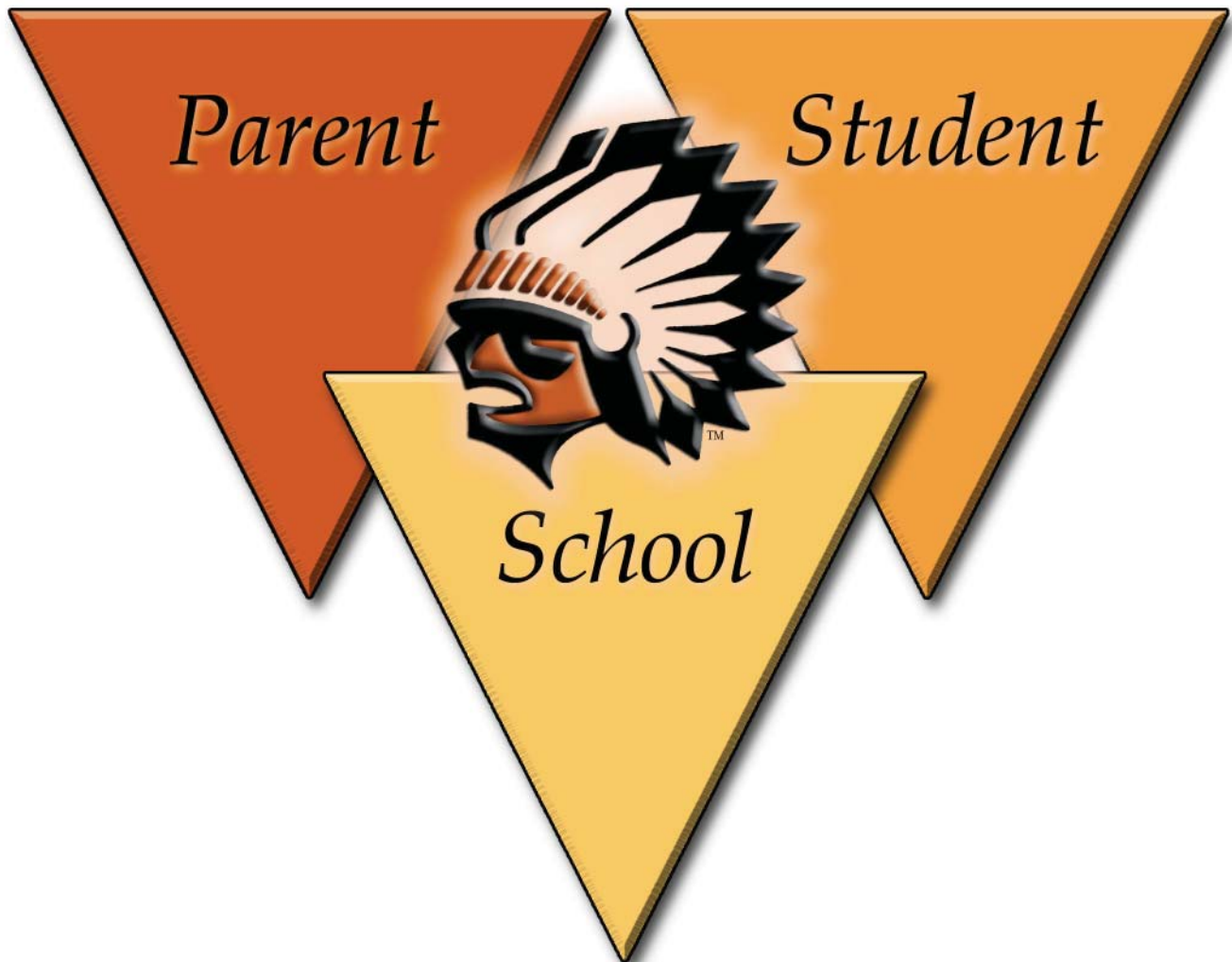


**The Three Party Partnership  
for Excellence:**



**BROTHER RICE HIGH SCHOOL**

*Athletic Administration Handbook 2010-11*

# Comprehensive Handbook Elements:

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*Brother Rice admits young men of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Brother Rice does not discriminate on the basis of race, color, national or ethnic origin in its programs and activities.*

# General Information

## ■ Athletic Mission Statement

Interscholastic athletic programs are an integral part of the total education and growth experience at Brother Rice High School. Athletics are designed to affirm, promote and uphold the Edmund Rice Christian Brothers CORE VALUES as stated in the school's mission statement:

Brother Rice High School is a Catholic, college preparatory school for young men. Inspired by the Essential Elements of an Edmund Rice Christian Brother Education\*, the school fosters the Spiritual, Intellectual, Cultural & Physical, Development of its student-athletes. The Brother Rice Community promotes Excellence through an environment conducive to life-long personal growth, responsible moral choices and critical thinking.

