

# Manheim Township School District

## Athletic Department



## Coaches Handbook

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# Athletic Philosophy – Mission Statement

The Mission Statement of the Manheim Township Athletic program, in continuing its tradition of excellence, is to develop healthy and respectful student-athletes possessing integrity, sportsmanship and competitive skills, through instruction for and participation in a challenging interscholastic environment. Our goal is to provide valuable learning experiences that contribute to the personal, psychological, physical, social and academic development.

## Manheim Township Code of Ethics

A code of ethics is a set of principles and standards designed to guide a group of people in taking acceptable and approved action. The following code of ethics is recommended for the Coaching Staff of Manheim Township School District:

1. To understand that the purpose of interscholastic athletics is to promote the physical, mental, emotional and social well-being of the student-athletes.
2. To set an example of good conduct for his/her team members, students and general public:
  - a. Act in a sportsmanlike manner at all times
  - b. Do not smoke, drink, or use profane language while supervising
  - c. Maintain complete control of your team members at all times
3. To establish fair & unprejudiced relationships with players
4. To strive for good working relationships with opposing coaches, schools & officials
5. To achieve a thorough knowledge & understanding of the rules of the game
6. To provide opportunity, especially on the Freshman and JV levels, for game participation for all members of the team

# Athletic Philosophy

The Manheim Township Interscholastic Athletic Program will be increasingly competitive as students' progress from the Junior High School through the Junior Varsity to the Varsity. Earlier levels in our athletic programs will serve as developmental programs for the more advanced. Varsity coaches will work with undersquad coaches to coordinate the developmental aspects of the program in each sport. Depending on the team, this may involve fitness training, weight training, camps/clinics all involving fundamental and functional skill development.

At the Junior High School level of interscholastic competition, coaches will place a strong emphasis on instruction and on maximizing participation to allow the individual to develop his/her athletic skills and potential. Participation and development of skills will be valued above the winning of a contest. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team must support this commitment to high levels of instruction and participation. The ultimate goal is to strive for development in all fundamental aspects of the sport.

At the Junior Varsity level, instruction and development are combined with an increasing emphasis on competitive success. Coaches are expected to develop athletes and awareness of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for a team is controlled by instruction, participation, individual development, and teamwork.

At the Varsity level coaches have the dual responsibility of fostering individual skill development and achieving team success. The most fundamentally advanced student athletes as judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities by participating at the most advanced levels of interscholastic athletic competition. Emphasis will be placed on helping the team members to work together and to develop a strong desire to attain the highest possible levels of team success. Personal and team goals are a large emphasis of Varsity athletics. As part of ongoing development, coaches must foster growth and leaders through activities other than sports: leadership training, volunteer activities, supporting the school district vision of uniting the community, etc.

# Responsibilities of the Principal

The Principal of each school, in all matters pertaining to the interscholastic athletic relations of the Principal's school, is responsible to PIAA. The Principal may delegate some of these powers but such delegation does not relieve the Principal of responsibility for any infraction, by the Principal's school, of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA

Included in Principal Responsibilities are:

1. Insuring that the athletic program reflects and promotes the educational objectives of the school and school district
2. Seeing that all rules and regulations of the Lancaster-Lebanon League and PIAA are followed
3. Approving all school-level athletic policies
4. Implementing all district policies relative to athletics
5. Recommending the appointment of the Athletic Director
6. Approving the athletic budget
7. Approving the disbursement of funds
8. Approving all purchase orders
9. Approving all athletic schedules
10. Approving officials contracts
11. Certifying eligibility of all contestants
12. Being responsible for the treatment of all visitors and officials
13. Other such policies concerning interscholastic athletics consistent with the PIAA Constitution and By-Laws.

# Responsibilities of the Athletic Director

The Athletic Director shall be given such responsibilities as the Principal deems necessary to conduct an educationally sound, well-rounded athletic program. They include:

1. Develop and manage a master budget for the athletic department.
2. See that budget allocations for programs are tied to coaching objectives and are consistent with established department priorities.
3. Lead & develop a revenue development plan regarding marketing and fundraising opportunities for the district's athletic programs.
4. Assist in selection of coaches for all athletic programs; work with the Human Resource department on district expectations and protocol.
5. Ensure that each coach maintain an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.
6. Complete an evaluation and hold a conference with all coaches within three weeks after the conclusion of their sport season.
7. Evaluate all athletic programs on an annual basis. Make recommendations for improvement to building principal and district administration.
8. Secure and file paperwork for equipment lease requests involving athletic department in coordination with the Business office.
9. Prepare a District-Wide sports calendar that includes conference and non-conference games/events and rental of facilities.
10. Coordinates and provides final clearance on gym, building and athletic field use for practices and games.
11. Manage the maintenance and use of indoor and outdoor facilities to expedite all activities and functions of the school athletic program, & assist in scheduling facilities for Wellness Events & Community needs.
12. Responsible for securing officials for all home events and assists in the coordination of transportation and departure times with coaching staff and transportation supervisor for all away events.
13. Coordinate and assist head coaches with travel and overnight accommodations for players or athletic teams (and coaches) competing in post-season competition.
14. Responsible for orientation for all coaches regarding site and district policies, procedures and expectations; and ensures that all coaches comply with PIAA rules and procedures.
15. Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs and document issues to be shared with district administration.

## Responsibilities of the Athletic Director (cont.)

16. Develop and implement a channel through which students and the community may express their concerns about an athletic program.
17. Secure game workers for athletic events such as, announcers, clock operators, score keepers, ticket takers, etc.
18. Coordinate the collection of rosters for program information, and assist in coordination of picture taking (individual and group) for student records, and student purchase.
19. Assist coaches in assessing their individual programs in relation to the program objectives.
20. Work & document w/ coaching staff goals for program improvements in keeping with the district philosophy & guidelines.
21. Disseminate PIAA materials and enforce PIAA rules and regulations, including player eligibility.
22. Collect, file and maintain on file physical cards for every student participating in athletics, and notify athletes and coaches regarding student eligibility when applicable.
23. Ensure district adherence to all PIAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
24. Coordinate the ordering of letter jackets, distribution of letters, etc (engage MT booster clubs as necessary for projects).
25. Order post-season awards for each program.
26. Communicate and document with the public about the athletic programs and establish positive community rapport by using the new media effectively to ensure good coverage and encourage community participation through attendance at athletic events.
27. Relay information concerning athletic program to the school board.
28. Perform Booster reporting requirements – regular communication with booster clubs to gather and compile required data for PDE.
29. Implement new procedures to incorporate technology so athletic data is accessible for all necessary stakeholders.
30. Attend post season contests in which the school is represented.
31. Coordinate faculty request for use of the high school building (weight room, pool, gyms, etc).
32. Coordinate with custodial staff (HS Lead Custodian) for special events for clean-up and set-up for the function.
33. Establish and maintain relationships within and outside the district as are required to perform the responsibilities of this position.
34. Coordinate to host playoff events at the district.
35. Sport chairperson for the league.
36. Booster club liaison individual.
37. Work with Manheim Township Parks & Recreation, MTEF, and other community groups to expand revenue and provide evidence of involvement.



