

# **Allegheny-Clarion Valley School District**

## **Coach's Athletic Handbook**



**A-C Valley, in conjunction with the community, will ensure a comprehensive education that inspires students to:**

**Dream Big, Work Hard, and Act Responsibly.**

**2019-2020**

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## **Purpose**

The Allegheny-Clarion Valley School Board believes the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curriculum of the schools. The District works diligently to provide a positive, wholesome, and safe environment for teaching and learning; the School Board recognizes the value of supporting a comprehensive program of interscholastic athletics as an integral part in that endeavor. The District's interscholastic athletic programs are viewed as providing quality opportunities to teach and learn many values, such as competition, teamwork, and sportsmanship, to foster the growth of school loyalty within the student body as a whole, and to stimulate student and community interest in our schools. The primary sources of the goals and expectations included in this *Athletic Handbook* include the A-C Valley Strategic Plan, Pennsylvania Code of Professional Practice and Conduct, P.I.A.A. (Pennsylvania Interscholastic Athletic Association) Constitution and By-Laws, K.S.A.C. (Keystone Shortway Athletic Conference) guidelines and regulations, and the A-C Valley Interscholastic Policies and Regulations.

## **Definition**

For purposes of this handbook, the program of interscholastic athletics shall include all activities related to competitive sports contests, games or events involving individual students or teams of students of this District with any school from another district.

## **Authority**

It shall be the policy of this School Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practical and in accordance with state and federal regulations.

The School Board shall approve a program of interscholastic athletics and shall require that all facilities used in that program, whether or not the property of the District, be properly safeguarded in such a manner that students and spectators are free from hazardous conditions.

The School Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student, before participating in any interscholastic program activity, be covered by school or family insurance, be in good physical condition, be free of injury, and be fully recovered from illness (as determined by the district physician or family doctor) before participating in any practice or contest.

The School Board adopts those eligibility standards established by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). Further, the School Board shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this District.

No student may participate in the program of interscholastic athletics who has not maintained a record of academic proficiency as prescribed by the current P.I.A.A. standards and local District policies. Furthermore, in order to participate in or attend an event or practice, the student athlete must be in school by 10AM the day of the scheduled event or practice unless previously excused from school by the high school principal, attendance officer or his/her designee.

## **A-C Valley Junior-Senior High School Athletic Programs**

The following athletic programs are offered to our students:

### Fall

Cross Country – Boys/Girls – Varsity /Junior High (Co-op with Union SD)  
Golf – Boys/Girls – Varsity /Junior High (Co-op with Union SD)  
Football –Varsity/Junior High (Co-op with Union)  
Volleyball – Girls – Varsity/JV  
Basketball – Girls – Junior High (late Fall)  
Cheerleading – Varsity/Junior High  
Soccer – Varsity/JV/Junior High (Co-op with KCSD)

### Winter

Basketball – Boys/Girls – Varsity/JV; Junior High Boys (late winter)  
Wrestling – Co-op with Keystone - Varsity/JV/Junior High  
Cheerleading – Varsity/Junior High

### Spring

Track and Field – Boys/Girls – Varsity/Junior High  
Baseball – Boys - Varsity/JV  
Volleyball – Girls – Junior High  
Softball – Girls – Varsity/JV

## **Keystone Shortway (KSAC) Membership**

### Allegheny-Clarion Valley Falcons

Brookville Raiders	Moniteau Warriors
Clarion Area Bobcats	North Clarion Wolves
Clarion-Limestone Lions	Punxsutawney Chucks
Cranberry Area Berries	Redbank Valley Bulldogs
Forest Area Fires	Union Golden Knights
Karns City Gremlins	Venango Catholic Vikings
Keystone Panthers	

**District IX Member Schools**  
**(as of 2011-2012)**

Allegheny-Clarion Valley	Austin	Bradford
Brockway	Brookville	Cameron County
Clarion	Clarion-Limestone	Clearfield
Coudersport	Cranberry	Curwensville
DuBois	DuBois Central Catholic	East Forest
Elk County Catholic	Immaculate Conception	Johnsonburg
Kane	Karns City	Keystone
Moniteau	North Clarion	Northern Potter
Oswayo Valley	Otto-Eldred	Port Allegany
Punxsutawney	Punxsutawney Christian	Redbank Valley
Ridgeway	St. Marys	Sheffield
Smethport	Union	Venango Catholic
West Forest		

**Delegation of Responsibility**

The Athletic Director shall prepare and the Principal shall approve and present to the School Board for its consideration, a program of interscholastic athletics which shall include a complete schedule of events and a supporting budget, all of which shall have been reviewed by the Board or District Superintendent.

The School Board shall prepare local regulations for the conduct of staff and students participating in interscholastic athletics. Such regulations shall be in conformity with the rules of the State Board of Education, P.I.A.A., Keystone Shortway Athletic Conference (KSAC), and any other athletic association/conference with which the District may become affiliated. In no case shall these regulations be limited to the rules of the above organizations/associations. All regulations/rules described in the "Falcon's Handbook" for students will be enforced. Circumstances not covered by these policies will be decided on an individual basis by the administration.

**Appeal Process**

Any staff member, student, Athletic Director, or Administrator who feels any action by another party is not in keeping with the intent of this policy may begin an appeal process through a written complaint to the Board for final action at the local level.

# **A-C Valley's Regulations of Athletics**

## **Duties of the School Board**

- 1) Provide quality staffing, facilities, equipment, and financial support.
- 2) Determine the roles of the Athletic Director, Trainer, School Doctor, student support groups (ex.: band) and community support groups (ex.: booster clubs) in the sports programs.
- 3) Ascertain the cheerleaders' role in athletics.
- 4) Establish guidelines for participation in District IX open tournaments.
- 5) Ensure that procedures related to conducting athletic events on days of emergency school closings be enforced.

## **Duties of Administration**

- 1) Exercise such management and control as set forth in the constitution and by-laws of the P.I.A.A.
- 2) In conjunction with the Athletic Director and coaching staff, strive to promote the athletic program in the best interest of the participants, the student body, and the total community.
- 3) Arrange with the Athletic Director for necessary supervisory help at home games and selected away events.
- 4) With cooperation of the Athletic Director and Transportation Director, arrange transportation for away events.
- 5) With the help of the Athletic Director, submit all out-of-season conditioning programs to the superintendent for approval. All such programs must be in complete accord with the intent of the P.I.A.A. By-laws, Article XV, and open to all students eligible by definition in the written proposal.
- 6) In conference with the Athletic Director and Principal of the opposing team and his/her Athletic Director, make the final determination on all interscholastic events that may come under consideration for postponement or cancellation.
- 7) Along with the Athletic Director, ensure that Board policy on school closings and athletic participation is followed by all staff and students.
- 8) Perform additional athletic-related duties as assigned by the School Board.
- 9) Review the Coach's Summary Report (page 16) and determine if an end of season meeting is necessary.
- 10) Meet with the Head Coach of each sport only if the Principal, Head Coach, or School requests such a meeting at the end of the season.