Student-athletes, coaches and parents are called upon to work together as partners to assist in creating an environment in which these Christian Brother values can be developed.

Coaches at Brother Rice High School are first and foremost educators who use their sports to present and reinforce meaningful lessons for life. These lessons will consistently affirm and promote the Edmund Rice Christian Brothers values expressed in the school's mission statement

## ■ Philosophy & Culture

Brother Rice High School believes that the opportunity for participation in a wide variety of Interscholastic Sports is a vital part of the student's educational experience. Such participation is a privilege and not an entitlement.

### *The Essential Elements of a Edmund Rice Christian Brothers Education – Athletic “Elements”*

*The Essential Elements of an Edmund Rice Christian Brother Education calls educational ministry sites and those working in them to ...*

- I. **Evangelize Youth within the Mission of the Church.**
  - proclaim the Good News of Jesus Christ in word and deed
  - permeate the entire curriculum, activities, and all aspects of the educational process with the Gospel message of Jesus Christ
- II. **Proclaim and Witness to Catholic Identity**
  - ensure that Catholic identity permeates all endeavors: all classes and activities, procedures and policies, services and programs
- III. **Stand in solidarity with those marginalized by poverty & injustice**
- IV. **Foster and Invigorate a Community of Faith**
  - provide a disciplined, safe atmosphere
  - sustain compassionate, respectful relationships among all stakeholders
  - encourage faculty and staff to give daily witness to their integral role in communal faith formation
  - embrace the human condition and welcome God's healing
- V. **Celebrates the Value and Dignity of Each Person and Nurture the Development of the Whole Person**
  - promote respect for each individual as created in the image and likeness of God
  - value the diversity of the human family and seek to reflect diversity among the student, faculty and staff
  - promote strong programs for personal, professional, and

pastoral care

### VI. **Collaborate and Share Responsibility for the Mission**

- work with parents who are the primary educators

### VII. **Pursue Excellence in all Endeavors**

- promote and cultivate a desire for excellence
- develop an educational culture that fosters the growth of the whole person

## ■ Priorities & Values

### **Athletic Program Priorities:**

God, Family, Academics, Athletics

### **Athletic Program Core Values:**

- Spiritual & character development
- Sportsmanship / conduct
- Teamwork / team spirit
- Excellence
- Discipline / self-sacrifice
- Commitment & dedication
- Preparation & work ethic
- Perseverance & mental toughness
- Skill development
- Respect the game, opponents & teammates
- Foster a sense of self-worth and self-confidence.

### **To promote and contribute to the educational mission by the following:**

- Developing physical fitness and the realization that a healthy body increases the probability of effective learning.
- Providing strong interscholastic athletic programs that attract student involvement and contribute to the development of leadership and camaraderie.

### **To develop excellence and understanding of the positive values of competition by the following:**

- Recognizing individual and group performance.
- Emphasizing educational value in preparation, participation, competition, winning & losing

### **To develop sportsmanship, citizenship and respect for rules and authority by the following:**

- Instilling principles of Christian justice and fair play.
- Providing the opportunity to work as a team member in order to achieve a goal and in the process, learn the importance of cooperation and teamwork.

### **To promote community interest and involvement in Brother Rice High School interscholastic athletics and support groups by the following:**

- Providing opportunities to develop a strong sense of school spirit within the entire Brother Rice High School community: parents, student-athletes, faculty and coaches.
- Following standards that reflect the behavior and conduct approved by Brother Rice High School (Parent-Student Handbook), the Michigan High School Athletic Association and the Catholic High School League.

# Coaching Handbook

## ■ Job Description

### *Duties & Responsibilities*

Coaches at Brother Rice High School are first and foremost educators who use their sports to present and reinforce meaningful lessons for life. These lessons will consistently affirm and promote the Edmund Rice Christian Brothers values expressed in the school's Mission Statement and Essential Elements.

All interscholastic athletic team coaches are directly responsible to the Athletic Director at Brother Rice High School. In fulfilling their duties and responsibilities, all coaches are expected to follow the guidelines listed in the Faculty Staff Handbook (listed under Moderators and Coaches of Athletics Responsibilities) and the Coaching Services Agreement that was signed prior to the season.

All coaches are expected to attend a "Protecting God's Children Workshop," complete the Conviction Disclosure Form-BR Athletic Application, and submit to a criminal background check by getting fingerprinted.

