

Spring Cove School District



Athletic Department Handbook

2019-20

Central High School

Athletic Department

Central High School
718 Central High Road
Martinsburg, PA 16662
814-793-2111



www.springcovesd.org

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Dear Students, Parents/Guardians, Coaches, and Scarlet Dragon Community Members,

Spring Cove School District is proud to offer our students a variety of opportunities for interscholastic athletic participation. We are a member of PIAA District 6 and participate in the Mountain League Conference. The following sports are offered at the SCSD: Cross Country, Golf, Tennis, Volleyball, Football, Soccer, Basketball, Wrestling, Baseball, Softball, and Track and Field. Through teaching and modeling, these opportunities help our students to learn the values of strong work ethic, teamwork, sportsmanship, and skill development while building lifelong friendships and memories. Additionally, being a member of an interscholastic athletic team is a privilege. With this privilege comes responsibility for one's self, for team, and for our school district. The purpose of this handbook is to provide guidelines to organize, clarify, and regulate the athletic program in order to safeguard the health, safety, welfare, and skill development of our students. Additional information and referenced policies can be found by visiting www.springcovesd.org and athletic schedules can be found by visiting <https://www.schedulestar.com>.

Thank you for taking the time to become more familiar with our athletic opportunities. Should you have any questions, please do not hesitate to contact the Athletic Office at 793-2111.

Sincerely,

Stacy Kuster

Athletic Director

GO DRAGONS!

GUIDELINES FOR STUDENT-ATHLETES

1) Pre-Season:

- a) Sign-up sheets for each sport will be placed in the CHS Athletic Office and SCMS Office 4-6 weeks prior to the start of the season. Any student interested in playing a sport, is encouraged to sign-up. Additional information about school sponsored teams can be found on the District website www.springcovesd.org under the “Athletics” tab.
- b) Varsity and Junior High athletes are required to pay the \$50.00 registration fee. Fees are due before the first date of practice and can be paid in the CHS Athletic Office. The \$50.00 fee covers participation for one school year. Checks can be made payable to “Spring Cove School District”.
- c) No student-athlete is permitted to practice until the PIAA CIPPE (sports physical) is submitted and verified by the Athletic Office. More details are offered in the section below.
- d) Students transferring from outside districts and foreign exchange students must complete pre-season forms as required by PIAA District 6. Forms will be submitted to District 6 for review and determination of eligibility.
- e) SCSD resident students, who are homeschooled, attend the SCSD Cyber School, or who attend Cyber-Charter schools are invited to participate on SCSD sponsored athletic teams. (See Policy 137. 1 and Policy 140. 1). The same guidelines and rules apply to all students.
- f) Often, coaches will plan open gym/field time or pre-season conditioning. This is optional and non-mandatory. The only exception is Varsity Football which is required to complete “Heat Acclimation Training” prior to the season’s official start as directed by PIAA. PIAA determines the official start date of each sports’ season.
- g) Athletic schedules can be found by visiting www.schedulestar.com. We encourage you to sign-up for text and email alerts on www.schedulestar.com so stay up-to-date on last minute scheduling changes.

2) Physicals & Insurance:

- a) The district encourages parents to have their child’s family physician complete the comprehensive exam during the student’s annual physical. The physical must be scheduled on or after June 1st and will cover all interscholastic sports for the upcoming school season. The PIAA CIPPE FORM MUST BE USED. The school physician (Dr. Heaton) will complete two school sponsored physical dates in the summer. Additional information and required PIAA CIPPE forms can be found on the CHS Athletic Webpage and by contacting the Athletic Trainer.
- b) All athletes must be covered by insurance – school insurance, or private insurance as verified on the PIAA CIPPE form.
- c) All injuries shall be reported to the coach and athletic trainer, who will file the appropriate form.
- d) Concussion screenings will be conducted by the SCSD Athletic Trainer.

3) Use of Facilities & Practice:

- a) Student-athletes may not engage in practice of any kind on the field or gymnasium unless supervised by a coach.
- b) Student-athletes may not enter the weight room facility unless under the supervision of coach or teacher.
- c) Athletic practices may not start before the end of the activities period (3:05). Participants may start getting dressed at 2:55, but they are to stay out of the halls when in uniform. Running in the halls is prohibited until 3:15. Established guidelines, supervised by the coach, must be followed for running in the hallway.
- d) All practice sessions must be completed by 8:30 p.m. This does not include showers and dressing time.
- e) No Sunday practice or games, unless permission is granted by the athletic director, principal, or designee.

