

**FERNDALE AREA SCHOOL DISTRICT**

**ATHLETIC HANDBOOK**

**JULY 1, 2014**

## PHILOSOPHY

The athletic program should be an integral part of the educational process of Ferndale Area School District to promote greater desire in our student body and community to take an active part in our sports program either as a participant or spectator.

Our aim is to develop highly competitive athletes but not to lose sight of educational values such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other subjects or activities and to aid in promoting a fine school morale.

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## **I. CODE OF ETHICS**

Make parents/guardians and athletes aware of FASD and PIAA sportsmanship expectations and consequences not following them, and secure signatures verifying acknowledgment of these expectations.

The code of ethics pertaining to high school athletics is to be regarded not only as recommendations but as rules governing the conduct of the student, the coach, officials, athletic directors and the public.

Section 1 - THE STUDENT SHOULD conduct himself/herself in a sportsmanlike manner.

Section 2 - THE COACH SHOULD:

- (a) Have a fair, unprejudicial relationship to players.
- (b) Teach athletes to win through legitimate means only, striving to win at any cost is unethical.
- (c) Give opponents full credit when they win.
- (d) Control his/her temper at all times.
- (e) Prohibit the use of profanity and obscene language at all times.
- (f) Recommend the use of competent officials and support the decisions of officials before players or spectators.
- (g) Counteract unfounded rumors of questionable practices by opponents. To establish the truth of falsity of these rumors the coach should refer them directly to the authorities of the school concerned.
- (h) Not solicit players from other schools.
- (i) Expect players to be disciplined and respectful.

Section 3 - THE ATHLETIC DIRECTOR SHOULD:

- (a) Arrange only schedules which are educationally and physically sound for the athlete.
- (b) Have a definite and mutual understanding with other athletic directors regarding officials.
- (c) Treat visiting teams and officials as guests.
- (d) The Athletic Director and the community should cooperate in developing a wholesome athletic program.

Section 4 - THE PRINCIPAL SHOULD:

- (a) Be honest in certification of players refusing certification of any player where a lack of thoroughly reliable information makes possible the player's ineligibility.
- (b) Endeavor to foresee possible misunderstanding with other schools and as far as possible settle them before they materialize.
- (c) Pass on to another school's officials any seemingly authentic information which calls in question the eligibility of any of their players.
- (d) Encourage the school's support of its team, but never at the expense of friendly relations.

Section 5 - The PUBLIC should realize that gambling and drinking in connection with athletic contests are detrimental to the best interests for athletics and the standards which the PIAA is endeavoring to foster.

FANS should be respectful of parents/guardians, officials, coaches and refrain from profanity and obscene language.

## **II. GENERAL ADMINISTRATIVE POLICIES GOVERNING EXTRA-CURRICULAR ACTIVITIES**

It is fundamental that the coach is completely responsible for the behavior, safety and welfare of the members of his/her squad during practice and games.

The following rules apply to all coaches in the handling of the members of their squad:

- A. The athlete must attend all practices and be on time unless he/she has an acceptable excuse. (illness, death, doctor appointments, or other absences with prior approval of coach/administrator)
- B. Student Injuries or Alleged Injuries
  1. If a student athlete is injured during a practice or competitive session, fill out the required paperwork, notify the parents/guardians as soon as possible.
  2. The student is required to report an injury to the coach immediately. (Appendix: insurance forms, incident forms.)
  3. If the injury requires treatment by a doctor, the student will obtain required paperwork from the coach and not resume practice and competition until a statement is received from the doctor/medical professional certifying that the injury is healed sufficiently to enable the student to resume practice and competition.
  4. If the student reports an injury that has not been witnessed by or cannot be substantiated by a coach, the student will not practice or compete until the parents/guardians have been notified of the alleged injury. The student will be required to present evidence of examination and release by a doctor before he or she returns to practice or competition. Fill out required paperwork and document lack of knowledge of when actual incident happened.
  5. Appointments with athletic trainer, other medical professionals should be scheduled after school where possible.
- C. The athlete must maintain clean locker room habits, keeping his/her body as well as his/her equipment clean. (Check your players' lockers weekly.)
- D. Profanity is strictly prohibited and will be punished.
- E. "Horse play" shall not be tolerated. Hazing and bullying are prohibited and will be punished.
- F. Good sportsmanship is expected both in victory and defeat.
- G. There must be respect for constituted authority both on and off the field of play.