In fulfilling their duties and responsibilities, all coaches are expected to do the following:

- I. Assume responsibility for the conduct of their team.
- II. Alert all athletes to the risks inherent in the sport and to the proper use of equipment and techniques common to the sport.
- III. Establish a positive relationship with coaches, athletes, student-athletes, parents and community members.
- IV. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies. Submit any equipment and supply requests to the Athletic Director for approval.
- V. Maintain budget discipline.
- VI. Attend meetings called by the Athletic Director or Administration. Attend all required league, MHSAA and coaches association meetings. Attend all school-related sport functions such as end of season gatherings, dinners or banquets.
- VII. Support and conform to the Athletic Department's policies and decisions both in action and spirit.
- VIII. Conduct a preseason organizational meeting that will define expectations, team requirements, emergency procedures, code of conduct (Parent-Student Handbook), schedules and other key matters.
- IX. Perform normal coaching related duties on an ongoing basis:
  - Prepare & communicate schedules with members of the Athletic Department.
  - Notify the AD of any schedule changes, cancellations or any other unusual events or incidents.
  - Submit team rosters to the AD at the start of the season and update as necessary.
  - Ensure compliance with MHSAA student-athlete physical form
  - Review the eligibility lists provided by the athletic department
  - Ensure injured athletes receive appropriate first aid treatment for minor injuries from available trainers and contact 911 if no medical professionals are available or emergency medical treatment is necessary.
  - Communicate and complete Injury Report for all serious injuries to the AD and training staff.
  - Report scores to AD, news media, school website link and any other source when required.
  - Secure the assistance of student managers to aid in the conducting of games on all levels.
  - Schedule, communicate and conduct all practices on a regular basis.
  - Maintain all equipment and necessary supplies in good working order. Report any requirements to the AD in order to maintain acceptable standards.
  - Conduct voluntary off-season training programs where appropriate, sanctioned by the Athletic Director and in compliance with the rules and regulations of the MHSAA and Catholic League.
  - Consistently demonstrates effective coaching skills and professional competency.
- X. Supervise team members immediately before and after practices and games until all have left the locker room, been picked up by parents/other or have left the school grounds safely. Perform other supervisory duties "as necessary" with any person on school grounds who may require direction or some level of administration. Secure all offices, closets and building exits when on duty and upon departure.
- XI. Conduct themselves in a professional manner during all practices, games and supervisory time frames. Notify the AD of any incidents that occur, including but not limited to, a coach or student-athlete being ejected from competition and/or any other unsportsmanlike conduct on behalf of Brother Rice players, staff or the opposing team.
- XII. Coaching Requirements: Before an individual can coach at Brother Rice, he or she must do the following:
  - Complete the Conviction Disclosure Form – BR Athletic Application
  - Submit a fingerprint profile/ complete the criminal background check

- Attend “Protecting God’s Children Workshop”
  - Meet all legal requirements as defined by Michigan law
- XIII. Coaches are perceived as official representatives of the school and its values. It is the coach’s obligation to have a working knowledge of the policies and procedures of the Athletic Department as set forth by this handbook and to enforce them.
- XIV. The following Chain of command is recommended to resolve problems:
- Individual Coach
  - Varsity Head Coach
  - Athletic Director
  - Principal

## ■ Principles of Coaching

### Coaching Expectations

- Commit to the Mission of Catholic education and follow the Essential Elements of an Edmund Rice Christian Brother’s Education.
- Teach & develop young men
- Treat student-athletes as if they were their own sons
- Use sport as a vehicle for teaching positive life lessons (educational classroom)
- Act as a role model
- Be a “builder of men” – build confidence, encourage, affirm, criticize privately when possible
- Have high expectations
- Use Appropriate language
- Communicate honestly

### Common Characteristics of Great Coaches in the Edmund Rice Christian Brothers Tradition

- Loves student-athlete unconditionally
- Develops a bond by working for the best interest of the student-athlete
- Commits to the mission of the school – developing the body, mind and soul of every student-athlete
- Respects the dignity of every student-athlete as a child of God
- Recognizes and willingly accepts their position as role models in a professional Christian community
- Is optimistic about student-athletes and their future
- Maintains high expectations/challenging/demands excellence/teaches accountability
- Affirms and encourages
- Passionate and enthusiastic

- Possesses a sense of humor
- Professionally competent
- Communicates effectively with the primary educators of the student-athlete
- Establishes clear boundaries for student behavior & enforces rules consistently
- Is a lifelong learner willing to innovate for the benefit of student-athletes

## ■ Communication Standards

**Athletic Director:** The Athletic Director is the supervisor of all coaches for interscholastic sports at Brother Rice High School. The AD is also the primary liaison between the coaching staff and the school administration. It is the coach’s responsibility to communicate on a regular basis with the Athletic Director and members of the Athletic Department, including but not limited to the following:

- I. The pre-season meeting with the Administration.
- II. Practice, scrimmage and game scheduling.
- III. Field and facility concerns.
- IV. All budgets and extraordinary purchasing.
- V. Hiring of any full or part-time coaches.
- VI. Reporting scores.
- VII. Reporting extraordinary occurrences including but not limited to the following:
  - Confrontations with parents, team members, or officials.
  - Ejection of an athlete or coach from an athletic contest.
  - Injuries: an incident report must be submitted by coaches at all levels once an athlete has been injured at a practice or game.
  - Transportation difficulties.
  - The breaking of school rules by team members.
- VIII. All media inquiries must be immediately reported to the Athletic Director for initial comment, except where the Athletic Director has approved a specific media statement in advance for use by the coach.