# Responsibilities of the Head Coach

1. Work closely with the athletic director and high school administration to plan and organize documents for communication through electronic communication, phone calls and visits.
2. Work with the athletic director to maintain and manage a budget within the district's expectations for the sport.
3. Foster positive player/coach relationships. Collaborate and counsel team members in academic expectations, athletic, disciplinary and personal matters.
4. Schedule contests: Work closely with the Athletic Director which officials are assigned to officiate upcoming home games.
5. Works closely with the Athletic Director in the scheduling of contest and practices.
6. Schedule and plan away trips, transportation, lodging, and meals – if approved and when necessary.
7. Game day preparation: Water and cups for teams, scoreboard operator, chairs, and score table, checks for officials, and video recorder.
8. Game strategy: Game tape, scouting reports, to provide players with the best opportunity to be successful.
9. Organize, prepare, and conduct individual and team practices, and training.
10. Communicate and direct the hiring and firing of assistant coaching staff in direct coordination with the Athletic Director.
11. Work closely with athletic trainer to ensure player health.
12. Evaluate and maintain inventory for supplies and uniforms.
13. Work with Athletic Director to ensure player eligibility.
14. In charge of statistical information for games, season, and records book. Work closely with web designer to keep information current. Report scores to the Athletic Director for future reference and historical documentation.
15. Work to help student athletes transfer to a four-year college or university.
16. Administrative supervision up to 80 hours.
17. Other duties assigned by the Athletic Director or District Administration.

# Responsibilities of the Asst./JH Coach

1. Work closely with the Head Coach in carrying out his/her responsibilities. Maintain a high level of communication through electronic communication, phone calls and visits.
2. Foster positive player/coach relationships. Assist in collaboration and counseling team members in academic expectations, athletic, disciplinary and personal matters.
3. Assess player skills, monitors players during practice and competition, and keeps coach informed of the athletic performance of players.
4. Help organize and direct individual and small group practice activities/exercises as directed by the Head Coach. Makes recommendations based on team needs.
5. Maintain a high level of sport knowledge, innovative ideas, and techniques in his/her sport.
6. Work with Head Coach in implementing “Manheim Township Athletic Expectations”
7. Model professional behavior and maintain appropriate conduct towards players, officials, opponents and spectators.
8. Participation in special activities to include parent’s nights, banquets, awards nights, and pep rallies.
9. Distributes equipment, supplies, and uniforms to student-athletes as directed by the head coach.
10. Assists in the returning and inventory of equipment, supplies and uniforms.
11. Models nondiscriminatory practices in all activities.
12. Assists with game strategy: Game tape, scouting reports, to provide players with the best opportunity to be successful.
13. Works closely with athletic trainer to ensure player health.

# Responsibilities of the Certified Athletic Trainer

1. Perform the role of a certified athletic trainer as defined by the National Athletic Trainers' Association (NATA).
2. Apply and assist athletes in applying protective or injury-preventive devices such as protective taping, wraps, bracing and dressings.
3. Provides prevention, recognition, first-aid and treatment of athletic injuries.
4. Maintain an accurate log of injuries, treatments, progress and outcome for all student-athletes.
5. Advises coaches when an athlete may return to his/her activity and to what level.
6. Make appropriate medical referrals when indicated and provide sound counsel to athletes and parents seeking proper medical assistance and follow-up.
7. Develop & maintain protocols for emergency care, with the approval of the School Nurse & Administration, keeping coaches informed of the Emergency Action Plan for all sports.
8. Maintain a cooperative working relationship with the school nurses, district physician, coaches, parents and other health care professionals.
9. Ensure that the training room and any other facility involved in the high school sports medicine program are maintained in an orderly, functional and sanitary manner.
10. Maintain an inventory of training supplies.
11. Submits an annual budget to the principal and supervisor and orders all supplies and equipment necessary in accordance with district procedures.
12. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
13. Select, instruct, and supervise student athletic trainers.
14. Conduct or provide health related staff development sessions for coaches and school personnel, and educational programs for parents when necessary.
15. Maintain a daily log of training room use and records of treatments.
16. Serve as a resource to classroom teachers in health related information.
17. Makes available medical kits for each in-season team and supplies and resupplies items contained in the kit as necessary.
18. Attend all home athletic events (with assistance of Assistant).
19. Be available to help injured athletes exercise during lunch or physical education periods.
20. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

# Responsibilities of the Certified Athletic Trainer (cont.)

21. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
22. Participates in continuous study and research and attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school district.
24. Advocate a healthy and responsible life style by promoting the concepts of the effective of substances (e.g., alcohol, tobacco, controlled substances, and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and supervisor and not otherwise prohibited by law or regulation.

# Athletic Eligibility–Manheim Township

Student-athletes' academic progress is checked on a weekly basis each Friday morning and lists are published to Administration, Guidance Counselors and Coaches. Each Wednesday preceding the reporting period, coaches receive an email list of any athlete failing at least one subject. If a student does not meet the academic requirement, letters are sent home to inform parents/guardians of the ineligibility period.

1. A student with two or more failing grades or incomplete course requirements will be declared ineligible for one week and will be placed on the ineligibility list. This list will be published and distributed by the administration each Friday. The one week of ineligibility will be effective from the following Sunday through the next Saturday.
2. A student who fails two or more semester courses will be ineligible for fifteen school days. If the failure occurs at the end of the first, second or third marking periods, the time of ineligibility will start with the first fifteen school days of the next marking period following distribution of report cards. If the failure occurs at the conclusion of the fourth marking period, the time of ineligibility will begin the first day of school of the next school year.
3. A student must obtain a minimum of four academic credits by the conclusion of the school year to maintain eligibility status. Students who do not acquire at least four credits will be ineligible for fifteen school days, in accordance with Article IX (Curriculum), Sections 1-4, of the P.I.A.A. Bylaws.

A student may regain eligibility status if s/he successfully completes the remediation course requirements outlined in the student handbook.