- H. Encourage team members to maintain a well-balanced diet and get an adequate amount of sleep each night.
- I. Since the athlete represents his/her school and community, he/she should be neatly groomed and properly dressed at all times. (No extremes)
- J. THE USE OF TOBACCO DURING SPORTS SEASON IS PROHIBITED. (Refer to Policy No. 123)
- K. THE POSSESSION, CONSUMPTION OR TRANSPORTATION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS WILL RESULT IN EXCLUSION FROM ALL EXTRA-CURRICULAR ACTIVITIES! (Refer to Policy No. 123) in accordance with school policy.
- L. Encourage your athletes to develop good study habits and work to their maximum scholastically. (Refer to Policy No. 123)
- M. Remind your athletes that they are student leaders role models and as such must assume their responsibility at home, in school, and the community.
- O. Players must be supervised at all times when under the coaches' jurisdiction. This includes in the locker room, at the bus stop, on the team bus, as well as on the field of play. A coach must remain with athletes until the last player has gone.
- P. At athletic contests, in the absence of the principal, the director of athletics, or the game manager, the coach is the acting authority for the school system.
- Q. If the school day is cut short or cancelled entirely due to weather conditions, all practices will be cancelled. Events will be postponed to a future time, when possible.

### **III. PIAA - GENERAL POLICIES**

All rules and regulations established by the PIAA and/or the Commonwealth of Pennsylvania will be adhered to completely. The PIAA Constitution and By-Laws are annually submitted to school districts. Coaches are required to attend annual rules interpretation meetings to review rules and regulations.

### **IV. TRANSPORTATION**

All buses are ordered by the Athletic Director. Leaving times for athletic events will be collaboratively established by Athletic Director and Head Coach. The coach must exercise control and maintain proper supervision at all times.

Only students and adults participating in the event may ride the team bus.

All student athletes are expected to ride the team bus to and from events. Students will only be excused to ride with their parent(s)/guardian, if prior written permission was submitted to the

building administration and said administrator granted permission in writing on the excuse. These should be rare events, and not on a regular basis. Exception will be when a player is injured, ill or in the event of a family emergency and will be sent home with his/her parent(s) guardian.

No coach is allowed to transport student athletes by car.

If the school car is not available, coaches using their cars for scouting or other purposes approved by the Principal, will be paid mileage. If the school car is available but coaches choose not to use it, they will not be paid mileage. No coach will be paid portal-to-portal mileage. Mileage will be paid according to the rate approved by the Board of Education.

The Athletic Director shall receive mileage when using his car to perform assigned duties.

The activity bus is the direct responsibility of the Athletic Director. Coaches not needing an activity bus should inform the Athletic Director by noon of the day the bus is to be cancelled.

## **V. ACTIVITY BUS**

The Activity Bus is scheduled for the convenience of both the Junior and Senior High Schools. Therefore, it is imperative that any change in the time for departure of the activity bus be coordinated with the program of activities in each building.

Please be advised that the only persons authorized to contact the bus company to issue change orders for the activity bus are the High School Principal and the Athletic Director.

Also, any requests for a change in the activity bus schedule must be given in writing to either the High School Principal or Athletic Director before 12:00 noon on the day of the requested change. Coaches who are cancelling practice and who will not need a bus, PLEASE NOTE.

## **VI. EQUIPMENT AND SUPPLIES**

- A. Each coach of each sport is responsible for requesting all supplies and equipment needed. The Athletic Director will provide the coaches with the necessary requisition forms. Requests should include quantity, sizes, color, manufacturer and number with complete description. These requisitions will be returned to the Athletic Director. If items are approved, equipment will be placed on bid sheets and sent to the Board of Education. The Athletic Director will order the approved equipment and supplies. The Athletic Director will inventory all purchased equipment and supplies.
- B. Issuing Equipment - NO ATHLETIC EQUIPMENT ISSUED TO SQUAD MEMBERS MAY BE WORN IN GYM CLASS OR OUTSIDE OF PRACTICE OR GAME SITUATIONS.

On the day of an athletic event, team members may wear their game jersey to school to promote school spirit. This will be done only if the coach requests it and the whole team participates.

Once the Athletic Director has given equipment to the coach, it is the coach's responsibility to issue equipment. Equipment should be issued by number and the number recorded with the athlete's name. Any athlete not returning equipment issued to him will be responsible for making restitution to the school. (See Policy No. 123 on uniform, equipment, and supplies.) Equipment missing that was not issued remains the responsibility of the coach. Equipment missing under these circumstances will be paid for by the coach responsible, if negligence is determined.

**AT NO TIME ARE ATHLETES PERMITTED IN ATHLETIC EQUIPMENT STORAGE AREAS UNLESS ACCOMPANIED BY A COACH. MANAGERS ONLY ARE PERMITTED IN THESE AREAS UNDER SUPERVISION OF THE COACH.**

- C. At the end of each sport season, the coach will take inventory of all equipment on a form supplied by the Athletic Director within two weeks of the end of that sport's season.

