



INDIANA AREA SD EXTRACURRICULAR MANUAL

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Introduction

The purpose of this manual is to inform head coaches, assistant coaches, and others with the policies, rules, regulations, procedures, and general guidelines which are necessary to provide athletic participants with programs that are consistent within the framework of the educational program of the Indiana Area School District, as well as the By-Laws of the Pennsylvania Interscholastic Athletic Association (PIAA) and the leagues of which our school is a member.

Coaches should use this manual as a guide for conducting an effective and successful program. Requests for clarification, explanation, or other questions should be directed to the Athletic Director. The Athletic Director in turn will make coaches aware of any changes in athletic policy or procedure.

The student athletes and parents/guardians must understand that it is a **privilege** to participate in the Indiana Area School District's interscholastic athletic program. A condition to participating in the IASD athletic program is a commitment to follow the rules, regulations, policies, and procedures established by the district for the implementation of its athletic program. It must also be understood that athletes who violate the rules, regulations, policies, and procedures shall face disciplinary action.

Philosophy of Athletics

The athletic program is an integral part of the educational process of the Indiana Area School District. It promotes a desire in our students and community to take part in sports either as a participant or a spectator. IASD believes that by promoting sportsmanship at all levels, the athletic program instills pride and reinforces a sound value structure, and enhances the individual's self image as well as the image of the school district and community.

Our aim is to develop highly competitive athletes but not to lose sight of educational values such as sportsmanship, citizenship, health and scholastic attainment. The athletic programs should also promote school morale and provide an additional source of self-esteem for our students.

Sportsmanship

One goal of the IASD is to develop student athletes and fans (student body) who demonstrate good sportsmanship. IASD believes that the basic rules of good sportsmanship include the following:

- Showing respect for opponents at all times.
- Showing respect for officials and their decisions.
- Knowing, understanding, and following the rules of the contest.
- Maintaining self control at all times.
- Recognizing and appreciating skill in performances regardless of affiliation.

IASD believes that being a spectator is a **privilege** and **not a right**. It is a privilege to watch an educational process where teams demonstrate what they have learned in the athletic classroom. Spectators will be held accountable for good sportsmanship.

Athletic Objectives

The athletic program is an integral part of the educational process of the Indiana Area School District. It promotes a desire in our students and community to take part in sports either as a participant or a spectator. Our aim is to develop highly competitive athletes but not to lose sight of educational values such as sportsmanship, citizenship, health and scholastic attainment.

Specific Objectives

1. To provide opportunities to learn games and improve playing skills to the best of their abilities.
2. To develop physical fitness and desirable health, hygiene and safety habits.
3. To provide opportunities to make friends with team members and widen circles of friends by meeting athletes from opposing teams.
4. To provide opportunities to observe and practice good sportsmanship.
5. To realize that athletic competition is a privilege that carries definite responsibilities with it.
6. To reap the benefits of the special type of discipline that comes from participation and competition.
7. To understand the concept of teamwork and the individual's role as a team member.

Community Objectives

1. The community should realize that control of and responsibility for school athletics rests entirely with the school authorities.
2. School athletics should furnish a recreational opportunity for the general public as long as a community is willing to see that the program is conducted solely for the benefit of student competition and student spectators.
3. The community should judge the success of the season on the number of participants, the number of spectators, new skills acquired and good citizenship and good sportsmanship taught, rather than on the number of games won or lost.
4. The community should constantly keep in mind that an athletic contest is part of the school program and therefore is governed by the same philosophy.

Section I: Coaches

IASD Coaching Standards

This document is designed to provide all IASD coaches with a common coaching frame of reference. These points of emphasis are to be considered guidelines in teaching interscholastic sports within the Indiana Area School District.

- Student athlete learning and teaching should be the center of all IASD interscholastic athletics. IASD coaches are expected to “teach” the fundamentals of the sport.
- IASD coaches are expected to be exemplary role models both in and out of the athletic arena and leaders of young people in every sense of the word. Reinforcement of sportsmanship is critical.

- IASD coaches are expected to communicate with the parents of their student athletes on a consistent basis. All parent phone calls are expected to be returned within 24 hours.
- IASD coaches are expected to hold pre-season parent meetings to communicate team policies, coach's philosophy, substance abuse policy information and all other logistical information specific to the program. This is where the ground rules for parental communications are outlined.
- Student athletes should be coached from a constructive perspective. Demeaning the efforts of a young person does not reinforce learning and has no place in the Indiana Area School District. Student athletes should never be ridiculed at any time especially in front of their peers.
- IASD coaches need to be sensitive to the diversity of our student athletes. Multi-cultural and socioeconomic differences give athletes a wide variety of perceptions. Casual remarks or comments made in front of a diverse group of athletes may be offensive or hurtful to some young people. Coaches are strongly encouraged to be sensitive to **all the athletes** under their direction.
- IASD coaches are expected to be consistent with discipline. Inconsistency leaves a coach open to charges of favoritism and undermines the morale of the squad.
- Keep a perspective on the grade level and who is being coached. Intensity levels of coaching should be commensurate with the age of the athletes. An overzealous approach can take all the fun out of a sport.
- IASD coaches are expected to be punctual for all practices, meetings, and contests.
- IASD coaches are expected to be thoroughly prepared for all practices and contests.
- IASD coaches are expected to dress appropriately for practices and games. The professional dress of a coach sets the tone for the team and the athletic program.
- IASD coaches, through Booster Clubs, are expected to be familiar with District Policies on depositing / fundraising and general monetary accountability procedures.
- When teams are selected by a "tryout" method, IASD coaches must insure that athletes who have been cut are given the opportunity to understand what their deficiencies are and what they can do to improve their skills. Coaches cannot cut just one player.
- IASD coaches should be familiar with basic PIAA bylaws regarding eligibility contest restrictions and non-contact periods.
- If unclear on a policy or procedure, IASD coaches should refer to their District Coaches Handbook and/or their respective athletic director.

Why do you Coach?

Although you certainly have your own specific reasons for coaching, the main reason should be to take a group of young people and develop their individual and collective skills to the maximum of their abilities. In addition, the goal should be to help them develop the mental toughness to cope with the adversity which they will certainly encounter as adults. Athletes who are better players and better persons at the conclusion of their seasons or at the end of their careers than they were at the start have played for a successful coach, regardless of wins or losses.

What the School District should expect from you

1. To serve as a role model for your athletes. Don't ever underestimate the influence you have on young people.
2. To give an honest effort. To strive to do your best as you expect your athletes to do their best.

3. To remember that how you treat and develop your athletes is more important than how many games you win.
4. Although participation in numerous school activities is encouraged for all students, it is understood that once a student-athlete commits to the coach and his/her teammates of their participation as a member of the team, consequences for failure to abide to team rules may be implemented by the head coach. Students who fail to comply with team rules will result in a parent conference with the Head Coach and Athletic Director to review the situation and proper discipline per the code of conduct. Athletes participating in more than one sport in a season, must complete a "Two Sport Declaration" form listing a primary sport and signed by a parent.
5. To be supportive of the entire athletic program. Your student-athletes do appreciate it when you watch them compete in a sport other than yours.
6. To conduct your program in an ethical manner.
7. To keep athletics in perspective. To remember that although athletics is important, it is but a small component of a student's total education.
8. To have fun. It is indeed possible to work hard, be intense, and still enjoy every minute of it.
9. To be open-minded and receptive to recommendations and constructive criticism which you may receive from the school district.

What you should expect from the School District

1. To provide you with the encouragement, support, and resources necessary to develop the program.
2. To remember that how you treat and develop your student-athletes is more important than how many games you win.
3. To conduct the overall sport program in an ethical manner.
4. To keep athletics in perspective. To remember that although athletics is important, it is but a small component of a student's total education.
5. To provide you with opportunities and recommendations to help you grow as a coach. To offer criticism in a private setting.
6. To support you against unfair and unfounded criticism and attacks.

Section II: PRACTICE PLANNING AND PROCEDURES

PRACTICE

No more important time is spent in athletics than in practice sessions. Games are literally won or lost at practice prior to a game. Since this time is so valuable, it is imperative that it is used efficiently. The following are meant only as points to consider.

PLANNING

Your practice area is your classroom. By failing to prepare, you are preparing to fail. Begin by determining the length of practice. Then determine what you want to accomplish during that practice.

All coaches must request use of facilities through the Athletic Office. The Athletic Director, or designee, will be responsible for compiling these lists and filing them accordingly.

Due to the increase in the number of sports and increase by outside use, sometimes facilities are not as accessible or in the condition to your liking. In season sports will have top priority in scheduling facilities. The athletic administration is constantly trying to improve facilities and make them as accessible as possible. Your understanding and cooperation is needed and we must all work together to improve facilities.

1. A member of the coaching staff must be the first to arrive and the last to leave the practice area. **Leaving student athletes unsupervised is unacceptable and can result in disciplinary actions.**
2. Practices are to start and end as scheduled. Monthly practice schedules re: start/finish times and practice dates are to be developed and distributed to all coaches, players and parents. Practices are not to be scheduled for more than six (6) days per week as per PIAA regulations and district policy and procedures. Coordination will be through the Athletic Director.
3. Insist that athletes notify you of conflicts in the practice schedules as soon as possible. If school activities are planned which may conflict with practices, you may not know about the conflicts unless the athletes inform you. All coaches must turn in a practice schedule to the Athletic Director. This will be kept on file. Coaches must inform the athletic office of ANY changes in their practice schedule.
4. Student-athletes **MUST** report to school no later than 8:54 a.m. in order to be eligible to practice or play that day. On days with delayed starts, student-athletes must report to school no later than 10:30 a.m. in order to be eligible to practice or play that day. All exceptions must be pre approved, no later than the day before the absence, by the Principal.