## Athletic Eligibility Lists – PIAA

Prior to the end of the first week of each sports season, coaches should submit rosters to the Athletic Department for PIAA Student Eligibility Policy in accordance with the Constitution and By-Laws of PIAA. Failure to accurately and electronically submit the Certificate of Eligibility and subsequent modifications within two (2) weeks after the First Regular Season Contest Date will result in the imposition of a fine of \$100 per season. Any modifications to the Certificate of Eligibility shall be timely submitted during the season

# Athletic Eligibility-PIAA

## PIAA ELIGIBILITY FOR INTERSCHOLASTIC SPORTS:

The Pennsylvania interscholastic Athletic Association (PIAA) governs high school interscholastic sports programs in Pennsylvania. As a member district, we must follow the policies and regulations formulated by the association. Some of the basic regulations are these:

1. Age: You may not have reached your 19th birthday prior to July 1st immediately preceding the school year (16th birthday where interscholastic competition is limited to grades 7 through 9).

2. Amateur: A pupil must be an amateur to be eligible to participate in a PIAA sponsored interscholastic athletic contest. You will lose our amateur status in a sport for at least a year if: a. You or your school, or an organization that you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation, or services. b. You accept compensation for teaching, training, or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in recreational activities, or for serving as a lifeguard at swimming areas.

3. Attendance: A pupil must be regularly enrolled in a secondary school in fulltime attendance. A pupil who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five school days following the twentieth day of absence. A district committee may consider an exception where there is an extended absence of five or more days due to illness or injury.

4. Participation and Grade Repetition: You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eight, you will be ineligible as a senior. You may participate only one season in each sport during each school year.

5. All-Star contests: You will lose your eligibility in a sport for one year if you participate in an all-star contest in that sport.

6. Out-of-Season participation: Almost all PIAA sports have a defined season. If our team conducts and/or plays a contest after the concluding date for the PIAA season in a sport, you will lose your eligibility for one year in that sport.

7. Consent of Parent: A pupil shall be eligible for participation in each sport only when there is on file with the Athletic Director a certificate of consent signed by a parent or guardian.

8. Health: No pupil shall be eligible to represent the school in any interscholastic contest unless he/she has been examined by a licensed physician of medicine or osteopathy, a certified nurse practitioner or a physician's assistant before you begin to practice for your first sports season of the academic year. Before each subsequent sports season, you must complete the Re-certification Section of the PIAA packet.

9. Curriculum: A pupil must pursue a curriculum defined and approved by the Principal as a full-time curriculum. This curriculum must be approved and confirm to the regulations of

the State Board of Education, the Pennsylvania School Code, and any places established by the local school board. Eligibility shall be cumulative from the beginning of a grading period and reported on Friday of each week. If a student has not passed four credits or the equivalent of Friday of each week, he shall be ineligible from Sunday through the following Saturday. A pupil must have passed at least four full credit subjects, or the equivalent, during the previous grading period. A student declared ineligible due to grades in a preceding grading period shall be ineligible to participate for fifteen school days of the next grading period. Eligibility for the first grading period is based on your final grades of the preceding school year. Any student who is academically ineligible is allowed to practice, but is not allowed to compete (not permitted to travel for away events or sit on the bench during home events).

10. Method for Reporting Grades: The Athletic Director will compile a list and check the eligibility of students through a report generated from the Districts grading system each Friday. When school is not in session on a Friday, an eligibility report will be done the preceding day. The Athletic Director will notify the coach if any athletes are not eligible. (Eligibility may NOT change midweek unless a failing grade is a result of a teacher's error).

## Athletic Budget

In preparation of the athletic budget there are two focus areas. The first is Fixed Expenses which covers all items that can be predetermined for which money will be budgeted from the department. This is money which there is little control over including officials, event staff, transportation, security, etc.

The second area is Supplies/Equipment. Coaches are given the opportunity to request specific items necessary for running his/her program. When requests are submitted, the Athletic Director reviews them with the coach and where items are questionable, cuts are made. Budget expenditures per sport are relatively stable from year to year although there are exceptional cases.

All equipment purchases MUST be completed with Purchase Orders. If you need items for your program, please submit the request through the Athletic Director and he/she will submit a Purchase Order. Coaches not following this protocol may have items rejected upon receipt.

# Athletic Teams/Awards

Interscholastic athletic teams available for girls are: cross country, field hockey, tennis, soccer, golf, volleyball and cheerleading in the fall; basketball, bowling, rifle, swimming, track and cheerleading in the winter; softball, track and lacrosse in the spring. For boys: soccer, cross country, football, and golf in the fall; basketball, bowling, rifle, swimming, track and wrestling in the winter; baseball, tennis, volleyball, track and lacrosse in the spring. Freshman teams compete in the following sports B/G Soccer, B/G Cross Country, Field Hockey, Football, Cheerleading, B/G Basketball, Wrestling, and track.

Awards are presented to the student-athletes in the form of certificates, letters and pins. Each athlete will only receive one Varsity letter. Subsequent letters in other sports will result in Certificates or Pins.

Please refer to the "Forms" section for qualifications necessary for a Varsity Letter.

## Attendance Policy

To participate in extracurricular activities and interscholastic athletics, a student must be in attendance the full school day on the day of the event or activity. **Full school day** shall mean being in attendance no later than thirty minutes after the start of the school day and leaving no earlier than thirty minutes prior to the end of the school day. Any student arriving later than thirty minutes after the start or leaving more than thirty minutes prior to the end of the school day nevertheless may be considered to attend a full school day if they submit a late arrival or early dismissal note from a parent/guardian, with an attached explanatory note from a physician. Exceptions to this provision may be granted by the building administration only under exceptional circumstances.

A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.



# Awards – School District

Head coaches of the various sports programs will receive information annually to nominate recipients of the school's athletic awards.

-The Blue Streak Awards are presented to the most outstanding male and female athlete in the senior class. Criteria includes: athletic ability, sportsmanship, leadership, courage, and a record of outstanding school citizenship.

- The Heather Kappesser DiGuardi scholarship- The recipient of this award must have lettered in at least two sports. In addition, they must demonstrate strong character traits and a respectful attitude toward peers, teachers and coaches. A minimum GPA of 3.0 is required along with involvement in service to school and community.

-Army Reserve National Scholar-Athlete Awards-Two students whom the Army Reserve honors have achieved the winning combination-excellence in both academics & athletics.

-The Thomas A. Haines Memorial scholarship award shall be awarded each year to a dedicated, hardworking, and highly motivated student athlete who participates in 2 sports and who is a two-year varsity letter winner in either cross country or track and field. The recipient shows a passion for their sport, is team oriented, demonstrates leadership skills and is pursuing his/her education at a post-secondary institution.

-E. Jerry Brooks Academic All-Star Awards were established by the District 3 Committee. Any student athlete who has earned at least 3 varsity letters in two different sports and carries a 95% career GPA is eligible to receive this award.