The Athletic Director will be responsible for sending equipment to the reconditioner and having it returned.

All athletic keys are issued through the High School Principal and must be returned to the Principal within two weeks of the close of the season.

## **VII. INJURED PLAYERS**

The coach has the initial responsibility for the welfare and safety of students participating in interscholastic athletics. It is inevitable that some accidents will occur, resulting in various types of injuries.

(Note: If the athletic trainer is present, he/she will take command of treating the injuries and make necessary decisions.)

The following immediate steps are recommended and should be followed in caring for an injured student:

- A. See that the person is breathing properly.
- B. Take appropriate steps to control excessive bleeding.
- C. Movement of injured should be kept to a minimum.
- D. Keep the injured warm and as comfortable as possible.
- E. Notify parents/guardians or other appropriate responsible persons. (i.e. athletic trainer, Athletic Director, administrator, etc.)
- F. If an ambulance is necessary, call 911. Take the student to whichever Johnstown hospital he or she prefers. If unconscious, take to nearest hospital unless parents/guardians advise otherwise. If in doubt, call for an ambulance.

- G. The immediate application of a cold pack or ice pack to a common athletic injury (sprain, strain, bruises and possible fractures) is recommended.
- H. When any accident occurs, the coach must fill out an accident report form and forward a copy to the Athletic Director. The Athletic Director will give the athlete an insurance claim form, if necessary.
- I. See Part B - General Administrative Policies Governing Extra-Curricular Activities.

### **VIII. PRE-SEASON PRACTICE**

Each sport is designated by a length of pre-season practice required. The purpose of this is to give the athlete an adequate amount of time to prepare for the season and hopefully reduce injuries caused by inadequate or hasty preparation time. Sport seasons and pre-season practice schedules are set annually by PIAA.

1. All practice sessions must be properly supervised by the coaching staff. Any student remaining in the building after school to practice must be chaperoned by a coach or an advisor.
2. All practice sessions must close in ample time to allow the students to use the activity bus.
3. Any practice session held other than on school days must be approved by the administration. Teams are not permitted to practice on Sunday.
4. Each coach is responsible for seeing that the building is secured. This is to include turning out lights and locking doors and making sure showers are turned off.

### **IX. SALARY**

A salary agreement that does not consider the sex of the applicant or the sex of the sport has been established. Salaries are determined by position and length of season of the sport. Consideration is also given to remuneration for extended seasons. Salaries are set by the Board of Education and contained in the Athletic Coaching Agreement.

### **X. SCRIMMAGES**

1. Will be held in accordance with PIAA rules and regulations.
2. No scrimmage game will be played until after the close of the first week of practice.
3. All scrimmage contests must be approved by the Athletic Director.
4. The junior varsity squad shall not go outside the Greater Johnstown area to participate in scrimmage games.

### **XI. VARSITY LETTERS**

All individuals participating in a varsity sport are eligible to receive a varsity letter upon meeting the specific requirements for that sport. An athlete will automatically receive a varsity letter in his senior year if he has continuous participation in that sport his sophomore, junior and senior years. All letter awards must have the approval of the head coach.



## Football and Basketball

An individual must play in one half or more of the total quarters played for that season.

## Wrestling

To earn a letter in varsity wrestling an individual must participate in at least one-half of the regularly scheduled events for that particular year or season.

## Managers

An individual must be a manager for at least two years to be eligible for a varsity letter.

## Baseball and Softball

An individual must participate in at least half of the innings played during the season. A pitcher will be awarded a letter at the discretion of the coach.

## Volleyball

An individual must participate in at least one-half of the games played during the season.

## Cheerleading

An individual who is chosen to be on the squad and participates on the squad for the entire school year.

## **XXII. VARSITY CHAMPIONSHIP ATHLETIC AWARDS**

<u>SPORT</u>	<u>SEASON RECORD</u>	<u>AWARD</u>	<u>RECIPIENTS</u>
Football	Undefeated or League Champion	Photo-Plaque or Jacket	Squad, Mgrs., Coaches
Basketball	District Championship District #6 Champ Top 4 - State Rating	Photo-Plaque or Jacket	Squad, Mgrs., Coaches
Baseball	League Champion	Photo-Plaque or Jacket	Squad, Mgrs., Coaches
Softball	League Champion	Photo-Plaque or Jacket	Squad, Mgrs., Coaches
Volleyball	League Champion	Photo-Plaque or Jacket	Squad, Mgrs., Coaches

### **XIII. DUTIES AND RESPONSIBILITIES OF THE ATHLETIC PROGRAM**

#### **1. BOARD OF EDUCATION**

The Board of Education shall set policy with regards to the conducting of the athletic program within the Ferndale Area School District and will make all such decisions as are required by law of the Board of Education.

