact either the Activities Director or the Principal for guidance; and
3. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent coach.

Section 2.8 Equipment

Each coach is responsible for the following:

1. Keeping practice areas, offices and locker rooms in order;
2. Storing equipment and using equipment properly – pride in the equipment and facilities are of primary importance to all athletes and coaches;
3. Keeping storage areas locked; and
4. Ensuring that all exterior and interior doors are locked.

Section 2.9 Disciplinary Procedure for Coaches & Sponsors

To ensure professional standards, disciplinary action may be required for any infraction violating policies including, but not limited to, those outlined in the Archangels Catholic High School Handbooks, personnel contracts or any other policy that is set forth by the Principal and/or Pastor.

The School reserves the right to impose any disciplinary sanction, at any time, and to begin the disciplinary process with any disciplinary sanction deemed appropriate by administration under the circumstances, including termination of employment.

In general, the following steps will be followed at the discretion of the Principal/Pastor:

- Verbal Warning: Informal conference with administrator—no record of conference will be placed on the employee's personnel record.

- **Written Warning:** Formal conference with administrator—written summary of Conference signed by the coach or sponsor and administrator will be placed in personnel file.
- **Final Warning:** Disciplinary conference with administrator—written summary of conference, with problem and corrective action noted, will be signed by the coach or sponsor and administrator, and placed in the personnel file.
- **Dismissal:** Administrator provides a letter of dismissal to employee, specifying the last day of employment. A copy will be placed in personnel file.

This policy does not modify an employee’s at-will status or create an expectation of continued employment due to a single warning and/or violation.

ARTICLE 3 – SAFE ENVIRONMENT CODE OF CONDUCT

Section 3.1 Archdiocese of Omaha Safe Environment Code of Conduct for Lay Persons

Please refer to the most updated code of conduct in effect as published on the Archdiocese of Omaha website at www.archomaha.org/safe-environment/. All employees and volunteers of Archangels Catholic High School must adhere to this code of conduct.

Section 3.2 Professional/Safe Environment Boundaries Definitions

“Grooming” means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place

“School employee” means a person nineteen years of age or older who is employed by a public, private, denominational, or parochial school approved or accredited by the State Department of Education. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students, including all student teachers or interns.

Discipline for Violations:

- A violation of this policy or any violation of professional/safe environment boundaries is misconduct and may result in disciplinary action, up to and including termination.
- A violation of this policy by a school employee with an educator’s permit or certificate may result in a referral to the State Department of Education. Consequences include suspension or revocation of the employee’s permit or certification.
- A violation of this policy may result in revocation of a school employee’s safe environment certificate.
- A violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement.

Prohibited Activities:

All school employees are prohibited from violating professional boundaries with any student.

All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual behavior, sexual contact, or sexual penetration with a student while the student is enrolled at the school and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional/safe environment boundaries that all school employees are expected to maintain with all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual behavior, sexual contact, or sexual penetration with the student, regardless of when in the student's life the sexual behavior, sexual contact, or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include, without limitation, student homework, in class activities, virtual instruction, school sponsored sports or clubs, or any other school-sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or a response in any positive manner to a student's sexual advance.
3. Being alone with a student anywhere with a closed door without a transparency plan in effect.
4. Showing a student any inappropriate or sexually suggestive material.
5. Telling jokes to a student with sexual themes or making sexually suggestive comments.
6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in that location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Treating one student differently from other students either by providing privileges or failing to enforce school policy or impose other disciplinary action.
10. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health and safety.
11. Providing rides to a student in an employee's personal vehicle unless another safe-environment certified adult is present.
12. Meeting alone with a student outside of school for any reason.
13. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
14. Consuming alcohol in the presence of any student when the student's parent or guardian is not present.
15. Providing alcohol or illegal drugs or unauthorized drugs or medication to a student under any circumstances.
16. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to the above prohibited activities include:

1. Communications or actions with the school employee's own children or relatives.
2. An emergency situation that affects the student's immediate health or safety.
3. An unplanned chance encounter at a public place.

