



DAYTONA ELITE ACADEMY

WARRIORS

DAYTONA

ELITE

ACADEMY

Department of Athletics

Policies and Procedures Manual

2023 - 2024

The Athletics Policies and Procedures Manual is an official document of the Academy. Most procedures and policies in this policy manual are specific to athletics and are intended as an administrative tool providing information for a clear understanding and consistent management of athletic activities and programs at Daytona Elite Academy



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MISSION

The mission of the athletics programs at Daytona Elite Academy is to develop the physical, mental, social, and spiritual character of its participants. This mission is pursued within the scope of activities at the academy, most notably through athletic competition. Through these activities, it is the charge of all involved to better prepare our student-athlete by instilling them with unique character driven traits such as respect, trust, determination, discipline, work ethic, teamwork, competitiveness, and perseverance.

The aim of our Department of Athletics is to support the philosophies, goals, and objectives of the athletic programs while following the stated guideline of the Department. Daytona Elite Academy will also provide its community with an avenue to support and be proud of the Academy's level of achievements while providing meaningful and positive recognition for the Academy.

PHILOSOPHY

Daytona Elite Academy athletics support the purpose of the Academy and to enhance the Academy environment by carrying forth the long history and tradition of Daytona Elite Academy Athletics. As an integral part of a quality JUCO / trade academy, athletics recruit appropriate student-athletes, provide the academy community with a sense of achievement and pride, gain meaningful and positive recognition for the academy, provide retention factor for involved student-athletes, and serve generally as learning/development opportunities for student-athletes.

The Daytona Elite Academy Department of Athletics is a unit of ethical leaders that report to the General Manager who is responsible to the Director. The Department of Athletics consists of the athletes, coaches, and staffs associated with each sport, as well as the Director and the Director's staff.

The Director of the Academy shall authorize all sports, including the addition or deletion of a sport. Department of Athletics resources shall be used for authorized sports, and eligibility forms to appropriate associations and conferences may be completed and submitted for authorized sports only.

The Department of Athletics support programs at Daytona Elite Academy designed to be a vital and integrated part of the student-athletes educational experience. Through participation in athletics, the student-athlete should develop carry-over values such as a sense of fair play, cooperation, responsibility, self discipline, leadership and spiritual growth.

Academy sponsorship of an athletics program is expected to enhance the institutional identity in the immediate community and increasing the regional and national recognition to the Academy. It is also expected that a successful and well-administered Department of Athletics will be beneficial in student-athletes recruitment efforts and serve an integral part of expanding the national footprint of the academy. The emphasis of the program clearly is on success as a student first and success as an athlete second.



Athletic Goals

- Providing opportunities for highly-skilled student-athletes to participate in college level athletic competition.
- Providing student-athletes with quality experiences and education / trade.
- Providing opportunities for students, faculty, staff and community members to attend athletics contests in attractive, well-maintained facilities.
- Developing and encouraging the highest level of sportsmanship among athletes and fostering healthy attitudes toward athletics achievements.

Athletic Objectives

- To provide a quality education / trade to each student-athlete and assist them in moving on collegiately or pro.
- To support athletic competition that leads to sport teams having regional and national competition opportunities.
- To generate increased awareness of the athletics program among students and members of the Academy community.
- To attract community members to the campus as spectators at Daytona Elite Academy sporting events.
- To take the commitment of community to a higher level of engagement by implementing 50 community service hours per student-athlete.
- To inform the internal and external communities of individual and team athletics achievements in a timely fashion and on a consistent basis.
- To ensure members of the coaching staff understand and support the overall mission of the Academy with regards to their duties and responsibilities as coaches.
- To cooperate with the Director and other areas of the campus to encourage the development of positive community/Academy relationships through athletics programs.

Expected Athletic Outcomes

- Daytona Elite Academy will provide opportunities for athletically gifted students to participate in a well administered, high profile program.
- As a major activity of the Academy, the student body and other Academy constituents, including the Daytona Elite Academy community will have the opportunity to attend athletic events.
- The Academy will benefit from this increased participation by the community and the publicity gained through its marketing of the sports program.
- As a result of participating in Daytona Elite Academy athletics program, student-athletes will have had academic and personal development experiences that significantly contribute to their successful and productive careers and / or continued post graduate collegiate educational and professional opportunities.

Professionalism

Daytona Elite Academy requires **ALL** student-athletes to act in a professional manner at **ALL** times. Professionalism refers to the way you behave and represent yourself in a business setting. Learning to behave in a professional manner is a key skill in **ALL** industries. Professional behavior is characterized by being considerate, formal and focused.



Professionalism (cont)

Examples of professional traits are as follows:

- Excellent Communicator
- Respectful to Others
- Well Groomed
- Strong Work Ethic
- Dependable Team Player
- Honest
- Adaptable

Guidelines

- The athletics program will be conducted with strict adherence to Daytona Elite Academy rules and regulations.
- The student-athlete, in order to represent Daytona Elite Academy in athletics competition, must first be a student at the Academy that has a high school degree or GED.
- The status of the student-athlete must be that of an amateur. Without this characteristic, athletics forfeits its legitimacy, and the integrity of the College is diminished.
- The coach is an educator, interested in the total development of student-athletes and understanding the importance of the Academy's academic standing and recruiting high character student-athletes.
- The primary responsibility for academic counseling should be carried out through regular academic channels at the Academy.

DEPARTMENT OF ATHLETICS PERSONNEL

ADMINISTRATION

Derrick Spicer	Director / Founder (786) 444- 3234	derrickspicer@daytonaeliteacademy.education
Ronnie McCuin	General Manager (843) 504-1174	ronniemccuin@daytonaeliteacademy.education
TBD	Executive Assistant	

TRAINING

TBD	Head Athletic Trainer	basketball@daytonaeliteacademy.education
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BASKETBALL

Brandon Bristow	Head Coach	
TBD	Assistant Coach	trackandfield@daytonaeliteacademy.education

TRACK AND FIELD

Frankie Allen	Head Coach	
Tyrese Allen	Assistant Coach	
Ashard Allen	Assistant Coach	football@daytonaeliteacademy.education

FOOTBALL

Ronnie McCuin	Head Coach / Defensive Coordinator	
Joe Hyott	Assistant Head Coach / Offensive Coordinator / QB	
Ron Saint-Vil	Strength & Conditioning Coordinator / DB / KO	
TBD	Assistant Coach / OL / FG - XP	
Larry Summersett	Assistant Coach / RB / KR	
Broderick Henderson	Assistant Coach / WR / PR	
Lamar Clark	Assistant Coach / DL / FG - XP Block	
Dahryll Brown	Assistant Coach / LB / P	



Office Hours

During the academic year, the Department of Athletics is open from 9:00 a.m. – 5:00 p.m. Monday-Friday. Meetings with the Director are by appointment only. Coaches are responsible for informing the Department of Athletics executive assistant when they are out of the office during regular hours.

Telephone Policies

Long distance phone calls by Department of Athletics personnel can be made using the Academy phone or through the use of personal cell phones. Long distance or international phone calls by student-athletes are not permitted on the Academy's expense and would constitute a violation of Academy policy.

EMPLOYEE/STAFF/FACULTY TRAINING

The General Manager oversees the schedule and coordination of training for all employees, staff and faculty involved in athletics on an annual basis or as needed. This training will include, but is not limited to, national association and Conference rules and regulations. The General Manager, on a continuous basis, will conduct any up-dates or changes concerning compliance issues with coaches. The General Manager will meet with each individual involved in the athletics compliance process to review applicable rules and regulations and assure that each step of the process is understood and enforced.

The Athletic Department will be strongly encouraged to represent the Academy by attending Conference and National meetings as well as coaching clinics and any other appropriate meetings.

OPERATIONS

Practice/Competition

Participation in practice, games and team events is MANDATORY. Dates of practices, length of season, maximum number of contests and grant-in aid limits are noted in this manual.

Game Day Operations

Daytona Elite Academy is committed to establishing sportsmanship and developing healthy environments for competition. Daytona Elite Academy believes that athletics encourages the character development of participants, enhances the educational mission of the Academy and promotes civility in society. Therefore, administrators, student-athletes, coaches, spectators and all others associated with the Department of Athletics and its athletic events should adhere to the fundamental values of sportsmanship, respect, fairness, honesty, and responsibility.

Daytona Elite Academy Department of Athletics takes the following steps to ensure a healthy game environment for sporting events:

- Designated athletic administrator is required at every sporting event as event manager.
- Security staff attends all campus sporting events to help with event management and additional event managers and security personnel may be secured based on projected crowd size.
- Sportsmanship and game environment statement is read before each event due to the commitment by Daytona Elite Academy and in accordance with its national affiliation.