#### **2. PRINCIPAL**

The Principal shall have complete charge of the school's athletic program. The Principal's powers and duties in regard to local management and control shall be further emphasized by Article IX, pages 14 and 15, Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association.

- follow-up on all game incident reports.
- conduct PIAA and required eligibility checks and inform coaches and players of all ineligible students.
- oversee booster groups and all related activities
  - approve all fund raising
  - approve apparel purchases for athletes by booster groups
- principal/assistant principal or designee will attend athletic contests as the administrator in charge
  - all varsity football games
  - home volleyball, baseball, basketball, softball
  - all interdistrict play-off games
- collect and review applications for and provide input to athletic director with respect to hiring of all coaches
- dispose, collect, and keep record of all athletic keys
- ensure that all regulations of PIAA, WestPac, and the Ferndale Area School District Interscholastic Athletics Policy are enforced, and notify PIAA when there are any infractions of regulations
- attend annual PIAA administrator workshop

### 3. ATHLETIC DIRECTOR

1. Organize and administer the Interscholastic Athletic Program for Ferndale Area School District.
2. Provide administrative direction in the selection, assignments, and evaluations of all athletic coaches and sports staff members. Collaborate with head coach and principal concerning all coaching applicants for vacancies. Provide all required employment documents with recommendations to hire to the district office for board approval.
3. Provide leadership and direction to all members of the coaching staffs.
4. Organize and schedule all interscholastic athletic events.
5. Secure a contract for athletic trainer services; negotiate terms for the district.
6. Arrange for physical examination of all athletes prior to the beginning of each season.
7. Plan, develop, and implement operational procedures, rules, and regulations for administering the conduct of all athletic activities.
8. Verify, along with the Principal, each athlete's eligibility in accordance with established physical and academic requirements of eligibility for each sport.
9. Ensure all coaches annually attend rules interpretations meetings, as required by PIAA.
10. Report any discovered PIAA infractions to the Junior/Senior High School Principal for follow up.
11. Arrange schedules for all athletic contests.
  - a. A contract should be prepared for all athletic contests. The schedule should be arranged with a school that:
    - (1) have approximately the same enrollment,
    - (2) are located in the same geographic area,
    - (3) have similar goals and objectives, and
    - (4) have league teams.
12. Arrange for all home games activities, including:
  - a. location of event
  - b. equipment needed
  - c. team officials
  - d. team physicians, trainers, and/or proper medical and safety precautions
  - e. policemen, as needed

- f. distribution of complimentary tickets and passes
  - g. coordinate half-time activities
  - h. game reports: financial, incidents
  - i. preparation of athletic playing area for all athletic contests
  - j. any and all other functions deemed necessary by the Principal and/or Ferndale Area Board of Education
  - k. make sure game manager is apprised of all game details
  - l. secure buses and determine bus times
13. Arrange transportation for athletic contest participants.
  14. Coordinate all advance ticket sales and fund-raising events of the Athletic Programs of Ferndale Area High School as approved by the Principal, and/or Ferndale Area Board of Education.
  15. Arrange for all details of the visiting teams needs, including: dressing room facilities, security, lodging, and meals, if deemed appropriate or necessary.
  16. Arrange practice schedules, in an equitable manner, for all athletic teams and inform Principal of all schedules and schedule changes.
  17. Administer the insurance program covering school athletes. Assume responsibility for the processing of all reports, claims, and complaints.
  18. Keep records of the results of all Junior and Senior High School athletic contests.
  19. Maintain a record, with coaches' confirmation, of all athletic award winners; stating the date and type of award, including athletic scholarships.
  20. Prepare and administer the Ferndale Area High School Athletic Budget.
  21. Requisition and receive all athletic program supplies and equipment.
  22. Distribute all seasonal athletic supplies and equipment to the proper head coach of each sport in accordance with PIAA approved distribution dates.
  23. Collect all supplies and equipment at the conclusion of each sports' season from head coaches. Properly inventory, clean, renovate, and store for future use.
  24. Develop and place into operation appropriate rules and regulations established in the constitution and by-laws of the PIAA and rules established by the School Board.
  25. Plan, develop, and implement an annual recognition program for athletes of the Ferndale Area High School recognized, interscholastic teams.
  26. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.

