

WINDBER AREA SCHOOL DISTRICT



Athletic Department Manual

Revised July 24, 2012

Windber Athletic Department Affiliations

P.I.A.A. – Pennsylvania Interscholastic Athletic Association

District V – Somerset, Bedford, and Fulton Counties

WestPAC – Western Pennsylvania Athletic Conference

SCPAAL – Somerset County Principals Association Athletic League

BICTL – Bi-County Tennis League

Athletic Policy

Windber Area School District has developed a policy for students who are participating in interscholastic athletics in grades 7 - 12. Students should read this policy before making a decision to participate in the interscholastic athletic program at Windber, since once a student has committed himself/herself to a program, the only way they may withdraw as a participant in their sports activity is to follow the guidelines as established and approved by the Windber Area School District's Board of Education. Failure to follow the procedure will result in a student losing their remaining years of eligibility to participate in all athletic activities while at Windber Area High School. A copy of this Athletic Agreement follows in its entirety.

Athletic Policy – Personnel

As a result of Athletic Policy 4127 adopted April 21, 1981, it is now policy that all positions within the Athletic Department are on a one year basis.

Personnel within the Athletic Department desiring to be considered for election to positions in the Athletic Department or for re-election, must submit a written application.

Athletic Activities

ATHLETIC ACTIVITIES

To be eligible to represent school in interscholastic contests a student is subject to the following:

1. Must not reach the age of 19 before July 1.
2. Transfer students must meet P.I.A.A. transfer requirements in order to be eligible.
3. A pupil who has been absent from school for twenty or more days during a semester for any cause, except quarantine, in the home, is ineligible for a period of forty-five (45) school days following the 20th day of absence.
4. Any member of a high school team, who participates in an athletic contest as a member of any other similar team during the same season - which season shall include vacations, holidays and periods of suspension - shall be ineligible to compete in the sport for the remainder of that season.
5. To be eligible for interscholastic competition, a student must pursue a regular course and must maintain for the current semester or nine weeks a passing grade in each of four or more full credit subjects. A student failing two (2) required courses (such as Communications, Math, Science, Humanities, Health, PE, and Computers) at the weekly review shall not compete, participate, manage, or travel with any athletic team. Eligibility is updated on a weekly basis.
6. No pupil who has been in attendance more than eight semesters beyond the eighth grade shall be allowed to represent his/her school in athletics.
7. No pupil shall be eligible to represent his high school in any athletic contest unless he/she has been examined by a school physician and his/her physical condition is pronounced satisfactory.
8. It is the principal's right to exclude any contestant who, because of bad habits, or improper conduct, would not represent his/her school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school physician. Any school that violates the eligibility rules may be suspended for a period not to exceed one year.

9. Before your first practice, the completed eligibility, proof of insurance, and CIPPE form (physical) must be submitted to the coach or advisor. All forms must be signed by the appropriate individuals (parents, doctors, and coaches/advisors). The coaches/advisors will then turn these materials over to the Athletic Director.

10. Roster Size

It is the goal of the Windber Area School District not to exclude any participant wishing to take part in a competitive sport or activity offered by the school district.

However, in some instances, due to limited resources available such as: amount of practice space, number of coaches/volunteers, financial resources, number of team uniforms, transportation, etc., it may become necessary to put a limit on the number of participants for a given sport or activity. The size of the team or group for each sport or activity will be evaluated as a whole (Jr. High, JV & Varsity) and will be determined on a yearly basis by the entire Head Coaching / Head Advising Staff (Jr. High, JV & Varsity) for that sport or activity, along with the Athletic Director, with final approval by the High School Principal and Board of Education prior to the first scheduled contest. PIAA Rules will govern any try-outs if applicable.

NOTE: Windber Area High School is required to follow the PIAA rules and regulations which change from time to time. Students will be apprised of changes that have a direct effect upon them, if not found in this/her publication.

11. Extra-Curricular Activity Fees

Students wishing to participate in Extra Curricular Activities will be required to submit a Student Activity Fee prior to beginning the activity. This fee will be \$50 per activity with a \$125 per student cap for the school year.

Students enrolled in the Free/Reduced Lunch Program will receive the following discount on the first activity of their choice: Free = \$25 (50% Discount) Reduced = \$35 (30% Discount). The student's free or reduced status, at the time which payment for the activity is made, will determine the amount due.

	Regular	Reduced	Free
1st Activity	\$50	\$35	\$25
2nd Activity	\$50	\$50	\$50
3rd Activity	\$25	\$40	\$50
TOTAL	\$125	\$125	\$125

The following activities are subject to the Activity Fee: Baseball, Basketball, Cheerleaders, Cross Country, Drama Club/Musical, Football, Golf, Majorettes, Marching Band, Silks & Rifles, Soccer, Softball, Tennis, Track & Field, and Volleyball.

Please note that the purpose of the Activity Fee is to help offset the costs associated with Extra Curricular Activities. It is up to the discretion of the Coach/Advisor as to participation, ie. paying the fee is not a guarantee of participation. Students who sign up and pay for an activity, but who ultimately do not make the program/roster, will have the activity fee refunded.

**WINDBER AREA HIGH SCHOOL
ATHLETIC AGREEMENT**

NAME OF ATHLETE: _____ DATE: _____

SPORT: _____ COACH: _____

General Philosophy:

The aim of the interscholastic athletic program of the Windber Area School District is to provide students with an opportunity to participate, in some way, in a series of athletic contests and practices which should fill students' needs for learning experiences in athletics, promote friendly competition, foster school spirit, and teach citizenship through sportsmanship.

Primarily, the interscholastic athletic program should be considered a part of the school program, educational in purpose and conduct. School athletics provide a basic educational need because interscholastic teams should be considered as advanced classes not only for the teaching of special playing skills, but also for instruction in general areas of health, sanitation, and safety. Therefore, it is essential that the athletic program fits harmoniously with overall educational aims and be controlled by the established state and local authorities.

Policy:

All athletes in grades 9 through 12 will adhere to the following procedure if they decide to withdraw from an athletic team. Failure to follow this procedure will result in the forfeiting of all privileges to participate on any interscholastic athletic team for the remainder of the athlete's attendance at Windber Area High School. If during the senior year the athlete does not follow the procedures, all letters of recommendation will show deficiencies in the athlete's responsibility and character.

Procedure:

1. The player will consult with his/her coach as to the reason why he/she wants to withdraw from the athletic team.
2. The coach, athlete, and a parent will discuss the situation and try to resolve any difficulty that may exist.
3. If the coach, parent, and athlete agree it is in the athlete's best interest to withdraw from the team, the athlete may do so and continue to be eligible for athletics during the remainder of his/her attendance at Windber Area High School.
4. If any party does not agree that it is not in the best interest of the athlete to withdraw from the team and the athlete has no valid reason for withdraw, the athlete must compete on the team for the remainder of the season or forfeit his/her privilege to participate in interscholastic athletics for his/her remaining years of attendance at Windber Area High School.

