

# Athletic Department Handbook



## 2021-2022

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Saint Stephen's Episcopal School is a proud member of the Florida High School Athletic Association,  
the Sunshine State Athletic Conference and the Gulf Coast League

## *Root For – Not Against!*

## **Questions & Answers**

These questions and answers are a brief way of introducing you to some of the policies that regulate athletics at Saint Stephen's Episcopal School. For more detailed explanations, please read this handbook thoroughly. Thank you.

**Question:** *How does my student-athlete sign up for a team?*

**Answer:** Three ways: Show up the first day of tryouts, *or* contact the Head Coach, *or* notify the Athletic Department staff

**Question:** *How do we learn about all of the Athletic Department programs?*

**Answer:** Several ways: Our Saint Stephen's website & Facebook account contain a lot of athletic information. Additionally, prior to the start of every season, teams will conduct organizational meetings with their families & student-athletes. SSES online contains the most up-to-date information regarding games, rosters etc., and our coaches use SSES online to communicate with their teams and families.

**Question:** *How are selections made? Are there cuts?*

**Answer:** Tryouts are a part of school athletics. Deciding to cut or not will truly depend on facilities, safety, equipment and is determined by the Athletic Director and Coaches. The decision must be based on ability, attitude, and commitment. Results from try outs must be communicated personally by the Head Coach to the student-athlete.

**Question:** *My student has never played an organized sport, should they still try out?*

**Answer:** Absolutely. Saint Stephen's is blessed to have great coaches. We believe that there is an athlete inside of every student waiting to be discovered. We pride ourselves on discovering & developing successful student-athletes.

**Question:** *Can my student-athlete try out for a team after tryouts have completed?*

**Answer:** Yes, but only in certain situations. Not all seasons begin and end on the same days. If a student-athlete is not available to try out because of medical reasons or because they were still participating on a previous season team, they will have the opportunity to try out as soon as they are cleared by a doctor or their previous season ends. All situations must be communicated to the coach and all decisions regarding late tryouts will be based on team roster availability and student-athlete circumstances.

**Question:** *What grades can participate on which teams?*

**Answer:** All 6th - 12th grade students may participate on varsity teams (except tackle Football). All 6th - 12th grade students may participate on JV teams. All 6th - 8th grade students may participate on middle school teams.

- Question:** *May parents watch practices?*  
**Answer:** Yes, Saint Stephen's does not hold private practices. Parents are welcome to attend, but only as a spectator, unless invited to participate by the coach.
- Question:** *What time are practices?*  
**Answer:** Middle School & Freshmen teams will generally practice three to four times per week. Practices will begin right after school and usually run up to 5pm. Exact schedules will be communicated by the Head Coach. Junior Varsity & Varsity teams will generally practice five times per week. Practices will typically run from 3:30pm – 5:30pm, but may differ slightly from sport to sport. Due to facility & student-athlete availability, some Varsity teams may opt for either late practices beginning at 7:00pm *or* morning practices beginning at 6:00am. Exact schedules will be communicated by the Head Coach.
- Question:** *How does my student-athlete get to an off-campus practice?*  
**Answer:** Depending on availability, when school is in session, SSES will transport non-drivers to the off-campus practice facility and return them in time to catch the 5:30pm late bus for most team training. Some sports may require parents to pick up their students at the practice location. Driving students may drive themselves; however, they may not drive any other student-athletes.
- Question:** *Will my child be able to practice and still catch the 5:30pm late bus?*  
**Answer:** Yes. If their practice runs long, the student-athlete needs to let the coach know that they must catch the late bus. The coach will release them without penalty.
- Question:** *What if my student-athlete must miss a practice or game?*  
**Answer:** If a student-athlete must miss a practice or game, the coach must know prior to the absence, unless due to illness or an emergency. Our purpose is to provide opportunities for our student-athletes to pursue and understand the values of attitude, commitment, responsibility, accountability, work ethic and team concept. Missing a game due to participating on a community travel team outside of Saint Stephen's is not permissible. Student-athletes are expected to be at all practices and games unless absent from school. Student-athletes may be dismissed from a team for unexcused absences from practice or a game.
- Question:** *What if the student-athlete must miss a practice/game due to an academic issue?*  
**Answer:** This occurs more frequently on middle school and freshmen teams. Teams only practice 3 or 4 days per week and we request that all academic/doctor/family business be conducted during the off days. For high school teams, we request that the student-athletes take care of these other responsibilities either during their free time, study periods, or in the morning. However, when conflicts do arise, contact the coach first.