Physical Examinations and Insurance Information

Prior to participation of any kind, each student-athlete is to complete the following:

- Student-Athlete Physical Examination Form
- Parent's or individual's Insurance Information Form
- Without the above forms completed and reviewed by the Director, student-athletes will not be permitted to practice, travel or participate.

Insurance

- Insurance forms must be completed and filed with the Office of the Director annually.
- Parent's or individual's insurance is required and primary in the case of injury or illness.

COACHING RESPONSIBILITIES AND GUIDELINES

Administrative Duties

- Know and comply with policies, rules and regulations regarding his/her sport as it pertains to conference, state and national competition.
- Supervise head, assistant and volunteer coaches.
- Assist with the development of the budget and stay within the budget.
- Work cooperatively with other Department of Athletics and Academy personnel.
- Maintain excellent public relations with the community, faculty, staff and parents.
- Develop schedules for competition, plan for travel, lodging, meals and transportation.
- Follow Academy and Departmental of Athletics policies and procedures.
- Maintain accurate records regarding the academic progress and eligibility of student-athlete, team statistics, individual statistics and advancement of athletes.
- Maintain a historical account of team records, student honors and awards, alumni records and information concerning his/her sport.

Competencies/Qualities in Coaches

1. Organization
 - a. Staff meetings
 - b. Practices
 - c. Recruiting
2. Leadership
 - a. Delegate authority
 - b. Communicate effectively
 - c. Make appropriate decisions
 - d. Serve the Academy and community
3. Relationships with Conference Coaches
 - a. Respect state and national opponents
 - b. Provide a positive game experience for opponents
 - c. Be active and engaged in conference meetings of coaches
4. Scouting is permitted as allowed by budget



Competencies/Qualities in Coaches (cont)

5. Advancement

- a. Keep current on techniques, strategies and procedures for each sport.
- b. Appropriately use current techniques and strategies.

6. Recruiting

- a. Organize an effective recruitment system and contacts.
- b. Establish relationships with scouts, high school coaches, and upper division coaches, etc.
- c. Represent the Academy in a forthright and positive manner.
- d. Do not recruit negatively toward other programs.
- e. Abide by all state and national rules and regulations.

7. Event/Game Protocol

- a. Assume responsibility for preparing for games.
- b. Maintain self-control and exhibit sportsmanship toward opponents, officials, fans and media.
- c. Accept responsibility for outcome of the event/game and congratulate team and opponents.
- d. Deliver appropriate media interviews.
- e. Exchange game films as required by the conference

8. Relationship with Student-Athletes

- a. Use appropriate means of motivation and teaching techniques.
- b. Emphasize academic success, acceptable behavior and positive decision-making.
- c. Serve as a role model for Daytona Elite Academy, community and area coaches.
- d. Communicate effectively with team members, student government, media, Academy personnel and other groups.

Specific Responsibilities of Coaches

- Exercise complete control over all matters regarding coaching the team including recruiting, practices, team selection, behavior and participation.
- Recognize the student-athlete's main purpose at Daytona Elite Academy is to get life development skills and the emphasis must be placed on academics / trade as well as athletics.
- Keep informed and complies with all rules and regulations set forth by the governing bodies as well as Academy policies and procedures.
- Supervise the conduct of team members at all times and demand the highest standards of behavior as student-athletes are representatives of Daytona Elite Academy.
- Be responsible for the physical condition of each team member and do not question or allow a student-athlete to participate if in the opinion of the athletic trainer or a physician it would be detrimental to the student's health.
- Develop team schedules.
- Recommend the selection of uniforms, equipment and supplies to the General Manager.
- Prepare and cooperate with the scheduling of housing, meals and transportation for away events.
- Provide accurate and detailed information as requested.
- Evaluate officials as required by policy.
- Evaluate the sport and the Department cooperation and support on an annual basis.
- Facilitate the needs of and work with the media in a professional manner.
- Seek approval from the Director prior to entering into contract or agreements with individuals or groups that are external to the Academy.



Specific Responsibilities of Coaches (cont)

- Prepare reports as requested and necessary on player's academic progress and submit recommendations for honors and recognition.
- Prepare an annual report at the conclusion of each season.
- Provide the Director with a written statement of the suspensions, disciplinary actions or release of any team members outlining the reason for the action.
- Cooperate with the development of athletics budgets.
- Make recommendations for hiring of assistant coaches and for acceptance of volunteer coaches.
- Administer the work, duties and hours of assistant coaches and assure their adherence to rules/policies.
- Recruit student-athletes following the guidelines of the Academy's and the governing bodies of the sport.
- Assist with and make recommendations for the management of home contests and events.
- Provide input and recommendations to establish goals and objectives for the Department.
- Provide support for following of rules, regulations, policies and procedures.
- Assist students in setting goals and assist students in achieving the goals.
- Supervise equipment inventory and prepare work requests for maintenance and repairs.
- Arrange for managers and statisticians for their sport.
- Comply with Conference requirements pertaining to statistical reporting forms and accurately complete each report by specified date.
- Work with the General Manager and trainer in arranging for physical examinations and participation/insurance forms as required.
- Conduct off-season and pre-season conditioning programs.
- Report all injuries as per the Academy's Accident Incident Report procedure.
- Hire, train, supervise and utilize assistant coaches in a professional manner with particular attention to adhering to the rules, regulations, guidelines and procedures of the Academy and its respective governing bodies. Assistant coaches will not assume the obligations, responsibilities and duties of the head coach.

Squad Size

Each coach should annually discuss with the General Manager the optimum size of its sport squad size. In consideration of these squad sizes, attention should be given to playing time, team attitude, institutional enrollment initiatives and exceeding minimum requirements. Further attention should be given to having the necessary numbers for competitive practices and to field quality teams given potential for reduced squad sizes due to injuries and/or discipline.

Athletic Awards and Banquets

All awards must be approved by the Director to ensure they do not exceed the limitations on awards. All sports banquets must go through the normal budgetary processes which would ensure the review and approval by the Director.

Rings

Request for championship rings may be made by teams meeting the following criteria:

- Win a conference regular season or tournament championship.

All ring designs must be approved by the Director prior to ordering with the price of rings not to exceed \$250. Teams shall not be informed of ring receipt prior to approval by the administration.



CONDUCT/SPORTSMANSHIP BY COACHES

Questions related to the overall conduct of coaches, or the athletics program will be relayed through the General Manager who in turn reports directly to the Director.

Violence

No act of violence or flagrant act during or related to an athletics contest is permitted. A violent act is one in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

Unsportsmanlike Acts

Unsportsmanlike acts during or related to an athletics contest are prohibited.

Tobacco

The use of tobacco/tobacco-like products at any Daytona Elite Academy campus, event or sponsored contest by a coach, player or game official is prohibited.

Profanity

The use of profanity or vulgarity by a coach or player at any Academy sponsored activity is prohibited. Profanity or vulgarity is the use of a word or gestures which are abusive, vulgar, irreverent, or otherwise offensive. All profanity or vulgar gestures directed at a contest official, or opponents shall be considered unsportsmanlike conduct.

Suspension of a Coach

A coach who is suspended shall not have any contact with the team at a contest. A coach must serve his or her suspension immediately. Failure to do so shall result in the forfeiture of all contests which he/she participated in prior to the serving of the suspension.

COACHES CHECKLIST

Pre-Season

- Monitor the eligibility of each student-athlete.
- Coordinate the preseason physical examinations with the athletes, trainer and physician.
- Arrange for the coordination of practices and games with other coaches, ground personnel, trainers and assistant coaches.
- Arrange facilities for practices and games.
- Verify conference/national association forms are complete and student-athletes have completed institutional requirements for admissions, transfer and grant-in-aid.
- Arrange travel requirements including housing, transportation, meals and tools with the athletics staff assistant.
- Arrange for team rosters, pictures and biographies.
- Coordinate completion of forms for insurance, physicals and media information.
- Coordinate the housing and meal plans.
- Coordinate for the timely production of the sport's media guide.



COACHES CHECKLIST (cont)

Rosters

- Coordinate eligibility information (correct name, social security number, date of birth, high school and graduation date, breaks in enrollment) with the Office of the General Manager.
- Coordinate insurance letters with student-athletes' parents.
- Review Daytona Elite Academy policies and procedures, conference, and national association rules and regulations and team rules and expectations with team members.
- Manage the academic monitoring of student-athletes.
- Manage the distribution of team uniforms, equipment and supplies.