Permissible methods to communicate with students outside of school:

1. Use of the school-approved email system or educational software to ensure transparency.
2. Text messages that include at least one other school staff member or one of the student's parents or guardians.
3. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided the communication is not one-to-one communication.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern does not relate to the parent or guardian.
3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

Reporting Grooming or Professional/Safe Environment Boundary Violations

If any school employee has reason to believe another school employee has violated this policy, the school employee shall notify the Principal of the school and the Archdiocesan Director of Victim Outreach and Prevention as soon as possible, but within 24 hours. If the Principal of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of the conduct shall report it to the Superintendent of Catholic Schools and the Archdiocesan Director of Victim Outreach and Prevention.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Principal and the Archdiocesan Director of Victim Outreach and Prevention.

After making the report to the Principal, the school employee and Principal shall co-report the grooming or repeated engagement in prohibited activities to the following:

1. The Nebraska Department of Education;
2. The Nebraska Department of Health and Human Services; and
3. Local law enforcement.

Records Retention

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of her/his documentation of the above reports to the Principal of the School and the Archdiocesan Director of Victim Outreach and Prevention. The Principal shall keep such reports electronically or in hard copy so that they are readily available to any investigative authority.

Relationship to Omaha Archdiocesan Safe Environment Policies

This policy does not alter or replace the Omaha Archdiocesan Safe Environment Policies which remain in effect and are applicable to school employees.

NOTICE: Nothing in this policy should be construed to replace or alter a school employee's legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.

Reprisal or retaliation for good faith reports made by students or school employees is strictly prohibited.

ARTICLE 4 – COACH & SPONSOR JOB DESCRIPTIONS

Due to an increased emphasis on credibility and accountability in athletics today, all personnel within the framework of an athletic program will have written job goals. The job descriptions that follow have been developed to assist schools in monitoring personnel in the performance of their assigned duties. Each description utilizes a similar format that can easily be adapted to local Board of Education policies.

Section 4.1 Activities/Athletic Director

QUALIFICATIONS:

1. Valid Nebraska teacher or administrator certification.
2. Previous experience as a coach is desirable.
3. Knowledge of the overall operation of the activities program.

REPORTS TO: Principal.

SUPERVISES: Assists principal in supervision of coaches and others involved in school athletic programs.

JOB GOAL: Provide overall leadership, supervision and coordination of all school activity programs to provide students' worthwhile learning experiences.

DUTIES AND RESPONSIBILITIES:

1. Reports to the Principal and works under the direction of the high school Principal to supervise the overall activity program.
2. Administers all school interscholastic policies and procedures as well as the Rules and By-Laws of the NSAA.
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
4. Makes recommendations for the improvement of facilities to the Principal for consideration and referral.
5. Develops all interscholastic game schedules. Maintain contest contract forms in school files and approves the publication of all schedules.
6. Contracts all contest officials including those assigned by the Conference.
7. Interprets board policy to coaches.
8. Resolves conflicts within the ranks of the activity department.
9. Makes arrangements for all transportation, lodging and meals, for district and state contests as required.
10. Receives and evaluates equipment requests from authorized coaches. Approves appropriate requests.
11. Attends or coordinates the attendance of administrative personnel at school sponsored events.