Student-athletes require a high level of support from their parents during their participation in various sports programs at Brother Rice High School. It is imperative that the Athletic Department and our coaching staff communicate effectively to the parent community. This policy of communication will include, but not limited to the following:

- I. Beginning-of-the-season organizational meeting.
- II. Individually scheduled parent appointments upon request only.
- III. Serious injury or disciplinary action involving a student-athlete.
- IV. The tri-fold Guide to Parent/Coach Communication.

The Brother Rice Athletic Department maintains all team schedules on the school web site. If you go to the Brother Rice web site and select the athletic tab, one of the choices is [www.highschoolsports.net](http://www.highschoolsports.net). All team schedules for games and scrimmages as well as scores are located on this site. Maps are also available of off-site game locations on this web site.

Furthermore, this site offers parents the opportunity to sign up for text or email updates for game changes which is particularly useful for sports with frequent weather issues/cancellations/reschedules.

## ■ Code of Behavior

### **Code of Conduct:** Coaches

Coaches of an interscholastic athletic team at Brother Rice High School have a responsibility to set an example for all of our student-athletes and members of our community. The following is an outline of these expectations:

- I. Set an example both on and off the playing area. Demonstrate professional behavior, strong Christian ideals and positive sportsmanship.
- II. Lead players by promoting dedication, teamwork, respect and excellence in concert with the Brother Rice mission statement.
- III. Be modest in victory and gracious in defeat and instruct your team members accordingly.
- IV. Continually teach your athletes that a student's learning capacity has no limit.
- V. Create and maintain a positive environment. Encourage and build confidence.
- VI. Refrain from any behavior in a game situation that may incite players, opponents or spectators.
- VII. Do not use or allow the use by others of profanity, crude or abusive language with players, opponents, officials or spectators.
- VIII. Respect the judgment of the officials involved in all competition and instruct all players not to argue, demonstrate or be abusive to them.
- IX. Demonstrate good sportsmanship and require elements of good sportsmanship in the behavior of athletes at all times during competition.
- X. No coach should use regulated substances in the presence of student-athletes.
- XI. The coach is the standard-bearer of sportsmanship. He has the challenge of either making a contest a real showcase for education or turning it into a meaningless exercise in winning or losing. He can help players and spectators do the right thing through self-control and dignity or can incite either or both to act contrary to the aims and objectives of school athletics.
- XII. Conduct all coaching in a professionally skilled and effective manner.

## ■ Administration & Accountability

- I. The Brother Rice High School Athletic Director reports directly to the Principal and is responsible and accountable for the distribution, implementation and execution of the policies set forth in Athletic Department Policy Handbooks.
- II. School administration has final authority and oversight of the school's athletic program and will have the following tasks, responsibilities and oversight duties related to the Handbook and the policies set forth within its framework:
  - The authority, oversight and continued development of Handbook policies.
  - All future changes, modification, deletions and additions of any content set forth.
  - Final approval of any action related to the appointment of a new head coach and dismissal of an existing head coach.
  - Review and final approval of a head coach's annual performance evaluation
  - Final determination and decision making authority relative to any dispute or disagreement arising out of any policy in this Handbook.
  - The Chairman of the Human Resources Committee of the Board of Directors, on behalf of the Board, will provide ongoing support and take an advisory role in the development and administration of the Handbook.
- III. Coaches are required to read, understand and sign the Coaches Service Agreement prior to assuming any duties and responsibilities.

# Parent & Student Athletic Handbook

## ■ Athletic Curriculum

The Brother Rice Athletic Department is located at 7101 Lasher Road, Bloomfield Hills, MI 48301. The Athletic Director is Mr. Regis Cavender. The office of the Athletic Director is directly responsible for the implementation and execution of all of the policies and procedures related to the Brother Rice interscholastic sports programs.

Brother Rice is a member of and adheres to the rules and regulations of the Michigan High School Athletic Association and the Catholic League in the Greater Detroit area.

Brother Rice High School encourages participation in extracurricular activities. Student-athletes should know that athletic participation is a privilege, not a right. A student's academic welfare takes precedence over participation in any activity and is an extension of what takes place in the classroom. This policy is meant to encourage student-athletes to maintain a superior academic standing.

The central objective of our athletic program is to enhance the overall mission and values of our school. Our mission is the development of good Christian young men who develop strong character through teamwork activities, becoming dedicated to a purpose and playing within a set of rules. We commit to preparing young people to exhibit respect for self and others in every circumstance or situation they will meet in life.