-Fackler-Hower Sportsmanship Awards are presented to one male/female who promote good sportsmanship through schools and interscholastic athletics.

## Booster Clubs

The Manheim Township School Board recognizes and appreciates the cooperation, encouragement, and support given by booster organizations and/or clubs to its sports and other extracurricular activities. (for Guidelines please refer to SB Policy 915)

## Building Supervision

Students are not permitted to roam the halls prior to, between or after practices. The coach responsible for the sport must remain in the building to supervise the students until the last student-athlete has left the school property. In situations where there is more than one coach available, at least one of the coaches must remain to supervise. Coaches are responsible to observe that students enter and leave the building through the proper doors (those closest of the locker room area-behind the Arena), lock the coaches' rooms and equipment storage areas and secure the building before leaving. Doors ARE NOT to be propped open at anytime by anyone. At NO TIME should a coach provide his/her keys or swipe access card to ANY student-athlete.

## Clinics – Conferences – Workshops

Coaches wishing to attend conferences will be required to fill out a “pink” travel reimbursement form at least 4 weeks prior to the date of the conference. Generally, attendance at athletic conferences should be limited to one conference per sport per year. Such clinics should be within reasonable distance of the school. In all instances every effort should be made to attend clinics where school time will not be missed. The school district will re-imburse registration, mileage and teacher coverage.

## Coaching Appointments and Salaries

Coaching appointments are made by the Principal and Athletic Director on an annual basis. Coaches are required to sign contracts and fulfill all obligations. Coaching salaries are set by the School Board and are non-negotiable. At the conclusion of each season, all coaches must have a completed evaluation.

## Coaching Specialization and Schedule Conflicts

The Manheim Township administration believes students should have the prerogative to decide for themselves which sport(s) they desire to participate in. No coach has the right or authority to exert pressure on a student not to play a particular sport when the coach feels the student should specialize in a specific sport.

The Athletic Department recognizes student needs for a wide range of experiences throughout their educational careers. It is virtually impossible for students to always avoid conflict of obligation. Athletes need to recognize, however, that absence from practice will hinder skill development, create potential safety hazards and physical condition as well as jeopardize team unity. Time missed from practice will influence an athlete's performance and therefore their position with the team. The Athletic Department will do its part to schedule events to minimize conflict.

Where conflicts arise, the coaches/moderators must cooperate to work out a solution that will be in the best interest of the student and consistent with past practice. The decision should be based on the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The contribution the student can make
4. When the events were scheduled
5. Discussion with parents

Once the decision has been made, the coach/moderator(s) of the conflicting event will not penalize the student in any way. It is the expectation of the Athletic Department that in-season sport practices/contests take priority over out-of-season sport open gyms, clinics, contests, etc. This includes conflicts with club or select teams. In many situations, if a student-athlete misses a practice the day before a contest, he/she will not start in the next scheduled contest.

## Coaching Driving/Parking

Coaches are reminded that cars may be parked in any of the lots on campus. At no time should any coach be permitted to drive on the access roads or park on the sidewalks. If assistance is needed with equipment or water, please communicate these needs to the Athletic Director or Athletic Trainer. The John Deere Carts are designed for the Athletic Trainer to transport supplies and student-athletes. At no time should coaches be taking these carts without prior permission.

## Drugs and Alcohol Policy

All Manheim Township students are governed by MTSB Policy #227.1 with regards to drugs and alcohol. All students involved in extracurricular activities must also comply with MTSB Policy #218.4.

The use or possession of drugs, drug paraphernalia, over-the-counter medication, alcohol or any other illegal substance during school hours, at any time while on school property, at any school-sponsored activities, is a violation of law and Board Policy.

Students in proximity of any of the above may be considered in violation of the drug and alcohol policy.

Any student who violates this policy will receive a full suspension that will remain in effect until a date for a superintendent's hearing OR expulsion hearing can be scheduled with the Board of School Directors. Legal action will be pursued.

Use of a drug prescribed by a registered physician shall not be considered a violation of this rule provided the medication is stored in the Health Suite and administered by a school nurse. Any exception to this policy must be cleared with the nurse. No student should give another student prescription or over-the-counter medication (including inhalers).

# Drugs Testing Policy

The Board of School Directors of the Manheim Townships School District Policy #227.1 provides for both a voluntary random drug testing program for all students and mandatory drug testing for students participating in extracurricular/co-curricular activities and/or using school parking facilities. Testing is conducted by Lancaster General Hospital.

Participation in extracurricular/co-curricular activities is a privilege, not a right and the Board and administration believe that students participating in these activities carry a special responsibility to themselves, their fellow students, their parents and guardians, the public, and their school to exercise sensible judgement.

The intent of this policy is to do the following:

- Create and maintain a safe, drug-free environment for all students
- Protect the health, safety and welfare of all students, faculty, and the public
- Prevent accidents, injuries and property damage resulting from the use of drugs
- Provide students with access to assistance and treatment for drug problems
- Provide parents with an opportunity to maintain the safety of their student(s) through voluntary participation in the drug testing program
- Empower students to make responsible choices relating to drugs, alcohol and anabolic steroids

There are two parts of the testing program: a mandatory random program and a voluntary random program. The form of testing that is used is urinalysis. The Mandatory Random Testing Program is required for all students (enrolled 7-12) who wish to participate in high school extracurricular/co-curricular activities or to obtain a student parking permit. In order for a student to participate in any extracurricular/co-curricular or to receive a parking permit, the student and the students parent/guardian must sign the Consent to Mandatory Random Testing and Authorization for Release of Information form. The Consent shall remain in effect until the end of the school year or the superintendent receives a written request from a parent/guardian to remove their student from the mandatory random drug testing program.

## Early Dismissals

Manheim Township School District policy is to keep minimal the times student-athletes are given permission to miss educational time for extracurricular activities. Prior to the start of the athletic season, the Athletic Director will publish the season schedule which lists early dismissal times. It becomes the student-athletes responsibility to effectively communicate with teachers about missing work. The daily bulletin will also indicate dismissal times.

# Fitness/Human Performance Center

Individual coaches may open the Human Performance Center after or before school as needed. Any team using the HPC must be supervised at all times. When teams finish working out, the HPC must be cleaned. During the Winter and Spring months, the HPC is open Monday-Thursday 2:50-4:15PM. Students must wear appropriate clothing. Any coach wishing to lift must do so with a partner for safety reasons.

## Hazing

**Hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or that causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

**Endanger the physical health** shall include any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

No hazing is permitted. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

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.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal.