**Question:** *Is there a fee to participate on an athletic team?*

**Answer:** No. We are very fortunate in that Saint Stephen's Episcopal School, and the Falcon Athletic Boosters, provide the resources to operate our athletic programs.

**Question:** *Can a student-athlete play on two sports teams during the same season?*

**Answer:** Yes. Student-athletes may participate on two teams during the same season by completing the "Dual Sport" contract and obtaining the required signatures. This must be done prior to participating on either team.

**Question:** *What equipment is provided by the school?*

**Answer:** All team members are provided a team uniform. Shoes, socks, mouth pieces, shin guards (soccer), undergarments, etc are all personal items that must be provided by the student-athlete. Specialized equipment such as tennis rackets, lacrosse sticks, baseball/softball bats, etc are all considered personal items. However, teams will have generic equipment available for use.

**Question:** *Are meals provided?*

**Answer:** No. Meals are a personal item. Some teams choose to have a team meal prior to a game. In all cases, these meals are provided by team families. Snacks & meals may also be provided by families during away games. However, when a team or individual competes in a regional or state level event, meals & lodging will be provided by the school for the team members.

**Question:** *May student-athletes use the athletic facilities on their own time?*

**Answer:** No, Saint Stephen's student-athletes may not use the facilities without direct supervision from a school employee and permission from the Athletic Director.

**Question:** *How does the student-athlete travel to a game?*

**Answer:** The Athletic Director coordinates transportation for all Falcons sports teams. Travel will either be by bus or van, depending on the size of the team. Depending on the Head Coach's decision, and with parent's permission, student-athletes may drive themselves to away competitions that are near their homes. They may not drive any other student-athletes. Parents may drive their student-athletes to away competitions. Parents who may want to drive other student-athletes to events must be a Saint Stephen's approved driver, meet all the other volunteer requirements and have permission from the other student-athletes parents.

**Question:** *After an away game, may student-athletes ride home with parents? With other parents?*

**Answer:** Student-athletes who traveled to an away competition on the athletic bus or van may ride home with their parents. However, it is the student-athlete's responsibility to notify the Head Coach of their travel plans. Student-athletes may ride home with other parents, *if* they have a signed permission form from their parents. This permission form is valid for the season. The Head Coach will keep this form on file and with them on all trips.

**Question:** *How does a family or individual contribute financially to the Athletic Department or specific team?*

**Answer:** Families and individuals may financially contribute to the Athletic Department or specific team by either contributing to the Falcon Athletic Booster club or by speaking with our Director of Development. The Athletic Department works closely with both groups and they are aware of team needs. Coaches may not receive funds directly from families.

**Question:** *Can parents coach?*

**Answer:** We do allow parents to coach. However, parents must be available to the team on a full time basis.

**Question:** *Is there a fee to attend games?*

**Answer:** Admission for Home middle school games is \$3.00. Admission for Home freshmen, JV and varsity games is \$5.00. If games have more than one team competing (JV & varsity), attendees are only required to pay one Admission fee. All Saint Stephen's student-athletes, faculty, administration and staff may attend all regular season Home games for free. Everyone must pay an admission fee for all State Series competitions (District & Regional Tournaments). The Falcon Athletic Boosters offer season and year-long sports passes at the beginning of the school year.