4) School Attendance:

- a) A student absent from school shall NOT participate in an athletic event on that day. An athlete must be in school by 8:30 a.m. in order to be permitted to participate in a contest or practice. Exceptions could be made with prior approval by the administration. Medical excuses should be limited to early morning appointments when possible.
- b) If an athlete is absent from school for three or more days immediately before the day of a game, permission to play shall be acquired from a physician and the athlete's parents.
- c) Missing school the morning after a contest is frowned upon by both coaches and administrators. In recurring cases, the administration will take steps to eliminate this type of behavior.

5) Academic Eligibility:

A student must be passing at least 5 out of 8 classes on a weekly basis. This will be checked weekly by the Athletic Director. Student-athletes are "STUDENTS" first and academic achievement is always the first priority as promoted by administration and coaches. Student-athletes will be required to seek academic assistance during activity period (2:30-3:05 p.m.) for failing grades.

6) Awards & Varsity Jackets:

- a) Varsity jackets sales will be promoted twice during the school year (Fall and Spring). To be eligible for a varsity jacket, a student-athlete must have lettered in his or her sport as verified by the Athletic Director and coach. The student-athlete is responsible for the cost of the jacket. For more information, please contact the CHS Athletic Office.
- b) All obligations to the school or team must be fulfilled before an athlete is eligible for an award. Criteria for the awarding of a Varsity Letter or Certificate of Participation will be determined by the Head Varsity Coach.
- c) End of the season banquets and award ceremonies are arranged by Head Coach and/or supporting booster club.

7) Uniform and Equipment Responsibilities:

Student-athletes are responsible for all equipment and uniform(s) issued to them at the beginning of the season. Any equipment/uniform(s) not returned at the end of the season must be paid for by the student. Students must take the precaution to guard against their equipment being stolen or lost. Utilize locked gym lockers when possible. Students may not participate in another school-sponsored sport until all equipment is returned or payment is made.

8) Expectations for Conduct:

- a) While representing SCSD, student-athletes will follow the student code of conduct as outlined in the student handbook and are expected to conduct themselves in a responsible, positive, and appropriate manner at all times.
- b) Good sportsmanship is encouraged both in victory and defeat.
- c) Use of profane or offensive language is strictly prohibited.
- d) A student suspended from school shall not participate in practice sessions or games until the student is reinstated by the Principal.

- e) Hazing is strictly prohibited as defined by SCSD policy #247. School administration encourages students who have been subjected to hazing to promptly report such incidences. If an investigation results in substantiated findings of hazing, disciplinary action will be taken and the student may be removed from the activity.
- f) In accordance with Policy #227, use of any form of tobacco, alcoholic beverages, or drugs (unless prescribed by a doctor) while in school, on school property, while involved in extracurricular activities, or off school property may result in school suspension, suspension from extracurricular activities and a referral will be made to the SAP team, and their recommendation must be followed. Failure to abide by recommendations of the SAP Team will result in immediate dismissal from the team.
- g) Anabolic steroids are not permitted to be used except for a medically stated purpose. Body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human growth hormone (HGH) is not considered to be an anabolic steroid. The penalty for use is as follows:
 - 1st Offense: Suspension from athletics for remainder of season.
 - 2nd Offense: Suspension from athletics for remainder of season and following season.
 - 3rd Offense: Permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. A referral will be made to the Student Assistance Program, and recommendations made must be followed in order to maintain athletic eligibility.
- h) All other rules and expectations set forth by the coaching staff will be enforced.

9) Sportsmanship:

Exemplary sportsmanship should be the driving force behind all actions of students, fans, players, coaches and schools.

Fundamentals of Sportsmanship:

- Gain an understanding and appreciation for the rules of the contest.
- Exercise representative behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the officials.
- Display openly a respect for the opponent at all times
- Display pride in your actions at every opportunity.

10) Public Behavior at School Events (#904-AR-1):

The District expects mutual respect, civility, and orderly conduct by all individuals attending school events on District property. Individuals attending school events on District property will not:

- a) Injure, threaten, harass or intimidate a District employee, sports official or coach or any other person.
- b) Act in an unsafe manner that could threaten the health or safety of others.
- c) Use vulgar or obscene language or gestures.
- d) Fight, strike or injure another person.
- e) Damage, deface or threaten to damage District property.
- f) Damage, deface or threaten to damage another individual's property.
- g) Engage in any activity that violates any federal, state or local policy or regulation.
- h) Violate any Board policy or District administrative regulation.
- i) Use any tobacco product.
- j) Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs.
- k) Possess weapons or dangerous devices.