12. Acts as tournament director, for all league and tournament playoff activities that are assigned to the school.
13. Sends reminders of upcoming events to schools and officials.
14. Cancels or postpones contracted contests, officials and transportation because of weather or other hazardous conditions.
15. Coordinates and supervises all radio, as well as the public address system operation at the various games.
16. Maintains a permanent file of parent consent forms and physical forms for each participating athlete.
17. Coordinates with the office/TADs to verify eligibility of participants for activities and summer facility access.
18. Oversees records for each sport, such as wins and losses, outstanding records, letter winners, etc.
19. Maintains a file of all athletic suspensions and expulsions from teams.
20. Reviews, makes recommendations and forwards coaches' requests to attend clinics.
21. Develops the annual activity budget.
22. Works with the Principal, designated faculty members and coaches to schedule activities assemblies and pep rallies.
23. Coordinates the use of school athletic facilities by school teams outside normal use with the Principal.
24. Assumes responsibility for game management at all home interscholastic contests and for the accounting and deposit of gate receipts.
25. Provides for the cleaning, repairing and storing of all activity equipment. Maintains an accurate inventory of all equipment.
26. Works to establish procedures for the management and safe operation of the training room.
27. Coordinates use and schedules of athletic facilities for all interscholastic athletic contents. Coordinates set-up of physical plant.
28. Plans, organizes and supervises all athletic awards programs with the approval of the Principal.
29. Promotes publicity for all interscholastic sports, including sports procedures, press, and radio releases for all schools.
30. Represents the school at league, conference and state meetings.
31. Develops and implements policies for the operation and supervision of the press boxes.
32. Serves as liaison between the coaches and the Principal.
33. Assists in the preparation and distribution of complimentary passes for the school.
34. Coordinates the sales of any athletic supplies through the school office.
35. Reviews the activity policy and handbook annually.
36. Evaluates and seeks ways of improving the interscholastic athletic program.
37. Presents recommendations for changes in athletic policies to the Principal.
38. Performs other duties as the Principal may direct.
39. Ensures that all personnel utilizing Archangels Catholic or St. Francis elementary facilities or equipment have completed required training and certifications (i.e. Safe Environment, Concussion Awareness, CPR etc.).

Section 4.2 Assistant Activities/Athletic Director

QUALIFICATIONS:

1. Valid Nebraska teacher or administrator certification.
2. Previous experience as a coach is desirable.

3. Knowledge of the overall operation of the activities program.

REPORTS TO: Principal

SUPERVISES: Assists Activities/Athletic Director in supervision of coaches and others involved in school athletic programs

JOB GOAL: Provide leadership, supervision and coordination of school activity programs to provide students' worthwhile learning experiences

DUTIES AND RESPONSIBILITIES:

1. Reports to the principal
2. Works in collaboration with Activities/Athletic Director to ensure all interscholastic policies and procedures are being met per Rules and By-Laws of NSAA
3. Organizes the transportation of student activities
4. Acts as the Treasurer of the Booster Club
5. Models expectations that reflect the mission and purpose of Archangels Catholic High School
6. Responsible for supervising student activities. Works with the Activities/Athletic Director to coordinate attendance of administrative personnel
7. Communicates with guest schools and officials
8. Works in conjunction with the Activities/Athletic Director and Booster Club for game management of all home interscholastic contests and assumes responsibility for the accounting and deposit of gate receipts
9. Assists Activities/Athletic Director in inventorying activity equipment
10. Assists Activities/Athletic Director with the planning, organizing, and supervising of athletic award programs with the approval of the principal
11. Serves as a liaison between the Booster Club and the principal
12. Presents recommendations for changes in the athletic policies to the Activities/Athletic Director and principal
13. Performs other duties as the Activities/Athletic Director and/or principal may direct

Section 4.3 Head Activities/Sports Coach

QUALIFICATIONS:

1. Valid Nebraska teacher certification or NPTTC recognition.
2. Has the ability to organize and supervise a total sports/activities program.
3. Has previous successful coaching experience in assigned sport/activity.
4. The head coach must have substantial knowledge of the technical aspects of the sport/activity and at the same time must continue to examine new theories and procedures pertinent to the activity.

REPORTS TO: The Activities/Athletic Director, who provides overall objectives and final evaluation in conjunction with the high school Principal.

SUPERVISES: A staff of high school assistant coaches in conjunction with the athletic administrator and the Principal.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary to realize a degree of individual and team success. At the same time, the student

shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL:

1. The success of activity programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all policies approved by the School Board and is responsible for their implementation by the entire staff of the program.
2. Has knowledge of existing system, state and league regulations; implements them consistently; and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

STAFF RESPONSIBILITIES:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meeting to ensure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the athletic administrator/Principal.