**Question:** *What does my student-athlete need to be eligible to participate on a Falcon team?*

**Answer:** Every student-athlete must have on file with the Athletic Director a current Physical EL2, a current Consent & Release EL3 and for some sports, a current Impact Test. These documents must be on file before he/she begins participating in athletics at Saint Stephen's, including summer conditioning. A student-athlete who participates without the following forms will not be permitted to participate, be ineligible for the remainder of the season, and the team may face game forfeitures. All forms can be found on the Saint Stephen's website, SSES online, the FHSAA website, or at any of the SSES athletic offices.

## Introduction

This handbook is organized to provide helpful information about Saint Stephen's athletic programs and the responsibilities and privileges of student-athletes, parents, and spectators who participate in or support SSES athletics. While it is not possible to find answers to every question in this handbook, you should find it a useful reference guide.

All questions pertaining to student-athlete eligibility and athletic department policy should be brought to the attention of the Athletic Director. Questions regarding a specific sport or team should be directed to the Head Varsity Coach.

**Saint Stephen's Mission Statement.** To provide a superior academic program which prepares each student-athlete for a college or university compatible with the individual's academic ability, interest and needs.

To instill in each student-athlete a love of learning, an active respect for all members of the school community and a fundamental sense of integrity.

To provide a nurturing environment that values independence and self-worth, physical health, spiritual awareness and responsible global citizenship.

The most up-to-date information regarding game schedules are on SSES under "team info" and on the athletics calendar.

**Athletic Department Philosophy.** The philosophy of the Saint Stephen's Athletic Department is to promote and maintain a broad-based program that offers all student-athletes an opportunity for safe, competitive, and healthy participation.

We believe that there is an athlete inside of every child. The purpose is to provide opportunities for our student-athletes to pursue and understand the values of attitude, commitment, responsibility, accountability, work ethic and team concept.

Wearing a Saint Stephen's athletic team uniform is a *privilege*. Our coaches and student-athletes represent our school community. It is the responsibility of each coach and student-athlete to ensure that the mission, vision and core values that set Saint Stephen's apart are reflected in all we do. Saint Stephen's operates under the guiding principles that student-athletes, coaches, teachers, parents and spectators should at all time present themselves in a respectful, Christian manner. SSES Falcons win and lose with grace and dignity. Respect for one's opponents is a critical component of the SSES athletic experience and coaches, parents and players are expected to embody a respectful attitude at all times.

The use of alcohol, tobacco, or tobacco-like products, performance-enhancing supplements, or other intoxicants and mind-altering substances by student-athletes, coaches, spectators, and officials on Saint Stephen's property is prohibited.

As we uphold the terms of the School's "No Photo" list, those student-athletes involved in sports will have team photos and photos taken by the media which are outside of our control.

**Athletic Department Motto.** "Excellentia in Omnibus" (Excellence in all things)

**Athletic Department Pillars.** Scholarship, Leadership, Integrity, Service

**SCHOLARSHIP**

Saint Stephen's student-athletes are students first. They are responsible for maintaining their grades and scheduling their time accordingly to allow for their commitment to their sport.

**LEADERSHIP**

Student-athletes are role models. We will lead by example, by word & action and we will be gracious winners.

**INTEGRITY**

Student-athletes will abide by all the rules and policies set forth by Saint Stephen's Episcopal School, the Florida High School Athletic Association, the National High School Athletic Association and the rules of play for each individual sport. We will respect our coaches, teammates, opponents and officials.

**SERVICE**

We will share our special gifts within our community for the benefit of others.

**Communication.** Communication is essential for a successful program. The relationship is between the student-athlete and the Head Coach of their team. However, parents are our strongest allies and can be very effective supporters of our programs. Both parenting and coaching are difficult jobs. The best relationships between these adults are based on mutual respect and understanding.