- l) Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
- m) Enter upon any portion of District or school premises at any time for purposes other than those that are lawful and authorized by the Board.
- n) Operate a motor vehicle in a risky manner, in excess of fifteen (15) miles per hour, or in violation of an authorized District employee's directive.
- o) Engage in any risky behavior, such as roller skating, roller blading or skateboarding.
- p) Fail to obey the directive of an authorized District employee, security officer or law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action for violators, including warning the violator, requesting the person to immediately leave District property, contacting law enforcement officials, and seeking to deny future admission to school events. Disruptive behavior by a group when individual actors cannot be identified may result in the ejection of offending areas of spectator seating.

11) Guidelines for Student Cheering Sections:

To help ensure that sporting behavior by the fans contributes to—rather than distracts from—the event, the following guidelines for student cheering sections and general fan behavior are to be followed.

Acceptable Behavior

- Clothes appropriate within district dress code.
- Face paint in school colors, school insignias on cheek.
- Applauding and cheering for your team during introductions, the contest and post-game handshakes.
- Signs that support your school team (where possible, signs should be fastened to the wall).
- Accepting all decisions of the officials with respect.
- Staying in assigned student cheering section.

Unacceptable Behavior

- Shirt-less and undergarments exposed or worn as outer garments. Wearing clothes that would not be appropriate or acceptable for school.
- Face paint in colors other than school colors, full face paint or masks/hats that hide student identity.
- Derogatory cheers, chants, songs, actions or gestures directed toward opposing teams, their fans or the officials, including during pregame and introductions.
- Signs that taunt or run down opponents. Any sticks or “props” that could be used as a weapon.
- Booming or heckling an official's decision.
- Sitting in, taunting or approaching opponents' designated student section, team or fans with an intent to cause a disturbance. Fans may NOT go onto the field or court after the game.
- Noise-makers (for indoor events).
- Any behavior that draws attention away from the players and the contest, including (but not limited to) inappropriate gestures, signs and cheers.
- Standing up for the whole contest. (Unless prior arrangements have been made with the game manager).

12) Parent/Guardian Communication Guidelines:

Parents and Guardians play a valued role in the experiences their children have in extracurricular activities. Some of these experiences will be some of the most rewarding moments in their young lives. 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 is encouraged.

Here are some general guidelines to follow:

Appropriate Concerns to Discuss with Coaches

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

Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

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

Procedure to Follow Should You Have a Concern to Discuss with a Coach

- Call to set up an appointment with the coach.
- If the coach cannot be reached, call the AD. He/she will coordinate the meeting for you.
- Meet with the coach.
- Do not confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.
- What if the meeting did not provide a satisfactory resolution? Call the AD to set up an informal meeting to discuss the situation.

GUIDELINES FOR COACHES

Responsibility of the Coach:

The head coach has the responsibility for the athletic program for his/her particular sport regarding offensive and defensive philosophy, practice drills, organization, schedules, scouting, and supervision of student-athletes. Assistant and junior high coaches are expected to comply with the head coaches' instructions in these areas. Supervision and care for the health, safety, and welfare of every student athlete is our number one priority.

SCSD Athletic Belief Statements:

- Academic achievement and attendance are priorities to participate in athletics.
- Student-athletes gain opportunities to observe and exemplify good sportsmanship, competition, and teamwork.
- Student-athletes acquire an understanding of lifelong health and training methods.
- Athletics should be fun and rewarding and provide student-athletes with a positive experience.
- Student-athletes display respect for all participants, coaches, officials, parents, and spectators.
- Open communication between all stakeholders is fundamental. Any concerns from coaches shall be addressed through the proper chain of command: 1) athletic director, 2) Building Principal, 3) Superintendent.
- A positive feeling of school pride is shared by all stakeholders and the community.