# Keys

The Athletic Department will be responsible for controlling keys of all athletic areas. Because sports have evolved into year round programs, coaches will be permitted to have their keys year round. Assistant coaches, though, may be asked to turn in keys at the end of their season.

# Lightening Guidelines

As soon as lightening is seen or thunder is heard, practices and competitions should be suspended immediately. For competitions, the Emergency Action Plan will be followed. The weather forecast will be closely monitored throughout the day prior to any practice or competition where weather may become an issue. If lightening is imminent or a thunderstorm is approaching, all personnel, athletes and spectators should be evacuated immediately to safe structures. The NFHS recommends following the 30-minute rule when making return-to-play decisions. After the last flash of lightning is witnessed or the last thunderclap is heard, it is recommended to wait at least 30 minutes before resuming practice or competitions. Any subsequent lightning strike or thunder after the beginning of the 30-minute count should reset the clock and another count should begin. The certified ATC will sound the bullhorn if lightning or storms are in the area.

# Locker Rooms

If your team is assigned a locker room at the opposing school, please follow these guidelines:

1. Please inspect the locker room upon arrival. Introduce yourself to the game manager and if there are any concerns let him/her know immediately
2. Before and after the game, make sure coaches are visible at all times in the locker room. If there was an emotional contest, coaches may want to be more visible
3. Prior to leaving the facility and after the athletes have left the locker room, make sure it is cleaned out and inspect for any damage. If damage is spotted, contact the game manager or other school official immediately. If one cannot be found, call the MT Athletic Directory immediately.

# Meal Reimbursement

On certain occasions where contest embrace an entire day or where distance is considerable, the Athletic Department may provide meals to coaches and student-athletes. This typically occurs in District and State Playoffs. Coaches will typically pay for the meal and turn in a meal allowance form which will be signed by the AD, Principal and Coach. This form is to be completed as soon as the team returns to ensure prompt reimbursement.

# Overnight Trips

If a trip is overnight, the “Manheim Township School District Overnight Field Trip Agreement” must be completed and followed by coach, student-athlete and parent. The trip must be pre-approved through completion of the necessary forms in accordance with Field Trip Request Form. The moderator/coach must hold a parent meeting to explain all the details of the trip.

## Practice Definition

Practice sessions must be conducted much the same as a classroom setting. Attendance is to be taken daily. Records kept must be accurate in terms of date and time. The “Daily Practice Plan” must obtain as much detail as necessary to adequately explain the day’s activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. It is recommended that the “Daily Practice Play” is posted in the locker room and/or on a wall for student-athletes to see and possible provide a copy to captains.

Student-athletes should never practice alone. A staff member must be the first to arrive and the last to leave. Prior to the start of the season, coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the athletes at the preseason meeting or the first practice session and also to the Athletic Director. Coaches must make the athletes aware that the schedule is subject to change due to unforeseen circumstances.

Coaches must establish rules and regulations regarding attendance at practice sessions. Absence from school for excused reasons such as educational trips and religious practices are to be treated as excused absences by the coaching staff. Athletes are to notify the coach in advance of the absence and the athlete is not to suffer negative consequences as a result of the excused absence. In the event of inclement weather that causes early dismissal from school, practice may not be held and all contests will be postponed. If school is cancelled due to weather, contests and practices may or may not be postponed. In the event of a severe weather alert, coaches will be advised by the Athletic Director whether to continue or discontinue practice or games and about other safety procedures to be followed

## Parent Coach Communication

### Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit 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:

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests. (Parent attendance at practices should be minimal and only with the Athletic Director in conjunction with the coach.)
4. Team requirements, i.e. special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Manheim Township, 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:

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

It is 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 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 next, must be left to the discretion of the coach.

Issues NOT appropriate to discuss with coaches:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

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

1. Please encourage your child to speak directly with the coach. Many times the matter can be taken care of at that time.
2. If #1 does not result in resolution, please call or email the coach to set up an appointment with the parent, student-athlete and coach.
3. If you are having difficulty reaching the coach, call or email the AD to set up a meeting between the coach, parent, and student-athlete.
4. Please do not attempt to confront a coach before or after a contest, or a practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Manheim Township athletic program less stressful and more enjoyable.

## Student Activity Fees

For the 2016-2017 school year, student activities fees are \$50 for each activity, maximum \$150.00. The purpose of the activity fee is to off-set costs (coach/advisor stipends, transportation and equipment) associated with the implementation of Manheim Township's extracurricular programs in grades 7-12. No student will be required to pay for more than three activities (Max of \$150 per student). If a student/family is concerned as to the ability to pay the activity fee, families can complete the waiver and return it to the athletic office for review. The activity fee must be paid upon the completion of tryouts and/or reporting of roster. (Failure to pay the activity fee will deem the student ineligible to participate in the activity until payment is made). If the activity involves cuts, the fee should not be paid until the final team selection is made. The activity fee does not guarantee playing time. The activity fee shall be paid within the first three weeks of the activity. Failure to pay the fee will deem the student ineligible to participate in the activity until the activity fee is paid.

There shall be no refunds of the student activity fee after the initial three-week period if the:

1. Student quits the activity.
2. Student moves out of the district.

3. Student suffers an activity-ending injury.
4. Student becomes academically ineligible.
5. Student is dismissed for disciplinary reasons.
6. Student or parent/guardian is not satisfied with the playing/participation time.

The activity fee shall be refunded if the student does not make the activity's roster.

Activity fees shall be charged for any activity for which the district pays a stipend to an employee. The Superintendent or designee will identify which activities will be subject to this fee.

Extracurricular activities that are co-curricular in nature, that is the student earns a grade as part of his/her academic program, will be exempt from the fee.

The student activity fee shall be established annually by the Board.

## Swimming Pool

The swimming pool is not available to athletic teams unless a certified lifeguard is present and approved in advance by the Athletic Director.

## Team Managers

If desired by the coaching staff, the selection of a team manager or managers is the responsibility of the coaching staff. The individual or individuals should be quality students, hard workers, responsible, and dependable. Managers will be expected to adhere to all of the same rules and regulations as student-athletes. Once the selection has been made, the names of the student managers are to be included as part of the team roster.

## Tobacco

**Tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other smoking product or material; and smokeless tobacco in any form. Electronic cigarette means any oral device that is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or other product name or descriptor.