Coaches will communicate with their teams through SSES online. All parents must choose the option to have SSES online send them alerts. This will allow everyone to know immediately when a game has been changed/cancelled, location moved or time altered. Please check the box to receive alerts.

If your child comes home with a story that appears to be completely uncharacteristic when compared to Saint Stephen's Episcopal School values, please ask your child for complete details. If the issue appears to be problematic, please contact the Head Coach immediately. Please contact the Athletic Director, if you are unsatisfied after speaking with the coach. Saint Stephen's believes in educational athletics. Everything in sports is a teaching moment. Therefore, coaches and administrators are happy to meet with parents, but only with the student-athlete present.

**Team Celebrations.** At the end of every season, all teams may celebrate their season on their own. Boosters will assist with planning and financial support. At this dinner, awards for deserving students at all levels will be recognized.

**Expectations of Student-athletes.** We hold our student-athletes to a very high standard as they are very visible representatives of what SSES stands for. One of the great lessons that athletic participation helps to form is that of character under pressure. Even in the heat of a contest, the following behaviors are considered unacceptable:

- Aggressive physical contact, flagrant fouls, or fighting
- Use of profane language
- Actions which constitute unsportsmanlike conduct
- Disrespectful language or physical behavior towards officials, opponents, coaches, and fans
- Taunting officials or opponents
- Obscene gestures
- Degrading comments
- Failure to appropriately shake hands with opponents and coaches following the game

This list is not exhaustive, and the Saint Stephen's administration reserves the right to review any incident that reflects poorly on the school even if such an incident is not specified above. Should a student-athlete be guilty of representing the school poorly, the administration may utilize the school discipline ladder and/or choose to suspend the athlete from athletic participation for up to one year. Additionally, if FHSAA levies a fine on an athlete's behavior, it shall be the responsibility of that athlete to reimburse the school for such fines.

**Expectations of Parents.** Parents represent our school community too! You can help our school present a welcoming environment by displaying courtesy to opposing players, coaches, and parents. All visitors should leave our campus with an understanding of what a great community we are. Remember that your children are always watching the example you set. Please help them learn good manners by being respectful of game officials. Officiating is a difficult job and perceived poor calls are frustrating, but please refrain from public harassment or questioning of game officials. Lastly, coaches spend so much time and effort helping our children be their best. Please support their efforts and refrain from shouting instructions to players. Players should not be pulled aside during the game or game breaks. If you need to discuss a coach's decision, please do so respectfully at a separate time, normally 24 hours after the event and by appointment. Please do not engage in a confrontation during a time when the coach is responsible for student-athletes.

All parents and spectators are expected to remain behind fences before, during, and after contests and practices for all outdoor sports. In the stadium, the track should remain clear of anyone not involved in the event in an official capacity. All parents and spectators are expected to remain off the playing courts before, during, and after contests and practice for indoor sports. Storming of spectators onto the field/courts after a game puts the student-athletes' safety at risk, therefore we request that the field/courts remain clear of spectators.



Coaches will never leave your student-athlete unattended. This includes while waiting for parents to pick them up. If a parent is late, the coach will remain with your student-athlete. Parents, please be punctual for pick-ups.

**Expectations of SSES Spectators.** Every adult spectator helps educate the student-athletes as well as the children in the stands. By modeling high standards of behavior in their conduct, spectators help children understand how to be their best too. Spectators who demonstrate good sportsmanship by accepting the decisions of officials and coaches, responding enthusiastically to cheerleaders, and respecting the property of the school as well as the authority of school officials set the best examples. They remember that the opposing team consists of children too; therefore they don't heckle or jeer members of the opposing teams. Root for – not against!

**Student-athlete Eligibility.** A student-athlete must be in school prior to 11am to be eligible to participate in practice or game that same day. Student-athletes are expected to be at all practices and games unless absent from school. Student-athletes may be dismissed from a team for unexcused absences from practice or a game.

