

BLUE RIDGE SCHOOL DISTRICT ATHLETIC HANDBOOK



2023-2024

FORWARD

This athletic handbook has been developed to assist the coaching staffs, student-athletes, and parents of the Blue Ridge School District. It contains Athletic Department procedures, regulations, and other information that will be helpful to coaches – be they veterans or beginners – in administering, maintaining, and promoting the athletic program. This handbook also works as a tool for administrators, staff, coaches, student-athletes, parents, and community members alike to understand the goals, objectives, rules, and regulations to participate in interscholastic competition within Blue Ridge School District.

In addition to the enclosed materials, all aforementioned groups should familiarize themselves with the rules and regulations that are found in the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association (PIAA).

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ATHLETIC DEPARTMENT CONTACTS

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MISSION STATEMENT

The mission of the Blue Ridge School District's Athletic Department is to provide learning experiences that contribute to the personal, physical, psychological, and moral development of each and every student-athlete, while also complementing the academic program. Blue Ridge School District strives to create a competitive program where all student-athletes will:

1. Honor and respect all aspects of their sport
2. Learn skills, tactics, and strategies of their sport and improve as a player, and more importantly as an individual
3. Develop teamwork and cooperation skills
4. Experience life lessons that have value beyond the field of competition
5. Foster and create friendships that will last a lifetime
6. HAVE FUN

Blue Ridge School District is committed to creating a positive culture in which administrators, staff, coaches, parents, fans, officials, and student-athletes work together to achieve our mission.

CODE OF ETHICS

The Code of Ethics pertains to athletics is to be regarded not only as recommendations but as rules governing the conduct of schools, athletic directors, coaches, students (players and spectators), and adult spectators.

A) The school will strive for sportsmanlike conduct, such as:

- The development of pride in school and community is a primary goal of the athletic program but only in an honorable fashion
- Unsportsmanlike conduct is not to be exhibited even if it appears others are not adhering to acceptable principles
- The rules of the game are to be regarded as mutual agreements
- Visiting teams are honored guests of the home team and should be treated as such
- Officials, and the decisions in which they make, should be abided by
- Officials and opponents are to be regarded and treated with the upmost respect

B) The Athletic Director, with the support of the administration, will provide the leadership in enforcing the athletic code of conduct and should:

- Be visible at athletic contests to indicate support of the program as well as a readiness to take immediate action should the situation warrant it
- Remind coaches that interscholastic athletics is an extension of the classroom
- Serve as host to visiting school officials, athletic directors, game officials, and spectators
- Ensure that all home contests are adequately staffed
- Strive to create positive relationships with all within the district, school, community, and league entities

C) Coaches will serve as a model not only for those participating in the program but also for those assuming the spectator role. All coaches shall:

- Be a person of high moral character, a person of integrity whose first concern is for the welfare of each and every student-athlete
- Emphasize the proper ideals of good sportsmanship, ethical conduct, and fair play.
- Show courtesy and respect to visiting team(s), coaches, spectators, and officials
- Encourage leadership, initiative, and the use of good judgement by all members of their team
- Set an example of good conduct for team participants, spectators, and the general public as a whole. A coach should always conduct themselves in a professional manner
- Follow all district and PIAA rules and regulations, as well as the ethical standards imposed by both
- At **NO** time, while in their capacity as coach, be under the influence of and/or in the possession of alcohol or tobacco products

D) Student-Athletes are held at a higher standard of excellence due to the nature of their position on an athletic team. Student-athletes must be leaders in their school, on their team, and in their community. Since participation in interscholastic athletics is a privilege, those who chose to participate must adhere to a code of conduct in which operates within the framework in with the district and PIAA lay forth. Athletes must strive to:

- Uphold the utmost respect for visiting teams, spectators, officials, as well as the game as a whole
- Refrain from using profanity of any kind
- Display sportsmanship at the highest of levels