The Board prohibits possession, use or sale of tobacco or electronic cigarettes by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits possession, use or sale of tobacco or electronic cigarettes by students at school sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee may reports incidents of possession, use or sale of tobacco and electronic cigarettes by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## Team Levels

The interscholastic athletic program has three levels of competition. Junior High Sports are designed for students in 7<sup>th</sup>, 8<sup>th</sup> and sometimes 9<sup>th</sup> grades. The emphasis on this level is on participation while learning the necessary skills to compete at more advanced levels. Junior Varsity Sports are, for the most part, for students in 9<sup>th</sup> and 10<sup>th</sup> grades. 11<sup>th</sup> graders may be allowed to play JV sports, and 12<sup>th</sup> graders are only allowed to participate in the JV level only under certain circumstances. The emphasis at this level is on fine-tuning sports specific skills and participation. Varsity level teams are generally for 11<sup>th</sup> and 12<sup>th</sup> grade students, and selection for these teams is based on skill and performance. At the Varsity level, there is a particularly strong emphasis on competitive play. Each program shall be designed in a manner that is similar to our academic curriculum. The knowledge and skills needed to be successful on the Varsity level should be used to establish the skills and knowledge developed at the JV and JH levels.

## Tryouts and Team Selection

Each team will have a tryout process consisting of a minimum of 2 tryout days. After the tryouts are completed, coaches will select the members of their team. There is not a set number of student-athletes as a maximum for any team (other than when PIAA/NFHS dictates this).

The nature of certain sports limits the number of team members who can be effectively and efficiently handled by the coaching staff and/or facilities. Coaches of these sports will:

1. Provide written copy of the selection process including criteria for selection to each candidate and his parents.
2. Inform the candidates of the skills that will be tested and the method of evaluation that will be used.
3. Maintain accurate records of observation during each practice session.
4. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly compare candidates.

## Volunteers

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought out process. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the athletes and the team, and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection, and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility in all decisions rests with the head coach.

### Clearances

As a condition to providing volunteer services to the school district, all volunteers shall submit to the district for review and verification:

- The registration identification number from the FBI Fingerprint Registration through Cogent of Pennsylvania
- An original child abuse history clearance from the Pennsylvania Department of Welfare

All required criminal history reports and child abuse clearances shall be provided in the form and manner prescribed by Act 114, and Act 151 of the Pennsylvania School Code, and must not be dated more than one year prior to the date of submission.

The cost to procure the criminal history and child abuse reports/clearances shall be the responsibility of the volunteer candidate.

If a volunteer, who already has approved clearances, served in the district during the previous school year, s/he will not need to obtain new clearances to serve as a volunteer for the current school year.

## General Requirements

- A volunteer will not begin service until s/he complied with the mandatory background check requirements
- Under no circumstances shall a volunteer be permitted to administer or enforce discipline upon students enrolled in the school district
- Volunteers shall not assume the professional responsibilities of the school staff
- Volunteers may provide assistance that is supportive, when under the direction of an appropriate district employee
- Volunteers are required to follow the School Visitor Policy (Policy 907)[4]
- Each district employee who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignment
- Weekly and/or monthly volunteer schedules, that include timeframes, are required to be maintained in the school office
- Volunteers who show up at school on a day they are not scheduled to volunteer or during a time they are not scheduled to volunteer will not be admitted into the building
- The building administrator or designee shall assume general authority and responsibility over all volunteers serving at the site

\*\*Parents/Guardians invited to attend a school function/activity during the school day (i.e., school play or school concert) are not considered volunteers and therefore, not subject to this policy. In this situation, parents/guardians who attend the function/activity are considered school visitors and are subject to policy

# PIAA Information:

## PIAA CIPPE and Certification

No student is eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless the student has completed a comprehensive initial pre-participation physical evaluation ("CIPPE") performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form ("CIPPE Form"). The CIPPE may not be authorized earlier than June 1st and is effective, regardless of when performed during a school year, until the next May 31st.

**Certification:** Any student who (1) previously participated in PIAA interscholastic athletic competition pursuant to a CIPPE; and (2) is seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must, not earlier than six weeks prior to the first Practice day of the next sports season, complete and turn in to that student's Principal the Re-Certification by Parent/Guardian part of the CIPPE Form. The Principal, or Principal's designee, of that student's school must review the Supplemental Health History of that student and, if any Supplemental Health History questions are either checked yes or circled, shall require that student to submit a completed Section 8, Re-Certification by Licensed Physician of Medicine or Osteopathic Medicine, to the Principal, or Principal's designee of that student's school prior to that student's additional participation in interscholastic athletics.

## PIAA Rules Clarification

Any official communication between a school and the PIAA must be initiated by the High School Principal and/or Athletic Director. The PIAA will not act on matters referred to them by coaches. Coaches should direct all inquiries concerning eligibility, suspected violations, etc. to the Athletic Director who will discuss it with the building principal. If a problem requires PIAA Interpretation, it will be handled through MT administration.

## PIAA Rules – Forfeiture of Contests

Except as otherwise noted, the following rules govern situations in which schools shall or may be required to forfeit a Contest.

1. The failure of a Team to participate in a Contest shall constitute an automatic forfeit, regardless of the reason(s) thereof, unless the school not participating convinces the District Committee that its failure to participate was unavoidable, in which event the District Committee may treat the matter as if the Contest had not been scheduled.
2. A forfeit constitutes a loss for the Team school not participating and a win for its opponent for purposes of records, standings, and eligibility for playoffs.

3. A forfeit is not subject to refusal by an opponent.
4. Schools may voluntarily agree to terminate a contract for a Contest, in which event the matter shall be treated as if the Contest had not been scheduled. In Districts in which scheduling is done by or pursuant to the authority of the District Committee, permission of the District Committee or its authorized designee shall be required for failure to participate to be treated as if the Contest had not been scheduled.
5. Schools may agree to reschedule a Contest which was not or will not be played at the scheduled time, in which event the failure to play the Contest at the originally scheduled time shall be treated as if the Contest had not been scheduled to be held at that time. In Districts in which scheduling is done by or pursuant to the authority of the District Committee, permission of the District Committee or its authorized designee shall also be required for rescheduling of a Contest.
6. When a Coach has been disqualified from a Contest but fails to leave the vicinity of the competition area, resulting in the termination of the Contest, the Contest shall be forfeited to the opponent.
7. Except as otherwise provided in "Forfeiture of Contests", provisions of the official rules for sports in which PIAA member schools participate, which relate to forfeits of Contests, shall apply according to their terms.
8. ARTICLE XII, ATHLETIC RELATIONS, Section 6, Temporary Closure of School, of the PIAA By-Laws, governs situations in which schools are closed, and Procedures During Strikes (set forth in the PIAA Policies and Procedures) governs situations in which a school is affected by a professional labor dispute

## PIAA In-Season/Out-of-Season Rules

### GUIDELINES

Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established goals of health, safety, and a sense of fair play, the following guidelines for out-of-season regulations are set forth:

1. The basic responsibility of all administrators and athletic coaches is to provide students, who are participating in interscholastic athletics, with a worthwhile, educational experience.
2. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
3. The student should have the opportunity to participate in as many interscholastic athletic experiences as reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.