During Athletic Season

- Arrange for class absence forms for team members for travel games.
- Check on transportation, housing, meals and directions prior to leaving for a trip.
- Provide tax exemption forms on each trip.
- Contact the General Manager immediately in the event a behavior rules violation occurs and has a written report to the General Manager within 48 hours.
- Comply with national association and conference sportsmanship requirements.
- Keep the General Manager informed of team and individual awards and/or achievements.

Post-Season

- Arrange for collection of uniforms/equipment.
- Prepare an inventory of equipment and supplies and submit orders for replacements.
- Prepare information for final year report, including statistics on All-Conference and All-American awards as well as any academic honors.
- Prepare recruiting letters, trips and coordinate with the General Manager.

EQUIPMENT

Issuance

Coaches are expected to comply with the following procedures for issuing equipment:

- The issuing of equipment and control of inventory is the responsibility of the head coach.
- Head coaches will determine the type of athletics equipment to be issued and will determine the manner and method of issuing with their teams.

Return

At the conclusion of the season, all athletics equipment is to be returned to the Department of Athletics. The head coach is responsible for collection of the equipment and developing an inventory. The head coach will meet with the student-athlete to ensure return of equipment. If equipment is not returned, then:

- Athletics equipment not returned at the designated time will be reported by the head coach to the General Manager.
- The Head Coach will prepare a request to place a hold on a student's records if he or she has not turned in all equipment. This hold will prohibit transcript requests, future transfer and future enrollment. The Director will sign off on the hold.
- Theft of athletics equipment is in violation of the Academy's policies and legal action could result.



EQUIPMENT (cont)

Academy Colors/Uniforms

The official nickname of Daytona Elite Academy is the WARRIORS. The official colors are maroon and vegas gold. Uniforms, warm-ups, shooting shirts, and sweats should all reflect the official colors of the Academy. With this in mind the following guidelines should be followed when ordering uniforms and equipment:

- Uniforms should be primarily maroon and vegas gold in color.
- Uniform styles and lettering must be approved by the Director prior to ordering. Please bring pictures or samples of uniform colors and styles for approval.
- Uniforms, warm-ups, sweats and jackets must have the Academy name, logo and/or nickname.

RECRUITMENT

Every Daytona Elite Academy coach will be expected and required to recruit high character student-athletes for their sport and the Academy. Daytona Elite Academy offers a recruiting incentive package for every coach regardless of the sport. A budget for each sport is determined each year by recruiting. The funds are set up by teams and each has a separate account. All coaches need to know the Academy is not financially responsible for any prospective student-athlete to visit the campus and facilities. To initiate reimbursement or payment for an official recruiting visit both on campus and off, coaches must complete an itemized expense report with the necessary documentation attached (i.e. receipts, hotel bills, leave form). A check request must also be completed and attached to the expense report. Coaches must then sign the check request and forward to the Office of the General Manager. Questions coaches have concerning recruiting expenditures must be addressed to the General Manager before funds are expended.

Incentives

Once a student-athlete has paid the Registration Fee the coach will receive incentives, paid monthly. The remaining amount will be paid as an end of season bonus in December based on the student-athlete having paid in full.

Awarding Grant-In-Aid

All coaches, Department of Athletics staff must read, comply and have access regulations for financial disbursement to student-athletes.

SPONSORSHIP

Every member of the Daytona Elite Academy Department of Athletics is eligible to find sponsorship.



GAME PREPARATION

Each coach must follow Conference and national association rules concerning game scheduling, scrimmages and tournament play.

Head coaches are responsible for making their annual schedules along with the General Manager. The General Manager will reserve buses as needed.

All game schedules must be submitted to the General Manager for approval of the number of contests and missed class time. Prior to each season of competition each coach will have a meeting with the Director to review the national association Bylaws regarding the minimum number of athletes and contests needed to meet national requirements.

The head coach will complete contracts for non-conference games in the sports, sign them and secure the General Managers signature and mail to the appropriate opposing team's athletics program director. The General Manager will request a copy be sent back to Daytona Elite Academy after signatures are secured by each program's Director of Athletics / General Manager and head coach. This will serve as documentation for all guidelines that the coaches have agreed upon for a particular game.

The Director approves the compiled master calendar for all sporting events. The General Manager will distribute it to all facilities personnel and all personnel in charge of scheduling for maintenance, concessions, clock operators, official score keepers, bus drivers, and meal preparation. A checklist will be maintained in the Office of the General Manager to assure the master calendar is provided to whoever might need it.

When conference is not responsible for officiating assignments, each coach will be responsible to contract with the appropriate official's association for their sport to secure game officials. The General Manager will approve a contract; fees will be based upon the contract. The contract will be filed in the Office of the General Manager. The coaches will report any changes, cancellations, or problems directly to the officials' coordinator.

Each coach and the General Manager are responsible for planning a travel itinerary to include reserving buses, completing paperwork for meals and reserving accommodations for overnight stays. The General Manager and coaches will process paperwork for meals and hotels.

The General Manager will issue checks to the coach in the amount requested and approved by the Director. Receipts for expenditures must be turned into the General Manager by the coach the next business morning after returning from a trip. The General Manager's Office keeps records of all travel expenditures.

The General Manager and/or the Director will be the liaison for the visiting teams.

OPERATING BUDGETS

A budget is proposed by the General Manager to the Director for approval. The General Manager oversees each coach's budget with oversight by the Director, while the coach is responsible for staying within his or her budget. The coach must secure purchase orders for all purchases. All requests for monies above \$250 require approval by the Director and all requests below \$250 require the General Manager's approval. Travel requests and game-day operations cash (ticket/concession) are addressed in other sections of this document.



ATHLETICS PROGRAMS AND PUBLICATIONS

When an athletics program or publication is needed, material should be assembled and published by the Sports Information Director (SID) under the direction of the Director. All materials developed by the Department of Athletics are submitted to the SID for administrative review.

FACILITY USE AND SCHEDULING

The use and scheduling of the athletics facilities is the responsibility of the Director. Due to the demands on the facility, the scheduling of games, practices, camps, clinics and special activities must be coordinated through the Director. Every effort will be made to accommodate the athletics schedule and practices; however there is an obligation to the community, campus and fundraising activities that may conflict with requests. Schedules will be developed to provide information as to the utilization of the athletics facilities to all concerned parties. The General Manager will put out a schedule on a monthly basis.

It is the coach's responsibility to check their copy of the facilities schedule for accuracy. Any discrepancies need to be discussed with the General Manager. Any change a coach would like to make to the schedule must be approved by the Athletic Trainer previous to the change. If approval is not received and the change causes conflict the coach who made the change will lose the time.

VEHICLE USAGE GUIDELINES

Regulations and Responsibilities of Drivers

- All travel is arranged through the Director.
- Vehicles are reserved at a first come first served basis for the entire campus. Athletic staff and coaches should submit vehicle requests in a timely manner to ensure they have a vehicle reserved. Regular season travel by teams will be by the contracted motor coach service or Academy vans.
- All changes are also made through the Director.
- Any non-conference competition (excluding conference and association post-season tournaments) must be pre-approved by the Director and paid for by the team budget.
- All drivers must have a valid operator's license and social security number on file with the Daytona Elite Academy Office.
- Students are not permitted to drive Academy vans unless the Director gives special permission. Drivers must be a minimum of 21 years of age.
- All drivers must have a valid drivers license.

Reservations and Scheduling

- Reservations for the usage of Academy vans need to be made with the Director by completing the Van Request Form.
- The Department of Athletics will have priority in scheduling Academy vans.
- The schedule will not be available to non-athletics travel until team travel schedules have been completed and submitted.
- Every effort will be made to accommodate other departments unless conflicts arise with athletic team travel needs.



VEHICLE USAGE GUIDELINES (cont)

Maintenance and Upkeep

- All maintenance on vehicles will be coordinated by the Director. Coaches are to turn in their requests in a timely manner in the event that maintenance is required.
- Anyone using the van will be required to return them as they were received.

Usage Fee

- It is the responsibility of the user to pay for the fuel used during their trip except for approved Daytona Elite Academy events.
- All drivers must be employees or official volunteers of Daytona Elite Academy and have a valid driver's license and a copy of their license must be kept in the Office of the Director. A Commercial Driver's License (CDL) is required to drive the 25-passenger bus.
- Drivers must get a receipt for any tolls or gas expenses incurred during the trip. Receipts will be turned in with the meal sheets and excess monies by the head coach.
- Any citations (tickets) for traffic violations are the responsibility of the driver of the vehicle. Drivers must recognize their responsibility for safety of passengers, Academy liability and obey all traffic procedures.
- Mechanical problems should be reported immediately to the Director with a copy to the General Manager.
- Drivers will prohibit any unruly behavior, prohibit any trash from being thrown from the vehicle, prohibit any actions deemed unsafe to the passengers and/or driver and operate in a safe and professional manner representative of Daytona Elite Academy.