## **Duties of the Athletic Director**

- 1) Follow all objectives and regulations set forth in the Constitution and By-laws of the P.I.A.A. and policies and procedures of the district.
- 2) Prepare the yearly athletic budget for presentation to the Principal.
- 3) Secure and file the paperwork for Title IX requirements for the athletic department.

- 4) Setup annual training for and ensure all coaching staff (including volunteers) have submitted certification after completing concussion and sudden cardiac arrest training before working with student athletes.
- 5) Setup Child Abuse-Mandated Reporter training for all coaching staff, including volunteers.
- 6) Help with the organization of Sports Medicine Program provided by the athletic trainer.
- 7) Prepare and publish the yearly schedules of the various sports.
- 8) Arrange with the Principal, coaches, school doctor, trainer, and school nurse for all required physicals and follow-up on injuries reported to make sure that proper re-examinations are completed prior to a student participating.
- 9) Arrange with the coaches for the necessary pre-season activities, the distribution of equipment, practice, pre-season scrimmages, and transportation.
- 10) Prepare a weekly eligibility list for all participants in all sports.
- 11) Coordinate the use of all practice facilities.
- 12) Obtain registered P.I.A.A. officials in cooperation with the coach in each sport, but retain final responsibility for determining the contracted officials for each event.
- 13) Obtain a list of participants eligible for each type of athletic award as determined by guidelines established by the School Board.
- 14) Record, and maintain on file, all individual and team athletic records.
- 15) Record and file equipment inventory and equipment storage location at the end of each sport season. All necessary equipment is to be repaired or replaced through the Athletic Budget procedure.
- 16) Make appropriate preparations for each athletic home event, i.e. welcoming the officials, assisting the visiting team, scheduling ticket-takers, arranging for security, and insuring that public address systems, announcers, flags, and physical plant and all necessary personnel for each event are prepared. Current staff and students should be utilized whenever possible.
- 17) Call meetings of coaches on a needed basis and advise them of mandatory rules meetings. Having done so, the athletic director shall see that fines assessed for not attending mandatory meetings are paid by the coach.
- 18) Advise the Principal of any pending postponements or cancellations of any events, and through the Principal's office make the final arrangements and mutual resolutions of such problems.
- 19) With the cooperation of the office personnel, maintain a separate Athletic account for all athletic receipts and expenditures.
- 20) Establish a system of arranging for medical care of all injured athletes.
- 21) Maintain a file that includes signature forms indicating that all coaches have been notified of mandatory rules interpretation meetings.
- 22) Represent the school at the request of the Principal as his/her representative at all athletic meetings involving the interests of the school.
- 23) Ensure the maintenance staff keeps all athletic fields and gymnasiums in proper condition for athletic contests.
- 24) Remove players from teams when eligibility regulations have not been satisfied.
- 25) Assist the transportation director in making transportation arrangements for all away events.

- 26) Perform additional athletic-related duties as assigned by the School Board and/or Principal.
- 27) The Athletic Director will assist the Administration in conducting an athletic information session prior to the start of each sport season.
- 28) Keep a filed copy of the signed Coaching Handbook Acknowledgement form from each coach annually.

### **Duties of Coaches**

- 1) Promote the physical, mental, moral, and social well-being of the athletes.
- 2) Set an example of positive conduct for his/her team members, as well as the student body and general public. This includes maintaining personal control and exercising prudent judgment in public, and when dealing with students.
- 3) Act in a sportsmanlike manner at all times, and instill that behavior in his/her team members.
- 4) Avoid the use of tobacco, alcohol, narcotics and other controlled substances, or profane language while supervising an athletic team.
- 5) Recognize that your primary responsibility is to the student-athlete and the development of the student-athlete's potential. Personal business is NOT to be conducted while working in the position as coach. This includes the use of cell phones for personal calls during practice times and game times.
- 6) Maintain complete control of his/her team members at all practices and games. Take appropriate action on all matters of student discipline, per district policies, referring serious breach of student behavior guidelines to the Principal.
- 7) Maintain a fair, non-prejudicial relationship with the players. Be straightforward and truthful in discussions with players.
- 8) In coordinating with the Trainer, submit all accident reports to the school nurse in a timely fashion. If a serious injury occurs, notify the administration as soon as possible.
- 9) Provide direct supervision during practice sessions, contests, workouts, and after activities until all team members have left the building.
- 10) Check the locker room prior to and after the contest. Report any discrepancies/damages to the Athletic Director immediately.
- 11) Establish team rules for student behavior during practices, competitive events, breaks and travel. These expectations are to be communicated, in writing, to students, parents, and any other personnel involved in the program. Team rules MUST be approved by the administration no later than one week prior to the start of the season. These rules will be kept on file in the Athletic Director's office.
- 12) Treat all athletes in a firm, fair, and consistent manner at all times, without favoritism, and apply all rules and procedures consistently throughout the season.
- 13) Ensure that practice schedules, game times, and transportation schedules are met, as arranged by the Athletic Director.
- 14) Contact the local news media to report scores and game information following all contests. Use sound, professional judgment in all press releases. All coaches' athletic releases should promote A-C Valley and its student athletes. Press releases should always reflect the positive attributes of the student athletes in that sport.



- 15) Attend all mandatory meetings as required, including but not limited to PIAA rules interpretation and league all-star meetings. Any fine incurred due to a coach's failure to attend will be paid by the coach. The Athletic Director will ensure that coaches receive timely notices of such meetings, including location, date, time, etc.,
- 16) Designate athletes for annual awards.
- 17) Coaches are NOT to recruit players from other schools.
- 18) Coaches are NOT to require student-athletes to focus exclusively on one sport and at no time should a coach discourage an athlete from participating in multiple sports in the same season.
- 19) Follow the district-established rules for fundraising.
- 20) Off-season open gym and conditioning sessions are NOT permitted to be mandatory. If an athlete chooses to not participate in off-season activities, he/she will NOT be penalized.
- 21) Check all players for academic eligibility, and adhere to the eligibility requirements.
- 22) Act like an adult and expect mature behavior from team members.
- 23) Stress the importance of scholarship, character, courtesy, personal care, and responsibility to team and school. This will be accomplished through the use of uniform A-C Valley Sports Regulations Form which is to be signed by all involved and submitted to the Athletic Director for use in formulating the final eligibility list.
- 24) Teach fundamentals, skills, and techniques to all participants trying out for a sport regardless of grade level and prior to any "cuts" in keeping with the School Board Guidelines/Regulations.
- 25) Along with the Athletic Director, coordinate, plan, and submit a weekly or monthly schedule for the use of facilities especially when two or more activities are planned on the school's master calendar. Any special practice shall be approved by the Athletic Director and/or Principal.
- 26) Be present for, and supervise all practice sessions and individual conditioning programs including the use of the Fitness Center. The Fitness Center will be closed when supervision is not provided by a regular staff member.
- 27) Appoint, with the approval of the Athletic Director and Principal, team managers, statisticians, and other support personnel.
- 28) Prepare and submit to the Athletic Director an eligibility list at least one (1) week before the first scheduled team activity. The final list is subject to approval of the Athletic Director and the Principal.
- 29) Obtain from each athlete, by the end of the first week of practice, the approved sport regulation form and transportation form, signed by player, coach, and parents. Submit these forms to the Athletic Director.
- 30) Tabulate individual and team records to be submitted to the Athletic Director at the conclusion of each sport season.
- 31) Ensure that equipment inventory is prepared and submitted to the Athletic Director no later than two (2) weeks after the close of a season. This report must include the method, identification, and location of such equipment.
- 32) Submit equipment and supply requisitions for the following school year to the Athletic Director by a determined date.
- 33) Abide by all rules and regulations of the School Board.