NOTE: This policy becomes effective with the first regularly scheduled contest of any particular sport and will remain in effect until the end of that season. Students may withdraw from a team at any time prior to the first regularly scheduled contest without following the above procedures. Only consulting with the coach is required.

Even though there is not penalty for athletes who withdraw from an athletic team in grades 7 and 8, athletes in grades 7 and 8 must also consult with their coach before they withdraw from an athletic team.

I have read the above policy and understand its intent. I agree, as an athlete of Windber Area High School, to follow the above policy.

Signature of Athlete: _____ Date: _____

As a parent/guardian, I have read the above policy.

Signature of Parent/Guardian: _____

NOTE: No athlete will participate until a signed agreement is received by the coaches.

Conduct of Persons Attending Athletic, Social and Cultural Events

This policy is adopted by the Board of School Directors of the Windber Area School District in order to preserve order and promote enjoyment of activities of the District by all those in attendance, including participants, staff, officials, and members of the general public.

1. This policy applies to all athletic events, social events, contest, dramatic and musical performances or other artistic or cultural events of the Windber Area School District and to all events or gatherings held on School District property.
2. This policy applies to all persons, whether a participant or a spectator, admitted to any event of the Windber Area School District or to any event conducted on School District property, whether or not admission is charged or paid. All such person shall be considered guests of the District and shall be expected to conduct themselves accordingly.
3. No individual or group behavior shall be permitted which is disruptive of or detrimental to the event or activity involved in the judgment of the person in charge.
4. Disruptive behavior includes but is not limited to:
 - Profanity
 - Arguments with officials, coaches, team advisors, police or administrators
 - Use of or being under the influence of controlled substances or alcohol
 - Throwing of objects
 - Use of unauthorized noisemakers
 - Failure to obey instruction of those in charge
 - Any other verbal or physical act or failure to act which the person in charge or his/her designee considers detrimental to the event or activity.
5. Any person violating this policy will be asked to and is required to leave the premises immediately or be removed. No refunds in admissions paid will be made. In appropriate cases, the offender may be asked to remain in a particular place or may be detained pending arrival of or consultation with law enforcement officials.
6. Any person violating this policy may also be prohibited from attending any future event of the Windber Area School District or any event conducted on District property. The prohibition shall be for such period of time as the person in charge deems appropriate under the circumstances.
7. This policy shall not prevent the District from taking legal action against any violator. This policy shall not be deemed to limit any other rights or remedies the District may have pursuant to any other policy or pursuant to any applicable law, rule or regulation or any proper authority.
8. As used herein, "person in charge" is the school administrator in charge or his/her designee, and in appropriate cases, game officials and officers or officials of the sponsoring organizations, as well as; police, security personnel, school staff members, and others with apparent authority. Any dispute as to exercise of authority hereunder shall be resolved by the highest ranking school administrator (or his/her designee) in attendance, and shall be subject to review by the Superintendent if necessary.

9. Any organization conducting or sponsoring an event on school property shall require compliance with this policy.

General Administrative Policies and Responsibilities

Board of Directors – The of School Directors shall set policy with regard to the conducting of the athletic programs within the school district, and shall make all such decisions as are required by law of the Board of Directors.

Athletic Director – The Athletic Director is the specialist in the field of athletics and shall make recommendations and keep his/her principal informed concerning all matters pertaining to athletics.

Coach – It is fundamental that the coach is completely responsible for the behavior, safety and welfare of the members of his/her team. The following requirements are assigned to coaches in the handling of the team members:

- Athletes should attend all practices and should be punctual unless he/she has a reasonable excuse.
- Athletes must maintain clean locker room habits, keeping his/her as well as his/her equipment clean.
- Measures must be taken to prohibit the use of profane language.
- “Horseplay” will not be tolerated.
- Good sportsmanship will be encouraged both in victory and defeat.
- There must be respect for constituted authority both on and off the field of play.
- Smoking, the drinking of alcoholic beverages and the use of controlled substances are strictly forbidden. The coach shall stress that such activities directly or indirectly adversely affect individuals and the athletic program in general. It is the coaches’ responsibility to forbid such activity and to punish violators in conjunction with the principal, if necessary.
- The coaches must be certain that all injuries are given proper attention and accident reports must be completed by the coach and parents and submitted to the Athletic Director.
- All players must be supervised at all times when under the coaches’ jurisdiction. This includes in the locker room and in the bus as well as to and from the field of play.
- The coach should know the health status of his/her players at all times.
- At athletic contests, in the absence of the principal or Athletic Director, the coach is the acting authority for the school

The coach shall encourage the student athlete to:

- Maintain a well-balanced diet as a “must” for all athletes.
- Maintain neat grooming and proper dress at all times, since the athlete represents the school and the community.
- Develop good study habits and work to their maximum scholastically.
- Remember they are student leaders and as such must assume their responsibilities at home, in school and in the community.

General Duties of the Head Coach

Organization and Administration

- Operate your program within philosophy of the school district
- Organize and coordinate the entire high school program
- Have a well-organized yearly plan

- Ably administer game details for home and away
- Assign each assistant specific duties. Be loyal to assistants
- Insure conveyance of all information and materials to assistants
- Be fully aware of legal responsibilities of your activity; take precaution against negligence, and keep your staff fully informed thereof
- Insure adequate provisions for care, maintenance, and ordering of equipment and faculties for the entire program
- Recommend his/her staff to Athletic Director or principal
- Recommend replacement coaches
- Recommend through Athletic Director, transportation times, etc.
- Have games information ready for Athletic Director
- Recommend letter winners
- Turn in all keys at the end of season to Athletic Director
- Attend mandatory P.I.A.A. meetings

Coaching Methods and Techniques

- Use professionally sound coaches methods
- Be highly competent in the activity you head; i.e., rules, techniques, strategies, and skills
- Constantly study, analyze, and improve competency in your activity and promote same among assistants
- Motivate your staff and players toward desired goals

Public Relations

- Set the pattern for wholesome public relations within your school, community, and other school involved
- Interpret your program to community as part of the complete educational program
- Treat opponents as guests at home contests
- Be available for, and willing to accept, speaking engagements that will bring credit to your activity and school
- Keep press and radio informed – win or lose