Requirements to Coach in a PIAA Member School Plus Local Requirements:

- FBI clearance (ACT 114)
- PA State Police clearance (ACT 34)
- Department of Human Services clearance (PA Child Abuse) (ACT 151)
- Tuberculin test
- PIAA Coaching Education Requirements
- Support Staff Application/Athletic Resume
- Interview and recommendation to the Superintendent and SCSD School Board

1) Pre-Season:

- a) Equipment/uniform needs should be communicated to the AD 6-8 weeks prior to the start of the season.
- b) Communicate any gym/field facility needs to AD 6-8 weeks prior to the start of the season.
- c) Submit to AD, in writing, any special plans for the upcoming season for approval.
- d) Review sign-up sheets and communicate optional/non-mandatory open gym/field time and conditioning to all prospective student-athletes.
- e) Head Varsity Coaches are required to attend the Mandatory Rules Interpretation Meeting as directed by PIAA. Head Coaches are responsible for sharing rule changes/updates with assistant coaches and junior high coaches. All coaches must abide by all PIAA rules as well as SCSD policies.
- f) Review tentative game schedules and transportation departure schedule with AD.
- g) Assist AD and Athletic Trainer with communicating to prospective student-athletes need to return PIAA CIPPE forms and \$50.00 registration fee prior to the first date of practice.
- h) Provide AD with a practice calendar.
- i) Provide AD with a copy of team rules/expectations for conduct.

- j) Provide AD with a Team Roster with uniform numbers. See “Attachment D”
- k) Provide AD with an electronic team photo.
- l) Coaches should complete the appropriate recommendation forms and follow up with the necessary steps that will publicize and promote promising scholar/athletes in their attempt to further their education with scholarship help.

2) Administering Team Rules and Expectations for Conduct:

- a) Conduct yourself as a responsible, positive role model for your student-athletes and maintain a professional relationship with opposing coaches, officials, news media and parents.
- b) Notify the Athletic Director and Principal in writing when a student is suspended from the team for disciplinary reasons or withdraws from the team. A player cannot be dismissed from the team due to disciplinary reasons without notification of the AD and Building Principal. A meeting with all parties, including the parent/guardian will be held prior to a dismissal.
- c) **It is the coach’s responsibility to review the Athletic Handbook with the team.**
- d) **The coach is to provide the student-athlete and their parent with detailed, written information regarding practice schedule, game schedule, team expectations, rules, and disciplinary consequences for misconduct. Include the following items with your team code of conduct:**
 - While representing SCSD, student-athletes will follow the student code of conduct as outlined in the student handbook and are expected to conduct themselves in a responsible, positive, and appropriate manner at all times.
 - Athletes should attend all practices and should be punctual unless he has a reasonable excuse.
 - Measures must be taken to prohibit the use of profane language.
 - Good sportsmanship should be encouraged both in victory and defeat.
 - There must be respect for authority both on and off the field of play.
 - Since the athlete represents his school and community, he should be neatly groomed and properly dressed.
 - Hazing is strictly prohibited as defined by SCSD policy #247. School administration encourages students who have been subjected to hazing to promptly report such incidences. If an investigation results in substantiated findings of hazing, disciplinary action will be taken and the student may be removed from the activity.
 - Athletes should be reminded that they are leaders and, therefore, must assume their responsibilities at home, in school, and in community.
 - In accordance with Policy #227, use of any form of tobacco, alcoholic beverages, or drugs (unless prescribed by a doctor) while in school, on school property, while involved in extracurricular activities, or off school property may result in school suspension, suspension from extracurricular activities and a referral will be made to the SAP team and their recommendation must be followed. Failure to abide by recommendations of the SAP Team will result in immediate dismissal from the team.
 - Promote high academic achievement. Work with your athletes to develop good study habits and encourage them to work to their maximum academic potential.
 - Encourage and promote positive school attendance.
- e) Hazing is strictly prohibited as defined by SCSD policy #247. We expect all coaches to assist in the adherence to this policy and to promptly report any hazing like behavior to the AD and Building Principal. We ask coaches to review the hazing policy with the team at the beginning of the season. Coaches must display a copy of policy #247 in the locker room and/or training facility.

3) Professional Development Requirements (for ALL levels of coaches including volunteer coaches):

- a) **ConcussionWise Online Training Course** – must be done each year; give certificate to AD (free)
- b) **CardiacWise Online Training Course** – **must be done each year; give certificate to AD (free)**
- c) **First Aid Course** – PIAA requirement (Course is available online through PIAA.)
- d) **Fundamentals of Coaching Course** – PIAA requirement (Course is available online through PIAA.)
- e) ***Must create a “COACH PROFILE” on PIAA website to upload course requirements***
- f) **Mandated Reporter Training** (required every 5 years); SCSD policy #806 affirms your obligation to identify and report suspected child abuse to the AD and Building Principal immediately.
- g) For more information, please visit www.springcovesd.org.