In addition to teaching the skills of a sport or activity, our curriculum will involve teaching skills that enhance the overall growth, development and character of our student-athletes:

- Learning to be a loyal teammate and one to be counted on: This will manifest itself later in life by actions that distinguish you as a good neighbor.
- Learning to do your best and give maximum effort: This will manifest itself later in life by actions that distinguish a good, dependable worker.
- Learning to respect your opponent and one's own effort: This will manifest itself later in life by actions that reflect in human behavior and human interaction.
- Learning to be honest and forthright with oneself and others: This will manifest itself later in life by accepting responsibility for one's actions.

## ■ Teams & Tryouts

The following is a list of the interscholastic sports offered at Brother Rice during the school year:

FALL	WINTER	SPRING
FOOTBALL	BASKETBALL	BASEBALL
CROSS COUNTRY	WRESTLING	LACROSSE
SOCCER	HOCKEY	TRACK
TENNIS	SWIMMING/DIVING	GOLF
	SKIING	
	BOWLING	

**Team Cuts:** Every attempt will be made to allow as many students as possible to participate in any sport. Practical situations such as facilities, number of coaches, and available playing time amongst other issues dictate that some of the interscholastic sports programs at Brother Rice may require cuts in the initial tryout roster.

**Junior Varsity & Freshmen Programs:** Freshmen and JV teams are considered to be development programs. Athletes must be aware that hard work on a consistent basis is required to earn playing time.

**Tryout Process:** Tryouts for teams are held over a specified period of time and are communicated by the head coach. Student athletes who are cut from a sport should still have the opportunity to try out for another sport or a non-cut sport.

**Returning Athletes:** It is recommended that an athlete that has been a part of a program for more than a year and is cut have an individual meeting with the head coach.

**Cuts:** Following team cuts, a coach should have a conversation with the individual athlete cut from the team if requested in order to identify skills to improve upon and to encourage other sports or activity if appropriate. Team rosters are posted, NOT cuts.

**Seniors:** Coaches should make an effort to recognize senior athletes for their contribution to the program.

## ■ Student-Athlete Eligibility

Prior to the start of practice for a sport, all student-athletes MUST turn in the following form to the Athletic Department office:

**MHSAA Physical Form:** This form must be signed by a licensed physician. Incoming freshmen and transfer student-athletes will use the required school entrance physical. A physical is valid for one calendar year from the date of the physical. Based on this, it is recommended that physicals take place after April 15th. Physicals for freshmen and transfer student-athletes are turned into the School Office; sophomores, juniors and seniors are turned into the Athletic Director's office. The MHSAA form also includes permission to treat information in case of emergencies, insurance information and emergency phone numbers.

In order to participate on a Brother Rice High School interscholastic athletic team, a student-athlete must satisfy certain requirements. These are in addition to the policies set forth by the Parent-Student Handbook, the Catholic League and the Michigan High School Athletic Association:

- I. Before any student can compete on any athletic team at Brother Rice High School, he must first have on file in the Athletic Director's office a completed MHSAA physical form. Verification of active health and accident insurance is also required of all student-athletes participating in athletics.
- II. Any student wishing to participate in the inter-scholastic athletics must be enrolled as a student at Brother Rice and meet the eligibility levels set forth by the school. He also must meet the Catholic League and the Michigan High School Athletic Association's eligibility requirements.
- III. A student who is unable to attend at least three credited

classes is ineligible to participate in any extra-curricular activity for that day. This includes before-school as well as after-school activities. Student-athletes, who miss one or more morning classes the day after an evening event, or the morning after a morning event, may have their participation limited. Failure to comply may result in being excluded from the next two events scheduled for that activity.

- IV. Student-athletes wishing to participate in extracurricular activities at Brother Rice High School must have a sound academic record. Each student must maintain at least a 1.80 G.P.A. Failure to do so will make the student ineligible to participate in all extracurricular activities. The ineligibility period will be for a minimum of two weeks. Student-athletes may regain their academic status provided they obtain satisfactory reports in all subject areas following this two week period.
- V. Student athletes may not use any performance enhancing substances, including but not limited to, any substance listed as a banned substance under Michigan or federal law, or the rules of the MHSAA or the NCAA.
- VI. Student-athletes will become immediately ineligible to participate in any Brother Rice High School extracurricular activities if it is determined that they have violated the school's alcohol and drug policy. A violation of this policy is defined as the possession, illegal use, consumption of, or being under the influence of alcohol, tobacco, or mind-altering drugs. (Refer to the school's drug and alcohol policy and its consequences, Page 19 Student-athlete and Parent section).