Duties for All Coaches

Organization and Administration

- Cooperate with and assist the head coach. Be loyal to head coach
- Have a detailed plan for each practice
- Be aware of problems in equipment and facilities and make them known to your Athletic Director, in writing
- Administer game details for home and away contests
- Treat opponents as guests at home contests
- Be aware of legal responsibilities and take precautions against any negligence
- Before any athlete is suspended from the team, the Athletic Director and principal must be informed
- Supervise locker rooms, both home and away

Methods of Coaching and Practices

- Use professionally sound coaching methods
- Carefully explain and demonstrate fundamentals
- Teach at a level players are able to understand and be able to explain reason for doing certain things
- Be straight forward and truthful in talks with players

- Consider individual differences in both ability to learn and to perform
- Place emphasis on individual, as well as team improvement
- Be well-acquainted with physical, social, mental, and psychological make up of players
- Emphasize every aspect of sport needed by players for their caliber of competition
- Strive for patience in all coaching details
- Strive to keep injuries at a minimum without sacrifice of player aggressiveness
- Play as many individuals as possible in each game
- Keep those not associated with squad off the field or out of the locker room

Team Morale

- Create a feeling of team loyalty
- Maintain discipline and treat disciplinary cases in accordance with infraction and individual
- Offer encouragement and constructive criticism when team is losing and accept responsibility for the team. Maintain positive attitude even when competition is very difficult
- Be fair in treatment of all players
- Give credit to players when team wins
- Back team at all times, make criticism of them only in their presence
- Prohibit unsocial acts; i.e., swearing, stealing, lying, gambling
- Talk frequently to young and inexperienced players to prevent discouragement and to bolster morale
- Provide a pleasant atmosphere and efficient supervision in the locker room
- In your contact with players, parents, and general public, support athletic decisions of administration and Board of Education even though you may personally disagree with a decision. It is your responsibility to engender respect for rules and policies under which the school conducts its program.

Job Description – Head Coach

Primary Function:

Head Coaches will execute all duties required for an effective athletic program involving participating student athletes.

Supervision Received:

Head Coaches are responsible to the Athletic Director.

Direction Exercised:

Head Coaches are responsible for the supervision of the athletic program under their direction and of all participating student athletes.

Essential Duties:

1. Knowing and enforcing all policies and regulation covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
2. Supervision of students at all times while involved in school sponsored

- activities.
3. Following district procedures and guidelines in reporting accidents or injuries.
 4. Following assigned schedules and practices.
 5. Overseeing the performance of all assistant coaches.
 6. Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
 7. Developing a student participation roster.
 8. Check the eligibility of all athletes using the High School Principal's eligibility as a reference.
 9. Providing to each student participant, assistant coaches, athletic director and principal a set of rules and regulations commensurate with the coaches expectations and requirements.
10. Working in conjunction with the Athletic Director to insure that transportation and facilities use arrangements have been scheduled.
 11. Keeping records regarding the distribution and collection of all uniforms and equipment used in the sport.
 12. Attending all PIAA meetings necessary to comply with their regulations.
 13. At the conclusion of each session, filing a brief report with the Superintendent outlining the number of student participants, game records, special recognition, concerns, and other information pertinent to the season.
 14. Reporting problems to the Athletic Director or Building Principal.
 15. Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Secondary Duties:

1. If a student does not attend school; he/she is forbidden to participate in practice or a game for that day unless authorized by the administration.
 2. Before leaving the practice area, insure that the building is secure, all lights out, and the doors are locked.
 3. Schedule all fundraisers and moneymaking projects through the administration.
 4. Turn in all keys and equipment within two (2) weeks of the close of the season.
 5. When school is canceled or dismissed early, all practices and games are canceled. Special events may continue with the authorization by the administration.
 6. Insuring that at the conclusion of practice or a game, students have obtained transportation home and that no students are left unattended.
7. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operator standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill knowledge for successful performance would be qualifying.

However, applicants must meet the following minimum qualifications:

1. Head Coaches shall hold at least a high school diploma.
2. Knowledge of PIAA and NCAA regulations relative to Jr./Sr. High School athletics.
3. Knowledge of program planning, athletic content area and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.

Windber Area School District

Head Coach Evaluation Form

(Revised 8/2004)

NAME: _____	SCHOOL: _____	POSITION: _____	YEAR: _____
STANDARD 1: Relationship with School Administration Cooperates in submitting the following to the athletic director: + - Eligibility lists + - Equipment needs + - Additional program information Also: + - Works cooperatively with the athletic director + - Keeps athletic administrators informed of problems and potential problems + - Keeps athletic administrators informed of conditions of practice/playing fields + - Accepts/implements athletic department decisions and policies + - Is aware of Title IX issues		STANDARD 2: Equipment and Facilities Maintenance + - Submits preseason and post-season program needs + - Maintains exact inventory of equipment/supplies + - Stores and maintains equipment + - Secures facility after practices/games + - Maintains office areas + - Stresses proper care of equipment + - Shows concern for equipment (issue and storage of)	
Comments: <p style="text-align: right;">Rating: _____</p>		Comments: <p style="text-align: right;">Rating: _____</p>	
STANDARD 3: Coaching Performance + - Sets appropriate example at all times with athletes + - Supervises athletes at all times + - Supervises and administration of training rooms, locker rooms, and practice areas + - Maintains current knowledge of sports rules/rule changes including state and county rules + - Has knowledge of PIAA and School Standards + - Maintains appropriate dress at practice and games + - Maintains good squad/team discipline + - Displays leadership and mentor skills + - Instills competitive spirit (individual & team) + - Instills desire for intellectual growth/development + - Plans practice (objectives, activities and procedures) + - Selects appropriate teaching aids/drills + - Works to develop athletic abilities	STANDARD 4: Relationship with Participants + - Maintains rapport with assistant coaches <i>Promotes positive relations:</i> + - with students + - with parents + - with media + - with boosters/parent groups <i>Maintains appropriate sideline conduct:</i> + - at games/practices towards players + - at games towards officials + - at games towards fans Also: + - Promotes all sports in total athletic program + - Actively sells program to student body to maintain appropriate participation + - Supports players in college exposure/recruiting + - Continually works with athletes without interfering with other sports	STANDARD 5: Personal and Professional Qualities + - Stresses that students physical and emotional well being comes before winning + - Recognizes the role of athletes in the development of lifelong values + - Shows physical vitality and enthusiasm + - Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns + - Accepts/Profits from constructive conservatism + - Is competent in the technique area of the sport + - Applies basic sports psychology where applicable + - Has basic understanding of athletic injury prevention, rehabilitation, and care + - Uses language correctly and effectively + - Seeks opportunities to assume responsibility + - Shows respect and support of other coaches and athletes during their seasonal sport	
Comments: <p style="text-align: right;">Rating: _____</p>	Comments: <p style="text-align: right;">Rating: _____</p>	Comments: <p style="text-align: right;">Rating: _____</p>	Comments: <p style="text-align: right;">Rating: _____</p>
<p style="text-align: center;">*4=Exceeds Performance Expectations 3=Meets Performance Expectations *2=Marginal Performance (areas need improvements) *1=Unsatisfactory Performance (+)=strength area noted (-)=area needs improvement</p>			
Overall Comments Relating to Performance _____ (check here if additional pages are attached)			
Head Coach's Comments _____ (check here if additional pages are attached)			
STATUS _____ Continue Coaching _____ Probationary* _____ Not Recommended to Continue Coaching *An action plan must be developed if coach continues on a probationary status.			
By signing this form, I acknowledge that I have seen and discussed this evaluation with the evaluator. Within seven school days, if I desire, I will submit my written comments.			
Coach's Signature	Date	Evaluator's Signature	Date