4) Emergency Management of Injuries:

- a) Under the direction and supervision of the Athletic Trainer, each coach must understand and comply with the following:
 - Instruct student-athletes regarding the proper procedures to be followed in case of accident or injury and the filing of accident and insurance papers and reports. Each accident or injury must be reported to the AD and Building Principal.
 - Protocol if athletes get injured and their return to sport
 - Concussion protocol/screenings
 - Heat illnesses
 - What to do in event of injury off-site
 - Injury reporting process
 - Follow-up with injured athlete & parents
 - Venue specific EAP (emergency action plans)
 - Dynamic warm-ups
 - MRSA/Skin conditions
- b) Coaches are expected to provide the Athletic Director with a cell phone number and to have a cell phone available when supervising students for use in an emergency.

5) Communication with Athletes & Parents:

- a) Coaches are encouraged to use the Remind App. This App allows for one-way, safe communication of information.
- b) Always maintain healthy, professional boundaries with student-athletes and parents as directed by SCSD policy #824.
- c) Confidentiality: Per SCSD policy #207, the Board recognizes that certain written and oral communications between students and school personnel must be confidential. The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students. Information received in confidence from a student may be revealed to the student’s parents/guardians, building principal or other appropriate staff by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

d) Clearly communicate the following to student-athletes and their parents:

- Coaching philosophy
- Expectations for team conduct including disciplinary consequences
- Locations and times for all practices and events
- Team requirements
- Procedures for reporting injuries.

6) Transportation:

- a) All buses will be ordered by the athletic director. It is the responsibility of the coach to have members of the squad ready to board the bus at the designated time. The head coach must exercise control and maintain proper supervision of the squad so that the bus is not damaged in any way. The head coach must ride to and from the SCSD for scheduled athletic events. Special circumstances approved by the principal will be considered on a per event basis.
- b) Supervision of student-athletes on bus trips – Read or remind the students of the following before every trip: While representing the SCSD, you will follow the student and athletic code of conduct. You are expected to conduct yourself in a positive and appropriate manner at all times. In addition, you have a responsibility to report behavior that you become aware of and that could be harmful to other people.
- c) Only team members, support personnel and coaches for that sport are permitted to ride the team bus. Exceptions are permitted only with the consent of the AD or Building Principal.
- d) Team members and coaches are to ride the team bus to and from the scheduled event. Parents or guardians who wish to provide their child's transportation from an event must present a written request to the coach before the team departure.

7) Use of Facilities & Practice:

- a) Student-athletes must be supervised at all times. School dismisses at 2:30pm. Practice cannot officially begin until 3:05pm. Supervision must be in place beginning at 2:30pm. Merely being in the building or somewhere near the student-athletes does not constitute supervision.
- b) You are responsible for building security when there is no custodian on duty. This includes making sure all lights are turned off and all doors are locked. Outside doors shall not be propped open and/or left unattended at any time.
- c) For both home and away events, supervise locker room activity to ensure student-athletes have demonstrated responsible use and behavior.
- d) Running In Hallways Guidelines
1. Head Coach must provide a training session prior to any student-athletes running in the hallway. This training session is to include the following:
 - Review of safe running practices to include clear instruction of running direction, running lanes, and no more than two runners running side by side
 - Explain lap running only in hallways (no sprints)
 - Explain safety procedures for turning corners
 - Explain safety procedures for staying away from glass trophy cases, custodian carts, etc.
 - Explain where coaches will be stationed in the hallways in case assistance is needed

2. Head Coach must create a document of the training above and a sign-off to include signatures of all student-athletes and coaches that the above training was provided. Provide this document to the Athletic Director for filing. *THIS MUST BE DONE PRIOR TO ANY HALLWAY RUNNING.*

- Prior to any running in the hallways, the Head Coach is to do the following:
- Ensure that running occurs after 3:15pm
- Make an announcement building wide that student-athletes will be running in the hallways
- Walk the hallway to make sure there are no obvious obstacles that need moved. Shut classroom doors.
- Use cones if needed
- Station assistant coaches in primary locations so that student-athletes can be properly observed while running.