## ■ Team Expectations

### Attendance

As a member of a Brother Rice High School athletic team, student-athletes must abide by the expected level of commitment for such membership. Attendance and supportive participation at all practice sessions, game contest and required team functions are expected without fail. Support for fellow team members as well as respect for coaches and other supervisors should be part of every athlete's daily behavior. The only exceptions to the attendance policy for athletes are as follows:

- I. Family emergency, death in the family or serious illness.
- II. A student-athlete is sick and verified with the school's administrative office.
- III. Serving a school or teacher detention based on a school disciplinary action.
- IV. A school sponsored non-athletic event. Notification a minimum of 3 days.
- V. Unexpected event: Please see your team coach as soon as possible with notification
- VI. Participation in an outside athletic activity will not warrant an excused absence.

**Equipment:** The school attempts to provide the best and safest equipment to support our athletic program. Each athlete is granted the "right" to use this equipment as part of his involvement and participation. He is also expected to take excellent care of this equipment. This includes laundering when necessary, notification of needed repairs and overall handling and care. All school equipment furnished

to the athlete for participation within a sport shall be returned in good order, normal wear and tear excepted. He is also expected to take excellent care of this equipment and use it safely. Each athlete is expected to seek assistance from a school or team trainer or coach prior to using any equipment if the athlete is unsure how to properly or safely use the equipment.

**Facilities:** A coach's office is for a coach. No student-athlete should be in the coaches' area unattended or uninvited. The training room is off limits unless attended by an athletic trainer, coach or approved supervisor. Locker rooms are to be kept in a neat and orderly manner. All use of fields or sports facilities must be approved through the Athletic Department.

**Public Relations and the Media:** All inquiries and requests for commentary by an individual athlete by any member of the media or newspapers should be directed to the coach or Athletic Director. The coaching staff or Athletic Director will direct any student-athlete interviews with members of the press.

**Transportation:** Each sport at Brother Rice has established solutions for transportation. Athletes must travel to and from athletic events per the direction of each head coach and on approved transportation when scheduled and provided. Exceptions may be made at the discretion of the coach or the Athletic Director only. This includes self-transportation and transportation from parents.

**Electronic Devices:** Personal electronic equipment, such as cell phones, ipods, Blackberries, MP-3's, radios, etc. must be turned off during practices, contests and team meetings. No photographs are permitted in the locker room. Students must be aware that the use of cell phone cameras in the locker room or in any other school context for the purpose of photographing individuals without clothing is strictly prohibited and may result in criminal prosecution. The school is not responsible for the security of these devices.

**Athletic Travel:** Coaches and other adult chaperones are responsible for the supervision, guidance, and safety of the student participants during the entire trip. All overnight travel must be approved by the Athletic Director. An itinerary must be provided in advance and parental permission slips must be collected from all participants in advance of overnight travel. All room and board allowances must be approved by the Athletic Director in advance.

## ■ Code of Behavior

Student-athletes are expected to conduct themselves in a Christian manner in all of their activities respecting the rights, health and safety of others. As a member of a Brother Rice athletic team, all athletes are to understand and abide by the following level of commitment:

- I. Demonstrate good sportsmanship at all times, both on and off the field. Always show the proper respect for both authority and property.
- II. Strive to achieve sound citizenship and desirable social traits, including the following: emotional control, honesty, cooperation, dependability, and respect for others and their abilities.
- III. Exercise self-control at all times, accepting decisions and abiding by them.
- IV. Know, understand and appreciate the rules of the contest.
- V. Respect the official's judgment and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.

- VI. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
- VII. Accept the responsibility and privilege of representing Brother Rice and the greater community.
- VIII. Refrain from profanity and illegal tactics.
- IX. Realize that behavior, language, and appearance reflect not only on the individual but other student-athletes and the school as well.
- X. Refrain from negative remarks about coaches, student-athletes, teammates, other student-athletes or spectators.
- XI. Attend all classes regularly and abide by all school rules as outlined in the Parent/Student Handbook. Missing a class without being excused will affect a student's eligibility to practice or participate on that date.
- XII. Understand and abide by the academic and eligibility standards of Brother Rice High School.
- XIII. Recognize and appreciate the abilities of teammates and opponents.
- XIV. Refrain from or engaging in any bullying of another student or staff member and avoid any conduct or communication in violation of the school's non-discrimination and non-harassment policy.
- XV. Follow all school rules and policies.

### **Extra-Curricular Code of Conduct**

Brother Rice encourages student-athletes to participate in athletics and other extra-curricular activities. Brother Rice reserves the discretion to discipline, suspend or dismiss a student from Brother Rice for any conduct that occurs off-campus, whether or not at a school sponsored activity, that damages the reputation of Brother Rice or is harmful, threatening, damaging, disruptive or unsafe to Brother Rice, its students, or any member of the Brother Rice community. Student eligibility to participate in such activities is a privilege, not a right. Any student participating in athletics and/or activities will be required to abide by the following:

- 1.8 Minimum grade point average in a quarter or semester.
- Students may not use performance enhancing or banned substances as defined by Michigan or federal law, or the rules of the MHSAA or the NCAA.
- Student-athletes must comply with other rules and regulations established by BRHS and by the coaches or sponsors of the extra-curricular activities.