Every student-athlete must have on file with the Athletic Director all required documents before he/she begins participating in athletics at Saint Stephen's. A student-athlete who participates without the following forms will not be permitted to participate, be ineligible for the remainder of the season, and the team may face game forfeitures. All forms can be found on the Saint Stephen's website, the FHSAA website, or at any of the SSES athletic offices.

**FHSAA Form EL2 - Pre-participation Physical Examination Form.** This form is valid for a calendar year. If a lapse occurs between the date of expiration and the date of the new physical examination, the student-athlete must stop all athletic physical activity immediately.

**FHSAA Form EL3 - Consent and Release Liability Form.** This form is valid for a calendar year. This form must be turned in before beginning any training sessions.

**FHSAA Form GA4 - Affidavit of Compliance with Policy on Athletic Recruiting.** This form is required for all student-athletes entering Saint Stephen's for the first time who began their high school careers at another high school. This form needs to be certified by a notary public.

**International Student-athlete Requirements.** In addition to the above, international student-athletes must also provide the following: Birth Certificate and/or Passport, Current US Visa, Signed & Executed I-20 A-B Form (F1 Visa Student-athletes only), Original language & translated transcripts (from 8<sup>th</sup> grade up)

**Impact Testing.** Student-athletes who participate in the following sports are required to have completed an ImPact Test. The ImPact Test is completed online and will test a student-athlete's recollection skills and reaction time. Our Athletic Trainer will coordinate all testing.

- Baseball, Basketball, Football, Flag Football, Cheerleading, Lacrosse, Soccer, Softball, Volleyball, Diving

**Tryouts.** Tryouts are a part of school athletics. However, it is not mandatory that a team cut players from the team. Many teams opt for a no-cut policy. Deciding to cut or not will truly depend on facilities, safety, equipment, and is determined by the Head Coach in consultation with the Athletic Director.

Coaches will not restrict any student-athlete from trying out, nor will a student-athlete's placement on a team be dependent on their participation during off-season open gym workouts or participation on a travel ball team. The decision must be based on ability, attitude, and commitment. Results from tryouts must be communicated personally by the Head Coach to the student-athlete.

The FHSAA does not prohibit seniors from participating on a junior varsity team. Sometimes seniors tryout for varsity teams they do not qualify for based on ability, attitude, and commitment. Participating on any Saint Stephen's athletic team is a privilege and not a right or an entitlement. Seniors who are on a junior varsity team have the opportunity to continue to play their sport, be an effective leader on their team, and have fun.

Student-athletes may not try out for the next season until they have completed the current season to its fullest. This includes all post-season tournaments. The current season sport Head Coach may grant permission to the student-athlete to try out for the next season sport team; as long as it does not interfere with the current season. This is completely at the discretion of the current season Head Coach. The current season sport has priority over any involvement with a next season sport team.

**Three Strike Policy for Absences.** Students are required to attend all training sessions and games. If a student must miss a practice session or a game due to another obligation, they may do so by telling the coach prior to the absence. If the student fails to notify the coach prior to the absence, the student will have one strike against them and receive a warning from the coach. If a student misses a second training session or game without informing the coach prior to the absence, the student will receive a second strike against them and may miss the first half of the next game. If the student misses a third training session or game without notifying the coach prior to the absence, the student may be removed from the team. It is imperative that the student communicate with the coach prior to any absence.

However, even if a student notifies the coach prior to an absence, multiple absences may be reason for removal from the team.

**Practice Times.** Middle School teams will generally practice 3 - 4 times per week. Practices will begin right after school and usually run up to 5pm. Exact schedule will be communicated by the Head Coach. Junior Varsity & Varsity teams will generally practice five times per week. Practices will typically run from 3:30pm – 5:30pm, but may differ slightly from sport to sport. Due to facility & student-athlete availability, some Varsity teams may opt for morning practices beginning at 6:00am. Exact schedules will be communicated by the Head Coach.