3. Report any incidences or issues immediately to the Principal and Athletic Director

8) Lightning Guideline (in Accordance with PIAA):

- a) If lightning is visible anywhere from the field of play or bleachers at any outdoor contest, the following action(s) will be taken:
1. Game Official/Administrator/Game Manager/Head Coach in charge will delay the contest for at least thirty (30) minutes after the last lightning strike is detected.
 2. Administrator/ Game Manager/Head Coach will direct players/game officials/coaches to the nearest indoor shelter or to their team busses. (Dugouts are not a safe shelter while lightning is present.)
 3. Administrator/Game Manager/Head Coach will direct fans to vacate the bleachers and seek shelter.
 4. Reassessment of lightning conditions shall be made by the administrator/game manager/Head Coach and head official.
 5. The administrator/game manager and the head coaches shall determine the maximum amount of time to delay before the game is deemed suspended.
 6. Sport-specific/venue specific Lightning Procedures for each team are to be reviewed annually at the beginning of every sport season with the Licensed Athletic Trainer (LAT) and the head coach.

9) Scrimmages – Alumni/Adult Participation:

- a) In accordance with PIAA By-Laws, no alumni, adult, or other person who has graduated or withdrawn from high school is eligible to participate in practices, inter-school practices, scrimmages, and/or contests.

10) Reporting of Game Scores:

- a) Altoona Mirror: 814-946-7444; sports@altoonamirror.com;
1. 8:30pm deadline for afternoon events
 2. 10:30pm deadline for evening events
 3. Provide enough information and details for our team and the opposing team.
 4. If you submit an email photo of the scorebook, make sure it is legible and not blurry.
- b) Morrisons Cove Herald: nevinsfamily@embarqmail.com; questions for the Herald, call 793-2144 (Brian Hess)
- c) EMAIL scores weekly to the Athletic Director.

11) Post-Season Competition:

- a) When the deadline approaches for application into post-season competition, the Principal, the Athletic Director, and the Head Coach shall meet and discuss the value and desirability of a team entering the playoffs.
- b) A team not able to win 50% of its contests should not enter team competition of a post-season nature. A 50% or better win record will be determined when papers have to be filed with PIAA. Those games remaining for the season will be counted as wins. League Conference Meets and/or Invitational Meet Competitions (in which several teams are competing simultaneously against each other) will not count in determining the win-loss record.
- c) All participants in Wrestling, Swimming, Cross Country, and Track who qualify for District or Sectional Competition may participate regardless of team record.
- d) Head coach will assist AD in completion of District 6 tournament paperwork.

12) Post-Season Responsibilities:

- a) Make sure all student-athletes have returned all issued equipment and uniform pieces.
- b) Provide AD with your year-end report including evaluation of assistant coach(s). See "Attachment B"
- c) Provide AD a list of your letter winners and certification of participation winners. See "Attachment C"
- d) Provide AD with a detailed list of equipment/uniform needs for the next season.
- e) Provide AD with scheduling suggestions for next season.
- f) AD will complete the coaches' evaluation and will provide a copy after all post-season responsibilities are met. See "Attachment A"

13) Out-of-Season Rules and Regulations:

Each sport has a defined season which includes the first legal practice date, the first legal scrimmage date, the first legal playing date for the regular season, the district deadline, the dates for PIAA championships, the maximum number of contests for the regular season and the maximum number of scrimmages or inter-school practices for the regular season. All member schools must comply with the defined season for each sport. Within each defined season, member schools may sponsor sports teams which compete against other member schools or schools that follow all PIAA policies, rules and regulations. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of 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. Coaches and/or students acting as private citizens and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period as described below. Any sports activity that occurs outside the defined season for a sport is outside the jurisdiction of PIAA except as set forth in the immediately preceding paragraph and as follows:

- a) 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 of its defined season must be voluntary.
- b) 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.

- c) The school's blocking/tackling dummies and blocking/tackling sleds may not be used by schools, community organizations and groups, coaches and students outside the PIAA defined football season.
- d) The school's name, nickname, and interscholastic athletic uniform may not be used by community organizations, groups, or students; however, the Principal may permit community organizations, groups, or students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies.
- e) Except as provided below, all activity in a sport including practice, shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament. If the team is entered into the PIAA playoffs or PIAA tournament, all activity in the sport must terminate on the day of elimination from the PIAA event.
- f) With the approval of the District 6 Committee, regular season contests which have been postponed may be rescheduled and played between the last legal playing date for the regular season in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed contest shall constitute the last legal playing date for the regular season in that sport.
- g) In accordance with PIAA By-Laws, Open Gyms to encourage participation in a sport are limited to two hours per day and three days per calendar week outside the defined sport season during the school year. Weight training and conditioning activities are not considered Open Gyms and may be held daily so long as they are voluntary and not compulsory. Within 10 days prior to the start of each sports season, no student enrolled at a PIAA member high school may participate in any team competition on a team on which all other players and at least one coach are also affiliated with that students' school.