ADMINISTRATIVE DUTIES:

1. Assists the activities administrator in scheduling, providing transportation and requirements for tournament and special events.
2. Assists in the necessary preparation to hold scheduled events or practices and adheres to ACHS scheduling policy.
3. Coordinates with the office/TADs to verify eligibility of participants for activities and summer facility access.
4. Provides proper safeguards for maintenance and protection of assigned equipment.
5. Advises the activities administrator and recommends policy, method or procedural changes.
6. Maintains records for each sport, such as wins and losses, outstanding records, letter winners, etc.

RESPONSIBILITIES TO STUDENTS:

1. Provides training rules and any other unique regulations of the activity to each participant.
2. Gives constant attention to a student participant's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.

4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes reports of all disabling injuries on proper forms.
6. Directs student managers, assistants and statisticians.
7. Determines discipline and delineates procedures concerning due process when enforcement of discipline is necessary.
8. Ensures all students have left the building and school grounds before leaving.

FINANCE AND EQUIPMENT:

1. Participates in the budget process with the athletic director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment and submits annual inventory and current records.
3. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing.
4. Monitors and assigns equipment rooms and coaches' offices.
5. Permits participants to be in authorized areas at the appropriate times.
6. Examines locker rooms, stage area and other areas that are used before and after practices and contests. Checks on general cleanliness of the facility.
7. Secures all doors, lights, windows and locks before leaving building.
8. Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the activity within the school.
3. Ensures quality, effectiveness and validity of any oral or written release to local media.
4. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.

Section 4.4 Varsity Assistant Coach / Junior High Coach

PREFERRED QUALIFICATIONS:

1. Valid Nebraska teacher certification or NPTTC recognition.
3. Previous coaching experience in assigned sport.
4. Has knowledge and background in the assigned sport.

REPORTS TO: Head Coach or Activities/Athletic Director and Principal.

SUPERVISES: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training as necessary to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies approved by the School Board and is responsible for its implementation.
2. Has knowledge of the school, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

4. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.

ADMINISTRATIVE DUTIES:

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment.

STUDENT RESPONSIBILITIES:

1. Provides training rules and other sport specific regulations to each candidate.
2. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
3. Directs student managers and statisticians.
4. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code.
5. Ensures all students have left the building and school grounds before leaving.

EQUIPMENT AND FACILITIES:

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits and annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
2. Recommends to the head coach budgetary items for next year in his area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
6. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach in carrying out his responsibilities.
2. Issues press releases and school announcements.
3. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
4. Works within the basic framework and philosophy of the head coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
6. Supervises players before and after practice. Adequately prepare and help players.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Conducts discussions with other coaches in private.
9. Strives to improve skills by attending clinics and using resources made available by the head coach.
10. Attends contests of other teams in the program when possible.

11. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.

Section 4.5 Coaches Aid (High School and Junior High)

PREFERRED QUALIFICATIONS:

1. Previous coaching experience in assigned sport.
2. Has knowledge and background in the assigned sport.

REPORTS TO: Head coach, Activities/Athletic Director and Principal.

SUPERVISES: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the head coach and school administrations. To instruct athletes in individual and team fundamentals, strategy and physical training as necessary to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies approved by the School Board and is responsible for its implementation.
2. Has knowledge of the school, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.

ADMINISTRATIVE DUTIES:

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in preparation for scheduled sport events or practices and adheres to system facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment.

STUDENT RESPONSIBILITIES:

1. Provides training rules and other sport specific regulations to each candidate.
2. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
3. Directs student managers and statisticians.
4. Implements school conduct code. Contacts parents when a student is alleged to have violated the athletic code.
5. Ensures all students have left the building and school grounds before leaving.

EQUIPMENT AND FACILITIES:

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
2. Recommends to the head coach budgetary items for next year in his care of the program.

3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
6. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach in carrying out his responsibilities.
2. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
3. Works within the basic framework and philosophy of the head coach of that sport.
4. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
5. Supervises players before and after practice. Adequately prepare and help players.
6. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
7. Conducts discussions with other coaches in private.
8. Strives to improve skills by attending clinics and using resources made available by the head coach.
9. Attends contests of other teams in the program when possible.
10. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.