### RULES AND REGULATIONS

As stated above, each sport has a defined season, which includes the first legal practice date, the first legal scrimmage date, the first legal playing date, the last legal playing date for the regular season, the district deadline, the dates for the PIAA championships, the

maximum number of contests for the regular season, and the maximum number of scrimmages of inter-school practice for the regular season. All member schools must comply with the defined season for each sport. Within each defined season, member schools may sponsor sports teams that compete against other member schools or schools that follow PIAA policies, rules, and regulations. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, “open gyms”, clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students is as private citizens and is voluntary as described below. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period as described below.

Any sport activity that occurs outside of the defined season for a sport is outside the jurisdiction of the PIAA except as set forth in the immediately preceding paragraph and as follows:

1. The coach or other personnel representing your school shall not require an athlete to participate in a sport or training program for a sport outside of the PIAA defined sports season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary.
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized contact football camps, clinics, drill, practices, games, scrimmages, or similar contact activities outside the PIAA defined football season.
3. The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic health/first aid supplies may not be used by community organizations and groups. The schools' name, nickname, interscholastic athletic uniform, may not be used by the students, however, the Principal may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first aid supplies.

Except as provided below, all activity in a sport, including practice, shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament. If the team is entered into the PIAA playoffs or PIAA tournament, all activity in the sport must terminate on the day of elimination from the PIAA event. With the approval of the District Committee, regular season contests that have been postponed may be rescheduled and played between the last legal playing date for the regular season in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed contest shall constitute the last legal playing date for the regular season in that sport.



# PIAA Season Start Dates

Seasonal start dates for practices and contests are established by the PIAA. This information is provided on [www.piaa.org](http://www.piaa.org) under resources and handbook.

## PIAA Tournament Regulations for All Sports

1. A Tournament is defined as competition involving Teams or individual students representing three (3) or more schools in which the Teams or individual students, as representatives of schools, are competing for a championship (first place) and other places. All Tournaments must be conducted in accordance with the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA.
2. With the exception of invitationals and/or Tournaments sponsored by at least one PIAA member school and involving only PIAA member schools, and conference or league championship Tournaments, all Regular Season invitational and/or Tournament applications involving PIAA member schools must be reviewed by the PIAA Executive Director, or the Executive Director's designee. Tournament applications may be obtained from the PIAA Office via the PIAA Web site at [www.piaa.org/Resources/Forms](http://www.piaa.org/Resources/Forms).
3. The Tournament application must be completed, signed by the host and/or sponsor PIAA member school Principal, and forwarded to the PIAA Executive Director, or the Executive Director's designee, with a check payable to PIAA in the amount of \$75.00 for PIAA Member School, \$100 for Non-Member School, Sponsored Tournament. Following review and either approval or disapproval of the application, the PIAA Executive Director, or the Executive Director's designee, shall post all approved applications to the PIAA Web site at [www.piaa.org/Schools/Tournaments](http://www.piaa.org/Schools/Tournaments). Forms must be received in the PIAA Office at least four (4) weeks or twenty (20) business days prior to the first date of competition or a \$25.00 late filing fee will be charged.
4. No Inter-School Practice, Scrimmage, or Contest may be played with a Team not sponsored and controlled by a public school or Private School nor any school not belonging to PIAA, unless the non-PIAA member school's eligibility rules for school, Team, and contestants meet the requirements of PIAA. A Team which participates in a non-approved or a disapproved Tournament in a sport may be required to forfeit championship rights in that sport.
5. PIAA-approved invitationals and/or Tournaments must be conducted during the PIAA-defined Regular Season for that sport. No Team, no individual member or members of such Team, and no individual representing any PIAA member school, may Practice or participate in an Inter-School Practice, Scrimmage, Contest, and/or Open Gym on more than SIX DAYS in any Calendar Week during the Regular Season.

6. The Principal of each competing school must submit an eligibility list to the invitational and/or Tournament director prior to the start of the Tournament. All contestants must have undergone a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE), and this fact must be certified to, by the Principal of the competing school when that Principal submits the school's eligibility list to the invitational and/or Tournament director.
7. Adequate locker room and shower facilities must be provided by invitational and/or Tournament authorities, and these shall be kept in a safe and sanitary condition.
8. An adequate number of law enforcement officers must be provided for the Tournament. The number of law enforcement officers needed to provide adequate security must be determined by the owner or director of security of the facility. The owner or director of security of the facility is in the best position to make that determination.
9. The host/sponsor of the Invitational/Tournament shall ensure that a licensed physician of medicine or osteopathic medicine attends the invitational and/or Tournament or be within instant call in case of emergency.
10. Only PIAA-registered sports officials on active status and in good standing shall officiate the invitational and/or Tournament, and only National Federation of State High School Associations (NFHS) Contest rules, as adopted by PIAA, may be used in the invitational and/or Tournament.

## PIAA Scrimmage Definition

All of the following elements must be present for a school to consider an Athletic Event with other schools as a Scrimmage:

1. The involved schools agree, in advance of the Athletic Event, that the Athletic Event will be a Scrimmage rather than an Inter-School Practice or a Contest.
2. No admission is charged.
3. The head Coaches of the involved Teams may stop the activity at any time to provide instruction or to make substitutions.
4. There are no restrictions concerning the number of times a player/contestant enters or leaves the Scrimmage.
5. No score may be displayed or recorded.
6. The results of the Scrimmage shall not be counted as a part of the involved Teams' season win and loss records.
7. Uniforms do not have to be worn.

Any Athletic Event involving two or more schools must be considered an Inter-School Practice or Contest unless it meets all of the criteria listed above.

# PIAA Scrimmage Guidelines

The method of counting an Inter-School Practice or a Scrimmage is as follows: each Team, at all levels (varsity, junior varsity, or otherwise) of competition, is limited to one (1) Inter-School Practice or Scrimmage per day. The Inter-School Practice or Scrimmage activity in which the Team participates may not exceed two (2) hours and thirty (30) minutes from the start of the Inter-School Practice or Scrimmage activity until the Inter-School Practice or Scrimmage activity ends, for that particular Team. For example, Varsity Team A may participate in an Inter-School Practice or a Scrimmage for a maximum of two (2) hours and thirty (30) minutes on a given day. Varsity Team B may participate in an Inter-School Practice or a Scrimmage for a maximum of two (2) hours and thirty (30) minutes on a given day. Similarly, Junior Varsity Team A may participate in an Inter-School Practice or a Scrimmage for a maximum of two (2) hours and thirty (30) minutes on a given day. Junior Varsity Team B may participate in an Inter-School Practice or a Scrimmage for a maximum of two (2) hours and thirty (30) minutes on a given day. The number of schools or Teams participating in an Inter-School Practice or a Scrimmage does not affect the method of counting an Inter-School Practice or a Scrimmage as each Team's participation is controlled by the regulations stated above.