Student-athletes and coaches are expected to conduct themselves in a Christian manner in all their activities and respect the rights, health and safety of others.

Brother Rice student-athletes and coaches are expected to conduct themselves as Christian gentlemen who respect one another. An environment of mutual respect for the rights of others must prevail for BRHS to fulfill its mission. Brother Rice student-athletes and coaches understand that their conduct is a reflection of themselves, their family and the entire school community.

### **■ Civility Policy**

All members of the BRHS community are expected to act in a civil and courteous manner towards one another. An environment of mutual respect must prevail for parents, teachers, coaches and student-athletes to effectively work together. The administration endorses the concept of chain of command in resolving disputes. Student-athletes and parents should first communicate with the individual coach. If the results of this conversation are not satisfactory, we recommend a discussion with the program head coach and then the athletic director if necessary. In all cases, a spirit of respect and civility is essential to the resolution of disputes among parents, coaches and student-athletes.

### **■ Disciplinary Action**

If a coach has determined that a student-athlete has violated the code of behavior, a serious team rule or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach should communicate with the Athletic Director and review the recommendation for disciplinary action. The Athletic Director will communicate with the Principal and Dean of Students as necessary, and may choose to participate with the coach in communicating with the parents of the student-athlete.

Additional disciplinary offenses: The Athletic Department will abide and enforce other disciplinary rules as outlined in the Brother Rice Parent/Student Handbook related to unacceptable behavior: attendance, appearance & dress, facial hair & haircuts, smoking, fighting, hazing & intimidation, vandalism, dishonestly or other behaviors not representative of a Brother Rice athlete.

### **■ School Drug & Alcohol Policy**

The Athletic Department and coaching staff recognize the use of mood-altering chemicals as a significant health problem resulting in negative effects on behavior, learning and overall development of each individual. The school's drug and alcohol policy, as outlined in the BRHS Parent-Student Handbook, will be strictly enforced for all interscholastic sports programs:

Substance Abuse: Since chemical use, problems, and dependency are of a progressive nature, these offenses accumulate throughout a student's entire enrollment period at Brother Rice. However, each violation of school policy in regard to substance abuse as listed below will be addressed individually.

The Principal, in all events, reserves the right to expel or suspend any student whenever the distribution, use, or possession of alcohol or substances is involved. In its discretion, the school may involve local law enforcement authorities whenever it considers it appropriate to do so.

Group I Offense: Use or possession of any illegal or unauthorized medicines, drugs, performance enhancing drugs or narcotics including but not limited to marijuana, heroin, cocaine, LSD, barbiturates, amphetamines, Ritalin, inhalants, all performance enhancing drugs outlined on the NCAA website: [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) and ecstasy on school property or at any school sponsored activity or in the community at large will result in the consequences as listed below.

Drinking, possession or evidence of consumption of alcoholic beverages on school property, at any school sponsored activity, or in the community at large results in the consequences as listed below.

When families and/or student-athletes initiate contact to seek help and intervention from Brother Rice High School pertaining to alcohol and substance use or possession before a public incident occurs, suspension will be waived. Contacts initiated by families and/or student-athletes will be addressed confidentially.

**First Offense:** Suspension for up to ten (10) days, a professional chemical evaluation to include a signed release form, parental conference, and completion by the student and parent(s) of the Brother Rice approved Chemical Awareness Program. Each session missed by student or parent, whether conducted by Brother Rice or an outside agency, may result in one (1) additional day of suspension. Involvement of local law enforcement may occur when use or possession occurs at school or at a sponsored activity.

**Second Offense:** Dismissal from school. For those who commit Group I Offenses, Brother Rice may require random alcohol and chemical screening throughout the student's remaining time at BRHS.

**Group II Offense:** Sale or distribution or intent to sell or distribute any alcohol, illegal unauthorized medicines, drugs, or narcotics including but not limited to marijuana, heroin, cocaine, LSD, barbiturates, Amphetamines, Ritalin, inhalants, and ecstasy on or off school property will result in dismissal from school. Group II Offenses will include involvement of the Police Department.

## ■ Communication

### Parent-Coach Expectations

#### Parent Expectations

As parents of an athlete involved in one of our programs, you have a right to understand what expectations are placed on the athletes. In addition to answering your questions about a program, you can also assist the coaching staff by reinforcing these expectations while at home.

#### Communication Standards Parents Should Expect from the Coaching Staff

- I. Philosophy of the coach.
- II. Expectations the coach has for all players on the team including your son.
- III. Locations and times of all practices and contests.
- IV. Team requirements such as fees, special equipment, off-season conditioning.
- V. Procedure should your child be injured during participation.
- VI. Discipline resulting in the suspension or termination of your child's participation.