Section 4.6 Activity Coaches, Sponsors & Advisors

QUALIFICATIONS:

1. Valid Nebraska teacher certification.
2. Has either high school and/or college experience and/or is willing to learn.

REPORTS TO: Activities/Athletic Director and Principal.

JOB GOAL: To advise and lead the members so that they function as effectively as possible in their related activities.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the directing, supervising and sequential training of the team members.
2. Responsible for the conduct of the members at practice sessions and at all contests.
3. Leads and directs the members in such a way as to encourage good sportsmanship by example and leadership.
4. Conducts themselves before the students and the community so as to instill respect and good sportsmanship.
5. Assumes responsibility for an energetic and positive public relations program for their activities.
6. Responsible for uniforms and supplies.
7. Responsible for ordering and issuing awards to deserving members.
8. Responsible for any other duties relating to their activity as may be directed by the Activities/Athletic Director and/or Principal.

ARTICLE 5 - COACH/SPONSOR SEASON CHECKLISTS

Section 5.1 Beginning of Season Checklist

- Check out appropriate equipment, jerseys – use school provided software to keep records of equipment distributed and to whom distributed.
- Check with players to ensure all participants have had physicals – confirm this by checking in office for physical forms on file for each player.
- Get checklist of students who have completed the Impact Concussion Test and ensure that all participants have taken this test within the last two years.
- Check season schedule-game start times and dates-confirm with AD.
- Submit schedule of leave times and transport type to AD.
- Meet with parents to discuss philosophy, expectations, rules, etc.
- Develop season long practice schedule.
- Collect parent permission forms – give to AD – the coach is responsible for ensuring that a form is received from each parent.
- Inform participants of training rules and policies.
- Submit roster to AD – Varsity, JV, and freshmen.
- Attend rules meeting for appropriate activity-A list of dates can be found on NSAA website (www.NSAAhome.org) or check with AD.
- Fill out and return preseason information to newspapers.
- Review requirements for lettering-communicate these to participants if any changes in lettering requirements are desired, this needs to be discussed with the AD.
- Set up time for button and plaque pictures and communicate it with the office.

Section 5.2 End of Season Checklist

- Check in all equipment. Have an organized check in process – account for all equipment.
- Fill out inventory sheet and items requested for next year-give to AD.
- Fill out and return all state and area nominations for post season awards to newspapers and other groups.
- Discuss with AD any schedule changes desired for next year.
- Vote for team honors. It is usually a good idea to look at what was done the previous year to know what awards were given.
- Submit to Administrative Assistant all information that will be needed for the Awards Program.

ARTICLE 6 - CODE OF CONDUCT FORMS

Electronic or physical versions of these forms to be signed annually by each participant, parent, coach and sponsor and digitally filed.

Section 6.1 Coach and Activity Sponsor Code of Conduct

Coach and Activity Sponsor Code of Conduct

I understand that my responsibilities as a coach or sponsor at Archangels Catholic High School are of great importance, and that my actions have the potential to significantly influence the students whom I coach. Therefore, I will conduct myself in accordance with the following guidelines:

- I will demonstrate faith filled leadership as outlined in the ACHS Activity Handbook.
- My actions, public communications, and team paraphernalia such as apparel and signage will always reflect confidence and respect for Archangels Catholic High School, align with the school's mission, and follow school policy.
- I will lead by example, demonstrating adherence to rules, fair play and sportsmanship to all participants and officials.
- I will conduct my practices so that all participants have the opportunity to improve their skill level through active participation.
- I will be sensitive and supportive of participants, and understand that verbally degrading them, or denying them necessities, will not be tolerated.
- I will support the Archangels Catholic High School policy for athletic eligibility, as it relates to behavioral and academic expectations.
- I will support both the NSAA and Archangels Catholic High School moratorium policies and encourage participants to rest their minds and bodies and spend time with the Lord and family during these times.
- I will successfully complete a "Safe Environment Training" session offered by the Archdiocese of Omaha and submit paperwork for a background check prior to coaching.
- When correcting and motivating, I will always refrain from derogatory remarks and tactics that demean participants and/or take God's name in vain.
- I will create an affirming and welcoming culture on my teams that is free from all forms of harassment and hazing.
- I will ensure the themes used and music played at competitions and practices will be consistent with the school's Catholic mission and be free from derogatory language, racial slurs, and sexual content and innuendo.
- I will successfully complete any training and certifications required by the state of Nebraska or Archangels Catholic High School and submit my proof of certification prior to coaching.
- I will not, nor will I allow my participants to harass or yell at any official or opposing competitor and understand that any demonstration of uncontrolled anger, resulting in physical contact against a participant, parent, coach, or official, will be grounds for my immediate dismissal from any coaching role.
- Out of respect for our opponents, I will be careful not to run up the score when an athletic contest is firmly in hand.