PRE-SEASON PREPARATION

Coaching is never a seasonal job. Much time and effort is put in by dedicated coaches in the off-season. To be successful, a coach must use this time to prepare for the next season. Below are some considerations for pre-season planning.

1. An organizational meeting with student-athletes several weeks before the season begins affords the coach an opportunity to make necessary announcements and assess the degree of interest in the sport. This meeting should serve to inform the student-athletes of what is expected of them in the upcoming season. Below is a suggested agenda for that pre-season meeting.
 - a. Date of practice.
 - b. Practice schedule.
 - c. A review of the schedule of contests.
 - d. Dates of pre-participation physical examinations.
 - e. Instructions for completing the pre-participation packet.
 - f. Off-season conditioning suggestions.
 - g. Review Code of Conduct.

2. Check on new equipment coming in, the status of the schedule, the academic eligibility of your student-athletes and the preparation of your facilities.

OUT OF SEASON RULES

Each sport has a defined season which includes the first legal practice date, the first legal scrimmage date, the first legal playing date, the last playing date for the regular season, the WPIAL deadlines, the dates for the PIAA championships, the maximum number of contests for the regular season, the maximum number of scrimmages of practices for the regular season.

Outside of the defined season for sports, member schools may not sponsor teams, but member schools may be involved with sports' activities such as training programs, recreational activities, "open gyms", clinics and camps, provided that the school does not sponsor teams and provided that any participation by coaches and/or students is as private citizens and is voluntary as described below.

1. The coach, or other personnel representing the school, shall not require an athlete to participate in a sport or a training program for a sport outside of the PIAA "defined sport's season." The participation of students in any sport activity that occurs outside its defined season must be voluntary.
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized contact football camps, clinics, drills, practices, games, scrimmages or similar contact activities outside the PIAA defined football season.

ABSENCE FROM PRACTICES/GAMES

MAKING THE COMMITMENT PRIOR TO THE SEASON

The sports schedule is well known in advance. If, upon checking the schedule, the athlete feels that he/she may not be able to make the commitment necessary to have a successful athletic experience, the athlete is better served by not trying out for the team. The athletic program is better served by having less gifted athletes who can make the necessary commitment than by having more talented, though less committed athletes. Furthermore, it should be made clear to the athletes on your team that failure to comply with the commitment to practice and game schedules could impact playing time.

ADVANCED NOTIFICATION

All coaches should remind their teams that athletes have the responsibility of notifying their coach of anticipated absences from practice and/or games. Regardless of the reason for the absence, inform the coach as soon as you know that you will have to miss a practice or a game. Do not wait until the last minute!

POINTS TO CONSIDER IF YOU MUST MAKE CUTS

The following procedures should not be considered a requirement. It is simply “food for thought”.

ALLOW STUDENT-ATHLETES TO CUT THEMSELVES

Being honest all of the time with a student-athlete will help to reduce the number of players on a team. After observing your student-athletes for a certain period of time, you will have a good idea as to who will be the starters, who will be in the regular substitute rotation, and who will not get into the game until it is won or lost. By informing certain players that although you have a spot for them on the team, it is likely that they will not get much playing time during the course of the season, you have provided these student-athletes with an honest projection of their playing time for the season. If they are willing to accept their role and stay on, given those expectations, that is fine.

INFORMING THE STUDENT-ATHLETE OF THE CUT

IASD policy is that a coach can not cut just one athlete. There is always room for one. Anyone who does not make the team is entitled to an explanation. Meet with the players at the conclusion of practice.

DO NOT POST A LIST. Thank the student-athlete for trying out for the team. Explain why the student-athlete did not make the team. Encourage the student-athlete to keep practicing the sport. If you must make a large number of cuts, consider calling in several players who exhibited similar weaknesses. It is a bit easier to accept a cut when the player sees that he/she is not the only one who is being cut.

As mentioned at the outset, cuts should be considered when keeping all of the candidates for a team would cause serious problems in the areas of safety, supervision, or instruction. As difficult as cutting can become, there can be some short-term benefits and long-term lessons learned from being cut. The student-athlete has an opportunity to apply his/her athletic skills to another sport. One sport's loss can be another sport's gain. A student-athlete may be successful in a second sport after being cut from the first sport.

COMMUNICATING WITH YOUR PLAYERS

Athletes are students and coaches are teachers. The athletic arena is simply another type of classroom in which lessons are learned. Your ability to communicate with your student-athlete will be a major factor in developing their skills and having a successful season. Because each student-athlete is different in personality and sensitivity, approaching each student-athlete in the same manner may be counterproductive. The most successful coaches are those who know how to approach each student-athlete in a productive way,

POINTS TO REMEMBER:

1. You are a role model for your student-athletes. They look to you for direction, discipline, encouragement and support. What you say to them has much more influence than you would ever believe.

2. Because you are a role model, you must be conscious of your demeanor and your language. Although the athletic setting is much more informal than the classroom, it is still a classroom; and you should keep that in mind when you communicate with your student-athletes.
3. **Words are like bullets. Once they are fired, they cannot be recalled.** Refrain from using obscenities. There is no motivational benefit, and you can easily make your point without using them. The main reason for refraining from using obscenities is not to shelter our student-athletes from hearing words that they have never heard before. It creates a potential conflict in which our teachers will attempt to reprimand or discipline a student for using obscenities, and the student's response is: "But my coach uses that language all the time."
4. Treat your student-athletes with courtesy, dignity, and respect. Although the nature of your position lends itself to commanding respect, you will receive more respect by setting a good example in how you treat your student-athletes.
5. Be as clear as possible whenever you communicate with a student-athlete or the team. There is a major difference between hearing and listening. What you say can at times be misinterpreted. Strive to communicate as clearly as possible.
6. Encourage your players to come to you with concerns or problems. You can prevent many major problems by keeping lines of communication open.
7. Select captains who possess communication skills. Then, encourage your captains to provide you with feedback on the conduct of the team, especially in the areas of conditioning and team morale.
8. Do not hesitate to raise your voice as situations warrant. At practice, sluggish performance or a lackadaisical attitude by a student-athlete or the team can be quickly corrected by a coach raising his/her voice. It also serves to raise attention levels as well as motivation. When you show that you are focused, the student-athletes will also concentrate on the immediate goals. In games "yelling" at the team can still be productive, whereas "yelling" at an individual player might be counterproductive. In those circumstances, you may want to send a substitute in for the player and have an assistant coach point out the mistakes to the student-athlete who has been removed from the game.

DISCIPLINE AND ATHLETES:

The major difference between the athletic program and the academic program is that the athletic program is entirely voluntary. Through voluntary participation, the student-athlete gives more time, energy, and loyalty to the program. In return, the student-athlete receives the many benefits associated with athletic participation. In order to receive the benefits, student-athletes accept the training rules, regulations, and responsibilities which are unique to athletic participation. In order to contribute to the welfare of the group, the student-athletes must willingly assume these obligations, as a rule of the student-athlete demands that the individual make sacrifices which are not required of those who do not participate in the athletic program.

POINTS TO REMEMBER:

1. All young people need discipline. Discipline is a main ingredient in athletic success. It is difficult, if not impossible, for learning or success to take place in an undisciplined environment.
2. At the beginning of the season (preferably at the preseason organizational meeting), you should distribute your rules and regulations for the conduct of the team. Candidates for the team will then know what is expected of them. Parents should be invited to this meeting.
3. Disciplinary actions can include reprimand, suspension, or dismissal. If you are considering suspension or dismissal, consult with the Athletic Director.
4. Never lose sight of the fact that our main objective in education is to help young people develop into responsible citizens. We must acknowledge that student-athletes are going to make mistakes; and, when they do, our responsibility is to help them learn from their mistakes.
Discipline with dignity – it goes a long way!
5. Reprimanding is still the most effective method of discipline. Unless a student-athlete is disrespectful to you in the presence of the rest of the team, reprimanding is best handled in a private setting. (PRAISE IN PUBLIC – REPRIMAND IN PRIVATE) Point out the infraction, remind the student-athlete that the behavior is unacceptable and detrimental to the team. Give the student-athlete the opportunity to correct the behavior. However, remind the student-athlete that if the unacceptable behavior continues, other disciplinary actions will be taken.
6. Unacceptable behavior which persists after a reprimand is grounds for suspension. Taking away the privilege of athletic participation for a certain period of time allows the student-athlete to determine just how important participation is to him/her.
7. Although dismissing a student-athlete from the team should be viewed as a last resort, it must be considered if the student-athlete's continued presence on the team poses a major disruption to the successful conduct of the team.

Section III: COMMUNICATING WITH THE PUBLIC

Just as teachers should cultivate meaningful communications with the public, coaches should strive to have meaningful communications with parents, the press, and the public. A major difference between the athletic arena and the classroom is that the athletic arena is open for all to see. Although this fact contributes to the excitement of interscholastic athletics, it creates an additional set of pressures with which the coach has to cope.

PARENTS AND PUBLIC:

1. All Coaches must have a "Parent Night" to review expectations, policies, photo release, and code of conduct with students and parents. Encourage parents to call you with any questions or concerns. Keep in mind that although you are the designated expert in your particular sport, parents are the experts in what makes their son/daughter "tick". You can learn a lot about how to communicate with a student-athlete from the student-athlete's parents.