Vehicle Return

- Vehicle(s) and keys will be returned to the designated area on campus.
- The head coach or his/her designee is responsible for seeing that the vehicle(s) have been returned in clean condition and with a full tank of gas.

TICKET POLICIES

Ticket Sales and Cash Handling

- The Director coordinates ticket sales for the Academy's athletic events.
- The Academy's cashier will be provided start-up cash for home athletic events. The amounts are coordinated with the Director based on anticipated attendance for events.
- An event worksheet will be used for each home event where game admission is charged.
- At the conclusion of ticket sales, all money will be counted and recorded on the event worksheet.
- The Director will be responsible for submitting the final ticket report and deposit.

Regular Season Tickets

- Faculty and staff receive admission for themselves and their immediate family by presenting their ID-card at athletic events.
- Student-athletes receive admission by presenting their ID-card at athletic events.
- Tickets for players, prospective student-athletes, family or friends may be requested from the General Manager.



TICKET POLICIES (cont)

Pass List Policy

- Student-athlete passes are distributed based on eligibility. It will be the responsibility of the head coach to turn in an alphabetized, typewritten pass list by 4:00 p.m., the day before each home event for his/her sport.
- Coaches for non-home event sports may request passes for visiting recruits and their families to the General Manager prior to the start of the home event.
- Daytona Elite Academy will follow the visiting team ticket policy. A pass list will not be used for non-conference competition.
- Media passes should be requested through the Director prior to the scheduled contest. Every effort will be made to assist media members in covering home athletics events. The General Manager will handle any other pass list requests or concerns.

SAFETY

Lightening and Inclement Weather Due to the fact that lightening is highly unpredictable, at the first sign of lightening or other threatening weather (thunder), the contest official shall suspend the competition until 30 minutes after the last bolt of lightening has been seen or the last sound of thunder has been heard.

DEPARTMENT OF ATHLETICS RULES FOR ATHLETES

Student-athlete must adhere to the policies and procedures of Daytona Elite Academy.

Scholarships may be rescinded, or game suspensions invoked for the following:

- Caught consuming or buying alcohol or attending events where under-aged consumption of alcohol occurs.
- Caught consuming or buying drugs or attending events where consumption of illegal drugs occurs.
- Caught with or using a weapon, including guns, knives or other objects that can cause bodily harm.
- Stealing.
- Committing disrespectful acts toward someone else.

The above are Daytona Elite Academy's rules. Coaches have their own rules that they can enforce including suspension from games, punishments such as running or recommending to the General Manager that a player be expelled from the team.

These rules apply but are not limited to missing classes, low grades, bad behavior, walking out of practice or games, swearing, late to practice or games, not following bus rules or dress code and missing community service.

Alcohol and Drug Free Training Policy

Each Daytona Elite Academy student-athlete must abide by all training rules regarding the use of alcohol, drugs, and tobacco and sign a pledge acknowledging this abidance. Parents-guardians of each student-athlete under the age of 18 must also sign a pledge in support of their child's agreement to abide by Daytona Elite Academy's Alcohol and Drug Free- Training Policy.



DEPARTMENT OF ATHLETICS RULES FOR ATHLETES (cont)

Parent-Guardian Policy

As a parent(s)-guardian(s) of a student-athlete participating in the Daytona Elite Academy Program, I/we will support my/our child's agreement to abide by all the training rules.

To Demonstrate My/Our Support, I/We Pledge To:

- Set a positive example by exhibiting responsible use of alcohol/drug/tobacco.
- Heighten my/our awareness of my/our child's behavior, psychological needs, social habits, and academic status.
- Assert my/our authority as parent(s)/guardian(s) in supporting and guiding my/our child.
- Provide support for my/our child if it becomes apparent a problem exists, by seeking information and assistance.
- Not enable by covering up for my/our child if any training rules are broken. I/we will hold them responsible for their actions.
- Assist the coach and other personnel by providing information and support in dealing with my/our child.
- Communicate to personnel any knowledge or information of persons who are violating training rules and/or are in need of help.
- Support the alcohol and drug free training policy/program at Daytona Elite Academy.

Student–Athlete Policy

As a participant in the Daytona Elite Academy Athletic Program, I agree to abide by all training rules regarding the use of alcohol, drugs, and tobacco. I accept the pledge to abide by the training rules established by my coach.

To Demonstrate My Support, I Pledge To:

- Support my fellow student-athletes by setting an example and abstaining from alcohol, drugs, and tobacco use.
- Not enable my fellow student-athletes who use alcohol/drugs/tobacco. I will not cover up for them or lie for them if any rules are broken. I will hold my fellow student-athletes responsible and accountable for their actions.
- Seek information and assistance in dealing with my own or my fellow student-athlete's problems.
- Be honest and open with my parents/guardians and coaches about feelings, needs, and problems.
- Be open and honest with my coach and other school personnel when the best interest of my fellow student-athletes and my school are being jeopardized.
- Support the alcohol and drug free training policy/program at Daytona Elite Academy.

CONSEQUENCES

Student-athletes of Daytona Elite Academy, who represent the program in leadership, academic, athletic, performance, or competition roles are expected to be exemplary role models and, therefore, are held to additional accountability during the period in which they are actively participating. All such participants will be subject to consequences for possession, use, dissemination, or being under the influence of alcohol or other substances prohibited by law either on or off property, during or out of program hours.

Consequences Implemented

- First Violation - Immediate loss of participation and leadership privileges for a 1-week period of time.
- Second Violation - Immediate loss of participation and leadership privileges for a 1-month period of time.
- Third Violation - Immediate removal from Daytona Elite Academy.

NO REFUNDS FOR THIRD VIOLATION DISMISSAL



PARENT-GUARDIAN/STUDENT-ATHLETE/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to your child. As parents, when your child becomes involved in our program, you and your child have a right to understand what expectations are placed on them. This begins with clear communication from the coach of your child's program.

Parent-Guardian/Coach Communication

- Philosophy of the coach.
- Expectations the coach has for your child as well as the team.
- Locations and times of all practices and contests.
- Team requirements, i.e. fees, special equipment, off-season conditioning, etc.
- Procedure should your child be injured during participation.
- Discipline policies i.e. missed practices, missed games, absences and tardies. This includes team rules in addition to the Code of Conduct.

Student-Athlete/Coach Communication

- A. Concerns expressed directly to the coach first.
- B. Notification of any schedule conflicts well in advance.
- C. Specific concern in regard to a coach's philosophy and/or expectations.

As your child becomes involved in the athletic programs at Daytona Elite Academy, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times discussions with the coach are encouraged.

Appropriate Issues

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved.

Non-Appropriate Issues

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. When these conferences are necessary, the following procedure should be used to help promote a resolution to the issue of concern.



PARENT-GUARDIAN/STUDENT-ATHLETE/COACH RELATIONSHIP (cont)

Chain of Command

The Daytona Elite Academy follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concerns you may have regarding the athletic program. The Athletic Department preference, of course, is that the student-athlete talk with their position / assistant coach first.

- Position and/or Assistant Coach
- Head Coach
- General Manager
- Director

Concerns

- Call to set up an appointment with the coach.
- Please **DO NOT** attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
- If discussion is required; this is between you, the coach and your student-athlete.

Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set an appointment with the General Manager / Director to discuss the situation further.

HARASSMENT/HAZING POLICY

Daytona Elite Academy’s harassment policy forbids any form of offensive, unsolicited behavior which is directed to an employee’s or student’s race, gender, religious belief, nationality, disability or sexual orientation. Any verbal jokes, innuendo, propositions, or threats, non-verbal gestures, touching, assault, or the display or pictures or other visual material are forbidden under this policy. Additionally, it is the policy of Daytona Elite Academy that no form of hazing or initiation into any group or team is permitted. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a risk of causing mental or physical harm to any person. All hazing incidents shall be reported to the Director. Violation of this policy will result in **IMMEDIATE DISMISSAL** from Daytona Elite Academy.

NO REFUNDS FOR DISMISSAL

COLLEGIATE SIGNINGS AND COMMITMENTS

If the opportunity arises for a college signing or commitment, please inform your coach and the Administration so arrangements can be made for an official signing to take place at Daytona Elite Academy.