Job Description – Assistant Coach

Primary Function:

Assistant Coaches will execute all duties required for an effective athletic program involving participating student athletes.

Supervision Received:

Assistant Coaches are directly responsible to the assigned Head Coach.

Direction Exercised:

Assistant Coaches are responsible to assist in the supervision the athletic program under the Head Coach's direction and of all participating student athletes.

Essential Duties:

1. Knowing and enforcing all policies and regulations covering school activities and for conveying then to the students. Strict adherence to insure strong programs and for protection of the sponsor and school district.
2. Supervision of students at all times while involved in school sponsored activities.
3. Following district procedures and guidelines in reporting accidents or injuries.
4. Following assigned schedules and practices.
5. Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
6. Reporting problems to the Athletic Director or Building Principal.
7. Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Secondary Duties:

1. If a student does not attend school, he/she is forbidden to participate in practice a game for that day unless authorized by the administration.
2. Before leaving the practice area, insure that the building is secure, all lights out, and the doors are locked.
3. Turn in all keys and equipment within two (2) weeks of the close of the season.
4. When school is canceled or dismissed early, all practices and games are canceled. Special events may continue with the authorization by the administration.
5. Perform temporary duties as assigned by the High School Principal and/or Superintendent.
6. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; memberships in professional organizations and professional readings.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Assistant Coaches shall hold at least a high school diploma.
2. Knowledge of PIAA and NCAA regulations relative to Jr./Sr. High School athletics.
3. Knowledge of program planning, athletic content area and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.

Windber Area School District

Assistant Coach Evaluation Form

(Revised 8/2004)

NAME:	SCHOOL:	POSITION:	YEAR:
STANDARD 1: Relationship with Head Coach + - Works cooperatively with the Head Coach + - Keeps head coach informed of problems and potential problems + - Keeps head coach informed of the conditions of practice/playing fields + - Accepts and implements athletic department decisions and policies + - Is loyal and supportive of head coach at all times + - Knows and understand the role of the assistant + - Is aware of Title IX issues		STANDARD 2: Equipment and Facilities Maintenance + - Secures facility after practices/games + - Maintains office areas + - Stresses proper care of equipment + - Shows concern for equipment (issue and storage of)	
Comments:		Comments:	
Rating: _____		Rating: _____	
STANDARD 3: Coaching Performance + - Sets appropriate example at all times with athletes + - Supervises athletes + - Supervises training rooms, locker rooms, and practice areas + - Maintains current knowledge of sports rules/rule changes including state and county rules + - Has knowledge of PIAA and School Standards + - Maintains appropriate dress at practice and games + - Displays leadership and mentor skills + - Instills competitive spirit (individual & team) + - Instills desire for intellectual growth/development + - Selects appropriate teaching aids/drills + - Works to develop athletic abilities	STANDARD 4: Relationship with Participants + - Maintains rapport with head and assistant coaches <i>Promotes positive relations:</i> + - with students + - with parents <i>Maintains appropriate sideline conduct:</i> + - at games/practices towards players + - at games towards officials + - at games towards fans + - Encourages/promotes all sports in athletic program + - Actively sells program to student body to maintain appropriate participation + - Continually works with athletes without interfering with other sports	STANDARD 5: Personal and Professional Qualities + - Stresses that students physical and emotional well being comes before winning + - Recognizes the role of athletes in the development of lifelong values + - Shows physical vitality and enthusiasm + - Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns + - Accepts/Profits from constructive conservatism + - Is competent in the technique area of the sport + - Applies basic sports psychology where applicable + - Has basic understanding of athletic injury prevention, rehabilitation, and care + - Uses language correctly and effectively + - Seeks opportunities to assume responsibility + - Shows respect and support of other coaches and athletes during their seasonal sport Comments:	
Comments:	Comments:	Comments:	Comments:
Rating: _____	Rating: _____	Rating: _____	Rating: _____
*4=Exceeds Performance Expectations 3=Meets Performance Expectations *2=Marginal Performance (areas need improvements) *1=Unsatisfactory Performance (+)=strength area noted (-)=area needs improvement			
Overall Comments Relating to Performance _____ (check here if additional pages are attached)			
Head Coach's Comments _____ (check here if additional pages are attached)			
STATUS _____ Continue Coaching _____ Probationary* _____ Not Recommended to Continue Coaching *An action plan must be developed if coach continues on a probationary status.			
By signing this form, I acknowledge that I have seen and discussed this evaluation with the evaluator. Within seven school days, if I desire, I will submit my written comments.			
Coach's Signature	Date	Evaluator's Signature	Date

Athletic Coaches Responsibilities

The Coach has the initial responsibility for the welfare and safety of the athletes participating in interscholastic sports. It is inevitable that some accidents will occur resulting in various types of injuries.

Certain immediate steps should be taken in caring for an injured athlete:

1. Send for qualified personnel
2. See that the individual is breathing properly
3. Take appropriate step to control excessive bleeding
4. See that movement of injured person is kept to a minimum
5. See that parent or appropriate responsible person is notified
6. TAKE NO CHANCES, IF NECESSARY CALL DOCTOR AND/OR AMBULANCE

Coaches' Code of Ethics

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved actions. The following code of ethics is hereby set forth for Windber Area School District coaches:

1. To understand that the purpose of interscholastic athletics is to promote the physical, mental, moral and social well-being of the students.
2. To set an example of good conduct for his/her team members, students and general public:
 - by acting in a sportsmanlike manner at all times
 - by not smoking, drinking, or using profane language while supervising an athletic team
 - by maintaining complete control of his/her team members at all practices and games.
3. To respect the decision of the officials and to refrain from overt demonstration in accepting these decisions.
4. To be courteous to visiting teams and officials.
5. To strive for a good working relationship with the opposing coaches and schools.
6. To achieve a thorough knowledge and understanding of the rules of the game (and a spirit of the rule).