Coach/Sponsor Name: _____ Signature: _____ Date: _____

Section 6.2 Participant Code of Conduct

Participant Code of Conduct

I understand that representing Archangels Catholic High School is a privilege and an honor. My actions reflect upon my teammates, my parish, and myself. Therefore, I promise to conduct myself in accordance with the following:

- I will do my best to maintain appropriate academic and behavioral expectations, as outlined by the Archangels Catholic High School Eligibility Policy.
- I will adhere to all Archangels Catholic High School Policy as stated in the Student/Family Handbook.
- I understand that playing time could be affected by not following rules and expectations outlined by ACHS or my Head Coach.
- All athletes are expected to be at all practices. I will notify my coach in advance if I am unable to attend a practice or game.
- I will treat each player, coach, official, parent, and administrator with respect and dignity.
- I will respect the property and facilities of Archangels Catholic High School, each opposing team, and any facility used by my Archangels Catholic High School team for practices or games. I will do nothing to harm or destroy that property.
- I will refrain from derogatory comments about my teammates, opposing players, or officials, and will act to encourage my teammates through positive comments and actions.
- I will not participate in any form of initiation or hazing activities and understand that I am responsible for reporting any such activities.
- I will do my best to learn the fundamental skills and rules of the sports in which I participate.
- I understand that my primary commitment is to my Archangels Catholic High School High School team. I will not allow participation on another team to interfere with, or take priority over, my Archangels Catholic High School team practices and games.
- I understand that Archangels Catholic High School expects all athletes to treat each other with respect and to provide support to all members of the team, regardless of their abilities or roles on the team.

Participant Name: _____ Signature: _____ Date: _____

6.3 Parent Code of Conduct

Parent Code of Conduct

I understand that it is my responsibility as a parent to provide positive support, care, and encouragement for my child during his/her participation in sports at Archangel Catholic High School. Therefore, I will adhere to the following code of conduct:

- I will encourage true sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other sports event and encourage all others to do the same.
- I will accept the judgment of officials and coaches and refrain from negative commentary or actions.
- I will demonstrate my understanding that the game is for the children, not the adults, and I will place the physical and emotional well-being of the children over any desire of my own.
- I will support the Archangels Catholic High School policy for athletic eligibility.
- I will provide support for the coaches and officials working with my child to provide a positive sports experience. If I should have any concerns or suggestions, I will express them to my child's coach in private, and in accordance with the communication policy, as stated in the Archangels Catholic High School Handbook.
- I am committed to helping my child enjoy the sports experience by being a respectful fan.
- I will expect that my child will be playing in a safe and healthy environment.
- I will expect a drug, alcohol, and tobacco-free sports environment for my child, and agree to assist in establishing such by refraining from their use at any sports event.
- I will ensure my child's commitment to the team by ensuring his/her attendance and timeliness at practices and games.
- I will respect all of our athletes and to provide support to all members of the team, regardless of their abilities or roles on the team.
- I understand that Archangels Catholic High School authorities shall have full authority to impose penalties for violations of this Code of Conduct, such as removal from the premises and/or suspension from future Archangels Catholic High School activities for flagrant or repeated violations.

Parent Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____

Archangels Catholic High School Activities Handbook reviewed and approved by:

Pastor (Print)	Signature	Date
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Principal (Print)	Signature	Date
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Activities/Athletic Director (Print)	Signature	Date
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School Board Rep.	Signature	Date
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Handbook to be reviewed and signed annually.