- 34) Enforce all rules and regulations for students/athletes (P.I.A.A., KSAC, and the “Falcon’s Handbook”).
- 35) Inform all alumni athletes and community members who attend practice that they are not permitted to physically participate in practice with any current A-C Valley student athletes unless they are a Board approved Volunteer Coach. However, any community member is permitted to participate in scheduled open gym sessions.
- 36) Perform additional athletic-related duties as assigned by the School Board, Principal, and/or Athletic Director.
- 37) Coaches are encouraged to recommend student athletes for sports in other seasons in which they may have ability, skills, and aptitude.
- 38) Make every effort to promote the student athletes for any athletic honors.
- 39) All athletic staff should be dressed professionally for contests. Attire that is worn in a professional place – such as skirts, suits, dresses etc... is acceptable. Coaching shirts with the A-C Valley athletic logo on them are also acceptable wear for contests.
- 40) Coaches are expected to use good judgment when communicating with their athletes. Phone calls, texts, emails, etc. should be professional in nature and related directly to their responsibilities as a coach.
- 41) Prepare and submit the Coach’s Summary Report (page 16) to the building principal.
- 42) Due to the Act 59 of 2012, ALL coaches must undergo annual training on sudden cardiac arrest. The new law also mandates that all coaches must complete an SCA training course once a year through a provider approved by the Department of Health.
- 43) Self-report any game misconducts resulting in technical fouls or game ejections by coaching staff or any student to the principal the day following the misconduct.

### **Duties of Athletes**

- 1) Shall be eligible as determined by the Athletic Director and Principal under the By-laws of the P.I.A.A. Any challenge will be reviewed by the School Board.
- 2) In addition to abiding by all school regulations with respect to conduct, grades, and attendance, shall also abide by training guidelines established by the coach and approved by the Athletic Director and Principal.
- 3) Abide by all P.I.A.A. and KSAC regulations.
- 4) Prior to the end of the first week of practice in each sport, the athlete shall return to his/her coach a signed copy of the A-C Valley Sports Regulation form. This form must also be signed by the parents/guardians and the coach prior to the Athletic Director adding the athlete to the eligibility list.
- 5) When currently involved in a season, athletes should NOT participate in “Open Gym” opportunities for an out-of-season sport unless permission is obtained by coaches of both sports, parents and administration and appropriate documentation is submitted to the Athletic Director.
- 6) Athletes who choose to participate in more than one in-season sport must do the following:
  1. Declare which in-season sport will be their primary sport of interest and notify both coaches and the Athletic Director prior to the first contest of either sport.
  2. Attend all primary sport league contests.
  3. Attend secondary league contests that do not conflict with primary sport contests.

4. If practices of both sports do not overlap, the athlete must attend both practices.
  5. If practices of both sports do overlap, the athlete must make arrangements with coaches of both sports to attend each practice in a manner of fairness.
  6. Realize that there is a possibility of not lettering in the secondary sport due to schedule conflicts with the primary sport.
  7. Any issues not previously mentioned may be resolved by contacting the athletic director and/or administration.
- 7) Individual athletes are to notify their coaches when they will be missing practice at the earliest possible time.
  - 8) Meet with the administration following a game ejection or technical foul.

### **Requirements for Earning Athletic Awards**

Note: Athletes may be members of two sports during the same season so long as his/her degree of participation meets with the satisfaction of the coaches, the Athletic Director, and the Principal prior to the start of the season and is in accordance with PIAA guidelines.

1. No UNEXCUSED absences from practice sessions
2. No UNEXCUSED absences from games, meets, matches, etc.
3. Maintain academic eligibility during the entire season
4. No level 3 disciplinary suspensions from school
5. No ejections from contests

#### **Football:**

Letters are awarded to those players who have been a member of the squad for the entire season, have participated in a minimum of 50% of the team's total quarters played, are recommended by the coach, and approved by the Athletic Director and the Principal.

#### **Basketball (Boys and Girls)**

Letters are awarded to those players who have been a member of the squad the entire season, have participated in a minimum of 50% of the team's total quarters played, are recommended by the coach, and approved by the Athletic Director and the Principal.

#### **Volleyball:**

Letters are awarded to those players who have been a member of the squad the entire season, have participated in a minimum of 50% of the team's total games played, and are recommended by the coach, and approved by the Athletic Director and the Principal.

#### **Golf (Boys and Girls):**

Letters are awarded to those players in grades 9-12 who have been members of the squad for the entire season, placed in the top seven (7) positions for at least 50% of the matches, are recommended by the coach, and approved by the Athletic Director and Principal.

#### **Track (Boys and Girls):**

Letters are awarded to students in grades 9-12 who have been members of the squad the entire season and have a minimum of 15 points, all determined by their rank placement in any recognized team meet event and have been recommended by the coach and approved by the Athletic Director and Principal.

**Cross Country (Boys and Girls):**

Letters are awarded to students of either squad in grades 9-12 who have been members of the squad the entire season, who place in the top twelve (12) of all meets OR have placed as the top five (5) A-C Valley athletes on the squad for all meets, are recommended by the coach and approved by the Athletic Director and the Principal.

**Wrestling:**

Letters are awarded to students in grades 9-12 who have been members of the squad for the entire season and have scored 12 varsity team points, and/or are recommended by the coach and approved by the Athletic Director and the Principal.

**Baseball/Softball:**

Letters are awarded to students in grades 9-12 who have been members of the squad the entire season and have participated in a minimum of 50% of the team's total games played, and are recommended by the coach, and approved by the Athletic Director and the Principal.

**Managers:**

Letters will be awarded in grades 9-12 to varsity managers, who have served two or more years in a given sport, are recommended by the coach for their service, and approved by the Athletic Director and the Principal. These awards will be considered for the Academic Athlete Award.

**Cheerleaders:**

Letters will be awarded to varsity cheerleaders who have been members of the squad for the entire year (or participate in two single sport seasons), participated in all games, are recommended by the coach and approved by the Athletic Director and the Principal. Cheerleading letters will be counted when considering the Academic Athlete Award.

**Honorary Letters:**

Honorary letters may be granted to senior athletes who have participated in that particular sport prior to their senior year, but have not participated enough in regards to playing time/points earned/ meet or match placement. These athletes must be recommended by the coach and approved by the Athletic Director and the Principal.

**Senior Awards:**

Seniors will be presented with an award based on the total number of letters earned throughout his/her high school career. The following awards may be earned:

1 letter: a certificate

2-4 letters: a certificate mounted in a frame

5+ letters: a wooden plaque with mounted certificate.

Each of the above certificates will identify the sport.