14) Volunteer Coaches:

- a) The Spring Cove School District will approve volunteer coaches utilizing interested staff and community members. The number of volunteer coaches will be determined by the Head Coach, Athletic Director, and Building Principal.
- b) It is important to note that a volunteer coach cannot begin volunteer service until all of the requirements have been completed and you have been approved by the School Board per SCSD policy #916.
- c) Requirements:
 - Volunteer Registration Form.
 - Volunteer Confidentiality Agreement.
 - Volunteer Reportable Offense Obligation Form.
 - Tuberculin Test
 - Pennsylvania Child Abuse History Certification
 - Pennsylvania Criminal History Clearance
 - Disclosure Statement Application for Volunteers or FBI Federal Criminal History Check
 - Mandatory PIAA courses (First Aid, Coaching Fundamentals, Cardiac, and Concussion Courses)
- d) The principal or his/her designee shall assume general authority and responsibility over all volunteers.
- e) For more information, please contact the Administration Office at 814-224-5124 or visit www.springcovesd.org.

15) Booster Groups:

The athletic program has received significant verbal, moral, and financial support from the Boosters and is grateful for it. In an effort to keep the lines of communication open between the two, the athletic director or the principal will keep in contact with the Booster Club to discuss each year's intentions.

It is further understood that the Boosters will confine their efforts to supporting the athletic program and will not be involved with the operation of the program or the selection or dismissal of persons involved with the program. With each group concentrating on their role, the student athletes should benefit significantly.

Paperwork Requirements by Boosters to be submitted:

- a) A Request for Administrative Recognition Form must be filed in the Building Principal's Office by September 30 of every school year, copy to be forwarded to the District Business Office for School Board approval. Every group must have a President and Treasurer. School district employees, their spouses and students may not serve as officers.
- b) All organizations must file a Quarterly Report Form in the District Business Office within 30 days following the end of each quarter (September 30, December 31, March 31 and June 30).
- c) All organizations must receive prior approval for all fundraisers and associated flyers by initiating the process with a Request for Approval of Fundraiser Form through the Building Principal's Office. Fundraisers may start following receipt of the Request for Approval of Fundraiser Form as approved and signed by the District Superintendent.
- d) Booster Groups with Administrative Recognition may conduct Small Games of Chance fundraisers to support extra-curricular activities provided they follow the guidelines established under the Small Games of Chance Act. To obtain a Small Games of Chance license, contact the SCSD Business Office for the required documents and then apply to the Blair County Treasurers Office for the license. A copy of the license must be provided to the SCSD Business Office in order for the fundraiser to proceed.
- e) All organizations must file a Post Fundraiser Report through the Building Principal's Office within 30 days of the close of the fundraiser, copy to be forwarded to the District Business Office. If the fundraiser was a Small Game of Chance, an officer of the organization will be responsible for maintaining records about the fundraiser for no less than two years.
- f) When booster groups request use of school district facilities, the required paperwork to rent school facilities must be submitted for approval as directed by policy.
- g) Any equipment or uniforms that are purchased by a booster organization must be approved by the Business Manager, Building Principal, and Athletic Director in advance. Such purchases shall fall under the authority of the school district and shall become the property of the school district. Personalized items and services provided by a booster organization to student participants or coaches must be approved by the Building Principal and Athletic Director prior to purchase.
- h) Booster Groups are encouraged to recognize volunteers by submitting Volunteer of the Year nominations and/or by providing the volunteers' meals at no cost at the team banquet. Any other proposed gifts or recognition must be approved, in advance, by the Athletic Director, Building Principal, and Business Manager to avoid violations of the Fair Labor Standards Act, IRS Regulations, and/or Title IX Requirements.

16) Youth Athletic Programs:

Youth athletic programs in grades K-6 shall be non-competitive and provide equal playing opportunities for all players. The main purpose of the program is to generate interest, teach skills, and, most importantly, have fun!

- a) The Head Coach of each sport is responsible for assisting with the implementation of the youth program for his/her sport.
- b) Volunteer youth coaches are to follow the coaching philosophy and guidelines as presented by the Head Coach.

- c) All practices shall be limited to one school night per week for a maximum of 1.5 hours. A total of 4 hours per week including games is the maximum hours of participation per week. During the PIAA-defined season for a sport, as verified by the Spring Cove Athletic Director, a second practice session (up to 1.5 hours) may also be scheduled for a total of 5.5 hours of participation.
- d) Transportation is the responsibility of the parents.
- e) Students are to be supervised at all times and are not permitted in the building without adult supervision.
- f) Gym/field time needs for youth programs must follow the guidelines set forth in SCSD policy #707 – Use of School Facilities including submitting in advance requests using the appropriately designated forms.