**Team Uniforms.** After a student is placed onto a team, the coach will arrange for uniform distribution. Students will be assigned a uniform that they will be responsible for. After the season ends, the student is expected to return all issued uniforms within a two week period. The student account will be billed for any uniform lost, damaged or not returned.

Consumable uniforms are items that the student will not return, but will be billed for in the beginning of the season. These items may include: socks, hats, t-shirts, etc...

**Team Gear.** Each student-athlete may purchase team gear as directed by the Head Coach. Team gear is available through our BSN Sports online store, accessible through SSES online individual team page. The Team Gear will be mailed directly to your home.

**Admission Charges for Home Games.** Admission for Home Middle School games is \$3.00. Admission for Home JV and Varsity games is \$5.00. All Saint Stephen's student-athletes, faculty, administration and staff may attend all regular season Home games for free. Everyone must pay a designated admission fee for all State Series competitions (District & Regional Tournaments).

**Facilities.** Saint Stephen's is blessed with great facilities. It is incumbent that we are good stewards of what we have and this will require a collaborative effort from our student-athletes, parents, spectators, and coaching staff. All equipment must be securely put away after each practice or game and many hands make light work for all. Facilities must be picked up daily after each use. This includes the gymnasium, locker rooms, press box, concession stands, fields, weight rooms and other rooms or facilities used by a team. When everyone picks up after themselves, helps with trash pickup, and assists with moving equipment on and off the game and practice fields, it makes it easier for everyone. The gym floor is one of our most expensive facilities to maintain and constant attention to it will improve its quality. Our facility crew does a great job with the maintenance of our indoor and outdoor athletic facilities. When every member of the SSES community is mindful about how they can help, it is a great example of the SSES community pulling together for mutual benefit.

Saint Stephen's student-athletes may **not** use the facilities without direct supervision from a school employee and permission from the Athletic Director.

**Transportation.** Depending on availability, all teams will travel to away games using the athletic department buses or vans. The bus will be clean and ready for the trip one half hour prior to the scheduled departure time. After the trip, it is the Coach's responsibility to ensure that the bus is clean. Athletes should help with the pick-up. Teams may not travel on the bus without a coach.

Depending on the Head Coach's decision, and with parent's permission, student-athletes may drive themselves to away competitions that are within Manatee and Sarasota counties. They may not drive any other student-athletes. Parents may drive their student-athletes to away competitions. Parents who may want to drive other student-athletes to events must have permission from the other student-athletes parents.

Student-athletes who traveled to an away competition on the athletic bus may ride home with their parents. However, the parent must inform the head coach of the arrangement. Student-athletes may ride home with other parents, if they have a signed permission form from their parents. This permission form is valid for the season. The Head Coach will keep this form on file and with them on all trips.

After returning from an away competition, it is recommended that coaches have their non-driving student-athletes call their parents when the bus is approximately 20 minutes from returning to the school. **Coaches will be the last one to go home. They will never leave a student-athlete unsupervised in the parking lot.**

#### 8.11 Late Bus (For students in grades 6-12 ONLY)

The late bus will leave Monday through Friday at 5:30 p.m. sharp from in front of the Upper School unless all students who have signed up are on the bus.

Please have your son or daughter sign up for the late bus prior to 1:00 p.m. on the day he/she will need to ride it home. The late bus is for students who are involved in after-school activities, sports or tutoring. The sign-up sheet is at the desk in the Upper School office.

Students will call parents from the bus if there are delays because parents are responsible for being at the stop when the children arrive. Be aware that the bus cannot wait until you arrive. The buses have phones, but children who ride the late bus are encouraged to have their own cell phone.

**Injury Policy.** Saint Stephen's has a full time Athletic trainer on staff. If a student-athlete is injured while playing a sport, the trainer will evaluate the injury and take appropriate action.