Expenditures During the Season

- A coach is not authorized to make any purchase without first having received prior approval from the high school principal and the Athletic Director.
- Any unauthorized purchased will be the sole responsibility of the individual coach.
- Authorized expenditures will be reimbursed upon presentation of a receipt to the director of athletics.

Athletic Equipment

An athlete must return all of the equipment issued to him or pay replacement cost for lost items prior to being permitted to participate in any other sport.

Equipment and Supplies

Requisitioning:

The head coach of each sport is responsible for recommending all the equipment and supplies with the budget for that activity at all levels to the faculty manager. Varsity coach is responsible for the supervision of junior

varsity, freshman, etc. It is suggested that the head coach confer with his/her assistants when preparing the requisition.

The Athletic Director and faculty manager will provide the head coach with the necessary requisition forms.

The coach will complete the form indicating quantity, sizes, color(s), approximate cost, manufacturer and number and complete description.

Requisition forms will be returned to the faculty manager and Athletic Director for approval.

The faculty manager and Athletic Director will use these requisitions in determining the athletic budget. Great care should be given to this phase of the coach's work to make certain all necessary needs are included and any unnecessary or excessive items are eliminated. The Athletic Director and faculty manager should confer with the coaches before making any eliminations.

Issuing:

No athletic equipment issued to squad members may be worn in gym class or worn outside of practice or game situations unless approved by the coach. Coaches must instruct their team members and enforce the regulation.

At the beginning and end of each season, the coach will check the equipment in and out with the faculty manager.

It is the coach's and the faculty manager's responsibility to see that all equipment is returned in good condition. All equipment is to be turned in no later than one week after the last game of that particular season. Students will be billed for all non-returned equipment.

If the equipment issued is lost or has had abnormal usage, the athlete will be charged accordingly.

The coach will check with the faculty manager for the price of the equipment and the amount to be charged. The faculty manager will be responsible for sending the equipment to the requisitioner.

Inventory: At the end of each sports season, the faculty manager and head coach will submit an inventory of equipment to the Athletic Director.

Athletic Trainer Information

Availability and Athletic Training Hours

- Contact the trainer at the school by phone or email.
- Home games and any playoff games.
- There will be training room hours after school from 3-4 on days that no home games are scheduled.
- Athletes may be screened before school everyday from 7:30 to 8:00 am in the trainer's room at the end of school.
- Athletes may have the opportunity to be treated during study halls and if the trainer is available.

Injury Protocol

1. Contact the trainer for initial screening, either by phone, email, or have students report to his/her room.
2. Complete insurance forms.
3. Secondary screening – Physical Therapist or Physician.
4. Physical Therapist (if necessary)
5. Clearance

6. All emergencies should be handled at the discretion of the coach unless the trainer is present. Emergencies should be treated as such and the protocol will be the same once the athlete has been treated for the emergency or severe injury.
7. Any athlete who is unable to participate in practices or games due to a signed doctor's excuse, will need a signed doctor's release to return to practices or games.
8. All athletes who suffer a head injury must successfully pass ImpACT® Testing prior to returning to any sports related activities, including practice. (May need revised by Athletic Trainer based on new protocol – she is on vacation. Should the concussion policy be included)?

Supplies and Med Boxes

- Contact the trainer for any supplies needed to restock med boxes.
- Have the med boxes at all times, especially for away games or events.

EMERGENCY INFORMATION SHEET

PLEASE PRINT ALL INFORMATION

NAME: _____ BIRTHDATE: _____ AGE: _____

PARENT/GUARDIAN'S NAME: _____ HOME PHONE: _____

ADDRESS: _____ GRADE: _____

PHONE # DURING DAY FATHER'S _____ MOTHER'S _____

IN AN EMERGENCY, IF PARENT'S CANNOT BE CONTACTED:

NOTIFY (NAME): _____ PHONE#: _____

FAMILY DOCTOR: _____ PHONE #: _____

PREFERRED HOSPITAL: _____

KNOWN ALLERGIES: _____

The team coach may apply first aid treatment until the family doctor can be contacted.

YES _____ NO _____

We give our consent for coaches to use their own judgment in securing medical aid and ambulance services in case the parents cannot be reached.

YES _____ NO _____

_____ Date _____ Parent's Signature

HEALTH HISTORY

	YES	NO	DATE OF LAST TETANUS SHOT:
Kidney Injuries	_____	_____	_____
Heart condition or disease	_____	_____	
Diabetes	_____	_____	
Asthma	_____	_____	
While competing, do you wear?			
Glasses	_____	_____	SS# _____
Contacts	_____	_____	
Allergy to any medication:	_____	_____	

Please list any allergies to medication: _____

Drug and Alcohol Testing

The district has implemented a voluntary drug and alcohol testing program on a voluntary basis. This applies to all students whose parents or guardians have consented to participate in the program. Each student will be given a copy of the Windber Area School District Random Drug and Alcohol Testing Policy.

1. Purpose

The Windber Area School District considers extra-curricular activity participation to be a privilege and to be voluntary to every student. Students volunteering to participate are expected to accept the responsibilities associated with this privilege.

As a representative of the school district, students involved in extra-curricular activities are examined by the public, become role models for young children, as well as peers, and are special representatives of the community. They have chosen to accept this role and, with it, the responsibility of a drug and alcohol free lifestyle.

All students have a responsibility to themselves and others to set a good example and to conduct themselves in a way that will not cause harm to themselves or others through the use of drugs or alcohol.

Administrators, teachers and coaches recognize that drugs and alcohol have a deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance. These effects, in conjunction with other health and safety factors have led to the development of this policy. This policy is viewed as a viable drug and alcohol free school prevention program.

2. Policies and Procedures

Every member of a Windber Area School District extra-curricular programs (as designated by the principal) whose parents consent to drug and alcohol testing shall be a participant in this drug and alcohol testing program. For students involved in extra-curricular programs testing will be during the activity season/school year in which the student is participating. Other students whose parents consent shall also be participants in the program. Each year, parent(s)/or guardian(s) consent (a permission to test form) may be signed authorizing the school district to request, at any time and without prior warning during the season or school year, the student must submit a urine sample for drug and alcohol screening. The sample will be evaluated by an independent laboratory of the School District's choosing, and the laboratory shall follow strict chain of custody procedures. All costs associated with the drug and alcohol testing shall be paid by the district. Prescription medications that the student is taking must be identified by the student and verified by a copy of the prescription or a written doctor's statement.

All test results will be provided to the district within a timely manner of the test administration time. The building principal will receive a confidential report of the test results in writing from the chosen laboratory.