27. Attend all required WestPac and District 6 meetings and other athletic meetings deemed necessary by the Principal.
28. Coordinate all post season games hosted by Ferndale Area School District.
29. Prepare and submit to the proper person or place any and all required reports.
30. Keep the Principal, Superintendent, and Ferndale Area Board of Education apprised of the Athletic Program.
31. Attend Board meetings and prepares such reports for the Board as the Superintendent may request.
32. Serve as the staff on duty in the absence of the High School Principal or Assistant High School Principal or Faculty Manager at Ferndale Area School District Junior Varsity/ Varsity athletic events.
33. Oversee cancellation/re-scheduling of any/all athletic contests.
34. Perform any and all other duties deemed necessary the Superintendent, Principal, and/or the Ferndale Area Board of Education.
35. Keep on file a complete financial record of receipts and expenditures.
  - (a) Each game's receipts should be carefully checked so that the number of tickets sold balances with the money received. A record of all paid bills should be readily available.
36. Hire officials and provide contract for all home game officials and have checks prepared for them.
  - (a) The Faculty Manager should have on file a written contract with each official assigned to work at his school. Checks should be written in advance so that officials can be paid the day they work.
37. Ensure supervision of all athletic contests. (Administration/Athletic Director/Game Manager)
38. Ensure game help (ticket seller/taker, scoreboard operator, game manager, etc.)  
\*Make sure game manager is apprised of all game details.
39. Sending informational material to visiting team coaches, director of athletics, and officials concerning the color of uniforms, location of visitors' bench, time of pre-game ceremonies, routes to field or gym, access doors to be used and other pertinent game information when necessary or requested.

#### **4. GAME MANAGER**

1. Prepare and submit game reports dealing with incidents (copy to Athletic Director, original to Junior/Senior High School Principal)
2. Assume general responsibility for proper supervision of home games (crowd and seating control)
3. Oversee half-time activities
4. Provide seating facilities for fans and players
5. Provide and check locker facilities for both teams and officials (before/after games)
6. Oversee all game help
  - a) selling and taking tickets
  - b) scoreboard operator
  - c) police
  - d) custodians
  - e) other
7. Pay officials
8. If needed, provide additional equipment for the contest
9. Oversee opening/closing facility

#### **5. COACH**

- Be sure all athletes know practice schedules and are appropriately dressed and warmed up.
- Athletes are required to attend all practices, be on time, and participate in the entire practice unless he/she has an acceptable excuse which has been approved by the Principal (illness, family death, doctor appointment, or other excuses have Principal's approval).
- Student injuries:
  - If a student athlete is injured during a practice or competition, notify the parent/guardian as soon as possible and fill out required paperwork (see appendix A).
  - If a student is treated by a doctor, he/she cannot return to practice until a medical release form is presented (from the doctor releasing the student to resume physical activity).
  - If a student reports an injury that was not witnessed/substantiated by a coach, the student will not practice or compete until the parents/guardians have been notified of the alleged injury, and evidence is presented of examination and release by a medical professional.
  - Also see Section VII Injured Players for immediate steps to follow in caring for an injured student.
- Ensure your locker room, practice area, uniforms, and equipment used is kept clean.
- When visiting other schools for a competition, inspect the locker room assigned to our athletes both before and after use for vandalism.

- No horseplay, bullying or hazing are tolerated and should be punished and reported to the principal (for possible additional punishment).
- Discipline athletes when necessary. Punishment may include warnings, conferencing, review of the code, loss of assigned responsibility, probationary status, ineligibility for one or more contests, or suspension from the squad.
- Good sportsmanship is expected and is to be promoted (see Appendix B).
- Treat opponents as guests at home contests.
- Students must be respectful of coaches, officials, and other constituted authorities both on and off the playing field.
- Encourage students to maintain a well-balanced diet and get an adequate amount of sleep each night.
- Athletes are to be neatly groomed and properly dressed at all times, since they represent their school.
- Coaches will wear appropriate attire to athletic contests. Coaches will dress formally for inter-district events, based on sport.
- Expect students to have good study habits and work to his/her maximum scholastically.
- The use of tobacco is strictly prohibited. The possession, consumption, or transportation of alcoholic beverages or illegal drugs is strictly prohibited. (see Appendix C).
- The use of profanity is prohibited.
- Follow the requirements of athletic eligibility and ensure follow through with the consequences of ineligibility (see Appendix C). Make sure athletes know the eligibility requirements.
- Remind students that they are role models and expect them to act as such.
- Players must be supervised at all times. This includes in the locker room, on the team bus, on the field of play, and before/during/after practice. A coach must remain with athletes until the last player has gone (from practice or competition).
- In athletic contests, in the absence of the principal, athletic director, faculty manager, or game manager, the coach is the acting authority for the school system.
- Requisition needed supplies and equipment for your sport through the Athletic Director on forms provided.
- Issue and keep records of equipment assigned to students. (See section VI Equipment and Supplies).
- Insure adequate provision for care, maintenance, and ordering of equipment and facilities for the entire program. Requisition equipment and uniforms needed on forms provided by the Athletic Director.
- At the end of the season, turn in all issued keys to the Principal.
- At the end of the season, inventory equipment and uniforms and provide a report to the Athletic Director. Report to the Principal any issued equipment/uniform not turned in within 2 weeks of the end of the season or damaged equipment/uniforms which athletes were responsible for.