If a member of the medical profession determines that a student-athlete is physically unfit to participate in athletics or physical education class; it will require written notification from a medical professional to grant permission to resume participation. A parent cannot grant this permission. If a student-athlete is not physically able to participate in physical education class, then he/she is not permitted to participate in athletics during the same time period. Exceptions must be cleared through medical releases. If a student is recovering from an injury, they must still attend daily practices and/or rehab with the Athletic Trainer. **Failure to attend daily practices will result in removal from the team.**

**Open Gym.** Off-season conditioning programs conducted by a school shall only be open to participation by all student-athletes enrolled in that school or as per FHSAA Bylaws 9.2.2.1, 9.2.2.2, 9.2.2.3 or 9.2.2.4. Open gyms must be open to all student-athletes. Opening facilities to a select group of student-athletes to practice individual skills for a specific sport is a violation of this policy. School personnel, including faculty and non-faculty coaches in attendance, however, shall not provide coaching or instruction in the skills and techniques in any sport. No sport-specific tasks or drills shall be taught.

**Senior Night.** Senior Night for each sport is a very important opportunity for coaches to show their appreciation for their senior team members. This is accomplished by recognizing their achievements, and favorite moments while playing, prior to the start of a home game or half time, depending on the sport. Small gifts may also be presented to the senior players. The Falcon Boosters will reimburse up to \$20 per senior with submitted receipts minus tax.

Senior night is not an obligation to play the seniors in the game. Many coaches will start and end the game with seniors on the field, but this is the Coach's decision. A victory should not be sacrificed for the sake of senior night. Seniors who normally play on a junior varsity team will join the varsity team this night for their recognition and appreciation as well.

**College Placement for Athletes.** Saint Stephen's has an outstanding record of assisting families and student-athletes with college placement for students who participate on Saint Stephen's sponsored team. This is a long process beginning the summer before the student-athlete's sophomore year. The athletic department works hand-in-hand with the College Counseling Office to assist student-athletes who have shown a desire to play their sport on the college level. While we cannot guarantee college placement, we will offer your student-athlete guidance and support.

**Varsity Awards.** Student-athletes who are prepared, dressed, willing and ready to participate in a minimum of 75% of the scheduled contests are eligible for a varsity letter. Actually participation in a game is a coach's decision and the varsity letter is not dependent on the

amount of actual play time. Middle school student-athletes who participate on a varsity team may earn a varsity letter. Junior varsity players who join the varsity team after the conclusion of their junior varsity season are not eligible for a varsity Letter due to the 75% rule.

Student-athletes who earn a varsity letter will receive the actual letter and sport pin the first time they receive the award. A student-athlete who participates on multiple teams will receive their sports pins to wear on their varsity letter. Additional years of participation on a team are designated by service bars. Therefore, a student-athlete who participated on the varsity soccer team for four years will have a varsity letter, one soccer pin and three service bars.

In addition to varsity letters, each varsity team will award a Most Valuable Player and a Falcon Coach's Award. These awards will be purchased by the athletic department and presented to the student-athletes at a school-wide end-of-the-season awards ceremony. The Most Valuable Player award is designated for that one player for whom the team could not have performed as well without. In addition to individual statistics, this includes team support, team attitude, and love of their sport. The Falcon Coach's Award is an award the Head Coach can use as either "most improved", "iron man (never missed a practice or game)", or any other appropriate reason. Teams have the option of purchasing additional awards for their season-end team celebration.