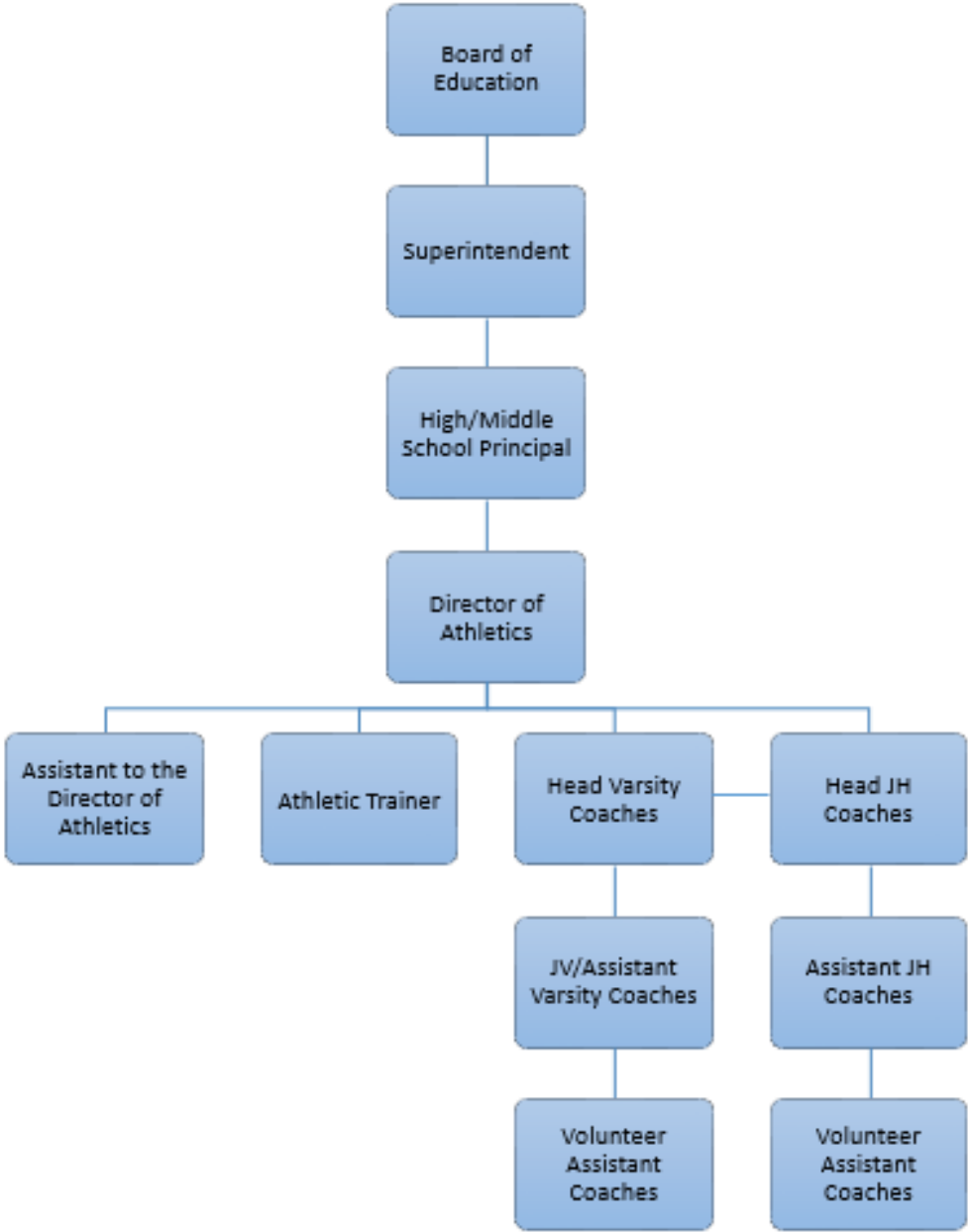
- Responsibly handle all athletic equipment
- Maintain the tidiness of locker rooms, team rooms, training rooms, and competition venues are clean and healthy
- Comply with all rules, regulations, and guidelines that are set forth by the district, league, and PIAA
- Refrain from “horseplay,” rowdiness, loitering, and/or hazing of any kind

E) Adult spectators of the community must be cognizant of their role in the interscholastic athletic program. Adult spectators should:

- Understand that the athletic program is conducted for the benefit of the student-athlete
- Not act in a manner that demeans coaches, players, officials, administrators, and spectators
- Recognize that admission to an interscholastic contest entitles the spectator to the privilege of watching such contest
- Make an attempt to learn the rules of the game and allow the officials to administer the rules of the game
- Recognize that all spectators are guests of the school and that, while winning is certainly an admirable goal; victory is not the sole reason for interscholastic competition