2. Regarding topics which are unique to your sport or are inherently within the scope of the coach's authority (strategy, fundamentals X's and O's), only you can determine if listening to suggestions will add to your knowledge or add to your confusion/aggravation. The only reminder in this area is that if you choose to discuss with and listen to one parent's suggestions, then you must be consistent and be prepared to listen to any and all parents.
3. Treat your student-athlete's parents with courtesy, dignity, and respect, and you should expect the same treatment in return. However, because of the subjective nature of interscholastic athletics, there will be occasions in which your expectations will not be perceived as being satisfactory.
4. Under no circumstance are you obligated to listen to rude comments or personal affront from a parent or any member of the public. If you feel that your discussion with a person is becoming rude or personal in nature, then you should politely inform the person that no positive outcome can be achieved by continuing the discussion. Encourage the person to contact the Athletic Director to arrange a meeting at a mutually agreeable time.

THE PRESS:

1. If you begin with the premise that reporters are human beings who are simply trying to do their jobs, you will usually find that they will cooperate with you if you cooperate with them.
2. Coaches will be provided with media contact information. While the home team is usually responsible for contacting the newspaper with the results of the contest, our coaches are responsible for all contests being reported to the media. Our opponents are usually outside our local media coverage area. Reporters are interested in box scores, statistics, and any highlights which you may provide. Our community enjoys hearing about our athletic teams from the various media outlets.
3. NEVER criticize your players, your opponents, or the officials in front of the press. It serves no purpose and can create problems in the future.
4. Try to say positive things about the team, although the press usually tries to focus on individual achievements. However, if a reporter tries to focus on one player's achievements, then say some positive things about that player. Be cooperative and open.
5. Be sure to review these points with your players. There will be occasions when a reporter will want to talk with a player.
6. Do not discuss team disciplinary matters with the press. If a starter has been benched for disciplinary reasons or has been suspended, that is the limit of what you should feel obligated to tell the press.
7. Be very cautious about commenting "off the record" with a reporter. Although it may help a reporter to understand a certain situation, it is potentially dangerous. Unless you have established a trustworthy relationship with a particular reporter, it is almost always advisable to refrain from "off the record" remarks. Generally speaking, nothing is ever "off the record".
8. Never get into a feud with the press because they will always have the last word. If you begin to adopt a posture of refusing to talk to the press, your players will ultimately pay the price for your negative posture.

ALUMNI

The PIAA and the administration prohibits coaches from allowing alumni to actively participate in practices. Alumni participation may endanger or may put our student-athletes at risk of serious injury. Alumni can speak to teams before games with prior approval from the Principal, Athletic Director and/or the Head Coach.

ANNOUNCEMENTS

Morning announcements are read at the school each day. Administration works hard to recognize ALL activities when an event takes place. Coaches can aid in this effort to bring attention to, and information about, their team by writing a brief announcement to be read after an event has occurred. Announcements must be appropriate and may include scores, key players or any other related information. Please submit announcements via email at ih^sannouncements by 3:00 p.m. so that they can be read during morning exercises.

EMERGENCY MEDICAL PLAN

Not all home venues are on campus. Coaches must develop emergency action plans for their specific home venue and away events. Coaches must carry student Emergency Contact (Blue) cards with them at all times. These cards will be provided to the coach by the athletic office. These cards contain personal information and must be kept in a confidential place at all times.

All coaches should have some knowledge or, “common sense” base of knowledge of First Aid. Coaches are encouraged to obtain certification in both First Aid and CPR.

In an emergency situation, the Certified Athletic Trainer (ATC) is in charge. If the ATC is not present, notify them immediately. In the event that the ATC is not on premises, the Head Coach assumes charge of the situation and initiates the following steps of the Emergency Action Plan (EAP). Remember, if only one coach is present and he/she must leave to attend an injured athlete, the contest/practice is over.

1. Recognize that help is needed
 - Survey the scene for a possible cause and any immediate danger
 - Check for ABC's: Airway, Breathing, Circulation
 - Check the victim for Bleeding, Consciousness
 - If the person is unconscious, you must assume that a head/neck injury exists: The person in charge (person #1) must stabilize the head/neck to prevent movement
 - Respond to any immediate needs of the victim: Person #1 (ATC/Head Coach) should be proficient in the administration of CPR and First Aid and shall provide these services as deemed necessary
 - Do not move the injured athlete unless the environment is safe
2. Person #1 should designate an adult (if possible) to activate EMS
 - Send the designated person (person #2) to the nearest phone and dial 911
 - The person making the call should be able to give the following information to the dispatcher:
 - I. The victim's condition: consciousness, bleeding, breathing

- II. What is being done for the victim right now
- III. The location of emergency
- IV. Accurate directions to the scene
- V. **Hang up only after dispatcher hangs up first**
 - Report back to person #1 that EMS has been successfully summoned
 - Person #2 should wait in a visible location for the ambulance to arrive and direct them to the accident
- 3. Control crowd if necessary. Designate bystanders other than person #1 or #2 to secure a clear area for the victim and a path for the arrival of EMS personnel
- 4. Designate person #3 to :
 - Obtain the student – athlete’s emergency information from the medical kit (if applicable)
- 5. Parent/Guardian should be contacted after:
 - EMS has been activated (when necessary)
 - Athlete is stabilized
 - Scene is safe for both injured athlete and Emergency Care providers
 - Phone Access:

Because of the layout of the school district facilities, it is required that coaches carry cell phones with them at all times.

NINTH GRADE PARTICIPATION

Ninth grade students are eligible to compete on the varsity or junior varsity athletic teams when a sport is not offered at the ninth grade level.

However, when a sport is offered at the ninth grade level, regardless of the season, a ninth grader, with permission from a parent, may be given a 21 day trial period at the varsity level to determine his/her ability to make the varsity team. Once the athlete plays and/or is placed in the official scorebook, in an official contest, they must play at level for the balance of the year. This rule is concurrent with the PIAA “Super Frosh” rule.

FACILITY REQUESTS

All outside groups who need to use school district facilities must complete a District Use of Facilities Request Form which may be obtained through the athletic office or on the school’s website. This includes booster groups and, any group which is not directly a school sponsored group or activity. Facilities which are considered “athletic” facilities are coordinated through the Athletic Director and Main Office.

FILMING EVENTS

The filming of athletic events provides the coach with a permanent record of the overall performance of his/her squad and individual players. It should be utilized as an instructional and evaluation tool in determining the team’s strengths and weaknesses, increasing athletic performance of individual players and the team, and studying the strategy of opponents. The films become the property of the school

district but may be used to assist college recruiters or may be exchanged with opponent schools in lieu of scouting.

HAZING

Hazing is not an accepted practice by the Indiana Area School District and will not be tolerated or condoned in the athletic program and will result in immediate removal from the team.

PENNSYLVANIA HAZING LAW

(P. S.) 5352. Definitions

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“HAZING” Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

HOLIDAY PRACTICES

Practice and athletic contests during scheduled school closings such as Christmas or Spring vacation is permitted only when approved by and arrangements made with the athletic administration prior to the practice or contest.

INJURY REPORT FORM

Because of the type of contractual agreement with our athletic training services, the Athletic Trainer may not always be available. Coaches should have a “common sense” knowledge of First Aid. In most instances, the coach is the first responder in an athletic injury situation. With every injury, the head coach is directly responsible to complete and file an Injury Report Form with the athletic trainer within 24 hours of the injury. The form is available in the athletic and trainer’s office.

WORKMEN'S COMPENSATION

If injured while conducting official school responsibilities, the injured coach may be entitled to workmen's compensation benefits. In addition to the Injury Report Form, all injuries should be reported to the athletic trainer, athletic director and human resources.

LIGHTNING AND INCLEMENT WEATHER

Lightning is the most consistent and significant weather hazard that may affect interscholastic athletics. All and any precautions should be taken in the event of serious weather conditions. Please review and be familiar with the WPIAL policy on thunder and lightning. This information can be found at WPIAL.org.

LOCKER ROOM SUPERVISION

Student-athletes **MUST** be supervised at all times. This includes locker room facilities and lobby areas where student-athletes wait for the activity bus as well as practice and competition areas. **All coaches are responsible for supervision.** Coaches should make themselves visible in all areas as much as possible. Locker rooms, both at home and on the road, must be left in the condition they were found. **Coaches should be the last to leave the facility after a practice or competition and expect locker rooms for damage and left behind uniforms, etc.**

MANAGERS

Student managers are an important part of any athletic team. Their hard work is essential to the smooth functioning of practice sessions and game preparation. For these reasons, managers should be shown the same respect and consideration as any member of an athletic team. Coaches **MUST** realize that managers are students not assistant coaches or even adults. The amount of responsibility given to managers should be weighed carefully as to not put undue stress on them. Under no circumstances should managers be given responsibility of securing buildings or supervising student-athletes in the coach's absence.

NCAA CLEARINGHOUSE

College sports are regulated by the National Collegiate Athletic Association (N.C.A.A.), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The N.C.A.A. has three membership divisions – Division I, II and III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. If a high school student-athlete is planning to enroll in college as a freshman upon graduating from high school and they wish to participate in Division I or Division II sports, they must be certified by the N.C.A.A. Initial – Eligibility Clearinghouse. The Clearinghouse will analyze the student-athlete's academic information and determine if they meet the N.C.A.A.'s initial – eligibility requirements. The certification process for student-athletes planning to enroll as college freshmen begin August 1st of the academic high school year. Clearinghouse forms are available in the high school guidance office.