#### Communication Standards Coaches Should Expect from Parents

- I. Parents attend the pre-season organizational meeting.
- II. Appropriate concerns, expressed directly to the coach (as outlined below).
- III. Notification of any schedule conflicts well in advance of occurrences.
- IV. Specific concerns regarding a coach's philosophy and/or expectations.
- V. Advice on camps, clinics or methods of improvement to the next level of competition.

### Valid Concerns: Parents

- I. The treatment of your child, mentally and physically.
- II. Concerns about your child's behavior.
- III. Observations/opportunities for improvement

### Issues and Concerns Not Appropriate to Discuss with Coaches

- I. Personal Integrity
- II. Playing time
- III. Strategy
- IV. Play Calling
- V. Other student-athletes on the team

### Parent-Coach Communication

#### Process & Procedure

After following the guidelines set forth on coach communication, if direct discussion with an athlete's coaching staff is required, the following procedures should be followed:

- Contact the coach directly to set up a personal and private appointment.
- If the coach cannot be contacted, contact the Athletic Director to set the appointment
- A professional and private meeting by appointment is the process and policy that Brother Rice will support for resolution to a parent's valid concerns. It is not appropriate to confront a coach before or after a practice, a contest or a team function.
- The meeting with the coach will be documented and a copy of the information raised at the session will be forwarded to the Athletic Director.
- If the meeting with the coaching staff does not provide a satisfactory resolution to the issue, make contact with the Athletic Director to set up a second appointment on the matter. At this meeting, appropriate next steps will be discussed and some type of resolution will be determined.

### Common Characteristics of Satisfied Parents in High School Sports

- I. Be positive with your son.
- II. Be a positive role model for your son.
- III. Encourage your son to work hard and do his best.
- IV. Do not offer excuses to your son if he is not playing.
- V. Encourage your son to follow the rules and be a good sportsman.
- VI. Cheer positively for players, teams and coaches.
- VII. Understand that coaches work with athletes daily and are constantly evaluating their talent, effort and performance. Respect their decision-making as their best effort to do what is right for the team.
- VIII. Encourage your son to play for the love of the game and his teammates.
- IX. Reinforce the importance of lessons related to high expectations, challenges, excellence and accountability.

# Athletic Administration Handbook

## ■ Evaluations

- Coaches will be evaluated on an ongoing basis by the Athletic Department & school administration;
- Head coaches will participate in a written evaluation process at the end of the year with the Athletic Director;
- Head coaches will evaluate their program coaches at the end of the year;
- The framework for the evaluation will be Form 24C. The specific points of evaluation will be as follows:
- Supports the mission of BRHS
- Supports the Essential Elements
- Demonstrates good character
- Willing and able to develop young men
- Able to teach and promote excellence
- Able to teach and promote work ethic
- Able to teach and promote sportsmanship
- Demonstrates effective management and leadership
- Demonstrates proper athletic techniques
- Follows departmental policies and procedures
- Communicates effectively with department, athletes, parents, peer coaches
- Takes responsibility / Accountability for actions
- Demonstrates problem-solving skills
- Overall performance rating

## ■ MHSAA Rules

<http://www.mhsaa.com/Schools/Students/CollegePrep/Recruiting.aspx>

- Athletically Motivated Transfers
- Athletic Recruiting & Undue Influence
- Out-of-Season Coaching Limits
- Clarifying the Summer Dead Period &
- Preseason Down Time

## ■ NCAA Clearinghouse Basics

<http://www.mhsaa.com/Schools/Students.aspx>

## ■ Sports Camps

### *Purpose*

The purpose of the Sports Camp Policy is to assist the Athletic Department and School Administration in effectively overseeing Brother Rice High School's sports camps.

The school reserves the right to sponsor sports camps, to authorize the use of the Brother Rice name, to authorize the use of the school's trademarked logo, to authorize the camp director and associated personnel, the use of the facility, marketing and correspondence materials, and camp apparel.

The school requires that a sports camp enters into a written agreement that details the specific responsibilities, guidelines and obligations for both parties in operating the camp.

### *Sports Camp Policies*

**Mission** — All camps will operate in a manner consistent with the school's mission, philosophy and Essential Elements.

**Risk Management** — Properly cover the school and its employees from liability, workers compensation and other claims that might arise. Properly cover all camp attendees and coaches for possible injuries sustained while at camp. Agreement will establish the specific responsibilities of each party regarding insurance coverage and limits.

**Marketing & Communications** — All camp communications must be approved by school administration.

**MHSAA** — All camps must comply with MHSAA guidelines.

**Legal** — The school will approve the use of its name, logo, address and facilities.

**Mutual Benefit** — The school recognizes that a sports camp offers values to the school, the campers and to the coaches.

**Rules & Regulations** — All camps must comply with Athletic Department safety guidelines and policies involving injuries, conduct, weather and facility use.

**Facilities** — Brother Rice reserves the right to alter or change the camp schedule due to unforeseen circumstances such as weather and construction.