If the sample tests positive, a second test will be done within forty-eight (48) hours to confirm the results. The second test will be done utilizing the original sample. If the second test is negative, no further action is taken. The building principal will provide written notice to the parents of those students who successfully test negative.

If the student's second test is also positive, a medical review physician designated by the school district or testing facility as they may determine will confirm all positive test results, as provided in paragraph 4.g. The medical review physician will investigate any medication taken by the student who has tested positive and will decide on any affect the medication taken or other legitimate circumstances had on the student's test result, as provided in paragraph 4.g. If the medical review physician confirms the positive results, the principal or his/her designee and the Athletic Director/Advisor for students in extra-curricular activities will hold a parent conference to make the parent/guardian aware of the test results. Should the parent or student provide additional information relevant to interpretations of the test results, the principal or his/her designee may contact the medical review physician for further confirmation of the results.

Students who test positive for drugs or alcohol will complete the following:

- a. The student must participate in the student assistance program.
The student will be required to participate in a drug and alcohol assessment with a certified drug and alcohol evaluator. Failure to comply with the evaluator's recommendations will result in the student being prohibited from further participation in the competitive extra-curricular activities.
- b. The student with a first confirmed positive test will be suspended from participation in competitive extra-curricular activities (does not include practice) for a period of two weeks, including all competitions during that two week period. If there are not two weeks remaining of that activity for which the student was tested, the remainder of the suspension will be recalculated and applied toward the next season or activity in which the student participates. (If no competitions in a competitive activity for which the student was tested are scheduled during that two week suspension, the student will be suspended for the two weeks and from the next scheduled competition.) The student must be retested and test negative prior to his/her return to extra-curricular activities. For students who do not participate in extra-curricular activities, parents, with cooperation of school officials, will be responsible for initiating appropriate follow-up action.
- c. The student will be required to be retested before the start of another activity in which they will be a participant. (Students will be subjected to future testing at any time at the discretion of the district.)
- d. The student who retests and is found to have a positive test, qualifying as a second offense (a second confirmed positive test), will be suspended from participation, practice and competition in all extra-curricular activities for the remainder of the school year. The student must be retested and must test negative prior to his/her return to extra-curricular participation.
- e. A student who accumulates three confirmed positive tests will be barred from all extra-curricular activities for the remainder of the current school year and the next two school years.

Students will be randomly selected to participate in the screening from each extracurricular activity and from a pool of those not involved in extra-curricular activities. Selection will be done by a designated school employee not involved in the particular activity to be tested. The percentage of students to be selected from each activity or pool. Should any student at any time, refuse to submit a sample for testing, this shall result in the student's disqualification from participation and the student will not be permitted to participate on any athletic team or any other extra-curricular activity until he/she submits to a drug and alcohol test and tests negative. The student will comply with the extra-curricular suspension guidelines as described in this policy. For example, a first refusal will result in minimum two weeks non-participation; a second refusal will result in non-participation for the remainder of the year; and a third refusal will result in non-participation for the remainder of the current year and the next two school years. For purposes of the scale of suspensions, a confirmed positive test or refusal or any combination thereof, will be counted.

If a student fails to follow the directions for testing or violates any requirement thereof, the student will be deemed to have refused testing and the provisions above will apply. School Board Policy on Drugs and Alcohol concerning the use, possession, or distribution of illegal substances on school premises and possessing, using or distributing on non-school time shall remain unaffected by this policy.

3. Confidentiality

- a. All test results will be confidential and access to results shall be limited to the medical review physician, the student, parents or guardians, persons authorized by the student or parents or guardians, or as directed by any subpoena or court order, the Principal or his or her designee, the Superintendent, and to the extent necessary for them to perform their duties, the coach or Activity Advisor, the Guidance Counselor, School Nurse, Student Assistance Program personnel, certified drug and alcohol evaluators or drug and alcohol counselors, and others approved by the Superintendent as needing the information to implement and enforce this policy and otherwise carry out their duties.
- b. This policy is directed toward prevention and treatment and shall not result in suspension from school, expulsion, or referral to police. However this policy does not limit the scope and extent of other laws, regulations or school policy dealing with drugs and alcohol.

4. Testing Protocol

- a. List of Eligible Students will be prepared by the advisors/coaches of each activity and by the principal with respect to the pool of students not involved in an activity. This list will be forwarded to the high school principal for the random selection of students who will be asked to submit urine specimens for testing.
- b. The principal will use a system to assure that students are selected in a random fashion. Student ID numbers will be used in the selection.
- c. Urine testing are unannounced. The day and date are selected by the Building Principal and confirmed with Windber Medical Center. Random testing may be done weekly.
- d. Competitive Season begins the date of the official practice/organizational meeting for that activity and continues until that competitive season concludes. For other activities, the beginning and ending of the season will be fixed by the principal.
- e. Form Completion - the Windber Medical Center is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Random Urine Drug and Alcohol Testing of Windber Area School District. A student number will be used for identification with the student's number only appearing on the copies that go to the donor, Medical Review Physician, and school official. Students will complete a form that will list their ID number and their name, with that form remaining with the high school principal. The purpose of this form is for the students to verify, by their signature, that this is the ID number they are using.
- f. Collection Process - Selected students report from class to the collection site. A specimen of urine is collected following this process:
 - Student is brought to the collection site
 - No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
 - The drug testing custody and control form is completed by the student and collector.
 - Student first asked to wash their hands with soap and water and dry them. (If water is unavailable, a non-alcoholic wipe may be used instead).
 - The collector adds a bluing agent to the water in the urinal or toilet.
 - The student is told to urinate directly into the provided container

and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.

- The student enters the stall to collect the specimen, hand the container to the collector. The student may rewash their hands after watching their specimen being sealed.
- The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal notified.
- With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- The sealed bottles are placed inside the transport bag and the top sealed as directed.
- The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- The student may now rewash their hands and then sent back to class.
- The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRP in a timely manner.
- The Principal will be notified immediately of any student who refuses to give a urine sample.

g. Medical Review Physician (MRP) Responsibilities

The MRP will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances after a second test on a portion of the original sample will be handled in the following manner:

- The MRP determines if any discrepancies have occurred in the Chain of Custody.
- Depending on the substances found in the urine, if necessary the MRP will contact the designated school official for information needed to contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician or if there is any other legitimate circumstances that might have affected the test result.
- If the student is on prescription medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. If there are any other circumstances presented, the parent shall also furnish appropriate documentation within five (5) working days. Failure to provide such requested information will be considered a positive result.
- The MRP will then determine if any of the prescribed medications or other legitimate circumstances presented resulted in the positive drug screen.
- Finally, the MRP based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone. The MRP will also notify the Prevention Coordinator of the testing facility that a drug test returned positive giving only

the dates of the collection and reporting.