PARTICIPATION

The Indiana Area School District is committed to the development of well – rounded individuals both mentally and physically. While young people at Indiana Area are encouraged to broaden their academic avenues by taking a variety of sports and activities, no coach should ever try to influence a student-athlete to participate in only one sport.

PEP RALLIES

The Athletic Director will request permission, in writing, for a pep rally. If approved by the Principal, the Athletic Director will organize the schedule of events and propose it to administration before the event is to take place. The plan should include a brief description of the event, supervision during the event, and bell scheduling indicating the starting and ending time.

- a. The purpose of Pep Rallies is to enable the school's student body to participate in and to observe actions which are in support of all school activities and to foster pride in one's school.
- b. It is during this time that the real spirit and pride of the school is shown. It is expected that students behave in a mature and appropriate manner.
- c. When Pep Rallies are held during the school day, students are expected to enter the gymnasium or stadium quickly and quietly as directed. Students will be assigned specific areas for all Pep Rallies. If Pep Rallies are held during the evening, students are encouraged to attend. All Coaches are encouraged to attend and participate in all Pep Rallies.

PROGRESS REPORTS & ELIGIBILITY

Progress reports are important tools in parent/teacher communication. Parents should be made aware of their son's or daughter's academic standing especially if they are in danger of failing.

ADMINISTRATION AND FACULTY RESPONSIBILITIES

1. Each Wednesday, the athletic office will prepare a warning list of students who are possibly in danger of being ineligible. Students will have until Friday at 2:00 p.m. of that week to earn passing marks. If the student athlete fails to improve their grade by Friday of the warning week, they will be ineligible for the entire next week.
2. A student at Indiana Area cannot be failing two credits and still be eligible to play. Failing two(2) credits will result in a one week suspension, or until that student raises his/her grade to passing.
3. Final eligibility is reviewed and determined by the building principal.
4. The grading period is the semester (for semester courses) and the school year (for full year courses). Eligibility will also be reviewed by examining the student's quarterly grades.
5. The Athletic Director has the responsibility of enforcing the ineligibility policy with the students in their activity.

PIAA ACADEMIC ELIGIBILITY

In order to be eligible for interscholastic athletics, a pupil must have passed at least four (4) full-credit subjects, as defined by the Principal, or the equivalent, during the previous week or grading period, except as provided in Article IX, Section 5.

Article IX, Section 5: Use of Final Credit at the End of the School Year.

At the end of the school year, the student's final credits in his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

In cases where a student's work in any preceding grading period does not meet the standards provided above, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where the school has four (4) grading periods per school year, or for at least ten (10) school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.

PIAA ELIGIBILITY

Prior to participation in any interscholastic competition, it is required that PIAA Certificate of Eligibility forms are completed and uploaded to the PIAA website before the initial contest. The athletic department has fourteen days before a fine is assessed. These forms must be filled out by the athletic director, and must include the names of the student-athlete, date of birth, place of birth, date of enrollment for the current school year, number of seasons of competition, number of semesters of attendance beyond the eighth grade and for wrestling only, the certified minimum weight class. The above information must be submitted to the Athletic Administrative Assistant for typing two (2) weeks prior to the start of the regular season.

POSTPONING GAMES

If the playing of a home event is in question due to weather conditions or any other factor not conducive to safe and fair conditions, the Athletic Director will, upon conferring with the Head Coach, make the decision whether or not to postpone the event. In the event school is cancelled (i.e.: weather, etc.) all events will be cancelled.

RECOGNITION INFORMATION

Recognition information must be submitted to the Athletic Administrative Assistant **immediately** at the completion of your season. This information must be sorted and checked by the Athletic Department, certificates and letters prepared, and trophies ordered **BEFORE** the recognition banquets. **The accuracy of this information is absolutely critical.** Coaches must check names, grade levels, and award levels before returning the information to the Athletic Department. Coaches are responsible for the accuracy of this information and for providing the Athletic Administrative Assistant with all information necessary.

SCHEDULES

The Athletic Director schedules all interscholastic athletic contests in accordance with Pennsylvania Interscholastic Athletic Association (PIAA) rules and regulations. As a member of various leagues and conferences, Indiana Area is obligated to schedule all conference/league teams. Coaches are permitted to make contacts to schedule games and scrimmages, but all final arrangements and contracts for those games and scrimmages are the responsibility of the Athletic Director.

SCHOOL CLOSINGS AND EARLY DISMISSALS

Practice on days of early dismissal due to inclement weather, is not permitted. When school is dismissed early due to inclement weather, then all extracurricular activities are cancelled. Under special conditions, requests for practice on days when school is closed can be made to the Athletic Director. If practice is approved, practice will be optional to student-athletes with student-athletes not suffering any consequences for non-attendance. Safety of the student-athletes and staff is the prime concern, not getting the practice in.

SCOUTING AND MEETINGS

Scouting is an important part of preparing student-athletes for upcoming contests. Most sports at Indiana Area are now using HUDL. This film sharing based program eliminates the need to travel to scout. Limited funds are available for the purpose of defraying the costs of transportation when coaches scout opponents. In order to receive reimbursement for travel for the purpose of scouting, accurate records should be kept of the date of the event scouted, the mileage to each event and back and the location of each event and, must be pre-approved by the Athletic Director.

Attendance at league meetings and rules interpretation meetings are part of the duties of coaches. The administration should be notified in advance of attendance at meetings so that any necessary coverage can be arranged, if meetings are scheduled during the school day and teaching periods will be missed. See appendix for information on PIAA mandatory rules interpretation meetings.

SCRIMMAGES

All scrimmages must be approved by the Athletic Director prior to scheduling. No scrimmage may be held on any legal holiday. The number of, and legal dates for scrimmages are set by the PIAA.

SECURITY OF PERSONAL PROPERTY

While the school district is not responsible for the loss of personal property of students, the best defense against theft is educating your student-athletes about the possibility and offering suggestions for properly securing their personal possessions.

1. Encourage student-athletes not to carry large sums of money or wear expensive jewelry to practice or contests.
2. Provide a secure place for valuables to be held until the practice or event is over.

3. All athletes should bring a lock for their lockers to secure personal belongs or give them to a coach to secure.

In conjunction with the philosophy of “safe schools”, it is important the outside doors remain closed and secure at all times. Please aid in this effort to keep our schools safe.

Any person, non athletically related, should be identified and if necessary be removed from any area of the building or grounds involving athletics.

IMPORTANT: Coaches should not give building keys to student-athletes to use for any reason.

SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e-2. The Equal Employment Opportunity Commission Guidelines on Discrimination Because of Sex (29 CFR 1604.11) define sexual harassment as deliberate unsolicited and unwelcome verbal comments (oral or written), gestures, or physical contact of a sexual nature.

All Indiana Area School District employees have a responsibility for maintaining high standards of conduct and ethical behavior. Employee’s conduct which, violates these standards, will not be tolerated.

SPECIAL EVENTS

Throughout the course of the season, certain non-athletic events will occur that require some thought and planning. Events such as Homecoming and Senior Recognition Night, to name a few, add something special to the season but are generally thought of as “added attractions”. For these events to be successful and enjoyable the coach must work in conjunction with other faculty members, cheerleading advisors, parents, booster groups, custodians and administration. In addition, the normal game routine may be disruptive by extending half time, prolonging the intermission between games or delaying the start of a game or meet. Although coaches are encouraged to be well-prepared for contests and work within an established time schedule, your flexibility and cooperation is requested and appreciated.

TEACHER STRIKES

Schools which, are closed because of teacher strikes, shall not participate in athletic competition during the period of the strike. Practice sessions may be conducted upon approval of the School Board Directors. Contests not played as a result of the strike may be rescheduled by mutual agreement of the schools involved and in accordance with PIAA regulations. If the contest cannot be rescheduled, the striking school will forfeit the contest.

TITLE IX WOMEN PARTICIPANTS

Title IX of the Educational Amendments Act, passed in 1972, requires equity between men and women in three areas; equal opportunity to participate in sports in relation to the percentage of men and women in the student body; equal access to scholarship money; and facilities and support services.

The Indiana Area School District is committed to providing equal opportunities for all persons without regard to sex, race, creed, religion, ethnic background or handicap in its educational programs, policies and employment practices.

Additionally, in the event that there is participation in a sport by females, and said sport is coached by a male, said coach shall be absolved of all responsibility involved in the supervision of said female athletes during such periods of time when it is not possible for the coach, because of his sex, to be present (i.e. the dressing room prior to and after an athletic event, practice, etc.).

TRANSPORTATION

Transportation for all athletic contests, scrimmages and when necessary, practices will be arranged by the Athletic Director and Transportation Director. Departure times will be scheduled and published for coaches, players, custodians, faculty and administration.

Student-athletes **MUST** use school-provided transportation to all athletic contests and scrimmages unless prior arrangements have been made with the administration. In addition, student-athletes who are transported by school-provided transportation to events **MUST** return by school-provided transportation unless parental permission is received personally by the head coach. Coaches **MUST** always accompany players on the bus.

In special circumstances with the approval of administration and arrangements can be made, the coach is permitted to travel to an event without accompanying his/her players.

Bus conduct **MUST** be closely supervised. Infractions of proper bus conduct should be reported to administration for appropriate disciplinary action. Student-athletes are students of the district and are therefore subject to the rules and regulations of the district approved Discipline Code.

UNIFORMS, EQUIPMENT AND SUPPLIES

Equipment and supplies are ordered each year through the regular purchasing procedures as outlined by the Indiana Area School Board Directors, the high school administration and the Athletic Director. A coach, or his/her designee, will constantly check to see that unsafe equipment not be used at practice or during a game.