**Academic Athlete Award:**

1. The student must be a senior athlete.
2. The student must have obtained a minimum QPA of 93%.
3. The student must have obtained a minimum of five (5) letters during his/her high school career.
4. The student must have exhibited leadership, initiative, loyalty and responsibility to the school and to the sport during his/her career.
5. All senior athletes who meet the above criteria will receive the award.

**K.S.A.C. Scholarship Nomination**

1. The senior must maintain the highest cumulative QPA of all senior athletes during his/her senior year. (Determined on April 15<sup>th</sup>)
2. The student must have earned letters- not honorary- in a minimum of two sports during his/her senior year.

**School Board Regulations**

- 1) All coaches will attend the activities of their respective assignment for local, district, and state events. The School Board reserves the right to limit the number of coaches attending a state event where relatively small numbers of participants are to be involved.
- 2) All team members must travel as a group to all scheduled events on school-provided transportation unless excused by the administration for a known emergency other than “personal reasons.” Students may return home with parents/guardians if the parents/guardians personally meet the coach following an away event and sign them out on the appropriate form. Students may ride home with an adult other than their parent provided that the student has submitted a note to the high school office no later than 8AM the day of the event. This note will be signed by the Principal or his designee, copied and sent with the athlete. The athlete must then give the copied note to the coach prior to being released to the specified adult.
- 3) The committee recommends that coaches inform all athletes, at least one day in advance, of a planned food stop following a competition.
- 4) Cheerleaders will help foster good sportsmanship by their actions. Additionally, they must meet the test of all athletes with respect to academic work, attendance, etc. Cheerleaders must also pass a school physical to participate.
- 5) It is the policy of the Board to cancel all school events and practices when school is closed or dismissed early for an emergency or poor weather conditions. School events scheduled for non-school days will be left to the discretion of the administration in the event of an emergency or adverse weather conditions.
- 6) The P.I.A.A. and KSAC guidelines will be followed by the school concerning athletic courtesy and fan regulations.

## **Physicals**

The PIAA requires that each athlete pass a physical examination and impact testing in order to participate in interscholastic athletics. Athletic physicals are given at various times during the regular school year. The school physician will conduct physicals for fall sports in June/July/August, winter sports in October/November, and spring sports in February/March. A student-athlete may choose to have his/her physical done by his/her family physician, at the athlete's expense. The physical form must be completed prior to the scheduled physical. The school nurse will schedule the dates for physicals. If the form is not complete, the student will NOT be given a physical. A student athlete will only be required to pass one athletic physical per school year UNLESS he/she has sustained an injury or developed a serious illness or concussion during a sport season. If a student has sustained a concussion, impact tests will be conducted to ascertain if and when the student may return to play.

## **School Attendance Requirement**

Students participating in or attending any extracurricular activity or sport must be in attendance for the day to participate in that day's practice or event. Students must have reported to school by 10:00AM to be in attendance for the day for eligibility in activities. Medically pre-approved tardies as a result of a scheduled doctor's appointment, attendance at a funeral service, or a tardy/absence pre-approved by the Principal or designee, are the only excusable reasons for being late to allow for participation in the extracurricular or athletic activity on that day.

## **Extracurricular Eligibility Policy**

Student-athletes will become ineligible to participate if they are failing two or more 1 credit core courses (English, math, science, social studies, and PE/health) or the equivalent one core and two elective 1credit courses. This will be reviewed weekly for eligibility for competition in the following week. Student-athletes must also maintain a minimum weighted grade average of 75% at the end of each grading period in order to remain eligible during the following grading period. Failure to achieve the 75% minimum average at the end of a grading period will result in the student-athlete being placed on academic probation for the first three weeks of the probation grading period. The grades of a student-athlete on academic probation will be checked after three weeks and six weeks of a probation grading period; if a student-athlete does not have a 75% average at either the three-week or six-week checkpoint, the student-athlete is ineligible for the following three weeks. Athletic eligibility regulations are to be published annually in the student handbook.

Eligibility for fall activities will be based on the final grades for the prior year and ineligibility will run from the day after final report cards are issued through the first 15 days of the next school year. Students may make up a failing grade in the summer at their own expense to restore eligibility.

Students involved in interscholastic sports must practice during the 15 days of ineligible time, but may not participate in any game, match, scrimmage, or performance nor may they travel with the team or participate as part of the team at home or away events.

Students receiving an “I” (Incomplete) grade are ineligible until the “I” is replaced by a passing grade.

School officials will also complete a weekly eligibility check that is required by the PIAA for all interscholastic sports and cheerleading. A student must be passing at least four credits – 2 coming from core courses (English, math, science, social studies & PE/health) - during the weekly check to be eligible for the next week (Sunday through Saturday). This weekly check is based on the student’s cumulative average in each class for the current quarter.

### **Release From Class**

Requests to leave class for extracurricular activities should be kept at a minimum. The Athletic Director will determine the time that students are to be dismissed for athletic activities, and this information will be given to staff members in advance when possible.

All team rosters will be distributed to all staff at the beginning of each season by the Athletic Director. When athletes need an early dismissal, the respective sport will be identified on the daily bulletin. It is the coach’s responsibility to give any variances of the roster to the attendance secretary prior to 8:30 AM the day of the early dismissal.

### **Transportation**

All buses and vans for athletic events are scheduled by the Athletic Director and/or Transportation Director and are intended to transport coaches and student athletes exclusively. Any other passengers must be approved by school administration. Coaches should check the schedule for bus departure times and inform the Athletic Director if a change is necessary. It is the coach’s responsibility to maintain order on the bus and ensure that appropriate discipline measures are taken for misconduct.

All team members must travel as a group to all scheduled events on school-provided transportation unless previously excused by the Principal or Athletic Director for a known emergency other than “personal reasons.” Students may return home with parents/guardians if the parents/guardians personally meet the coach following an away event and sign the athlete out. An athlete who needs to ride home with an adult other than his/her guardian can bring a note from the guardian to the office no later than 8AM the morning of the event; this note giving the athlete permission to ride with another responsible adult must be signed by an administrator. In all cases, the adult must sign out the student athlete with the coach.

Parents or coaches will transport athletes attending summer camps or clinics.

## Restrictions on Cheerleading Activities

The PIAA Board of Directors is most concerned with dangerous activities performed by cheerleaders in interscholastic events. In an effort to eliminate or minimize injury to cheerleaders, the following shall be in effect for all events:

- a. No cheerleader shall stand on another person unless that other person has at least one foot on the ground.
- b. No flips are permitted from another person unless that other person has both feet on the ground.
- c. Trampolines and/or mini-tramps shall not be used.

THESE POLICIES WILL BE REVIEWED WITH THE COACH OR ADVISOR OF THE CHEERLEADING SQUAD.