STUDENT-ATHLETES AT DAYTONA ELITE ACADEMY

The student-athletes at Daytona Elite Academy will be enrolled in ACT/SAT prep, college or vocational courses. Academic progress of the student-athlete must take precedence over matters related solely to athletics. The educational and personal development of the student-athletes is of foremost importance and athletics talent will not be exploited at the expenses of the student. To this end, the Academy will provide the best available coaching, facilities, equipment and program direction consistent with its fiscal resources.

Athletics Eligibility

Daytona Elite Academy requires the following for eligibility:

- Abide by standards set forth in the conference, national association and Academy policy manuals.
- Have had a physical examination and been declared fit for participation in collegiate athletics.
- False or concealed information pertinent to eligibility shall be grounds for ruling the student-athlete ineligible for any competition at Daytona Elite Academy and the Conference.



STUDENT-ATHLETES AT DAYTONA ELITE ACADEMY (cont)

Student Right to Know Act

Section 104 of the Student Right to Know Act requires institutions that award athletically related student aid to provide certain disclosures to a potential student-athlete, his/her parents, guidance counselor or coach. A potential student-athlete is an individual who contacts the institution for the purpose of requesting information concerning participation in the institution's athletics program and/or financial assistance available on the basis of participation in these programs, or whom the institution contacted for recruitment to the institution's athletics program. In compliance with the Student Right to Know Act, Daytona Elite Academy provides information to potential student-athletes concerning the completion and graduation rates for students receiving athletically related student aid.

Code of Conduct

Because the athletics program is on the cutting edge of Academy's public relations, there is no room for sordid or embarrassing incidents to take place. Therefore, there are certain requirements, which are a part of the student-athlete's obligation at Daytona Elite Academy:

- Student-athletes are expected to actively pursue an education / trade path by attending classes and meeting the requirements of each class.
- Attend all practice sessions and contests unless otherwise excused by the head coach.
- Recognize their responsibility for proper conduct at all times. This includes but not limited to Academy events and activities related campus, housing, tournaments, contests, trips or community.
- All student-athletes must notify the Department of Athletics before withdrawing from any course. Non-notification may end in suspension.
- Show proper consideration and respect for the rights and welfare of fellow students, opponents, officials and spectators.
- Be accountable for property damage or loss of property.
- Refrain from the use of alcohol, tobacco or drugs at any conference, national association and Daytona Elite Academy events.
- Be subject to that sports disciplinary action as defined by the Conference if they are ejected from a contest and also be subject to the Academy's disciplinary action.
- Not display any behavior detrimental to the Academy whether resulting in player ejection or not.
- Display proper attitude and assist the team in achieving discussed goals in preparing for competition.
- Wear game uniforms and attire designated by head coach and approved by the Director.
- Wear practice attire that is appropriate for the sport/conditions as approved by the head coach.
- Wear appropriated dress attire during Daytona Elite Academy athletics trips.
- A student-athlete who is suspended shall not have any contact with the team. They may not visit the locker room before, during or after the contest nor may they sit in the vicinity of the bench. A student-athlete who is in a team uniform during a contest is defined as having participated.
- There should be no activity that endangers the physical safety.

Failure to meet all standards outlined within this Code of Conduct may result in permanent expulsion from Daytona Elite Academy.

Dress Code

Each and every student-athlete of Daytona Elite Academy is expected to be dressed in clean Daytona Elite Academy clothing that is appropriate for training and appropriate athletic footwear. NO slides, crocs or flip flops. Team training gear must be worn as dictated by coaching staff. Dress appropriately and remember that you represent the Academy.



STUDENT-ATHLETES AT DAYTONA ELITE ACADEMY (cont)

Community Hours

Each and every student-athlete of Daytona Elite Academy is expected to present him or herself as clean, courteous, respectful, and helpful while interacting with the Community. Be a model citizen. Every student-athlete is required to fulfill 50 hours of community service. A few examples, but not limited to, are as follows:

- Community/Charity Events
- Fundraising
- Team/Youth Camps
- Daytona Elite Academy Sports Practices and Games (Other Sports)
- Administration Support
- 501c3 Non-Profit Organizations

Student-Athlete Evaluations and Exit Interviews

Throughout the course of the year at Daytona Elite Academy, student-athletes will be given formal opportunities to provide feedback to the Department of Athletics about their experience as a Daytona Elite Academy student-athlete. Each year at the conclusion (or near the conclusion) of the student-athletes traditional season, each student-athlete will be asked to complete an evaluation of their sport experience, coach(es) and other members of the Department of Athletics. In addition, after student-athletes have exhausted their athletic eligibility or has been asked for a transfer release, will be asked to participate in an exit interview with the General Manager and the Director. The Department of Athletics encourages feedback from the student-athletes via these opportunities so that the Academy and its Department of Athletics can continue to improve the experience for student-athletes.

ADDITIONAL STUDENT-ATHLETE INFORMATION

Student Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee is a committee made up of student-athletes to provide insight into the student-athlete experience. The SAAC also offers input on rule, regulations and policies that affect the student-athletes' lives on institution's campuses.

Student-Athlete Grievance Protocol

Daytona Elite Academy Department of Athletics is committed to the well-being and fair treatment of all student-athletes. Annually, the Director and the General Manager will meet with each team in order to address the procedures to file a grievance. Additionally, this topic will be addressed in the student-athlete questionnaires. Student-athletes will be made aware of the "open door" policy of both the Director and the General Manager.

If a student-athlete has an issue with a coach or Department of Athletics staff member, the student-athlete should first discuss the issue with the particular coach or staff member. If not resolved the student-athlete should take the concern to the Director and the General Manager. For any issue involving the Director or the General Manager, the student-athlete should discuss the concern with the Faculty Athletics Representative.



Student-Athlete Grievance Protocol (cont)

If unresolved, the student-athlete can request a hearing of the Grievance Committee. The request must be made in writing and submitted to the Faculty Athletics Representative. In the written request to the Committee, the student-athlete should provide a detailed description of the issue that will be dispersed to the Committee members before the hearing. The Committee will also be heard from the others involved in the issue which includes, but is not limited to, the involved coach or Department member.

The Grievance Committee is comprised of the Faculty Athletics Representative, a student-athlete chosen by SACC, a coach appointed annually by the Director and General Manager. The Director will select an alternate coach to serve on the Grievance Committee if a conflict with the appointed coach arises. SAAC will also select an alternative student-athlete representative to serve on the Grievance Committee if the representative is from the same sport as the involved student-athlete. The Faculty Athletics Representative will act as the Chair of the Committee. If the appointed coach is from the sport of the involved student-athlete, the alternate coach will serve as the coach representative on the Grievance Committee for that hearing. If the student-athlete representative is from the same sport of the involved student-athlete, the alternative student-athlete will serve as the representative on the Grievance Committee for that hearing.

ACADEMICS

Student-athletes will have the option to receive a recovery course, ACT/SAT Prep, 6 college credit hours or vocational certificate.

Academic Progress Policy

Daytona Elite Academy and its national athletic association affiliations adheres to and monitors a strict academic environment. This begins with the “institutional control” of academics and athletics by the Academy which includes but is not limited to personnel, policies, and safeguards which oversee eligibility, student majors, progress-toward-degree, semester credit hours, compliance, and graduation rates. Daytona Elite Academy is committed to monitor these areas.

Academic Monitoring

All student-athletes will be monitored for academic progress. Faculty members will be surveyed throughout the semester to assess the academic progress, attendance and satisfactory participation in classes. Reports will be kept in the Office of the General Manager.

Coaches and the General Manager will make decisions based on information compiled from progress reports to promote the success of every student-athlete in the classroom. The most beneficial aspect of the Academic Monitoring and Progress Report program is to maintain a proactive stance in regard to the performance of students in the classroom. Early warning academic reports will be sent the 5th and the 9th week of each semester.

Advising and Registering for Courses

The Department of Athletics will assist the student athlete with their academic schedule. The student-athlete is responsible for registering for classes at the earliest possible time available to ensure that the best class times will be available to fit into the program’s desired practice times and competition.



ATTENDANCE

Attendance at all classes, practices, contests and events is MANDATORY. The coach should be informed prior to any absence from a practice contest and/or event. Doctor's and dentist's appointments, funerals, and court appearances are excused absences from practices, contests and events as long as the Athletic Director is notified in writing and provided a note from your appointment. Please see the coach regarding any other absences. If the coach deems the absence excused, any consequences will be at the discretion of the coach. If the coach deems the absence unexcused, the student-athlete will sit out the next scheduled contest for each day of practice or event missed and the next two contests for each contest missed. Vacations are not excused absences. A coach must be present during all practices, open gyms, instructional programs, contests and events. A coach should not leave the practice, contest or event site until all of the student-athletes have left the site.