The following steps should be observed as equipment and supplies are ordered:

1. The Head Coach is responsible for requisitioning all equipment and supplies for his/her sport. This includes junior varsity, junior high and developmental squads. Work with assistants and junior high coaches to constantly ascertain the needs of your program. Purchase orders, will be prepared by the Assistant Athletic Director.

2. Athletic equipment is costly and therefore great care should be taken to order only what is needed and supervise the use of the equipment so, that misuse does not occur.

OTHER POINTS TO CONSIDER REGARDING UNIFORMS:

1. When requisitioning new uniforms, first determine the maximum number of student-athletes you could keep on the squad and order at least 1.25 times that number. For example, if the most you can keep is 20 players, then order at least 25 uniforms. If your maximum number is 40 players, then order at least 50 uniforms.
2. Allow for shrinkage through washing by ordering larger sizes to begin with.
3. The life of a uniform depends on the sport. As a general rule, outdoor uniforms last 3 to 5 years, indoor uniforms, 5 to 8 years. Having the varsity or jayvees wear the same style of uniform is cost effective and reduces the chance of not being able to fit a particular team. Indiana Area purchases new uniforms through a cycle if a need exists.
4. Inspect all uniforms when they are returned at the conclusion of the season. Separate unusable uniforms and any uniforms in need of repair.
5. At the start of the season, have an inventory of sizes readily available. Be certain that the largest players are issued the largest uniforms. A good practice to consider is to issue uniforms to the largest and the smallest players first. Once the "extremes" are taken care of, it is easier to fit the remaining players.
6. Try to issue uniforms as soon as possible after the squad has been selected and as far in advance of the first contest as possible. This will give you ample time to check additional inventories.
7. Require that each player wear the uniform in your presence before allowing the player to take the uniform from practice. Do not issue an ill-fitting uniform to a player. Have the player return the uniform to you and inform the player that you will look for additional inventory and issue another uniform as soon as possible.
8. Remind players of their responsibility for keeping their uniforms clean. Players and parents should also be reminded to carefully read the laundering instructions if available, as uniforms can be ruined through improper cleaning.
9. No part of any uniform may be worn to participate in Physical Education classes. Student-athletes should refrain from wearing any part of their uniform for anything other than athletic competition. An exception may be, wearing a uniform top during school the day of a contest to promote team/school spirit.
10. Team uniforms are school district property, are only on loan and, are not intended for use by school-athletes as part of their personal wardrobe. Wearing uniforms for other than their intended purpose decreases their longevity, encourages theft or loss and costs the school district money.

Student-athletes need to be encouraged to care for their team uniforms in a responsible fashion.

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION CODE OF ETHICS

- A. The **CODE OF ETHICS** pertaining to high school athletics is to be regarded not only as recommendations but, as **rules** governing the conduct of schools, coaches, officials, athletic directors, principals and the public.

Section I – The School Should:

1. Conduct itself in a sportsmanlike manner.

Section II – The Coach Should:

1. Have a fair, unprejudiced relationship with players.
2. Teach athletes to win through legitimate means only. Striving to win at all costs is distinctly unethical.
3. Give opponents credit when they win.
4. Control his/her temper at all times.
5. Discourage profanity and obscene language at all times.
6. Recommend the use of competent officials and support their decisions at all times. He/She should not criticize the actions or decisions of officials before players or spectators.
7. Counteract unfounded rumors of questionable practices by opponents. To establish truth or falsity of these rumors, he/she should refer those with questions to the authorities of the schools concerned.
8. Not solicit players from other schools.
9. Coaches are reminded that they are responsible for the actions and conduct of their team to, from and during athletic contests.
10. If assessed a “technical foul or its equivalent”, that coach must meet with the athletic director, principal or superintendent to discuss the event.
11. Coaches are reminded to follow all district HIPPA policies/regulations. Coaches are not permitted to name students and discuss injuries to any other persons except for the student-athlete parents.

Section III – The Athletic Director Should:

1. Arrange only schedules which are educationally and physically sound for the athlete.
2. Have a definite and mutual understanding with other athletic directors regarding officials.
3. Treat visiting teams and officials as guests.
4. Cooperate with the community in developing a wholesome athletic program.

Section IV – The Principal Should:

1. Realize that gambling and drinking in connection with athletic contests are detrimental to the best interests of athletics and the standards the PIAA is endeavoring to foster.
2. Endeavor to foresee possible misunderstandings with other schools, and as far as possible settle them before they materialize.

3. Pass on to another school's officials any seemingly authentic information which calls in question the eligibility of any of their players.
4. Encourage the school's support of its team, but never at the expense of friendly relations.

Section IV: ATHLETIC AWARDS REGULATIONS

The Athletic Awards for Indiana Area High School shall be as follows:

1. VARSITY – A red block **I** with black felt background. A small gold emblem designating the sport in which the varsity letter was won will also be awarded. A small gold bar will be awarded for consecutive years in which the varsity letter was won.

VARSITY LETTER REQUIREMENTS

A player must play a certain number of contests or quarters/halves of a contest and win a certain number of points as outlined herein to be eligible for a varsity letter. Each head coach determines the criteria for a varsity letter specific to their sport.

A coach may award a varsity letter to an injured player providing the requirements have been met up to the point of injury. A varsity letter can also be awarded to a senior who has been a member of a team for three years but has not met the stated requirements. Any unique cases relative to qualifying for a varsity letter award must be approved by the Athletic Director and Principal.

General Requirements:

- a. Regardless of requirements, any student-athlete who fails to complete the season without being excused by the coach or school authorities will not receive an award. The season includes tournaments and play-offs.
- b. Student-athletes must return all equipment and uniforms issued or must pay replacement costs.
- c. Student-athletes must abide by all training rules and the citizenship rules as prescribed by the coach.
- d. A student-manager is eligible for a varsity letter after two full seasons of service.

BOOSTER CLUBS AND FUND-RAISING

Booster Clubs are private parent-run organizations with NO authority or control over any aspect of the athletic programs in the Indiana Area School District. Booster Clubs in many areas provide assistance to athletic programs. Parents and community members work diligently on behalf of student-athletes. Coaches may choose to associate themselves with these organizations and in no way is membership in booster clubs seen as part of a coach's duties. Fund-raisers conducted by booster clubs, or coaches

must be approved by the high school administration and notification given to the Athletic Administrative Assistant, so the efficient scheduling of fundraising can be arranged.

CUSTODIANS AND MAINTENANCE PERSONNEL

Custodians and maintenance personnel perform a vital service to athletics. Well maintained playing and practice facilities do not happen by accident. These people deserve our gratitude and respect. Try to accommodate their needs as much as possible.

Section V: EARLY DISMISSAL/RELEASE TIME FOR ATHLETIC EVENTS

Students: Because of the scheduled starting times for athletic contests, it is sometimes necessary for student-athletes to be dismissed early from class. Dismissal times are posted daily on the athletic digital screens. Student-athletes are to adhere to those dismissal times. Disciplinary action will be taken if leaving class early. Student-athletes are required, and it is their responsibility to make up all work missed as a result of early dismissal for athletic contests.

Coaches: In order to properly supervise, student-athletes at practice and contests, coaches who teach may need to be released before the end of the contracted day.

NOTE: Dismissal times are not to be altered by coaches. Review your season schedule in advance. If there is a concern, with any dismissal or departure times, please contact the Athletic Director in a timely manner.

ELIGIBILITY FOR STATE COMPETITION IN SPORTS NOT SPONSORED BY THE SCHOOL

Any Indiana Area student-athlete wishing to participate in PIAA district, regional and state competition in a sport not sponsored by the Indiana Area School District, may do so by notifying the Athletic Director prior to the season in question. The Athletic Director will then make arrangements for Board approval so that the student-athlete may participate. In order to participate, a pre-participation physical examination is required and a PIAA eligibility form filled out. All equipment will be purchased at the participant's expense. A school employee may be available as a surrogate "coach" if requested by the student-athlete, and where applicable, the school will reimburse for meals, overnight accommodations and mileage.

Section VI: Parents

Parent Code of Conduct & Expectations

Interscholastic athletics are an integral part of the total educational program of Indiana Area High School. The goal and purpose of the athletic program is to teach the student athletes the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the sport, developing a healthy lifestyle and skill development. Our athletic fields and gymnasiums are laboratories for learning.

We ask all parents to support our efforts to help teach the goals of interscholastic athletics. Listed below are the guidelines and expectations that we recommend all parents follow to ensure that our student athletes have a positive athletic experience. This list may be shared at parent meetings.