## Practice/Event Guidelines

- 1) All practices, as well as the competitions, are to be scheduled with the Athletic Director due to liability concerns. It is imperative that school personnel are aware of when students are in the facilities.
- 2) At least one coach **MUST** provide direct supervision at all times during practices and remain in the building until all athletes have left the school.
- 3) An athlete should attend all practices, and should be punctual unless he/she has a reasonable excuse.
- 4) In the event that schools are closed by the superintendent for any weather-related or emergency reasons, all extracurricular activities, including practices and contests, will be cancelled.
- 5) There shall be **NO** athletic practices on Sundays or specific holidays. Exceptions to this rule for rare extenuating circumstances may be permitted by administration.
- 6) All practices on school days will be limited in time to not exceed 2 ½ hours.
- 7) The Trainer will supply to the coaches and the Athletic Director a roster of students who have completed their sports physicals, and all required forms prior to the first practice. Students who have not fulfilled these requirements are **NOT** permitted to practice. Any changes to this roster **MUST** be confirmed with the Athletic Director.
- 8) All practices need to start on time, and end on time. Tardiness by the coach is unacceptable.
- 9) Practices, Inter-School Practices, Scrimmages, and Contests are limited to **SIX (6) DAYS** per calendar week during the regular season. A calendar week is defined as running from Sunday through the following Saturday.
- 10) Any student who is not an eligible member of the team is **not** permitted to participate in any way during drills, practices, warm-ups or competitions. This includes managers, statisticians, bookkeepers or other support personnel.



- 11) No team shall permit any students below the 7<sup>th</sup> grade level to hold support positions including, but not limited to bat-boy/girls, waterboys, equipment managers, statisticians, bookkeepers and other team positions.
- 12) All coaches will abide by the district policy on dress and grooming. Final determination on dress and grooming is at the discretion of the athletic director and/or Principal.
- 13) ALL warm-up music must be put on a compact disc and submitted to the athletic director for prior approval. No music should be taken directly from student or coach I-Pods or phones.

## **Volunteer Coaches**

Each team will be permitted to have an unlimited number of volunteer coaches per season. By volunteers, we mean those adults who are not currently coaching here at A-C Valley.

1. In order to volunteer, this person must have up-to-date Act 34, Act 151 and Act 114 clearances. This means that no coach will be permitted to work with athletes until the superintendent has received all clearances.
2. Due to the Act 59 of 2012, ALL coaches must undergo annual training on sudden cardiac arrest. The new law also mandates that coaches must complete an SCA training course once a year through a provider approved by the Department of Health.
3. The volunteers must understand that they are here in a non-claiming position which means that they will receive no monetary compensation for their time nor will they be able to claim the time that they spend as a volunteer toward seniority at a later date should they ever become a supplemental position holder in our district.
4. As a volunteer, this is not a new position that has been added to the current supplemental contract that exists in the current ACVEA contract.
5. The volunteers are not replacements for the current supplemental coaching positions. At no point should they assume the responsibility of conducting practices alone. The head and/or assistant coach must be present at all practices.
6. Volunteer positions are considered a one-calendar-year position. Those who wish to continue as a volunteer with that sport need to submit a letter, stating their wish remain a volunteer coach, to the school board prior to the start of the following season.

## **Equipment**

- 1) The coach is responsible for supervising the issuance of all equipment and uniforms to each athlete.
- 2) The coach will maintain a written inventory of uniforms and equipment issued to athletes throughout the season. A written report will be prepared of any lost or stolen item, as well as anything needing repaired or replaced.
- 3) The coach will submit a final inventory to the Athletic Director at the end of the sports season.
- 4) The Athletic Director will have equipment repaired and/or submit requisitions for replacement as needed during the season or immediately following the season.
- 5) ALL uniform/equipment purchases must be pre-approved by administration.

## Coach's Summary Report

Each Coach will submit to the building principal a written summary of his/her activities at the close of each sport season. This report should be submitted approximately **one week** after the season.

The report should include the following:

- 1) Number of players starting the season – total turnout, by grade.
- 2) Number of players ending the season, by grade.
- 3) Name/ Number of players receiving awards and types of awards/cumulative number of awards.
- 4) Names of captains and co-captains.
- 5) End of year changes proposed by coaching staff.
- 6) Records/scores from the season.
- 7) An inventory of present equipment and supplies, along with a summary of the condition of existing equipment. Include any requests for new or replacement equipment and supplies with specifics such as size, color approximate cost, etc. **All supply and equipment requisitions will be submitted to and coordinated by the Athletic Director.**
- 8) A brief reflection on the season (successes, struggles, changes, etc.)
- 9) If you want an end of season meeting with the principal, submit this request in writing.
- 10) Individual statistics by player.

## Employee Responsibility

**Should a school employee (Coach, Administrator, Athletic Director, etc.) knowingly not adhere to the regulations and procedures specified in this manual, the following progression of district responses will result:**

- Conference with supervisor
- Written directive from supervisor
- Limited suspension from duties
- Extended suspension from duties, with corresponding loss of pay
- Meeting with school board and determination of district response

Responses to major infractions, as identified by the appropriate administrator, may skip steps identified in the above progression cycle.

## Participation of Alumni and Community Members

No alumni athlete or community member is permitted to physically participate in any practice with any current A-C Valley athlete for any reason unless they have been approved by the School Board as a volunteer coach. However, any community member is permitted to participate in scheduled open gym sessions.

According to the PIAA Handbook, Article XII, ATHLETIC RELATIONS, of the By-Laws section:

1. Permit Regular Season Scrimmages, in addition to Contests, with alumni (other than in the sports of football and wrestling), subject to the authorization by the school Principal;
2. Clarify that such Scrimmages and/or Contests count against the maximum permitted number of Regular Season Inter-School Practices, Scrimmages, and/or Contests with alumni (other than in the sports of football and wrestling) that are authorized by the school Principal, persons (other than Coaches) who have graduated or have withdrawn from high school are not eligible to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests, all effective July 1, 2009.

And also Article XIV, COACHES, of the By-Laws section:

3. With the exception of Regular Season Scrimmages and/or Contests with alumni (other than in the sports of football and wrestling) that are authorized by the school Principal, persons (other than Coaches) who have graduated or have withdrawn from high school are not eligible to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests, all effective July 1, 2009.

### **Facilities**

Facility use priority shall be in the order of:

1. Student – school sponsored activities (In season sport)
2. Student- school sponsored activities (Out of season sport)
3. Student – non-school sponsored activities
4. Faculty and Community
5. If the above 3 filters are equal, the requests will be honored on a first-come, first-served basis in the order that requests are turned in with facility papers.

When parking for events or practices held at the school, all coaches and athletes must respect handicap parking access and utilize general parking accommodations. Violators will be ticketed or towed.

## Appendix I:

### PIAA Sportsmanship Information and Guidelines

#### The Sportsmanship Message

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.”

#### **THE FUNDAMENTALS OF SPORTSMANSHIP**

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

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

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

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

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

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

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

#### **A- EXHIBIT RESPECT FOR THE OFFICIALS.**

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

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

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

#### **A- DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.**

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

## **“SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!” GUIDELINES FOR BEHAVIOR**

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

- Exemplify the highest moral character, behavior, and leadership; adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the Contest in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the Contest in full view of the public.
- Respect the integrity and judgment of Contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.

- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to Contest statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity or obscene language, or improper actions.

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

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

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

- Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
- Learn the rules of the Contest thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work, training, and team effort that goes into a cheering squad?
- Wish opposing cheerleaders good luck before the Contest and congratulate them in a sincere manner following either victory or defeat.
- Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- Select positive cheers that praise your team without antagonizing the opponents.

- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of Contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

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

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

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

- Remember that you are at a Contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the Contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the Contest so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of Contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.

- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during Contests and afterwards on or near the site of the Contest (i.e. tailgating).
- Use only those cheers that support and uplift the teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

#### **OF THE MEDIA...**

- Promote ideals and fundamentals of good sportsmanship.
- Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments towards participants, coaches, or officials. After all, the interscholastic athletic arena is a classroom. Would you make negative comments about teachers teaching students and students trying to learn?
- Recognize the efforts of all who participate in the Contest.
- Report facts without demonstrating partiality to either team.

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

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

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

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



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

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

## **ACCEPTABLE BEHAVIOR...**

- Applause during introduction of players, coaches, and Contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of Contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at end of Contest, regardless of outcome.
- Treat competition as a Contest, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of Contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

## **UNACCEPTABLE BEHAVIOR**

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

## **SPORTSMANSHIP AWARD**

The Sportsmanship Award is presented at the Annual District IX Spring Meeting in April and encompasses the time frame from the Spring sports of the preceding year to and including the most recently completed Winter sports season of the current year.

Nominations will be received by the Committee from Principals, Officials Chapters, Leagues, and Conferences

The District Committee will select the winner of the Sportsmanship Award after reviewing all nominations. The winning school will receive a certificate, banner, and Lucite trophy from the PIAA office. The school will also be awarded a \$1500.00 stipend from the local District IX Committee.

To be eligible for the award schools may not have an unsportsmanlike disqualification by a coach or athlete.

## **COMPLAINT PROCESS**

No parent, athlete, or coach should address problems or issues directly to PIAA without going through proper channels. At no time should a PIAA official be approached regarding concerns or issues during an event. The following guidelines should be taken with any concerns or issues.

- 1) Contact the Athletic Director to voice concern/issue
- 2) If the situation has not been satisfactorily addressed, contact the High School Principal.
- 3) Put concern or issue in writing to the High School Principal where it will be taken to the PIAA District 9 committee for consideration.
- 4) Follow up with High School Principal for determination of concern or issue.

## **CONCUSSION/ CARDIAC ARREST GUIDELINES**

Coaches are completely responsible for overseeing student health and safety. Policy 123.2 highlights how those policies are to be managed in cooperation with the athletic trainer, athletic director, and principal. Penalties for failure to follow correct protocols include temporary suspension and up to a permanent suspension from any and all coaching responsibilities with the district.

## **Appendix II:**

### **From the PIAA By-laws:**

#### **PIAA PHILOSOPHY**

It is unconscionable that a school or any of its employees would subvert the high purposes of interscholastic athletics by condoning any violation of the rules. To involve boys or girls in any practice or procedure which “gets around the rules” is unworthy of a person associated with athletics.

#### **ATHLETIC COURTESY**

**Section 1. Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in that person’s own actions and earnestly advocate them before others.**

**A.** Contest rules are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.

**B.** No advantages are to be sought over others except those in which the Contest is understood to show superiority.

**C.** Unsportsmanlike or unfair means are not to be used even when they are used by opponents.

**D.** Visiting teams are to be honored guests of the home team, and should be treated as such.

**E.** No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one’s opponent or the public.

**F.** Remember that student-spectators represent their school the same as student-athletes.

**G.** Any spectator who continually evidences poor sportsmanship should be requested not to attend future Contests.

**H.** Decisions of Contest officials are to be abided by, even when they seem unfair.

**I.** Contest officials and opponents are to be regarded and treated as honest in intention. In Contests when opponents conduct themselves in an unbecoming manner, and when Contest officials are manifestly dishonest or incompetent, future relationship with them should be avoided.

**J.** Good points in others should be appreciated and suitable recognition given.

**K.** The practice of “booing” is regarded as discourteous and unsportsmanlike.

## **CODE OF ETHICS PERTAINING TO HIGH SCHOOL ATHLETICS**

This 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, Contest officials, Athletic Directors, Principals, and the public.

### **Section 1. The School Should:**

- A.** Conduct itself in a sportsmanlike manner.
- B.** Not recruit students, either in whole or in part, for an athletic purpose.

### **Section 2. The Coach Should:**

- A.** Have a fair, unprejudiced relationship to student-athletes.
- B.** Teach student-athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- C.** Give opponents full credit when they win.
- D.** Control one's temper at all times.
- E.** Not use and discourage the use of profanity and obscene language.
- F.** Recommend the use of competent Contest officials and support their decisions. The coach should not criticize the actions or decisions of Contest officials before student-athletes or spectators.
- G.** Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors the coach should refer them directly to the authorities of the school concerned.
- H.** Not recruit students, either in whole or in part, for an athletic purpose.

### **Section 3. The Contest Official Should:**

- A.** Have thorough preparation in the current rules and approved officiating techniques of the sport.
- B.** Be physically fit and mentally alert.
- C.** Have a neat, distinctive uniform.
- D.** Report for duty at least 30 minutes before the scheduled start of a Contest.
- E.** Honor all agreements.
- F.** Control one's temper at all times.
- G.** Call them as one sees them.
- H.** Make clear any interpretations and announcements.
- I.** Not discuss plays or student-athletes of a team with any of their future opponents.

### **Section 4. The Athletic Director Should:**

- A.** Arrange only schedules which are educationally and physically sound for the school's student-athletes.
- B.** Have a definite and mutual understanding with other Athletic Directors regarding Contest officials.

- C. Treat visiting teams and Contest officials as guests.
- D. Cooperate with the school community in developing a wholesome athletic program.

**Section 5. The Principal Should:**

- A. Be honest in certifying to the eligibility of student-athletes and refuse to certify any student-athlete where there is a question as to the student-athlete's ineligibility.
- B. Endeavor to foresee possible misunderstandings with other schools and, as far as possible, settle them before they materialize.
- C. Pass on to another school's athletic administration any seemingly reliable information which calls in to question the eligibility of any of the other school's student-athletes.
- D. Encourage the school's support of its teams, but never at the expense of friendly relations.

## **Appendix III:**

### **Sport Regulation Form**

The following is a list of regulations which all A-C Valley athletes are expected to respect during the season in which they are participating. In cases of severe discipline problems where a student has been restricted from extra-curricular activities, a student will not be eligible for sports.

#### **1. CONDUCT**

Conduct in school should be beyond reproach. Reports of misconduct will be reviewed by coaches, the Athletic Director, and the Administration. Good sportsmanship must be displayed at all times of practice and contests. Athletes are responsible for knowing all athletic-related regulations included in the Student Handbook.

#### **2. GRADES**

Athletes must maintain a minimum grade average of 75% at the end of each grading period. Failure to meet this academic standard will make the athlete ineligible for competition for the next 15 days of school. At the end of the 15 days of ineligibility the grades will be checked. The grades must have improved to above the 75% average to reinstate eligibility on a probationary status. The grades will be checked for a second time at the end of the 6 week mark. Weekly, students must be passing four one credit courses – 2 coming from core subjects (English, math, science, social studies, & PE/health)- to remain eligible Sunday through Saturday.