Missed Class

Daytona Elite Academy recommends early, frequent, and consistent communication between student-athlete, faculty, and coaches. Appropriate communication styles are verbal, electronic and/or written.

- It is the head coach's responsibility to ensure practice is scheduled at times that will not conflict with a student-athlete's scheduled classes. It is the head coach's responsibility to ensure scheduled athletic events are minimally disruptive to academic pursuits.
- It is the responsibility of the head coach to ensure student-athletes know national association regulations regarding missed class time for practice and non-championship segment competition.
- Student-athletes may not miss class for practice except when a team is traveling to an away contest and the practice is in conjunction with the away contest.
- Excused absences are scheduled athletic events, trips directly related to athletic events, or as determined by each course instructor. Student-athletes must follow the class attendance policy as determined by each course instructor for absences unrelated to athletic participation.
- Head coaches must notify course instructors of scheduled athletic events and travel directly related to athletic events, including specific departure and return times.
- Course instructors notify each head coach bi-weekly of all student-athlete absences for the applicable sport.
- It is the responsibility of the student-athlete to contact course instructors for missed class work and/or assignments prior to an absence.
- If a course instructor will not make arrangements for missing class work, assignments, or examinations, the student-athlete should contact the General Manager who will determine whether it is appropriate to intervene on behalf of the student-athlete. Coaches should never intervene in these instances.

HOUSING

Student-Athletes and Coaches housing will be provided at the Pointe Grand Apartments. There will be 2 student-athletes per room. You will need to provide your own furniture, linens and household items. Housing is included in the overall tuition.

Room Checks

Daytona Elite Academy will have resident advisors conducting nightly bed checks and random room checks.

Visitors

Visitors must be signed in. Visiting times during the offseason are Friday and Saturday 11am – 7pm and Sunday 11am – 5pm. Visiting times during the season are Sunday 11am – 5pm. Parents can visit anytime.



MEALS

Student-Athletes and Coaches meals will be provided 2 meals, breakfast and dinner, Monday-Friday per student-athlete. You will need to provide your own food for the weekends. Meals are included in the overall tuition.

SCHEDULE

Daytona Elite Academy's "Academic Year" will be from January 2023 to December 2023 and July 2023 to June 2024. Registration will be open year-round with move in dates in January and July.

Football – January to March – Weightlifting/Workout / April to May – Install / June to July – Conditioning / August to December – Season

Basketball – July to September – Conditioning / October to February – Season / March to June – Weightlifting/Workout

Track and Field – January to March – Season / April to June – Conditioning / August to December – Weightlifting/Workout

Daily – 6am – 9:30am Workout / Practice

10am – Breakfast

11pm – 4pm Academic Classes

4:30pm – 5:30pm MANDATORY Team Study Hall

6pm – 7pm Dinner

7:30pm – 8:30pm Meetings

8:30pm – 9:30pm Free Time

9:30pm – Room Check

11pm – Lights Out

TUITION

Daytona Elite Academy requires a \$2,775 Registration Fee and \$2,275 Housing Fee per student-athlete. Both of the fees are credited towards your tuition amount. There is also a one time \$65 Application Fee. **ALL FEES are NON-REFUNDABLE.**

Payment plans will be set up between the student-athlete, parent-guardian and the Director.



TUITION (cont)

Plan 3 – \$15,000

- Any student-athlete that does **NOT** require housing and meals, other than team event meals.
- You will receive academic / trade courses, ACT/SAT prep, leadership and character-building life lessons and **ELITE** sport specific training.

Plan 2 - \$17,500

- Any student-athlete that does **NOT** require academic / trade courses, ACT/SAT prep.
- You will receive housing, meals, leadership and character-building life lessons and **ELITE** sport specific training.

Plan 1 - \$22,000

- You will receive academic / trade courses, ACT/SAT prep, housing, meals, leadership and character-building life lessons and **ELITE** sport specific training.

ATHLETICS GRANT-IN-AID/FINANCIAL AID

Athletics Grant-in-aid is defined as any financial assistance awarded to student-athlete from any source because of his or her athletic capabilities. Academy policy requires that all grant-in-aid recipients apply for financial aid and submit the needs assessment form to the Director. The total amount of all financial aid received by the student-athletes, excluding state and federal entitlement programs based on need and/or academic merit, may not exceed the listed amount necessary to attend Datyona Elite Academy.

Recording Student-Athlete’s Financial Awards

The financial assistance awarded to a student-athletes, regardless of the source (e.g. College booster club, foundation, civic groups, private citizens, etc.) must be officially recorded with the Director.

Note: The student-athlete’s knowledge of this assistance must be demonstrated by having on file a statement signed by the student-athletes indicating the amount and purpose of the assistance.

Conference and National Association Regulations

Conference and national association regulations governing the awarding of athletics grant-in-aid and eligibility requirements will be adhered to at all times.

Communication to the Student-Athlete

All conference and applicable national association financial aid policies shall be explained to each student-athlete receiving financial aid. The fact that this review has occurred shall be verified by the conference Letter-of-Intent.

Student Right to Know

The student has the right to know what financial aid programs are available at every institution.

- The student has the right to know how financial aid will be distributed, how decisions on that distribution are made and the basis for these decisions.
- The student has the right to know how the financial aid was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous, etc., are considered in the budget.



Student Right to Know (cont)

- The student has the right to know what portion of the financial aid that is received must be repaid, and what portion is grant aid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, the payback procedures and the length of time to pay back the loan and when repayment is to begin.
- The student has the right to know how Daytona Elite Academy determines whether the student is making satisfactory progress and what happens if progress is not made.

SPORTS MEDICINE POLICY GUIDE

Mission

The Daytona Elite Academy Sports Medicine Department strives to provide the most efficient and effective treatments available to help prevent and manage athletics-related injuries or illnesses. Treatment of injuries and illnesses will be based on sound medical and rehabilitative principles in conjunction with consideration of personal and team goals.

Philosophy

The Daytona Elite Academy Sports Medicine Department is committed to providing a dynamic based protocol for recovery that will focus on flexibility, strength, endurance and sport specific based functional activities.

Certified Athletic Trainer

The Licensed/Certified Athletic Trainer (ATC) will act in accordance with the Florida Athletic Trainers Act and the BOC Professional Standards of the National Athletic Trainers Association (NATA). Current ATC certification and licensure should be on file with the Head ATC as well as CPR & AED certification.

Athletic Training Student Policy

Athletic Training students are to be consulted only during their scheduled work hours. They are not authorized to dispense medications, tape or provide treatment while not under the supervision of an ATC.

Sports Medicine Department Hours of Operation

Monday-Friday: 10 a.m. - 1 p.m. Athletic Training Room

2 p.m. - 4 p.m. Athletic Training Room

Weekends: Open as needed for in season game/practice coverage.

Other times or weekends by appointment only with ATC

Practices: 1 hour prior to practice and 30 minutes after practice

Games: 2 hours prior to competition and 1 hour after competition

Schedule subject to change due to athletics seasons and change of hours will be posted on Athletic Training Room door.

Athletic Training Room Rules

- May not treat him/herself without permission of an ATC.
- May not wear cleats in the Athletic Training Room
- May not have food or drink in the Athletic Training Room.
- May not administer the modalities; ATCs only will turn on, change intensity, etc.
- No athletics equipment allowed in the athletic training room.
- No tobacco products allowed in the athletic training room.



Athletic Training Room Rules (cont)

- Appropriate conduct is expected at all times. Disrespect of the Sports Medicine Staff will be handled directly through the Director.
- Prohibited to take supplies without permission of an ATC.

Pre-participation Screening

All new student-athletes must print a physical form on the Daytona Elite Academy athletic website. This may also be available on the recruit website that coaches may send out to incoming, new athletes each season.

On the Department of Athletics website click the information tab and select "Athletic Training". The link to the physical form is at the top of the page. This physical form must be completed by a physician before participating in any team activities.

Along with a pre-participation physical, student-athletes also need to complete their personal information, emergency contact information, primary insurance information and a medical history.

All returning student-athletes must complete a physical, consent, and primary/secondary insurance forms and follow-up with the team physician for any major changes in their health history. Student-athletes **MAY NOT** practice/participate in any team activities (including conditioning) until all appropriate medical and insurance forms are completed and on file in the Sports Medicine Department. Coaches will be notified in writing of ineligible participants.