1. Support your child by being a positive listener, especially after a tough loss.
2. Avoid putting pressure on your child to start, score, or be the star of the team. Do not force an unwilling child to participate in sports. Children take part in organized sports for their own enjoyment, not yours.
3. Support the coach and administration in public around other parents and fans.
4. Avoid speaking negatively about the coach in front of your child. It may create a major barrier in the child's hope for improvement in the sport.
5. Understand the ultimate purpose of athletics; it exists as an integral part of the total educational mission of the school. **Participation in athletics is a privilege and not a right.**
6. Serve as a good role model for the students, athletes, and other fans. Children often learn best by imitating a good example.
7. Contribute to the team program by volunteering to help with projects, committees, and by being a positive fan. **Cheer for your team in good and bad situations.**
8. Appreciate the educational opportunity that your athlete is receiving in the athletic program. This includes the enormous time and effort provided by the coaches.
9. Display excellent sportsmanship at all times. Teach your child to always play by the rules and to be fair and honest with their abilities.
10. Show respect to everyone involved in the athletic programs – the coaches, athletes, fans, other parents, officials, security and administrators. Do not publicly question an official's judgment of integrity. Don't complain or argue about an official's calls or decisions during or after an athletic event.
11. Follow the chain of command when you have a concern. Your athlete should speak to the coach first. The next step would be for you to contact the coach to set up a meeting at a mutually convenient time. If you are not satisfied after meeting with the coach, please contact the athletic director to request a meeting to discuss your concerns. **Playing time and coaching decisions are not subject to discussion.**
12. Express your concerns and questions in a courteous and civil manner and please do it at the right time and proper setting.
13. Abide by Indiana Area's Drug and Alcohol Policy, Eligibility requirements and team rules.
14. Understand that the goals of the team and the Indiana Area School District are the most important aspect of our athletic program.
15. Teach your child that hard work and honest effort are more important than winning.
16. Be loyal to the school and team; put the best interests of the team above your child's personal glory.
17. Teach your child to live and play with class and to be a good sport. An athlete should be gracious in victory and accept defeat with dignity.
18. Support the concept of "being a student first." Commit your child to getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on the professional level. Reinforce that colleges and universities will not recruit student athletes who do not have a serious commitment to their education.
19. Keep athletics in perspective – family, fun and education are far more important.
20. PIAA by laws dealing with athletic courtesy provide that any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.

21. The following message is read by PIAA Officials to Team Coaches and Captains prior to each event. ***“PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players, team, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let today’s contest reflect mutual respect. Coaches please certify to the umpire that your players are legally equipped and uniformed according to NFHS rules. Good luck in today’s contest.”***

PARENTAL-GUARDIANSHIP GUIDE FOR COMMUNICATIONS

Parent-Guardian/Coach-Advisor 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 benefits to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach-advisor of your child’s program.

Communication You Should Expect From Your Child’s Coach-Advisor

- Philosophy of the coach-advisor
- Expectations the coach-advisor has for your child and all players on the team/activity
- Locations and times of all practices and contests
- Team/Activity requirements, i.e., fees, special equipment, off-season conditioning
- Procedure should your child be injured during participation
- Requirements to earn a varsity letter

Communication Coaches-Advisors Expect From Parents-Guardians

- Concerns expressed directly to the coach-advisor
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach-advisor’s philosophy and/or expectations

As your child becomes involved in the programs at IASD, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach-advisor is encouraged.

Appropriate Concerns to Discuss With Coaches-Advisors

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

Issues Not Appropriate To Discuss With Coaches-Advisors

It is very difficult to accept your child's not participating as much as you may hope. Our coaches/advisors are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can, and should be discussed with your child's coach-advisor. Other areas, such as those listed below, must be left to the discretion of the coach-advisor.

- Participation time
- Team strategy
- Play calling
- Other students

Procedures You Should Follow If You Have A Concern To Discuss With A Coach-Advisor

- Call to schedule an appointment with the coach-advisor
- You may call the athletic director to schedule a meeting with the coach-advisor
- The Athletic Office direct line is: 724-463-3530

Do not confront a coach-advisor before or after a contest, performance, or practice, as these can be emotional times for both the parent and the coach-advisor. Meetings of this nature do not promote resolution.

The Next Step

What can a parent-guardian do if the meeting with the coach-advisor does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding.

The Indiana Area School District, in conjunction with the extracurricular staff, will follow the five-step procedure listed below. The order of this line of communication must be followed if you elect to pursue any concern you may have with regard to the extracurricular program.

1. Head coach/advisor
2. Athletic director (if related to a sports program)
3. Building principal
4. Superintendent
5. Board of school director

The information provided in this "Communication Guide" is intended to help you and your child have a rewarding and enjoyable extracurricular experience.

Signature Acknowledgement

My signature below indicates that I have received a copy of the Indiana Area School District’s Parent-Guardian/Coach-Advisor Communication Guide.

I understand that this guide contains information regarding the School District’s policy which affects me as a parent-guardian of a student-athlete participating in extracurricular activities. I understand that a coach-advisor may also have more specific policies and procedures pertaining to their sport/activity.

I understand that IASD may revise, supplement or rescind policies described in the manual, with or without notice.

I acknowledge that I have read and understood these policies.

Parent-guardians please sign this acknowledgement page. Please use the bottom of this page if more space is needed for signatures.

Sport/Activity_____

Parent-Guardian Printed Name(s)_____

Parent-Guardian Printed Name(s)_____

Parent -Guardian Signature(s) _____

Parent-Guardian Signature(s)_____

Student Printed Name_____

Student Signature_____

Date _____

Please tear off and return this acknowledgement page to the Head Coach-Advisor after signing and dating.

Section VIII: Students

School and Student-Body Objectives

1. Athletics should be educational.
2. Athletics should promote pride in one's school and community.
3. Proper student interest should be promoted.
4. All visiting schools should be treated as guests.
5. School policy should be consistently applied so as not to provide athletes with special privileges.
6. Sportsmanship, fair play and good school citizenship should be the goals of all athletes.
7. Every effort should be made to provide the best coaching, facilities and equipment possible within the economic constraints of the school district's budget.

Duties and Responsibilities

Responsibilities of Students

Student's habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of their school.

Therefore, it is recommended that they:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to cheerleaders.
3. Help to control the unruly behavior of fellow students.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Never criticize coaches or players for the loss of a game.
7. Respect the judgment of game officials or referees.
8. Refrain from using obscene or vulgar language.
9. Respect the efforts of all participants (home or visitor).
10. Conduct yourself with proper respect during public address announcements and the playing of the National Anthem.
11. The school district has the right to restrict students from attending or participating in any athletic activities.

Student-Athlete Code of Conduct

PHILOSOPHY

Indiana Area High School offers numerous activities which are an extension of the classroom. The goal and purpose of athletics is to **TEACH** students the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle and skill development. The activities are laboratories for learning. The Indiana Area School of Directors,

administrators, teachers, and coaches are committed to excellence and providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always be above reproach. They have an obligation to create a favorable image and to gain the respect of their peers and adult citizens of the community.

EXPECTATIONS

In addition to Indiana Area's Discipline Code the following rules have been developed for interscholastic athletics.

1. Students are the responsibility of the coaches until the organization returns to the high school. When returning from a contest, students are expected to leave the premises immediately. No student may be released by a coach prior to returning to the school unless it would be to a parent or guardian with written notification. Participants are strongly encouraged to travel with their organization at all times. We are striving to promote team unity and loyalty.
2. Students will not practice or participate in any activity during a period of in-school/out-of-school suspension that day/evening. You are expected to conduct in a positive manner and not place yourself in a position to be suspended.
3. Students may be dismissed from the organization after multiple in-school/out-of-school suspensions.
4. The students should stand at attention during the playing of the national anthem and alma mater. Talking, laughing and horseplay will not be tolerated.
5. The only excusable absence from practice, games, or public performance is an emergency situation. The following are considered emergency situations:
 - a. A death in the family
 - b. Automobile accidents
 - c. Illness and not in school
 - d. Any other situation that may arise that coach would consider an emergency.

Unexcused absences from practice, games, or public performance will not be tolerated and could lead to an immediate dismissal from the team.

6. Equipment issued for practice and competition should be cared for properly. Loss or failure to turn in equipment at the end of the season will result in payment to replace it.
7. It is the student's responsibility to keep all facilities (home and away) as neat and clean as possible. This includes the student's personal locker and property.
8. Berating and criticizing officials, coaches, or other players will not be tolerated. Students should never have dialogue with an official or judge. The only designated persons to talk to officials are the team captains, Head Coach and those Coaches designated by the Head Coach.
9. The Spirit participants must understand that he/she and his/her actions are representative not only of him/her self, but also the entire activities program and every other individual involved. Students are expected to represent Indiana Area School District, the community, and yourself in a positive manner. You are expected to show respect for all in authority as well as proper care for all school facilities, property, equipment, and uniforms. Disrespect towards any member of

the coaching staff, faculty and administration will not be tolerated and could result in suspension.

10. Use of profanity is forbidden. The first offense is a warning. Continued issues with language may result in suspension or expulsion from the team.
11. **Bench Conduct** * When you put on a uniform, spectator's keep a keen eye on you. Show them the kind of team person you are. Demonstrate support and be prepared at all times to enter the game. During time outs, you are expected to listen and learn. Assist the managers if they need help. Horseplay, berating officials or opponents or fans and assuming a reclining position on the bench will not be tolerated. **DO NOT RESPOND TO FANS!!**
12. The JV team should cheer and support the varsity team and vice versa. Players are required to sit on the team bench with teammates during games. Watching is learning. This is not time for buddies and friends. Teams are required to stay and watch until their game is over. Only the coach can excuse you from leaving.
13. **Bus Rides** – you are expected to sit in your seat and get up only if necessary. The purpose of the bus ride is to get you to the game. Prepare yourself mentally while on the bus. **Horseplay on the bus will not be tolerated. Bus aisles must be kept clear of obstructions.**
14. Student-athletes **MUST** use school-provided transportation to all athletic contests and scrimmages unless prior arrangements have been made with the administration. In addition, student-athletes who are transported by school-provided transportation to events **MUST** return by school-provided transportation unless parental permission is received personally by the head coach. This however, should only occur in emergency circumstances.
15. Participation in all activities is a privilege. Teachers have the right to communicate with the Head Coach regarding participation. This can inhibit a student from leaving classes on an early dismissal policy due to unacceptable academic performance. Teachers will determine individually their policy on unacceptable academic performance and communicate with the coach prior to the event.
16. In addition to penalties levied by the PIAA, any student-athlete ejected from a contest must meet with the athletic director and principal before participation in the next event.