#### **3. PRACTICE**

Practice starts on a designated date and ends with the last event. Any athlete who intends to play should be present for the entire period. Only under the most unusual circumstances will an athlete be excused from practice, other than injury. If students are able to attend school, they are expected to attend practice. In order to participate in or attend an event or practice, a student must be in school by 10AM of the day of the scheduled event or practice, unless previously excused from school by the High School Principal, Attendance Office, or his/her designee. Refer to the Student Handbook for examples of excused absences.

#### **4. ENFORCEMENT OF RULES**

A penalty of suspension from participation WILL be imposed on any student athlete who is observed at a school function or school-related activity reported by a coach, teacher, parent, police, or other reliable source for breaking school rules.

Students serving an after school detention will serve their detention on the date assigned by the school administration. Upon the completion of detention, the student athlete is expected to report directly to their activity.

Student athletes serving in-school suspension or out-of-school suspension will not be permitted to attend practices or contests on the days they are serving this punishment,

which may include weekend events. These absences will be UNEXCUSED and will prohibit the athlete from earning a varsity letter during the respective sport season.

## **5. TRAVEL**

All team members must travel as a group to all scheduled events on school provided transportation, unless excused by the principal or principal's designee for a known emergency other than "personal reasons." Students may return home with parents/guardians if they personally sign the athlete out at the end of the contest. Athletes may also return home with another adult provided that the student has submitted a note to the office no later than 8AM the day of the event. This note will be signed by the Principal, copied and sent with the athlete. The athlete must then give the copied note to the coach prior to being released to the adult.

## **6. DRUG AND ALCOHOL**

Participation in any co-curricular activity at Allegheny-Clarion Valley High School is a privilege and is contingent upon adherence to the following rules:

1. In addition to the school's drug policy, the illegal use or possession of alcohol, tobacco/nicotine products, drugs, steroids, drug paraphernalia, or other mind altering substances, out of school, by any student participating in co-curricular activities will not be tolerated. A penalty will be imposed on any participant who is observed and reported by a coach, teacher, parent, police, or other credible source.

Action taken for a first offense after an informal hearing with the principal:

- The student will be suspended from participation in the co-curricular activity or athletic competition for four weeks. (For safety reasons, athletes will be expected to participate in all practice sessions scheduled during the suspension.)
- The student will not be permitted to participate in any co-curricular activities until he/she has fulfilled all requirements recommended by the SAP Team and has been given official permission to resume such activities. Failure to fulfill this obligation will result in the immediate dismissal from the team and all activities until the requirements are met.

Action taken for a second offense after an informal hearing with the principal:

- The student will be immediately dismissed from the activity or athletic team for the remainder of his/her high school career and will not be permitted to participate in and/or attend any other school activity for the remainder of his/her high school career.
2. The illegal selling or distribution of alcohol, tobacco/nicotine products, drugs, steroids, or other mind-altering substances, either in or out of the school, by any student participating in co-curricular activities will not be tolerated.
    - The student will be immediately dismissed from the activity or athletic team for the remainder of his/her high school career and will not be permitted to participate and/or attend any other school activity for the remainder of his/her high school career.

The Allegheny-Clarion Valley School District believes that the implementation of these rules is an important step in achieving excellence throughout our entire educational system. Most importantly, the participants in these activities will be able to establish a positive set of values that will help them prepare for future life situations.

Check the appropriate sport(s):

- |                |                   |                  |
|----------------|-------------------|------------------|
| Football ( )   | Basketball ( )    | Track ( )        |
| Volleyball ( ) | Cross-Country ( ) | Cheerleading ( ) |
| Baseball ( )   | Wrestling ( )     | Softball ( )     |
| Golf ( )       |                   |                  |

This form must be returned to the coach by the end of the first week of practice. Athletes failing to turn in this form will not be placed on the eligibility list and hence will be unable to continue in that sport.

**Please read this entire Athlete's Handbook with your son or daughter to become aware or reacquainted with the policies and procedures in this handbook. Your signature means you have received and read this document.**

Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

Coach \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix IV:**

### **Coach's Guide to Emergency Care (Injuries)**

1. Someone should remain with the injured athlete and make sure he/she is not moved.
2. Someone should be responsible for the following:
  - a. Obtain the proper emergency card
  - b. Call 911 and be ready to inform EMS of your exact location.
  - c. Tell EMS your name and the number of the phone you are using.
  - d. Follow emergency plan of opponent at an away event.
3. If the event is away, one of the coaches should accompany the injured athlete if the athlete's parent/guardian is not present.
4. Someone should be designated to meet the EMS and ensure there is access to the area where the injury took place.
5. Contact the athlete's parent or guardian and see that their wishes are carried out – times permitting and as long as their wishes are in best interest to the safety and well-being of the athlete.
6. Coordinate with EMS and the coach traveling with the student to determine who will be arriving at the hospital to meet them and when.

#### Follow-Up Care

1. Call the parent concerning the status of the player either from the hospital or after you return from the event where the injury occurred.
2. Call the Athletic Director and trainer to inform them that the player was taken to the emergency room.
3. Complete an Injury Report Form and give a copy to the trainer and/or school nurse. They will give a copy to the Athletic Director.
4. Inform the athlete that he or she should see the school nurse upon returning to school.
5. Keep in contact with the athlete, parent, trainer, nurse and Athletic Director as to any follow-up that may be necessary.
6. Written permission must be obtained from a physician in order for the athlete to participate again.
7. Verbal authorization from the trainer.

#### Important Phone Numbers:

A-C Valley High School – 724.659.4661  
A-C Valley Athletic Director  
Bill Jordan – Principal – 814-730-6654 (cell)  
– Athletic Director –

## Appendix V:

### **Extracurricular and Athletic Procedures for Handling Discipline Related Issues.**

The following is a general outline of disciplinary procedures that should be employed when students fail to meet program expectations. It is important to remember, at times, certain students require individualized programs that may deviate from this outline. These procedures' will be geared to improving academic and behavioral achievement, enhancing the school climate, expanding school pride, broadening interpersonal skills, increasing self-esteem, providing work/volunteer experience for the student, increasing individual responsibility, and developing empathy for others.

Student discipline related issues:

1. Supervisors and coaches will develop rules and routings that will keep students on-task and prevent unwarranted behavior.
2. All supervisors and coaches will be expected to supervise student activity at all times and respond to any type of unwarranted behavior in a way that will teach students appropriate ways to follow directions. This type of discipline will help students develop decision-making strategies that may be carried with them throughout life.
3. The rules should be consistently enforced and when a student does not follow them, the supervisor/coach should intervene and re-direct the behavior.
4. If the behavior continues then the supervisor/coach should contact the parents and seek support in addressing the behavior. A possible parent meeting with the program staff should be scheduled to review student progress and discuss concerns.
5. If the unwarranted behavior persists the supervisor/coach should contact the administration for support and help with discipline related procedures.
6. When a student becomes a safety concern, attendance issue, or exhibits one of the violations listed below the administration with the help of the supervisor/coach may remove the student from the activity.
  - a. Assaultive behavior
  - b. Intentional property damages
  - c. Assaultive weapon on program grounds
  - d. Theft
  - e. Runaway behavior (Away from staff without permission with the intent to leave the school grounds)
  - f. Inappropriate behavior/language
  - g. Physical altercation
  - h. Threatening or intimidating staff

Once the student is identified by the administration a possible referral will be made to the Student Assistance Program team. The Student Assistance Program team will review the student's behavior, academics and situations that the student is having difficulties with in the regular school environment. If selected, the student will be referred back to the administration for a formal intake. During this intake, a plan will be generated for each student. **ADDITIONAL STUDENT SERVICES:** A-C Valley Guidance Counselor, School Psychologist, Drug and Alcohol Prevention Programs, Mental Health Services.

