



**Jacksonville Classical Academy  
Athletics Coaches Handbook/  
Emergency Action Plan**

\*Updated 1/2025

## **The Jets Way**

Our athletic program exists to enhance Jacksonville Classical student experience through competitive greatness. We strive to improve the student-athletes' school experience through confidence, team building, and competition. Our emphasis is to stay true to our virtues through good sportsmanship, integrity, respect of others, and fair play. We expect athletes, coaches, parents, and spectators to demonstrate virtuous behavior in all aspects of competition.

### **Coaches Responsibilities**

1. Each coach must conduct himself/herself in a professional manner with attitude, dress, language and lifestyle.
2. The National Anthem will be played prior to every home game/contest, and all players must be on the sideline. During the National Anthem, players and coaches on the field and bench area should stand at attention, face the flag, and refrain from talking.
3. Each coach must submit a roster after tryouts and make immediate updates throughout the season. This roster will be confirmed with you by the Athletic Director as your final roster and then submitted to the Florida Charter Athletic Association.
4. Coaches are responsible for all aspects of their team's program and must be in communication with the Athletic Director.
  - a. Be responsible for adhering to the following by-laws and administrative policies in the FHSAA handbook available online.
  - b. Know the rules of the athletic department and the rules of the sport.
  - c. Make sure players are aware of the Student-Athlete Code of Conduct and abide by all its regulations.
5. If the student misses an excess number of regular practices, the coach may dismiss them from the team at his/her discretion.
6. Each coach should seek out a team manager and statistician(s).
7. Managers are part of the team and should be treated as such. Managers can be the most important student on a team if you delegate and require them to perform specific duties. They are responsible to you and should be at all team activities unless excused by you.
8. It is the coach's responsibility to communicate with the Athletic Director regarding the players' academic progress and that the players are showing adequate attendance in class.
9. It is the coach's responsibility to make practices organized and meaningful. The coach must be the first person to arrive at practice and the last to leave. No practice should be more than three hours.
10. It is the coach's responsibility to make sure that all players have been picked up from practices

and games.

11. **Do Not Ever Leave an Athlete Alone.** Coaches should never be alone with an athlete. Coaches should never drive athletes in their personal vehicles without a transportation permission form signed by the parent/guardian.

12. Check the appearance of the team members before leaving for an away game. No player should be permitted to travel with a JXC team unless they are properly dressed according to the school dress code or coaches requested attire.

13. Always be sure that the players conduct themselves in a polite, respectful manner whether playing at home or away. The coach is responsible for the conduct of the team which is a direct reflection on him/her and the school.

### **Child Abuse and Neglect Policy**

Child abuse and neglect prevention are designed to ensure that all students will engage in student learning while living in safe home and school environments.

All Jacksonville Classical Academy's employees are required by law to report any suspected case of child abuse, abandonment, or neglect, as well as alleged misconduct by instructional personnel or school administrators that affects the health, safety, or welfare of a student.

Every staff member is responsible for reporting all cases of suspected abuse to the Florida Department of Children and Families. Any teacher contacting Florida DCF must inform the administration of the appropriate follow-up. Any abuse involving a staff member will be reported to the administration and the Jacksonville Classical Academy's Board of Directors. **Staff members are to report cases to Florida DCF at 1-800-96-ABUSE.**

### **Accidents/Injuries**

For all injuries, refer to the Emergency Action Plan. **Please have a list of parents' contact information in case of a serious accident.** Please notify the Athletic Director immediately, and then contact parents. If parents cannot be located, the school will call the physician designated on the athlete permission/release form and/or call 911 or take them to the emergency room/treatment facility.

For legal reasons, please complete an Accident Report for any injury that you or a student sustains when you are in charge. The report should be turned in to the Athletic Director for a signature. The parent should be called anytime an accident report is filled out.

### **Physicals and Forms**

The coach is responsible to help the Athletic Director in getting all forms into the athletic office from all players on the roster in a timely manner. Athletes will NOT be allowed to participate in any game without all proper forms being filled out and athletic fee being paid to the Athletic Office.

## **Uniforms and Equipment**

1. The Athletic Director, with the assistance of the head coach, will issue the uniforms and an inventory checklist for all uniforms with corresponding numbers and sizes at the beginning of the season. This should match the ending checklist after the players have returned the uniforms to the coach.
2. If a uniform or piece of equipment is lost or stolen from the team, please notify the Athletic Director immediately.
3. The coach is responsible for maintaining the cleanliness, function, and safety standards of the equipment.
4. Coaches are responsible for the security and the cleanup of facilities: gym, fields, classrooms, vans, locker rooms or buses.
5. If school property is damaged by a coach or athlete, he/she is financially responsible for repairs.
6. Any needs for this year or next year should be requested well in advance of the season. Do not, under any circumstances buy uniforms, equipment, etc. without approval. You will not be reimbursed for unauthorized purchases.