ELIGIBILITY

1. **ELIGIBILITY** – A student who is not in school by 8:54 a.m. (10:30 a.m. on delayed start days) on the day of competition may not participate in that game. A possible exception would be written documentation by a doctor on that same day or pre approved absences (i.e . funeral, college visit).
2. Students must demonstrate academic eligibility in order to participate in interscholastic athletics. Indiana Area follows a high standard of education. A student at Indiana Area cannot be failing two credits and still be eligible to play. Failing two(2) credits will result in a one week suspension.

3. Students, who have been identified of possible academic ineligibility, are responsible for submitting their eligibility forms by 2:00 pm on each Friday to the athletic office or unless otherwise directed by Administration or the Athletic Director.
 4. Dual enrolled, four credit seniors, and home schooled students must be enrolled in and passing all four credits to be eligible to participate in athletic contests.
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DISCIPLINE

1. All dangerous controlled substances prohibited by law, all look alike drugs, all alcoholic beverages, anabolic steroids, and any drug paraphernalia, except for those for which permission for use has been granted, are subject to discipline by the head coach.
2. Tobacco use, including vaping, is prohibited.
3. **Hazing** – Hazing of any kind will not be tolerated. Hazing will result in immediate removal from the team for the remainder of the season and be punishable under Indiana Area School District's code of conduct. Hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student.

Section VIII: Administration

Board of School Directors

The Board of School Directors shall set policy with regard to conducting the athletic programs within the Indiana Area School District and shall make all decisions as are required by law.

Principal

The Principal in each school, in all matters pertaining to the interscholastic athletic programs of the school, is responsible to the PIAA. He/she may delegate some of these powers but such delegation shall not relieve him/her of responsibility for any infraction by his/her school, of the Constitution and By-Laws of the PIAA.

Duties and Responsibilities

To have control over all athletic relation in which the school participates. This applies to interscholastic sports for both boys and girls.

1. To sanction all contests in which the school participates and to notify the Executive Director of the PIAA within ten days if the school has entered a contest which has not been sanctioned.
2. To exclude any contestant who, because of bad habits, or improper conduct, would not represent the school in a becoming manner and, to exclude any contestant who has suffered illness or injury until that contestant is pronounced physically fit by the school physician or, if none employed, by another licensed physician.
3. To be responsible for the treatment of all visitors and officials attending contests conducted by the school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protections for officials and visitors at home games. If a game is played at a neutral

place, the principals of the participating schools shall be held jointly responsible for this protection. In such case, penalties may be imposed upon either or both schools.

4. To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature or designee signature.
5. All written contracts with officials shall be signed by the principal, athletic director or, by one principal representing a league, conference, or school.
6. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the PIAA.
7. The principal shall have such other powers concerning interscholastic athletics within the school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-Laws of the PIAA.

Job Descriptions

TITLE: **ATHLETIC DIRECTOR**

Basic Function

As a staff member of the school under the direction of the high school principal, the Athletic Director shall recommend and implement approved objectives and policies of the extracurricular interscholastic and intramural athletic programs in the school; coordinate the efforts of athletic coaches and their assistants; recommend an annual budget to finance the athletic program; maintain and enhance the school's standing in the community through the athletic program; and perform such other duties as the high school principal may assign.

Scope

The authority and responsibility of the Athletic Director extend to all personnel and activities of the school specifically pertaining to the athletic program and to such other activities as the high school principal may assign.

Authority and Responsibility

1. Operation
 - A. Approve specifications for all athletic equipment and supplies; direct and control the receipt, storage, inventory, usage and distribution of equipment and supplies.
 - B. Supervise the care and maintenance of athletic fields and the gymnasiums.
 - C. Plan, arrange and prepare a master schedule for all interscholastic athletic activities.
 - D. Secure transportation for athletes and coaches at away-from-school events.
 - E. Promote and enhance the relations of the school and the district with the community through public relations media, and encourage a display of good sportsmanship on the part of participating athletes and spectators.
 - F. Represent the school at meetings and conferences pertaining to the athletic program.
2. Organization
 - A. Recommend the organization and coordination of the areas of responsibility to meet the approved objectives of the school and athletic program.

3. Personal
 - A. Supervise the health and safety of all athletes, requiring parental permission, physical examinations and the fulfillment of insurance options for each active participant.
 - B. Contract approved individuals to officiate at all home events.
 - C. Contract for gate/game personnel for all home events.
 - D. Direct and control the conduct of spectators.
 - E. Assist athletic coaches in developing improved effectiveness in coaching.
4. Finance
 - A. Initiate, develop, coordinate, recommend and justify the athletic budget to the Principal.
 - B. Recommend expenditures within approved budgetary limitations.

Relationships

Principal

The Athletic Director will be under the direction of and accountable to the high school principal.

Others

The Athletic Director will establish and maintain such other relationships within and without the school as are required to carry out the responsibilities.

Additional Duties and Responsibilities

The Athletic Director shall also be responsible for the following:

1. Be responsible to the principal in all matters concerning athletics. Keep the principal informed of all aspects of the athletic program. Make recommendations for changes or additions to the athletic program. The Athletic Director will notify the Principal in writing of all matters concerning athletics in a timely manner. Second hand passing of knowledge and information will not be accepted. All information must come in the form of email or on official letterhead.
2. Represent the school at all athletic meetings.
3. Prepare the budget for all athletic programs for submission to the principal.
4. Be responsible for submitting a requisition for all athletic equipment needed for the operation of the athletic program.
5. Be responsible for and keep a record of all receipts from athletic contests held in the district.
6. Keep on file, through the head coaches, an inventory of all athletic equipment.
7. Schedule all athletic contests keeping within league, conference and PIAA regulations.
8. Arrange for the transportation of athletes to and from all away contests and as needed for special situations.
9. Be responsible for assigning officials at the approved fees.
10. Maintain ongoing publicity for athletic events.
11. Assist head coaches in developing junior varsity or other preparatory programs .
12. Manage or arrange for the management of all home contests.
13. Schedule and maintain records of physical examinations for all athletes.
14. Administer PIAA player eligibility rules and keep abreast of any changes or new interpretations.
15. Be familiar with PIAA, league and school district rules and regulations for academic eligibility and enforce those rules uniformly and fairly.
16. Check and approve all requests for athletic awards.

17. Recruit and supervise an adequate number of personnel for home contests (ticket sellers, scorekeepers, security, etc.)
18. Exercise budgetary responsibility over the athletic fund and account for all expenditures and receipts.
19. Supervise the preparation of game fields/facilities and practice areas.
20. Determine that all players have obtained the necessary clearance requirements **before** beginning practice.

Title: **ASSISTANT ATHLETIC DIRECTOR / ATHLETIC OFFICE**

Basic Function

As a staff member of the athletic program under the direction of the Athletic Director, the Assistant Director maintains quality control of all athletic equipment and uniforms; directs the overall control of athletic equipment and uniforms; recommends budget requests for equipment; provides for the welfare of the athletes; supervises student managers; and fulfills such other duties associated with the teams and athletes as the Athletic Director may assign.

Scope

The authority and responsibility of the Assistant Athletic Director extends to all coaches and athletes involved in all sports teams in providing for the health and safety of each athlete as the Athletic Director may assign. The Assistant Athletic Director should have experience in the field of athletics and knowledge of athletic equipment and uniforms and procedures for selection.

Duties and Responsibilities

1. Works with coaches in selecting and ordering athletic equipment in accordance with athletic department purchase policy.
2. Assists head coaches in inventory and storage of all athletic equipment for each sport.
3. Repairs equipment and uniforms when feasible.
4. Determines when equipment is to be discarded. Ensures discarded equipment is not given to neighborhood residents.
5. Determines when equipment is to be reconditioned.
6. Launders all uniforms on a routine basis, controls use of laundry equipment and, keeps it in working condition.
7. Assists coaches in proper fitting of equipment.
8. Trains team managers (if applicable) in proper use, care and maintenance of equipment.
9. Submits to the athletic administration a list of lost/non-returned equipment and names of team members who were issued the equipment.
10. Makes daily visits to practices after school to assess equipment needs and communicates those needs to the athletic director.
11. Performs any other duties as assigned by the athletic director.

TITLE: **HEAD ATHLETIC COACH**

Basic Function

As a staff member of the athletic program under the direction of the Athletic Director, the Head Athletic Coach implements approved policies of the athletic program; directs the overall activities of the team; recommends budget requests for supplies and equipment; provides for the welfare of the athletes; maintains and enhances the school's standing in the community through the conduct and performances of the players; and fulfills such other duties associated with the team(s) and athletes as the Athletic Director may assign.

Scope

The authority and responsibility of the Head Athletic Coach extends to assistant coaches and all athletes specifically involved in the particular sport in providing for the health, safety, physical, mental, and athletic development of each athlete as the Athletic Director may assign.