#### **NOTICE OF NON-DISCRIMINATION**

The Allegheny-Clarion Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent of Schools, Box 100, Foxburg, PA 16036. Telephone: (724) 659-5820.

## Appendix VI:

### School Van Usage Guidelines

The school van is a 9-passenger van (excluding the driver). The school van's intended use is for the benefit of Allegheny-Clarion Valley students, thus the following guidelines will be used:

**Events scheduled by the school district will have permission to use the school van and the fuel will be paid for/reimbursed by the district. Events not scheduled by the school district must go before the school board. The school board will decide:**

- 1.) if the organization may use the school van and**
- 2.) if the district will pay for/reimburse the organization for fuel.**

In all cases involving conflicts of scheduled use, in-season events and official school activities will be given preference. Requests to use the van should be submitted to the transportation director at least one month prior to the requested date(s) of use to allow for the best possible chance of using it. The transportation director will check to see if the van is available and will also contact the maintenance department who will have the van ready.

Drivers of the school van must submit a photocopy of their driver's license to the Allegheny-Clarion School District central office prior to operating the van. In addition to submitting a license, drivers should:

1. **Keep the van clean.** When you return the van, take your trash with you. If others leave their trash, the driver is the one responsible.
2. In the event of an accident, please report even the smallest scratch **IMMEDIATELY** to the maintenance director at 724-659-4661 X143.
3. Drive carefully and responsibly. **OBSERVE POSTED SPEED LIMITS.** Watch for deer and other animals that frequently cross the road.
4. In the event of a maintenance problem with the van, please notify the director of maintenance at 734-659-4661 X143.
5. Turn in fuel receipts to the central office secretary **ONLY IF** the district is responsible for paying the fuel.

**Failure to follow the guidelines above may jeopardize future access to the school van.**

## Appendix VII:

### Volleyball/Basketball Game Manager Duties

1. Report to school by 5:00 PM or 1 hour before first scheduled game time.
2. Check visitor's locker room for stray items, etc.
3. Take out and hook up scoreboard and PA system. Test each to make sure they are operational.
4. Meet ticket takers at the front door at 5:15 PM, with the cash box. Have them count the money inside and verify the assigned ticket numbers.
5. Greet the opposing team at the door and escort the coach and players to their assigned locker room. Have the coach watch you lock the exterior door of the locker room. This door remains locked during the entire event.
6. Prepare the starting lineup sheet. Instruct the opposing coach on how to fill out the sheet. Give the sheet to the announcer before the end of the first half of the Junior Varsity game.
7. Meet the officials and escort them to the following places:  
High School – Trainer's Room  
Elementary School – Nurse's Suite or Physical Education office
8. Meet the other game workers as they arrive and give them their checks for the evening. Return any unclaimed checks to the cash box.
9. Meet with the on-duty security officer and/or faculty worker to decide who will cover what areas. Check in with each other periodically during the evening.
10. Have the ticket takers begin counting the intake money when it is close to end of first quarter of the Varsity game. Make sure they sign the sheet when they are done. Take the cash box to the designated area and return it to the Athletic Secretary the following school day.
11. At the end of the contest, unhook and put away the scoreboard, and PA system. Make sure to turn off the switch at the breaker box as well.
12. Report any incidents to the Athletic Director and/or Principal the following day.
13. Perform any other duties as assigned by the Athletic Director or Administrator on duty.

## **Football Game Manager Duties**

1. Report to school by 5:00 PM, or 2 hours before the Varsity game.
2. Check the visitor's locker room for stray items, etc.
3. Place the announcer's folder in the press box.
4. Meet the ticket takers at the elementary school lobby at 5:15 PM with the moneybags. Have them count the money inside and verify the assigned ticket numbers. Check in with them periodically throughout the night to see if they need change, etc.
5. Greet the opposing team at the high school gym and escort them to their assigned locker room. Have the coach watch you lock the exterior door of the locker room. This door remains locked during the entire evening.
6. Meet the officials at the elementary school and escort them to the locker room. Meet the other game workers as they arrive and give them their checks for the evening. Return any unclaimed checks.
7. Meet with the on-duty security officer and faculty workers to decide who is going to cover what areas. Check in with each other periodically during the evening.
8. Have the ticket takers begin counting the intake money when it is close to half time of the Varsity game. Make sure they sign the sheet when they are done. Take the cash bags and place them in the elementary vault.
9. Report any incidents to the Athletic Director and/or Principal that evening.
10. Perform other athletic related duties as assigned by the Athletic Director and/or the Administrator on duty.

**Appendix VIII:**

**Coaching Handbook Acknowledgement**

I acknowledge that I have been given a copy of the A-C Valley School District Coaching Handbook and have been informed that I may meet with an administrator if I have any concerns or questions regarding the handbook. In addition, I understand I am responsible for following all guidelines, expectations, procedures and policies included in the handbook.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* Return this immediately to the Athletic Director.

**Appendix IX:**

**Allegheny-Clarion Valley School District**

**Coach and Volunteer Coach Personnel Checklist**

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The following documents must be present before any coach is permitted to interact with students.

1.  Cover letter
2.  Application (with at least three references listed)
3.  Volunteer Coaches Contract
4.  Volunteer Coaches Liability Waiver (proof of insurance)
5.  Act 33
6.  Act 34
7.  Act 151
8.  Verification of Concussion training within the past year
9.  Verification of Cardiac Arrest training within the past year
10.  Received a copy of the coaches athletic handbook
11.  Volunteer must submit a letter each year stating that he/she would like to return the following season

The Board Secretary will place a check each box upon arrival of the above listed documents.

Volunteer Signature: \_\_\_\_\_

Board Secretary: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, this document will be placed into the volunteer's permanent file.

## **Appendix X:**

### **HAZING**

#### **I. Purpose**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Allegheny-Clarion Valley School District and are prohibited at all times.

#### **II. Definitions**

“Hazing” means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, regardless of the person’s willingness to participate. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

#### **III. General Statement of Policy**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Express or implied permission for or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
- E. A person who engages in any act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The Superintendent or his designee will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

#### **IV. Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building Principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent.
- C. Teachers, administrators, coaches, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any



such person who observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing shall not affect the complainant or reporter's future employment, grades, or work assignments.

#### **V. School District Action**

A. Upon receipt of a complaint or report of hazing, the administration shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The administration may take immediate steps, at their discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the administration will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, and school district policies and regulations.

#### **VI. Reprisal**

The administration will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.