### Head Coach

- Organize and coordinate the entire junior and senior high program.
- Insure that all PIAA and WestPAC rules and regulations are enforced in conjunction with Ferndale Area School District Interscholastic Athletic Policy.

- Participate in hiring all your assistant coaches, volunteer coaches, and head coaches beneath you.
- Assign each assistant coach and volunteer coach specific duties. Be loyal to your assistants, keep them informed, and provide credit where deserved.
- Insure conveyance of all materials and information to athletes and their parents/guardians.
- Attend the annual PIAA rules interpretation meeting for your sport.
- Collaborate with the Athletic Director on transportation times for games and the activity bus.
- Check weekly eligibility of athletes and insure that consequences for ineligibility are enforced.
- Recommend letter winners.
- Inform the local news media of results of athletic contests.
- Submit scouting and clinic expenditures to the Athletic Director.
- Be available for and willing to accept engagements that will bring credit to your sport and school.

Other duties as assigned by the Athletic Director or Principal.

## 6. STUDENT ATHLETE

### *Eligibility Requirements*

#### **Attendance:**

The student athlete must be in school within 15 minutes of the start of the school day, and in attendance all day to participate in a game or practice that day. If a game or practice occurs over the weekend, the athlete must be in school on time and all day Friday. Additionally, the athlete must be in school within 15 minutes of the start of the school day and in attendance all day on the school day following an after school athletic event. Exceptions:

- attendance at a school-approved activity
- athlete presents a doctor's excuse to the office and coach for the time absent that day (If the absence is at the end of the school day, the excuse can be presented the next school day to the office, if presented to the coach prior to participating in the game that day)
- Principal excused absence due to a funeral/family death
- other Principal excused absence for an emergency situation which, in his/her opinion, would warrant the waiver.

Consequences: If an athlete is late to school (past 15 minutes of the start of the school day), or absent for any part of the school day without meeting one of the exceptions listed, then he/she may not attend practice/game that day (or that weekend, if a Friday).

#### **Academics:**

- Students failing 2 or more classes are not eligible to participate in games the following school week (Sunday through Saturday). When a student is ineligible, he/she will not dress for games and but will sit with the team and ride the team bus during the period of ineligibility. Students should still attend and participate in practices. Eligibility is checked weekly on Fridays and is a cumulative grade tally during each nine week period.



- Students must be passing at least 4 full credit subjects or the equivalent during the previous grading period.
- Students assigned to afterschool tutoring are required to attend tutoring sessions before attending practice/games that day.
- If there will be a Tutor/Homework room, all athletes who are academically ineligible must attend the Tutor/Homework room daily in an attempt to improve their grades. If an ineligible athlete fails to attend, they will not be permitted to attend that day's practice.
- If a student is declared ineligible 4 times during a sport season, he/she will be dismissed from the team for the remainder of that season.

**Discipline:**

- Students assigned detention are to report to practice/game immediately following detention. Participation is at the head coach's discretion.
- Students serving a suspension may not attend practice/game on the days serving the suspension. If the suspension spans a weekend, the student may not participate in practice/game over the weekend.
- A Coach may discipline an athlete. Punishment may include warnings, conferencing, review of the code, loss of assigned responsibility, probationary status, ineligibility for one or more contests, or suspension from the squad.
- A Principal may declare an athlete ineligible for a defined period of time or suspend an athlete from the squad if warranted, including for off-campus activity.
- A student may be declared ineligible if found delinquent by the courts.
- A student may be declared ineligible if he/she conducts himself/herself in a manner which would reflect unfavorably upon other athletes, students, or the school. Punishment and decisions of the Principal are final on code of conduct violations.

***Other Expectations of Student Athletes:***

- Ride team bus to and from all events.
- Respect game officials.
- Respect opposing coaching staff and players
- Obey training and practice rules of your coaches.
- Take care for all equipment and uniforms issued.
- Keep clean all uniforms issued.
- Return all equipment and uniforms at the end of the season in good order and clean.
- Do not use profanity.
- Do not use drugs, alcohol, or tobacco.
- Practice healthy habits of personal hygiene, nutrition and proper rest.
- Be a role model for your school.
- Off campus activity may result in discipline at school related to athletic participation.