Athletics Injury Reporting

An ATC will be notified of all athletics injuries within 48 hours after the injury occurs. An ATC will handle all injury referrals. Student-athletes who seek outside care will be responsible for any charges incurred.

In case of an emergency when no ATC is present, coaches should call 911 as soon as possible and handle the emergency based on their training (i.e. first aid, CPR). The Department of Athletics is only responsible for athletic related injuries. The Department of Athletics is not responsible for payment of injuries incurred during non-sanctioned activities, non-athletics-related injuries or preexisting injuries.

Documentation of Medical Records

The ATC must record all medical notes on the student-athletes' personal record. This includes required participation forms, therapy notes, equipment issued, etc. This file will be kept in a secure location with access only for the Sports Medicine staff. Any information pertaining to an individual during their stay at the Daytona Elite Academy should be in his/her personal medical file. This file will be kept for seven years. Athletes are required to document their daily rehabilitation and treatment. Any treatment in progress will be immediately suspended until the athlete has properly documented their arrival.



SPORTS MEDICINE POLICY GUIDE (cont)

Medical Decisions

All decisions regarding a student-athlete's medical status or ability to return to play will be made solely by the Sports Medicine staff.

Recommendations by outside physicians will be considered in all situations; however, final decisions regarding participation are the sole responsibility of the head team physician and/or the ATC.

Coaches are expected to follow all decisions made by the Sports Medicine Department and are at no time permitted to alter any orders or decisions made in regard to a student-athlete's medical status.

Return-to-Play Policy

No athlete will be allowed to return to participation following an injury without permission of an ATC or team physician.

Physician Appointments & Referrals

All physician appointments and referrals will be scheduled by an ATC. If a student-athlete or coach schedules an appointment without communicating with a member of the Sports Medicine staff, the student-athlete and/or the coach will be responsible for all costs.

Parent-Guardian Communication Policy

Student-athletes under the age of 18

Parents/guardians will be contacted when an injury has occurred and will be made aware of the care their child is receiving and any need for further testing.

Student-athletes over the age of 18

Parents/Guardians will only be contacted in case of emergency unless specifically requested by the student-athlete. It is the responsibility of the athlete to communicate injury information to their parents/guardians. Emergency care is defined as the need for care outside the scope of athletic training and/or the need for a specialized physician (ER, neurologist, surgeon, etc.). The Sports Medicine staff is unable to discuss any student-athlete's medical situation with a parent/guardian without first gaining consent from the student-athlete. The ATC cannot disclose information to coaches if a student-athlete requests that specific information be held in confidence insofar as doing so does not compromise future care. Communication between student-athletes and members of the Sports Medicine staff is confidential with the exception of information obtained that may cause harm to the student-athlete or others.

Coaching Staff Communication Policy

The ATC and the coaching staff will establish the most efficient method of communication on a sport-to-sport basis. If the method cannot be agreed upon, the head ATC will decide how injury information will be communicated to coaches.

The Treatment Log is the only written documentation that the Sports Medicine Staff is allowed to share with the coaches. The individual athlete's file is privileged information and cannot be shared without written permission of the athlete.



Coaching Staff Communication Policy (cont)

Due to the number of athletes and evaluations performed on a daily basis it is impractical for the ATC to report all the information to the coaches. It is the responsibility of the student-athlete to communicate this information to the coaching staff. Coaches may consult the primary ATC for clarification.

Prescription Drugs

The Sports Medicine Department can provide medications to student-athletes for conditions related to athletic participation. A physician must approve all prescription medications and all non-prescription medications shall be dispensed in pre-package units. All dispensed medications must be logged on the Medication Log Sheet.

Asthma Policy

The asthmatic student-athlete must always have a rescue inhaler with them on the court or field during practices and competitions. The student-athlete must also provide the Sports Medicine Staff an additional rescue inhaler to be carried in the medical kit in case their inhaler is unavailable or has run out.

Head Injury Policy

Any student-athlete with a suspected concussion may not return to activity until assessed by an ATC or team physician and given permission to return.

Methicillin-Resistant Staphylococcus Aureus (MRSA)

MRSA is a kind of Staphylococcus (staph) bacteria that is resistant to some kinds of antibiotics. Without proper referral and care more serious infections may cause further medical complications that could result in death. Any questionable skin lesions should be checked by an ATC or team physician so that treatment can begin as soon as possible.

Sickle Cell Policy

The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution, or the student-athlete declines the test and signs a written release.

Athletics Insurance Claim Form

All athletes that sustain an athletics-related injury that results in a referral must have a claim form completed. An athletic trainer will complete and submit this form to the insurance company. An ATC or the athlete will submit the form to the medical facility where services were rendered.

Release of Medical Information

All student-athletes shall sign an Authorization/Consent for Disclosure of Medical Records. This is protected health care information covered under the Health Insurance Portability and Accountability Act (HIPAA) that may be released only to certain individuals listed in the Consent Form.



SPORTS MEDICINE POLICY GUIDE (cont)

Medical Equipment Issued

Equipment and/or medical supplies given to a student-athlete by an ATC are the property of the Sports Medicine Department. All equipment is expected to be returned following the completion of treatment or at the end of the athletes' season. Any equipment not returned will be charged to the student's account.

Special Athletic Equipment

Basic athletic training supplies are provided by the Sports Medicine Department for all athletes. Proper and continuous rehabilitation is required for all taping and bracing. If a coach or athlete requests special athletics equipment for his/her team, the individual will assume all financial responsibility for the requested items.

Sports Medicine Coverage

While in season, all home athletic events (practices/games) will be covered by the primary ATC for that sport. Every attempt will be made to cover away games by the primary ATC. It is the responsibility of that sport to provide proper housing, food and transportation for the ATC during travel coverage. A basic medical kit will be available for teams traveling without an ATC. Any alteration to a traditional season practice or game schedule, it is encouraged that these changes be conveyed within 48 hours to the Sports Medicine Staff with a 24-hour requirement prior to the event unless due to inclement weather; otherwise, medical responsibility falls on that team's coach.

Visiting Team Privileges

All visiting teams without an ATC will be provided coverage by a member of the Sports Medicine staff. A visiting team letter is available on the Daytona Elite Academy's athletic website that details all available amenities. The Daytona Elite Academy Sports Medicine staff cannot perform any treatments consisting of electrical modalities without a written prescription or plan of care from that school's physician or ATC.

Emergencies

In case of an emergency the Daytona Elite Academy Emergency Action Plan should be put into motion immediately with regard to the location of the event. Some type of communication device should be on hand for all athletic events.

Environmental Considerations

In the event of weather-related issues, the following steps will be followed:

- In practice situations, coaches will be alerted to unsafe conditions by the ATC and it is the responsibility of the head coach to cancel or alter a practice.
- Prior to the beginning of a game, the game administrator, in conjunction with the coaches and the ATC, will make decisions as to whether to start the event and/or at what time it will commence. If a danger exists that could endanger any or all of the participants of that activity (lightning, heat or cold exposure), appropriate procedures will be followed.
- Once a game begins, it is the sole discretion of the head game official to make decisions as to whether to suspend or continue the event. If asked, the appropriate game administrator, coaches and ATC will assist with these decisions.



Environmental Considerations (cont)

- Severe thunderstorms, especially those reported to contain lightning, will be monitored by the ATC.
- Hot, humid weather will be monitored by the ATC. Coaches will be alerted to unsafe conditions by the ATC and it is the coach's responsibility and/or head official to cancel or alter practices and/or games.
- The supervising ATC will be equipped with both a lightning detector and a digital wet bulb thermometer to measure the heat/cold index.

Athletic Trainer Transportation

Athletic Trainers are not required to use their personal vehicles for any official purposes except their own transportation to and from fields. Transportation to and from doctor appointments, surgeries, etc. is not the responsibility of the Sports Medicine staff. Athletes should arrange their own transportation before an appointment is made.

Drug Testing Policy

Daytona Elite Academy Drug Testing -- All student-athletes must participate in the Department of Athletics' substance abuse education testing program. Each student-athlete shall be subject to urine testing and shall provide urine samples for such testing as requested by Department staff. It is understood that the taking of the sample will be conducted in a manner that is not degrading or offensive to the student-athlete.

Purpose – Daytona Elite Academy recognizes the threat drug abuse presents to the health of student-athletes and to the integrity of athletics. To prevent the use of illicit substances as well as the abuse of alcohol and tobacco products by members of athletic teams, the Academy has developed a mandatory drug education, prevention, and screening and rehabilitation program. The policy and procedure for that testing program will be distributed and explained to student-athletes at a team meeting each academic year or at the time of addition to the official roster.