**Team Trips.** Saint Stephen's teams may travel to tournaments and meets outside the West Coast Florida area. The athletic department works with coaches to find the correct level of competition for each team. Some teams may need to travel further and more often than others. Keeping opportunity and expenses in mind, the athletic department adheres to the following policies:

- All team trips must be approved by administration before any team announcements are made or schedules handed out
- Out-of-state travel is the exception, and not the rule. For out-of-state travel, coaches must submit a Travel Request/ Approval form
- A complete itinerary, and travel roster must be provided; to include names and telephone numbers of all hotels and schools.
- All participating student-athletes must have signed trip permission slips.
- Student-athlete families are responsible for all hotel and transportation costs for trips during the regular season. Hotels and transportation are booked by the Head Coach and secured by the athletic department. Families must make payment directly to the hotel upon checkout.
- If a team participates on a trip of extended length during the regular season (usually Winter/Spring Break), the players will be responsible for all hotel and transportation costs.
- Student-athletes are responsible for the cost of meals.
- Participating on a team trip is on a voluntary basis and student-athletes and their families cannot be forced to incur the additional cost.
- Parent/chaperones will follow all school rules regarding adults who are responsible for student-athletes.

- Once a student-athlete has committed to attending a team trip there will be no refunds.

**Falcon Athletic Boosters.** Saint Stephen's is blessed to have a dedicated parent-run Falcon Athletic Booster club that serves all programs. As a Saint Stephen's parent, you are automatically a FAB member. Membership consists of school families, friends, and community members. The boosters are responsible for supporting athletics through game day volunteering, fundraising efforts and spirit items. It is strongly encouraged for all families to be an active Booster member. Please contact either (Booster President) Christine Sket [ssesboosters@gmail.com](mailto:ssesboosters@gmail.com) or (Parent Association Director) Kerry Israel [kisrael@saintstephens.org](mailto:kisrael@saintstephens.org). Falcon fans who wish to purchase Falcon attire can do so by visiting our Falcon Athletic Booster School Store

**Same Season Dual Sport Student-athletes.** In light of the unique nature of the Saint Stephen's community, it is possible for student-athletes to compete in more than one sport during the same season. If a student-athlete wishes to participate in two sports during the same season, then the student-athlete must complete the *Same Season Dual Sport Student-athlete* form (Appendix A), and it must be on file in the office of the Athletic Director. The student-athlete must declare one of the sports to be their primary sport. Both coaches must sign the form acknowledging their awareness of the student-athlete's primary sport selection. Once the student-athlete has selected a primary sport, the secondary coach may not pressure or encourage the student-athlete in any manner to change their mind. If the student-athlete, for any reason, is no longer a member of the primary sport, then they are also ineligible to participate as a member of the secondary sport. If the student-athlete elects not to continue participating in the secondary sport once the season has started, then the student-athlete will not be permitted to participate in the dual-sport program next year.

If there are any scheduling conflicts between the two sports, the student-athlete must attend the primary sport event. The Head Coach of the primary sport does not have the authority to excuse the student-athlete from their event to attend the secondary sport event. The student-athlete may not participate in post-season tournaments as a member of the secondary team, until the primary sport season is completely over; including all post-season tournaments.

The secondary sport coach may deny participation on a varsity team due to multiple game and practice conflicts creating an unsafe environment for the student and the other players. Once executed, Head Coaches **do not** have the authority to undo this agreement; nor can they allow the student-athlete to switch their primary & secondary sport designations. This agreement is between the student-athlete, their parents, and the Athletic Department.

## Appendix A – Same Season Dual-Sport Student-athletes Form

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I elect to participate in the same season dual-sport program. I have read the policy regarding my involvement in same season dual sports. I fully understand the difficulty I will face as a dual-sport student-athlete. I also understand that this policy may affect my future athletic eligibility if I do not adhere to this policy.

### PART 1

<b>I choose my Primary Sport as:</b>	
Primary Sport _____	Date: _____
Head Coach _____	Date: _____
<i>(Signature)</i>	

### PART 2

<b>I choose my Secondary Sport as:</b>	
Secondary Sport _____	Date: _____
Head Coach _____	Date: _____
<i>(Signature)</i>	

### Acknowledgements

Student-athlete: _____	Date: _____
<i>(Signature)</i>	
Parent: _____	Date: _____
<i>(Signature)</i>	
Athletic Director: _____	Date: _____
<i>(Signature)</i>	