EQUAL OPPORTUNITY STATEMENT

Title IX of the Education Amendments of 1972 says “No person...shall, on the basis of sex, be excluded from participation under any education program or activity receiving federal financial assistance...” Therefore, the policy of the Spring Cove School District is that all extra-curricular amenities and equipment shall be offered to all participants on a same ratio basis.

Spring Cove School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or age in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding non-discrimination policies, civil rights, or grievance procedures, contact the District’s Compliance Officer:

SCSD Superintendent
1100 E. Main Street
Roaring Spring, PA 16673
(814) 224-5124

Supervision of Coach

Attachment A

Name _____

Sport _____

Evaluation Date _____

Season/Year _____

Procedure for Supervision:

1. Head Coach evaluates Assistant and Volunteer Coaches.
2. The Athletic Director, in consultation with the High School Principal, supervises and evaluates the Head Coach.
3. The Athletic Director and High School Principal present evaluations to the Superintendent.
4. The Superintendent recommends or declines renewal to the School Board/Student Services & Activities Committee.

Ratings: Excellent
 Satisfactory
 Poor

Administrative Duties/Communications

- | | | | |
|--|---|---|---|
| 1. Cooperates with school authorities and follows guidelines as established by the Spring Cove School District and PIAA. | E | S | P |
| 2. Follows all rules and regulations as provided by school principal and athletic director. | E | S | P |
| 3. Maintains open lines of communications with AD, administration, fellow coaches and provides an individual evaluation of all assistants. | E | S | P |
| 4. Emphasizes and monitors individual academic performance. | E | S | P |
| 5. Maintains an open line of communication with the media, parents and booster groups to promote the team, individuals, and the school. | E | S | P |
| 6. Consistently and accurately reports event results with the media and athletic office. | E | S | P |
| 7. Submits pre-season and post season paperwork, coaches' training requirements and budgetary items, in a timely manner. | E | S | P |
| 8. Provides an appropriate system of issuing and collecting athletic equipment and uniforms. | E | S | P |

Performance/Knowledge of Sport

- | | | | |
|---|---|---|---|
| 1. Demonstrates knowledge of the sport by teaching the fundamentals, correcting mistakes, and develops strategies to utilize individual and team strengths. | E | S | P |
| 2. Employs proper conditioning methods and handles athletic injuries appropriately, in conjunction with the athletic trainer. | E | S | P |
| 3. Makes efforts to remain current with his/her coaching techniques, and continually looks for ways to improve the program. | E | S | P |

- 4. Demonstrates leadership and the ability to make difficult decisions, is self-motivated and motivates assistant coaches and/or players to perform at high levels. E S P
- 5. Prepares the team mentally, physically, and emotionally while challenging them to reach their goals. E S P
- 6. Keeps Athletic Director informed of any problems and cooperates with the Athletic Office personnel in a professional manner. E S P

Self/Team Management

- 1. Demonstrates and develops sportsmanship, maintains professionalism, communicates with students, and handles discipline fairly. E S P
- 2. Demonstrates and shares responsibility with the Athletic Trainer in regards to proper conditioning and the safety and welfare of team members. E S P
- 3. Supervises student-athletes at all games and practice sessions. E S P
- 4. Reviews Athletic Guidelines with the team, including expectations for conduct. E S P
- 5. Conducts self in a professional manner with players, parents, officials, media and public. Exemplifies integrity and is a role model throughout the program with all personnel. E S P
- 6. Works to positively promote sport with youth programs. Either Coordinates or assists with coordination of youth programs at either the elementary or middle school levels. E S P

Athletic Director's Comments:

Principal's Comments:

Athletic Director's Signature _____

Date _____

Principal's Signature _____

Date _____

Coach's Signature _____ Date _____

ATHLETIC DEPARTMENT – End of Season Report to AD

Coach:

Sport:

Year:

Season Record:

Date, Time, and Location of Banquet:

Trophy/Award Winners:

Highlights from this Season:

Suggestions for Improvement and Next Season:

Sport _____

Year _____

Head Coach:

Assistant Coach(s):

Volunteer Assistant:

TEAM ROSTER

Name	Uniform Number	Grade Level	Position

*List Height and/or Weight if significant for sport