## **Jacksonville Classical Academy Emergency Action Plan**

### **Outdoor Sports/On Campus**

1. If there is an emergency, please notify the athletic trainer immediately. If the athletic trainer is not available or on-site, please notify a member of the Medical Emergency Response Team (MERT).
2. If no member of the MERT team is available, the supervising coach should take charge. Check for ABC's (airway, breathing, circulation). If any of these are compromised, please call 911 immediately. Use the script below. If these are okay, observe the injured area. If there is ANY obvious deformity whatsoever, immediately call 911. If there is no obvious deformity and you feel it is safe to move the athlete to the sideline or bench, you may do so if all of the above are normal. If you have any doubt whatsoever, and you have to make the decision, please call 911. It is much better to be safe than sorry.
3. If the athlete is okay to be moved, immediately ice the area. Do not allow the athlete to participate in the contest any longer unless you are notified it is okay by the athletic trainer or a member of the MERT team. Keep the area elevated, and speak with parents to let them know of injury, immediate care, and that athlete needs to follow-up with athletic trainer ASAP.
4. If there is a suspected heat problem, the signs and symptoms will be: clammy skin, disorientation, weak pulse, reddening of skin, elevated body temperature, excessive sweating or lack of sweating, dizziness, vomiting. If a heat illness is suspected, immediately call 911 and move the athlete indoors or to a shady area. Begin cooling the body immediately.

## **911 Script**

*Hello, this is (insert name). I am a coach for (insert sport). We have an athlete who has suffered (insert injury or signs and symptoms). We need an ambulance transport. The coach will then provide the address and location of the practice/game for assistance. (Send someone, coach, parent, or athlete, to the entrance and have them wait for the ambulance and direct the ambulance where to go.)*

Stay on the line and answer any further questions they may have. Be direct, and if you don't know the answer to a question, tell them you don't know. Last, let the emergency operator hang up first. As soon as the student athlete leaves in an ambulance, immediately telephone the athletic director.

## **Emergency Action Plan**

### **Indoor Sports**

5. If there is an emergency, please notify the athletic trainer immediately. If the athletic trainer is not available or on-site, please notify a member of the MERT team.
6. If no member of the MERT team is available, the supervising coach should take charge. Check for ABC's (airway, breathing, circulation). If any of these are compromised, please call 911 immediately. Use the script below. If these are okay, observe the injured area. If there is ANY obvious deformity whatsoever, immediately call 911. If there is no obvious deformity and you feel it is safe to move the athlete to the sideline or bench, you may do so if all of the above are normal. If you have any doubt whatsoever, and you have to make the decision, please call 911. It is much better to be safe than sorry.
7. If the athlete is okay to be moved, immediately ice the area. Do not allow the athlete to participate in the contest any longer unless you are notified it is okay by the athletic trainer or a member of the MERT team. Keep the area elevated, and speak with parents to let them know of injury, immediate care, and that athlete needs to follow-up with athletic trainer ASAP.
8. If there is a suspected heat problem, the signs and symptoms will be: clammy skin, disorientation, weak pulse, reddening of skin, elevated body temperature, excessive sweating or lack of sweating, dizziness, vomiting. If a heat illness is suspected, immediately call 911 and move athlete indoors or to a shady area. Begin cooling the body immediately.

### **911 Script - Gym**

*Hello, this is (insert name). I am a coach for (insert sport). We have an athlete who has suffered (insert injury or signs and symptoms). We need an ambulance transport. The location of our school is 2043 Forest Street. (Send someone, coach, parent, or athlete, to the entrance and have them wait for the ambulance and direct the ambulance where to go.)*

*Stay on the line and answer any further questions they may have. Be direct, and if you don't know the answer to a question, tell them you don't know. Last, let the emergency operator hang up first. As soon as the student athlete leaves in an ambulance, immediately telephone the athletic director.*

## **911 Script – Off Campus**

*Hello, this is (insert name). I am a coach for (insert sport). We have an athlete who has suffered (insert injury or signs and symptoms). We need an ambulance transport. (The coach will then provide the address and location). Someone will be waiting for you to direct you where to go from there. (Send someone, coach, parent, or athlete, to the entrance and have them wait for the ambulance and direct the ambulance where to go.)*

Stay on the line and answer any further questions they may have. Be direct, and if you don't know the answer to a question, tell them you don't know. Last, let the emergency operator hang up first. As soon as the student athlete leaves in an ambulance, immediately telephone the athletic director.

### **Emergency Phone Numbers:**

**911 Emergency:** 911

**Jacksonville Sheriff's Office (non-emergency):** 904-630-7600

**Principal Nick Barker:** 904-383-2395

**Athletic Director Justin Smith:** 904-521-2122

**Executive Director Lindsay Hoyt:** 904-294-4285

**Jacksonville Classical Academy**  
**Athletic Department Coaches Handbook**

I have read the JXC Athletic Department Coaches Handbook and will abide by all of the information. I agree to act in good faith and good judgment while participating in any athletic event. My actions and behaviors directly reflect Jacksonville Classical Academy, and I will present myself and the school in a professional manner at all times. If my behaviors or actions are not considered as such, I agree to resign my position and understand if the school terminates my coaching responsibilities.

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Coach Name (print)

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Signature

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Date