## PIAA Scrimmage-Definition of Inter-School Practice Session

All of the following elements must be present for an Athletic Event between two or more schools to be considered an Inter-School Practice:

1. The involved schools agree, in advance of the Athletic Event, that the Athletic Event will be an Inter-School Practice rather than a Scrimmage or a Contest.
2. No admission may be charged.
3. The Teams participate only in conditioning exercises and/or limited and closely controlled drills.
4. The Teams are dressed in Practice uniforms only.
5. No score may be displayed or recorded.
6. The results of the Inter-School Practice shall not be counted as a part of the involved Teams' season win and loss records.

Any Athletic Event involving two or more schools must be considered a Scrimmage or Contest unless it meets all of the criteria listed above.

# Athletic Injuries & Symptoms

Anytime a student-athlete is injured, it is crucial that proper protocol is followed. All injuries – *no matter how minor it may seem*—should be reported to the Athletic Trainer/Athletic Director. If the injury requires treatment from a doctor and an insurance claim is made, the must obtain an insurance claim form **IMPORTANT: Before an injured student-athlete returns to play, the Athletic Trainer must receive a doctor note releasing the student-athlete back to participation.**

## Athletic Injuries – Do's and Don'ts

- Do not move injured athlete if a head or neck injury is suspected.
- Do have all emergency contact cards at all practices and games
- Do remain calm and reassuring when an injury occurs
- Do not send an injured athlete to the Locker Room, Training Room or to the Trainer unless accompanied by an authorized person
- Do use ice as the immediate FIRST AID for all athletic injuries. Failure to do so could be construed as negligence
- Do not attempt to exceed your level of expertise
- Do not ever assume an athlete is faking or prolonging an injury
- Do trust athletes injury description as valid and accurate
- Do not recommend treatments if you are unaware of the extent of the injury
- Do not direct an athlete to a particular physician. This is up to the discretion of the family

## COMMON ATHLETIC INJURIES AND SYMPTOMS

### FRACTURE:

- Possible deformity. It is possible to move and even stand on a fracture. Check for point tenderness plus how the athlete was hurt
- Swelling and discoloration may be rapid
- Tenderness alone does not indicate a fracture. How tender is the area? Did the athlete fall or was hit in an area which might result in a fracture? When in doubt, assume that it is a fracture
- Constant and point-specific pain. A bruise generally produces pain which is like a headache and covers a larger area. While a fracture produces a point-specific pain and is localized.
- Loss of function or unusual movement
- Joint noise. The athlete may have felt or heard a pop or crack
- Nausea. Shock should be suspected and appropriate steps taken to prevent its onset
- Loss of pulse or sensation distal to the injury

## STRAIN:

- Possible swelling, localized tenderness
- Limited range of motion
- Stiffness, steady or sharp pain
- If severe, a defect in the muscle may be felt
- Athlete may have felt a snap or tearing sensation

## DISLOCATION:

- Deformity or swelling
- Loss of Function
- Steady or sharp pain
- Athlete described it as “being out of place”

## CONTUSION (BRUISE):

- Possible swelling, localized tenderness
- Limited range of motion
- Discoloration
- Athlete reports a direct blow

## SPRAIN:

- Injury mechanism of forcible bending of the joint
- Localized pain, swelling, tenderness
- Movement is possible, but may be painful
- Athlete may have felt or heard a pop or crack

### EXTREMELY SERIOUS CONDITION

If any of the following conditions are obvious or indicated by signs or symptoms, activate the Emergency Medical System. (*they may be serious or life-threatening. Act quickly and within your appropriate level of expertise*)

- Respiratory arrest or blocked airway
- Cardiac arrest
- Severe bleeding or pain
- Obvious deformity or swelling
- Symptoms of shock
- Hyperthermia or hypothermia
- Head or neck or spinal injury
- Insulin shock
- Loss of consciousness

**STUDENTS WITH ASTHMA:** Many student-athletes are suffering from asthma which can be life threatening. **Athletes with asthma need to have an inhaler with their names on them in the Medical Kit at all times. Athletes who need to use their inhaler more than**

**twice during an athletic practice or contest should not be allowed to participate (without consultation of the Athletic Trainer AND Parent.**

**Head Injuries:** Concussions range from mild to severe. A concussion is a brain bruise and could be a serious injury if not treated properly. Therefore, acting immediately is crucial. Athletes who say that they have been hit on the head and/or exhibit other signs of a concussion (below) should be checked out by the Athletic Trainer immediately. Signs and symptoms of concussion are highly variable and individualized. No two concussions are exactly alike. In fact, some clinicians feel that a threshold exists for concussion that varies between individuals, influenced by a variety of familial and clinical factors. Concussion signs and symptoms can be categorized as somatic, affective, and cognitive.

Some of the signs and symptoms of a concussion include:

- Severe headache/Ringing of the ears
- Tingling in extremities
- Blurred or double vision
- Memory loss or present events
- Weakness or loss of function of any extremity
- Seizures, convulsions, or fits
- Loss of or decreasing levels of consciousness
- Personality change or mental confusion
- Unusual drowsiness
- Vomiting

**Return to Play:** An athlete with a diagnosed concussion should not be allowed to return to play on the day of injury. No athlete should return to play until cleared by a licensed physician of medicine or osteopathic medicine (MD or DO) comfortable with current concussion management principles. Return to play after a concussion should not occur until an athlete is asymptomatic off medications with an unremarkable physical examination and neurocognitive testing (if available). A stepwise progression is recommended beginning with light aerobic exercise and advancing every 24 hours through the following stages: sports specific exercise, non-contact training drills, full contact Practice, and competition. If symptoms recur at any point during this stepwise progression, the athlete should return to the previous level and wait for 24 hours before attempting further advancement. This protocol is individualized frequently depending on the needs of the athlete and demands of the sport. A more conservative approach is needed when dealing with young athletes with developing brains (athletes < 18 years of age) as little is known in regard to the long term effects of concussion in this age group.

**Neck Injuries:** If the athlete complains of neck pain due to a whipping of his/her head or neck or due to a blow to the head—*the athlete may also exhibit numbness or tingling in extremities*—**DO NOT MOVE THE ATHLETE.** Contact the Athletic Trainer immediately or call 911.