## **7. PARENTS/GUARDIANS**

- Learn the rules of the sport your child is participating in.
- Know and follow the coaches' expectations for athletes.
- Review, sign all required paperwork for each sport season.
- Support student eligibility requirements to participate in sports.
- Support student transportation expectations.
- Try to ensure good nutrition and sleep habits for athletes.
- Ensure care is taken of equipment/uniforms issued to athletes.
- Inform coaches immediately of any suspected injury that occurred during a practice/game, and complete paperwork provided.

## **8. FANS/SPECTATORS**

- Learn the rules of the game.
- Abide by the fundamentals of good sportsmanship (see Appendix B).
- Respect the judgment of the officials. Do not heckle officials.
- Respect the opposing players, coaches, spectators and support groups. They are a guest in our facilities.
- Only use cheers that support and uplift the teams involved.
- Recognize and show appreciation for an outstanding play by either team.
- Use of drugs, tobacco, alcohol before, during or after a contest on or near the site of an event (i.e. tailgating) is illegal. Schools and their property are in the Drug Free School Zone.

**APPENDIX A**

**Ferndale Area School District  
ATHLETIC ACCIDENT REPORT**

**Note:** This form must be completed for all athletic accidents. In addition, a claim form for school insurance must be completed for those accidents involving students covered by school insurance.

Date \_\_\_\_\_

1. Name \_\_\_\_\_ SS# \_\_\_\_\_

2. Address \_\_\_\_\_ Johnstown, PA Zip \_\_\_\_\_

3. Sex \_\_\_\_\_ 4. Age \_\_\_\_\_ 5. Date of Birth \_\_\_\_\_ 6. Grade \_\_\_\_\_

7. Day, date and time of accident \_\_\_\_\_

8. Type of injury:	9. Body Part Injured: Left or Right (where applicable)
Laceration	Upper Arm    Finger    Toe    Face
Fracture	Lower Arm    Ankle    Foot    Ear
Burn	Wrist    Calf    Thigh    Eye
Scratch	Elbow    Knee    Back    Head
Other	Other

10. Causes of Injury: \_\_\_\_\_

11. Exact location where accident occurred: \_\_\_\_\_  
(Field, Gymnasium, etc.)

12. Activity engaged in by injured person: \_\_\_\_\_

13. Supervision of activity: \_\_\_\_\_

14. Factor(s) contributing to accident

- A. Unsafe Act
- B. Unsafe mechanical for physical education
- C. Unsafe personal factor
- D. Not prepared
- E. Other (Identify)

15. Remedial action taken: \_\_\_\_\_

16. Property damage: \_\_\_\_\_

17. Description of known events leading to accident:  
\_\_\_\_\_  
\_\_\_\_\_

18. Report prepared by \_\_\_\_\_  
Name Title

19. Reviewed by school official \_\_\_\_\_  
Name Title

20. Parent(s) notified Yes \_\_\_\_\_ No \_\_\_\_\_

## APPENDIX B

### THE FUNDAMENTALS OF SPORTSMANSHIP

PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

**1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.**

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

**2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.**

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

**3. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.**

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but reflects a true awareness of the game by recognizing and acknowledging quality.

**4. EXHIBIT RESPECT FOR THE OFFICIALS.**

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

**5. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.**

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

**6. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.**

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

**“SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!”**

## **GUIDELINES FOR BEHAVIOR**

### **OF THE COACH...**

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity or obscene language, or improper actions.

### **OF THE STUDENT-ATHLETE...**

- Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents/guardians, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opponents the way you would like to be treated., as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your sport!
- Wish opponents good luck before the contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

### **OF THE CHEERLEADERS...**

- Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
- Learn the rules of the game thoroughly and discuss them with parents/guardians, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.

- Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work, training and team effort that goes into a cheering squad?
- Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- Select positive cheers which praise your team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

#### **OF OTHER SUPPORT GROUPS (BAND, BOOSTER CLUB, ETC.)...**

- Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
- Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
- Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
- Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and your community, in the eyes of all people at the event.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

#### **OF SPECTATORS...**

- Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.

- Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during contests and afterwards on or near the site of the event (i.e. tailgating).
- Use only those cheers that support and uplift the teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

### **OF CONTEST OFFICIALS...**

- Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the contest from start to finish.
- Know the rules of the game thoroughly and abide by the established PIAA Code of Ethics.
- Publicly shake hands with coaches of both teams before the contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a game as a spectator, give the contest officials the same respect you expect to receive when working a contest.