Authority and Responsibility

1. Operation
 - A. Plan, coordinate and direct the training program, practices and scheduled competitive events for the team within established policies.
 - B. Supervise the athletes' care of the athletic fields, gymnasium locker rooms, equipment and supplies as assigned to the team for its use and activities.
 - C. Establish and maintain good public relations.
 - D. Attend meetings and conferences related to coaching activities as approved by the Athletic Director.
2. Organization.
 - A. Recommend the organization and supervision of the areas of responsibility to meet the approved objectives of the athletic program.
3. Personal
 - A. Develop and recommend policies for student participation in team activities regarding the health, safety and general welfare of the athletes.
 - B. Instruct and direct athletes in the mechanics and techniques of the particular sport; a program of physical fitness and mental alertness; the qualities of good sportsmanship; and the value of continued personal satisfaction through competition with others.
 - C. Direct, supervise and counsel assistant athletic coaches in their assigned responsibilities.
4. Finance. Initiate and develop budget requests for supplies and equipment, and justify such needs to the Athletic Director.

Relationships

Athletic Director

The Head Athletic Coach will be under the direction of and accountable to the Athletic Director and/or Principal.

Others

The Head Athletic Coach will establish and maintain such other relationships within and outside the school as are required to carry out the job responsibilities.

Additional Duties and Responsibilities

1. The Head Coach of a varsity sport is charged with the responsibility for providing leadership, coordination and supervision of that sport at every level of competition played (Varsity, junior varsity, junior high, developmental). While delegating authority to assistants with certain duties and responsibilities is permissible, this does not relieve the Head Coach of his/her responsibility.
2. To be a teacher of the fundamentals as well as the fine points of the sport assigned. To develop the individual and collective skills of the members of the team. To build strong men and women, ethically, physically, and mentally. To provide general supervision and guidance. To reflect the philosophy of the school and of the athletic program from grades 7 thru 12.
3. Develop and distribute team rules, regulations, and standards in accordance with school policies.
4. Inform all athletes of PIAA rules and School District Athletic policies.
5. Properly supervise athletes at all times on the playing area, in locker rooms, including before and after practice and on buses.
6. Submit a post-season report to the Athletic Director, which includes the following:
 - a. Season opponents, record and scores.
 - b. Inventory of all equipment and uniforms.
 - c. Requisition of equipment for the following season.
 - d. Number of players starting the season.
 - e. Number of players ending the season.
 - f. Comments on your program and season.
 - g. Letter and award winners.
 - h. Additional information or comments.

NOTE: This report will be used to assess the needs of the program, set goals for the following season and provide a historical record of sports programs. In addition, all score books and,

whenever possible, a copy of team statistics should be turned into the athletic office at the end of each season.

7. Attend or, have an approved designee attend all mandatory rules meetings.
8. Complete or have an assistant coach, complete requested forms pertaining to the evaluation of officials, if applicable.
9. When necessary, complete the accident report form and submit it to the Athletic Administrative Assistant.
10. Observe and cooperate with all School District policies, including those guidelines pertaining to the conduct of practices and scrimmages.
11. Conduct a pre-season meeting for athletes trying out for the sport.
12. Inform the Athletic Director of any disciplinary matters and, of any athletes who have quit the team.
13. Ensure that first aid supplies are available for practices and games by contacting the Athletic Trainer.
14. Ensure that scores and information from home games are reported to the media.
15. Cooperate with reporters.
16. Report any unsafe facility conditions to the Athletic Director and/or Principal.
17. Report all lost or stolen equipment and uniforms to the Athletic Director.
18. Keep an up-to-date file including a schedule of playing dates with opponents, starting times, bus departure times and place of the event, eligibility lists for all athletes and emergency phone numbers and parent phone numbers. Coaches should make use of the Emergency Information cards available to be filled out by the athlete and their parents and should be kept in the team's first aid kit for easy access.
19. Along with the Athletic Director, create pre and in-season practice schedules so that the availability of facilities may be anticipated. Do not schedule practices more than six (6) days per week as per PIAA regulations and district policy and procedures.
20. Prepare eligibility information and submit to the Athletic Administrative Assistant no later than one week prior to the first scheduled contest as well as rosters and numbers where applicable.
21. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules.
22. Shall select players for the squad and develop procedures for squad selection and consult with the Athletic Director on any potential cuts which might be made.
23. Be responsible for the conduct of all players at all practices and contests.
24. Supervise all activities during practices.
25. Be responsible for the condition of the locker room, practice area, and team bus or van and, have players or managers maintain a clean atmosphere in these areas.
26. Develop and refine coaching skills through any of the following: meetings and discussions with other coaches, reading articles, coaching journals or attendance at workshops, clinics, or other programs pertaining to coaching.
27. Consult with and, keep the Athletic Director informed of all athletic related matters.
28. Maintain an ongoing knowledge of basic first aid.

29. Conduct organized practices. Practices start when scheduled and end when scheduled and parents/students are provided with definite start and end times in advance.
30. Serve as a role model for the athletes in the areas of demeanor, language, and conduct during contests, practices, and all school-related functions and/or employment.
31. Remind the athletes of the importance of school work and encourage them to maintain good grades.
32. Communicate with athletes' parents/guardian whenever the need arises. Include documentation when necessary.
33. Assign players to the Varsity, Junior Varsity, Junior High and, Developmental teams.
34. Be responsible for all equipment and supplies issued to the program.
35. Prepare requisitions for needed supplies and equipment.
36. Inventory all uniforms and equipment and prepare an inventory summary sheet.
37. Make specific assignments to assistant coaches, junior high and developmental coaches.
38. Supervise and communicate in a timely fashion with the assistant and junior high coaches and serve as coordinator of the total program.
39. All Athletic Teams will conduct their own "Meet the Parents Night "during which they will review the team's overall rules, goals and expectations.
40. Head coaches are responsible for maintaining proper, adequate, and current information for the district's athletic website. This includes working with the Athletic Director to gather all photo/video releases needed for the site.

TITLE: ASSISTANT ATHLETIC COACH

Basic Function

As a staff member of the athletic program under the direction of the Head Athletic Coach, the Assistant Athletic Coach will supervise; all training, practices, and instructional sessions; performance and conduct of athletes; and fulfill such other duties associated with the team and athletes as the Head Athletic Coach may assign.

Scope

The authority and responsibility of the Assistant Athletic Coach extend to all athletes in the particular activity as the Head Athletic Coach may assign.

Authority and Responsibility

1. Operation
 - A. Assume complete charge of the team and its operation in the absence of the Head Athletic Coach.
 - B. Identify and work with problem situations.
 - C. Scout the play of opposing teams as time and budget permit and as designated by the Head Athletic Coach.

- D. Assist the Head Athletic Coach in preparing athletes, equipment, supplies, athletic fields and/or gymnasium and in instructional, training and practice sessions.
 - E. Assist the Head Athletic Coach in operational areas, i.e., distribution of uniforms and equipment, inventory of equipment and supplies, supervision of athletes transported to away events, etc.
2. Organization
 - A. Recommend the organization and supervision of the areas of responsibility to meet approved objectives of the athletic activity.
 3. Personnel
 - A. Coordinate all aspects of student eligibility, parental permission, physical examinations and insurance coverage as assigned by the Head Athletic Coach.
 - B. Work with the team to develop a spirit of good sportsmanship and fair play, and to establish and maintain the physical fitness and mental alertness of each individual athlete.
 4. Finance
 - A. Assist the Head Athletic Coach in developing budget requests for the team's activities.

Relationships

Head Athletic Coach

The Assistant Athletic Coach will be under the direction of and accountable to the Head Athletic Coach.

Others

The Assistant Athletic Coach will establish and maintain such other relationships as are required to carry out the job responsibilities.

Additional Duties and Responsibilities

1. It is the responsibility of the Assistant to support and adhere to all decisions of the Head Coach. To assist the Head Varsity Coach in all matters pertaining to the conduct of the sport. It is furthermore, the Assistant's responsibility to perform all duties as set forth by the Head Coach to the best of his/her ability.
2. The Assistant Varsity Coach reports to the Head Varsity Coach who in turn reports to the Athletic Director and the High School Principal, who has overall responsibility for the school's interscholastic athletic program.
3. Shall perform all duties assigned by the Head Varsity Coach.
4. Shall offer input to the Head Varsity Coach on all matters pertaining to the conduct of the sport.
5. Shall accept and follow the guidance of the Athletic Director when called upon to do so by the High School Principal.

TITLE: **VOLUNTEER COACH**

Basic Function:

1. To assist the coaching staff only and, not be directly responsible for supervision of any aspect of the athletic program.

Relationships:

1. The Volunteer Coach reports directly to the Head Varsity Coach who in turn reports to the Athletic Director and the High School Principal.

Duties and Responsibilities:

1. Be under the direct guidance and supervision of the Head Varsity Coach.
2. Not be solely responsible for any athlete or equipment.
3. Serve as a role model for the athletes in the areas of demeanor, language, and conduct during contests, practices, and all school-related functions and/or equipment.

MANDATORY CLEARANCES AND COURSES

ALL coaches, head, assistant and volunteer, must provide documentation to the Athletic Office of successfully passing the following mandatory clearances and courses:

- **MANDATORY CLEARANCES:**
 1. Act 24 - Arrest and Conviction - **Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release**
 2. Act 34 - Criminal Record - **Pennsylvania State Police Criminal Record Check**
 3. Act 114 - FBI Fingerprinting - **Federal Criminal History Record Information**
 4. Act 151 - Child Abuse - **PA Department of Human Services (DHS) Child Abuse History Certification**
- **MANDATORY COURSES:**
 1. Sudden cardiac arrest and concussion courses - every year, every coach
 2. Epi-pen - every 2 years
 3. 3-hour child abuse course - every 5 years.
 4. ASEP - Coaching Principles and Sports First Aid
 - a. new coach will have 2 years from their date of hire to complete this requirement

More information on these mandatory courses can be provided by the Athletic Office.