1. For example, a drug screen positive for codeine may be ruled negative by the MRP when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRP.
3. Drug screens positive for illicit drugs (amphetamines, cocaine metabolite, marijuana metabolite, opiates-heroin, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene and alcohol) and not explained by the taking of prescribed medicines or other legitimate circumstances would automatically be considered positive by the MRP.

- The MRP may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the MRP feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be report.
- The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

h. Pick-Up Process

Windber Medical Center is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

i. Procedures in the Event of a Positive Result

(See above - 2. Policies and Procedures)

5. Exceptions

If a student participates in more than one extra-curricular activity and if the student is randomly selected for drug testing in more than one activity at or about the same time, the appropriate Principal shall have the right to excuse a student from repetitive testing if he or she deems an excuse warranted.

6. Requested Testing

In addition to random testing, students may be tested, at the Principal's discretion, upon parental request. Such testing will not be part of or reduce the random pool and student consent is not required unless the student is 18 years of age or older.

7. Other Testing

In addition to testing on a random basis as described above, the Principal or his or her designee may require testing on a non-random basis when there is a specific reason or reasonable basis to suspect that there may be a problem.

8. Parental Consent

Participation in the drug and alcohol testing program requires parental consent. Once consent is given, it shall be valid for the balance of the school year. School years begin July 1 and end the following June 30.

DIRECTIONS TO STUDENTS
DRUG AND ALCOHOL TESTING FOR STUDENTS

You have been randomly selected to participate in a drug and alcohol screening;

- a. of students involved in extra-curricular activities under the District Random Testing Policy or who are part of the pool of students not participating in extra-curricular activities but whose parents consent, or
- b. have been designated for testing by parental request, or
- c. because of a specific reason or reasonable basis to suspect that there may be a problem (in such a case, you will be told what the reason is).

Please follow these steps:

1. If you have questions regarding the screening, ask the technician prior to the testing.
2. Do not eat, drink, or alter your body chemistry after you have been notified of your selection.
3. Follow the procedure as described by the medical technician or person in charge.
4. Do not, in any way, try to dilute, discolor, alter, or mask the specimen.
5. Please sign off on all paperwork following the testing.
6. If you are taking any specific medication at this time, please notify the technician before screening.
7. Get a note and return to your classroom.
8. If you test positive, you will be notified and a parent/guardian conference will be scheduled with the building principal.
9. If you refuse the drug and alcohol screening after being selected or if you fail to follow the above directions or instruction from the technician or person in charge, you will be disqualified from participating extracurricular activities as outlined in the Board Policy on Drug and Alcohol Testing for Students. You will be required to follow the policy provisions with respect to any future participation in extra-curricular activities.

Anabolic Steroids

Windber Area School District prohibits the use of anabolic steroids, except for valid documented medical purpose, by any pupil involved in school-related activities.

The following penalties are for any pupil found in violation of the rules and regulations adopted by the Windber Area School Board:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

An athlete who has been suspended for violation of the regulations shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.

TO: Male and Female Athletes
FROM: Head Coaches/Advisor
SUBJECT: Alcohol and Drug Use

The following guideline is to be used during all athletic seasons.

A. Alcohol

Any athlete/cheerleader caught consuming alcohol or attending a party where alcohol is being consumed - the following disciplinary action will be taken:

1. a. Immediate two week suspension from the squad, including all scheduled contests during the two week suspension. If no contests are scheduled during that time, the athlete will be suspended from participation in the next regularly scheduled game or competition following the initial two week suspension.
b. The athlete/cheerleader will be referred to the Windber Area School District Student Assistance Program (S.A.P.).
2. a. If there is a second incident during that season, which results in consumption of alcohol or attendance at a party where alcohol is being consumed, the athlete/cheerleader will immediately be dismissed from that team for the remainder of the season. (Cheerleading season is defined from the first fall practice date to the last varsity basketball game or cheerleading competition - whichever is last).
b. The athlete will be referred to the S.A.P.
3. a. If an athlete/cheerleader is caught a third time, he/she will forfeit athletic eligibility for the remainder of the school year.
b. The athlete/cheerleader will be referred to the S.A.P.
c. The individual must receive out- patient drug and alcohol counseling.
4. Athletic eligibility will not be reinstated to any athlete who does not comply with all selection of the above criteria.

B. Drugs

Any athlete caught with possession/use/selling or furnishing of a controlled substance - the following disciplinary action will be taken:

1. Immediately dismissed from the squad for the remainder of the season and loss of athletic eligibility for the remainder of the school year.
2. Referral to the S.A.P..

NOTE: It is possible for an athlete to go to a party and not be aware that alcohol/drugs are being consumed. Once the athlete becomes aware that alcohol/drugs are being consumed, it is his/her responsibility to leave immediately.

I have read the above policy and understand its intent, which is to stop the use of alcohol/drugs and attendance at functions where alcohol/drugs are present. I agree as an athlete of Windber Area High School to follow the above rules and regulations.

Athlete's Signature: _____

Date: _____

As a parent/guardian, I have read the above policy.

Parent/Guardian Signature: _____

Date: _____

Hazing

1. Purpose – The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the education goals of the district and are prohibited at all times.
2. Definitions – For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality or, forced conduct which could result in a danger to the athlete's physical well-being.

Endanger the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

3. Authority – The Board does not condone any form of initiation or harassment known as hazing as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

4. Delegation of Responsibility – District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited by means of:

- () distribution of written policy
- () publication in handbooks
- () presentations at an assembly
- () verbal instructions by the coach or sponsor at the start of the season or program
- () posting of notice/signs

5. Guidelines – Complaint Procedure

- When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
- The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
- The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

- If the investigation results in a substantiated finding of hazing, the Principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct.

Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

6. Disciplinary Action

- Refer to school district discipline policy.

Stealing

Stealing from your own players, coaches, or other schools will not be tolerated.

Preparation Before the First Legal Practice

A meeting should be held, in accordance with P.I.A.A. regulations, for all students participating in the sport. At this time, the coach should explain what is expected and what is required of the athlete who plans to participate. Parent permission forms should be distributed.

Before your first practice, the complete eligibility and insurance roster form, the C.I.P.P.E. form properly signed must be submitted to the Athletic Director.

If any additional athletes join your squad after the roster has been submitted, a supplemental list must be submitted and forwarded to the Athletic Director.

The practice starting dates are to be determined by the administration in compliance with P.I.A.A. rules.

End of Season Requirements

At the close of the season, all athletes who have satisfactorily completed the season shall be listed in the letter awards form indicating whether they have earned a letter or not. This roster will be turned in to the Athletic Director.