Drug Education -- The Daytona Elite Academy Department of Athletics will sponsor a multi-faceted drug education program as coordinated by the athletic training department. The program's objective is to educate student-athletes, coaches, and staff about the physical, psychological, financial, and legal problems associated with alcohol and drug abuse and/or involvement. This program consists of lectures, audio-visual presentation, computer programs, and printed material.

Each Daytona Elite Academy student-athlete, coach and staff member will receive educational information throughout the academic year. Special mandatory meetings may be held at the discretion of the General Manager and/or the Head Coach.

Drug Screening

1. Student-athletes will be subject to screening on a random selection basis at their own expense. The student-athlete may be tested alcohol, anti-depressants, mind altering substances, marijuana, steroids, stimulants, or any substance which may affect mental or physical function.



Drug Screening (cont)

2. Screening will be accomplished by the analysis of a urine specimen or other recognized analytical procedure. All specimens will be coded to ensure confidentiality, and the specific identity will be known only to one Academy employee designated by the Director. All chemical analyses will be conducted by a professional laboratory.
3. Screening will be administered in a confidential setting, and each collection will be witnessed by a designated person of the same sex.

Random Selection -- The drug testing schedule will be set by the Athletic Training Staff with the approval of the Director. The Head Coach will be notified the day of or the day prior to the screening, depending on the prearranged testing time. Individual student-athletes will be randomly chosen for screening. All student-athletes will be eligible for testing each time. The Athletic Training Staff, Head Coach, or his/her designee will notify the selected student-athlete. If the testing takes place at another time and location, the student-athlete will sign a notification form. The Director, General Manager or Head Coaches have the authority to request additional individual (with probable cause) or team screenings at any time.

Probable Cause -- Student-athlete will be drug screened and/or evaluated, at their own expense, if there is probable cause to suspect alcohol or drug use/abuse. The coaching staff, administrators, academic advisors, athletic trainers, or strength coaches may receive a report of substance abuse or observe certain signs, symptoms, or changes in behavior that may cause him/her to suspect substance abuse. These staff members have a duty to report any suspicions to the Director. Reports will be forwarded to the appropriate head athletic trainer and the medical team physician. A decision will be made regarding the need for counseling and/or testing.

Such behaviors may include but are not limited to the following signs, symptoms, and behaviors a student-athlete:

1. begins to show poor motivation, sloppy hygiene and appearance, lack of hustle on the field, irritability or loss of temper, failure to follow orders or a lack of discipline, unexplained absences, or have common and routine injuries which will not heal or are recurrent.
2. has a recurrent problem with being late to practice, team meetings, or functions, miss appointments, ignoring curfews, staying up too late, or falling asleep during the day.
3. has the appearance of the following signs and/or evidence of illness such as dilated or constricted pupils, droopy eyelids or reddish eyes, excessive scratching or breaking out of the skin, constantly running red nose, or recurrent bouts of flu/cold that require medical attention.
4. appears over stimulated or hyper, becomes withdrawn and less communicative, or has repeated automobile and traffic violations may also be indicators of drug use or abuse.

Results -- All of the test results shall be reported to the Director and the Head Athletic Trainer. Should a test be reported as positive (i.e., one in which a prohibited drug is found in the specimen), the Head Athletics Trainer will inform the team physician and appropriate Head Coach.

Failure to Undergo Testing or Execute Consent Form -- Failure to execute the authorization form or to undergo drug testing or counseling at any time will constitute a positive test result and render the student-athlete immediately ineligible to practice or represent Daytona Elite Academy in the program and may result in the student-athlete's loss of scholarship.



Drug Testing Policy (cont)

Action Taken by the Academy for a Positive Test Result -- The Director and Head coach are responsible for compliance with the drug screening program. The following procedures will be applied in the event of a positive test result for any of the substances indicated in the Drug Screening section 1.

1. For a first offense the student-athlete must meet with the General Manager, Head Coach and Head Athletic Trainer. Parent(s) or guardian will be notified in writing. A counseling program will be offered. The student-athlete will be subjected to additional random testing and may face additional disciplinary action as specified by the Head Coach. Also, possible termination from the team.
2. Upon a second offense the student-athlete will meet with parent(s) or guardians, Director, General Manager, Head Coach, and Head Athletic Trainer. He/she will be evaluated by a substance abuse counselor and/or Team Physician. The student-athlete will follow a treatment plan developed by the counselor and/or team physician as a condition. The student-athlete will be subjected to additional random testing at the student-athletes expense and may face additional disciplinary action as specified by the Director. Also, possible termination from the team.
3. A third offense will result in termination from the team as well as notification in writing of the student-athlete's parent(s) or guardian.
4. All offenses are cumulative throughout the student-athlete's eligibility.

Appeals Process

1. If a student-athlete tests positive, he/she has the right to appeal the test result and/or disciplinary action. The Director must receive written request within 48 hours of a notification of a positive test.
2. Upon the Directors approval of the student-athletes request to have the results appealed, the Head Athletic Trainer will contact the Drug Testing Laboratory. A second screen can be performed at a certified laboratory using the original specimen at the student-athlete's expense. Testimony regarding the chain of custody and procedures at the laboratory can be provided for the student-athlete by the laboratory, also at the student-athlete's expense.
3. If the student-athlete wishes to appeal a disciplinary decision or procedure, the Director will notify the Appeals Committee of the appeal request. A hearing will be arranged in a timely manner following receipt of the request by the student-athlete. The Appeals Committee will consist of a Department of Athletics administrator, an uninvolved coach, an uninvolved student-athlete, and a fulltime member of the athletics training staff.

Safe Harbor Program -- A student-athlete is encouraged to voluntarily come forward to seek assistance with substance abuse problems without punitive sanctions. Requests should be made to the Head Athletics Trainer. A student-athlete is not eligible for the program after being informed of an impending drug test or after having received a positive Daytona Elite Academy drug test.

Daytona Elite Academy will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive upon entering the Safe Harbor Program, that positive test result will not result in any administrative sanction unless the student tests positive in a subsequent retest or fails to comply with the treatment plan. A student will be permitted to remain in the Safe Harbor Program for a reasonable amount of time, not to exceed 30 days, as determined by the treatment plan.



Safe Harbor Program (cont)

If a student-athlete tests positive for any banned substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor Treatment Plan, the student will be removed from the Safe Harbor Program, an initial Safe Harbor positive test will be treated as a first positive and will be subject to the sanctions explained in this policy.

While in compliance with the Safe Harbor Program Treatment Plan, the student-athlete will not be included in the list of students eligible in for the random drug testing at Daytona Elite Academy. The Director, General Manager, Head Coach, and Team Physician may be informed.

Confidentiality -- Student-athletes are assigned a numeric code which appears on all lab forms thus protecting their identities. Only the Head Athletic Trainer has the rosters to match the names to the codes. These rosters are kept in a locked file cabinet. Only the Director, General Manager, Head Coach, Team Physician, and the Substance Abuse Counselor are informed of the identity of the student-athlete. Other individuals (Assistant Coaches, Athletic Trainers, Medical Staff, etc.) will be informed only on a need-to-know basis. As part of the treatment program, the student-athlete may be required to participate in group counseling sessions which may affect confidentiality. Any release from the Department of Athletics, or statement from any staff members regarding suspensions, expulsions, etc...will be attributed to “violations of team policies”.

Team Rules

Every Daytona Elite Academy student-athlete will be held to a high standard. Everyone will need to follow these and all of the rules to truly be **GREAT !!!!!!!**

Accountability

Respect

Honesty

Work Ethic

Leadership

Abide by all team rules/ training rules as outlined by your coach.

- Dress appropriately and remember that you represent the Academy.
- Be courteous to, cooperate with, and be patient with fans, officials, and community members and media personnel.
- Refrain from the use of inappropriate language, signs, symbols, or unsportsmanlike conduct.
- Refrain from loud, attention-drawing, or discourteous behavior when traveling, staying in hotels, visiting other campuses, or similar conditions.
- Treat instructors and classmates with courtesy and respect.
- Arrive at class/team events on time and do not leave early.
- Be prepared for all classes/team events.
- Be attentive in taking notes and active in participating in class discussions.
- Notify your instructor in advance when competition or travel requires you to miss class.
- Discuss with your instructors in advance the procedure you are to follow if competition necessitates missing an examination or assignment deadline.
- Act like a true all-around champion and challenge yourself academically.