### **OF SCHOOL ADMINISTRATORS...**

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
- Provide appropriate supervisory personnel for each interscholastic athletic event.
- Support participants, coaches and fans whose team displays good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible and function as a role model - show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

### **OF THE SCHOOL GOVERNANCE BOARD...**

- Adopt policies that promote the ideals of good sportsmanship, ethics and integrity.
- Serve as a positive role model and expect the same from parents/guardians, fans, participants, coaches and other school personnel.
- Support and reward participants, coaches, school administrators and fans who display good sportsmanship.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.

### **ACCEPTABLE BEHAVIOR...**

- Applause during introduction of players, coaches and contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of contest officials.
- Cheerleaders lead fans in cheers in a positive manner.

- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

### **UNACCEPTABLE BEHAVIOR...**

- Yelling or waving arms or objects during opponent's free throw attempt.
- Disrespectful or derogatory cheers, chants, songs or gestures.
- Criticizing officials in any way; displays of temper with an official's call.
- Cheers that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of contest on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own cheers instead of following lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive face or body painting which detracts from the actions on the playing surface.



# FERNDALE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC  
ATHLETICS

ADOPTED: SEPTEMBER 21, 2005

REVISED: JUNE 13, 2007  
JULY 1, 2009  
AUGUST 20, 2014

123. INTERSCHOLASTIC ATHLETICS	
1. Purpose	The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.
2. Definition	For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.
3. Authority SC 1601-C et seq Title 22 Sec. 4.27 34 CFR Sec. 106.41 Pol. 103, 103.1	<p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.</p> <p>Unless serving as a coach, assistant coach, or an approved volunteer coach, the Board prohibits any non Ferndale Area High School student from scrimmaging/practicing with a student involved in an interscholastic sport.</p>
SC 511	<p>The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.</p> <p>The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.</p> <p>The Board directs that no student may participate in interscholastic athletics who has not:</p> <ol style="list-style-type: none"> <li>1. Complied with the requirements of the Athletic Handbook.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Complied with the provision of Policy No. 122 Extracurricular Activities.</li> <li>3. Met the requirements for academic eligibility.</li> <li>4. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline. Additional penalties shall be prescribed for student athletes who violate the Code of Conduct.             <ol style="list-style-type: none"> <li>a. First offense - One (1) week suspension from the team/activity.</li> <li>b. Second offense - Dismissal from the team/activity.</li> <li>c. Third offense - Will result in a one (1) year suspension from all extracurricular activities/interscholastic athletics and referral to the Student Assistance Team for counseling.</li> </ol> </li> <li>5. Been in attendance on the day of the athletic event or practice for the hours required, as described in the Athletic Handbook and Policy No. 122 Extracurricular Activities. (Excused absences considered under the school's attendance policy and/or athletic handbook regulations.)</li> <li>6. Returned all school athletic equipment previously used. Any student failing to return athletic equipment, uniforms or supplies assigned to him/her shall be assessed the full replacement cost of the delinquency other than equipment or uniforms that are damaged or destroyed due to ordinary wear-and-tear. The head coach of each sport shall report a list of delinquents to the high school principal no later than two (2) weeks following the last match or game of a sports season. The principal shall not process a student's grades, promotion or graduation until the delinquency is satisfied. The student cannot compete in another extra-curricular event until the delinquency is satisfied.</li> </ol>
Pol. 218	<ol style="list-style-type: none"> <li>7. Adhered to applicable discipline standards, including the school's discipline policy and provisions in the Athletic Handbook and Policy No. 122 Extracurricular Activities.</li> </ol>
	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p>

	<ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school or the school-sponsored activity.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol>
<p>4. Delegation of Responsibility 24 P.S. Sec. 5323, 5333 Pol. 123.1, 123.2</p>	<p>Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:</p> <ol style="list-style-type: none"> <li>1. Concussion and Traumatic Brain Injury Information Sheet.</li> <li>2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.</li> <li>3. All required paperwork for each sport participating in.</li> </ol> <p>The Athletic Director shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.</p> <p>The Principal/Athletic Director shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.</p>
<p>5. Guidelines  SC 1603-C</p>	<p><u>Male/Female Athletic Opportunities Report</u></p> <p>By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.</p>

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SC 1603-C	By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.
SC 1603-C	<p>The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.</p> <p>No student organization shall practice at a time or date or in excess of the time authorized and permitted by applicable regulatory authorities, including but not limited to the Board, the League in which the team participates, and the Pennsylvania Interscholastic Athletic Association.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1601-C et seq.</p> <p>Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.</p> <p>Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.27, 12.1, 12.4</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 103, 103.1, 123.1, 123.2, 204, 218</p> <p>NOTE: The disclosure form for male/female athletic opportunities is not required to be submitted to the PA Department of Education until October 15, 2013 and annually thereafter.</p>