Summary Report

Coaches will submit to the Athletic Director a written summary of his/her activities at the close of his/her season. This report should be submitted within two (2) weeks of the close of the season.

The report should include the following:

- Number of players starting season and total turnout by grade.
- Number of players ending the season by grade.
- Scores of all games – matches played, won and lost record.
- Number of players receiving awards. Use standard printed form.
- List captain or co-captain
- Discipline problem:
 - o Name of player
 - o Act of misconduct
 - o Disciplinary measures taken
- Changes proposed by staff
- Comments

Athletic Disciplinary Referral

Name of Player: _____

Sport: _____ Date of Incident: _____

Act of Misconduct:

Action Taken:

Submitted by: _____

Schedules

The Athletic Director with the approval of the school principal, schedules all interscholastic athletics contests. We are obligated to schedule contests in our various leagues. Any schedule changes requested by the coach will be given every consideration. No coach is to schedule an athletic contest without approval.

If a contest must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed:

- a. Athletic Director will confer with coaches and principal
- b. Factors to be considered are:
 - Safe travel for students and spectators
 - Safe travel for opponents
 - Safe travel for officials
 - Safe travel for game workers
 - Safety to the spectators in or on the school grounds, gym or field
 - Playing conditions of field
 - Damage to the playing surface
 - Damage to equipment
 - Any prevailing conditions which might adversely affect the health and safety of the players

If a contest is postponed, the Athletic Director will reschedule the contest as per league rules or on the next possible playing date.

Scrimmage and Practices

- All interscholastic scrimmages shall be made with the approval of the Athletic Director after consultation with the administration. The number of scrimmages permitted will vary as to the sport and the level of competition.
- There shall be no practice of any kind by the coaches of the Windber Area School District with the student athletes on a Sunday, as per P.I.A.A. ruling.
- Saturday practices shall be, when necessary, short and approved by the Athletic Director and at reasonable hours.
- Teams will not be permitted to practice in the school building on any legal holidays unless permission is granted by the principal.
- In-service day and faculty meeting practices procedure will be determined by the Principal.
- Snow day practices and early dismissal practices are cancelled unless permission is granted by the principal.

Weight Room Regulations

1. Any student who uses the weight room must have a signed parental permission and release form on file with all head coaches.
2. Shirts and shoes are required at all times – tank tops are acceptable.
3. No one is to be in the weight room alone.
4. All students must be under the supervision of the instructor assigned.
5. Lifters must work with a partner.
6. Replace all weights on racks immediately following use.
7. Know your limits! Work with the instructor to determine your limits.
8. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.

9. Warm-up with proper stretching exercises.
10. No chewing gum or eating candy while lifting.
11. No food or drinks inside the weight room.
12. No horseplay or profanity.
13. No abuse of equipment. Any equipment that is broken must be reported immediately.
14. Strength training is not only a supplement to the athletic program, but a highly-skilled activity.
15. All groups planning on using the weight room should coordinate schedules through the weight room supervisor.

Transportation

All arrangements for buses are made by the Athletic Director through the central office. Consult with the Athletic Director regarding the time of departure.

It is the responsibility of the coach to have the members of his/her squad ready to board the bus at the designated time.

The coach must exercise control and maintain proper supervision of his/her squad at all times.

No athletic teams, cheerleaders, or persons associated with same are to be transported in private vehicles without having secured permission from the principal or Athletic Director.

It is the responsibility of the coach or advisor to be assured that all members of the group have proper transportation back to school after an away contest; i.e., either by school provided transportation, or with a parent or a responsible adult with parental permission. The coach is liable if this obligation is not met.

Letter Requirements and Awards

Awards shall be given in all Varsity sports and to the managers of these sports according to the following regulations:

1. Baseball/Softball - 50% of innings except pitchers; pitchers require only 25% of innings.
2. Golf - 50% of matches
3. Basketball - 50% of quarters
4. Football - 50% of quarters
5. Volleyball - 50% of games
6. Track - 15 points in all meets. Relays receive full value
7. Tennis - 50% of matches
8. Soccer - 50% of all quarters
9. Varsity Cheerleaders - Recommendation of Advisor
10. Any conscientious senior or underclassman who otherwise failed to meet minimum regulations and who is recommended by the coach is eligible for an award in any of the above sports.
11. Any award may be withheld for misconduct, breaking rules, or in any manner failing to live up to instructions issued by coaches, managers or Principal in regard to matters pertaining to the sport in which he/she participates.
12. The granting of awards shall be left to the coaches, Athletic Directors and Principal.
13. A player earning awards in any sport will be entitled to one Varsity "W"

letter only. Pins will be granted for subsequent sports awards when earned.

14. The senior managers, after having served successfully in any sport, shall be entitled to an award. Meritorious work during previous years shall determine who shall be senior manager.
15. Athletes should be informed of award requirements prior to the season.
16. Special athletic awards shall be given to those members who compete on championship teams.
17. Types of awards given will be determined by the coach, Athletic Director, principal, superintendent, and the school directors.
18. Senior athletes will be the guests of the community organizations at a sports banquet.
19. The coach shall recommend for recognition those team members who have met the requirements.
20. If any problems arise due to extenuating circumstances, a committee composed of the principal, coach, and Athletic Director shall make the final decision.

Athletic Letterman Award Form

Sport: _____ Season/Year: _____

LETTER AWARD WINNERS

NAME	GRADE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____

Submitted by: _____

Clinics

- After having attended a clinic, a coach will file a report with the principal within one (1) week after a clinic.
- Forms for such reports are available in the high school office.

Parent/Coach Communication

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

Communication You Should Expect From Your Child's Coach

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

Communication Coaches Expect From Parents

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

As your children become involved in the programs at Windber Area School District they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

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

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, 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

These are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other

position. When these conferences are necessary, the following procedure would be followed to help promote a resolution to the issue of concern.

Procedure You Should Follow if You Have a Concern To Discuss With a Coach

1. Call to set up an appointment with the coach
2. If the coach cannot be reached, call the Athletic Director, he/she will set up a meeting for you, (814) 467-4567.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the coach and the parent. Meetings of this nature do not promote resolution.

The Next Step

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be to set up a meeting with the Coach/Athletic Director/Principal. If further resolution is required, a meeting will be scheduled with the Superintendent of schools. After you have met with the preceding administrators, then you may meet with the Board of Education.

Chain of Command

The Windber Area School District, in conjunction with its Department of Athletics, follow the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

1. Head Coach
2. Athletic Director
3. Grade/Building Principal
4. Superintendent
5. Board of Education

We hope that the information provided in this guide will help you and your child to have a rewarding and enjoyable athletic experience.