ORGANIZATIONAL STRUCTURE/RESPONSIBILITIES

Organizational Chart



SPORT OFFERINGS

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Junior High Boys Cross Country	Junior High Boys Basketball	Junior High Baseball
Junior High Girls Cross Country	Junior High Girls Basketball	JV/Varsity Baseball
Varsity Boys Cross Country	JV/Varsity Boys Basketball	Junior High Softball
Varsity Girls Cross Country	JV/Varsity Girls Basketball	JV/Varsity Softball
Junior High Co-ed Soccer #	Varsity Basketball Cheerleading	Junior High Boys Track & Field
Varsity Boys Golf #	Junior High Wrestling #	Junior High Girls Track & Field
Varsity Girls Golf #	Varsity Wrestling #	Varsity Boys Track & Field
JV/Varsity Soccer		Varsity Girls Track & Field
JV/Varsity Girls Volleyball		JV/Varsity Boys Volleyball #
Junior High Football *		
Varsity Football *		

Indicates Cooperative Sponsorship hosted by Blue Ridge School District

*Indicates Cooperative Sponsorship hosted Susquehanna Community School District

The Blue Ridge Athletic Department also sponsors two sport clubs; they are as follows:

- Archery (Winter)
- Trap Shooting (Spring)

RESPONSIBILITIES

A. Athletic Director

- To work cooperatively with the MS/HS Principal and Superintendent of Schools in all aspects pertaining to interscholastic competition
- To screen, interview (with the appropriate staff), and recommend for approval by the Board of Education all candidates for coaching positions
- Supervise and evaluate the performance of all athletic staff to enhance their individual performance
- Administer end of the season evaluations of all Head Coaches
- Administer end of the season student-athlete coach's evaluations
- To prepare, schedule, and coordinate the assignment of all athletic facilities, game personnel, officials, and security for all home contests
- Prepare, schedule, and coordinate all games for all teams
- Work cooperatively with the Maintenance Director in maintaining all athletic facilities to assure safe conditions for student-athletes, coaches, officials, and spectators
- Prepare and present for approval an annual budget
- Maintain record of all equipment and the condition that it is in
- From time-to-time supervise practices to ensure that student-athletes, managers, coaches, and support staff and staying consistent with the mission and vision of the Athletic Department
- Provide guidance to all coaches
- Keep an accurate record of all honors and accomplishments by teams and individuals
- Assist in the coordination of banquet programs

- Conduct weekly grade checks and relay to any student-athlete, you parent/guardian, and respective Head Coach that they are ineligible to participate in athletics due to being on academic probation
- Conduct detail evaluations of coaches and meet with each coach to discuss said evaluation and how the season went
- Provide to each coach with detailed information of their responsibilities
- Other duties assigned

B. Varsity Head Coach

- Maintain current PIAA certifications
- Participate in the screening, interviewing, and recommendation process of Assistant Coaches
- Provide to the Athletic Director a list of potential teams for non-league contests for their season
- Supervises all team activities, whether that be in the locker room, during practice, contests, etc.
- Provides guidance to student-athletes that wish to participate in intercollegiate athletics
- Attends all mandatory rules meetings prior to the start of the season and pay any fines that are involved with not attending such meetings
- Submit to the Athletic Director an accurate and comprehensive roster, including, but not limited to: student-athletes, managers, coaches, etc.
- Ensure that facilities are safe, and communicates to the Athletic Director when they have become unsafe

- Conduct a pre-season organizational meeting with all potential student-athletes, their parents, managers, and coaches to discuss the department rules/regulations, expectations, etc.
- Review annually the rules and regulations section of the PIAA Handbook
- Submit to the Athletic Director and any and all relevant news outlets with scores, team information, accomplishments, etc.
- Submit to the Director of Athletics a season summary report as well as an evaluation of any and all assistant coaches
- Any other duties assigned by the HS/MS Principal and/or the Director of Athletics

C. Varsity Assistant Coach

- Maintain current PIAA certifications
- Assists the Varsity Head Coach in the planning and conducting of practices
- Assumes the supervision and coaching of the Junior Varsity team, when applicable
- Accompanies the team on away meets/games
- Performs the duties and responsibilities at the direction of the Varsity Head Coach and will the approval of the Athletic Director
- Supports the philosophy of the Varsity Head Coach
- Trains team members to participate in a positive and sportsmanlike manner
- Assists the Varsity Head Coach in the care, management, and inventory of supplies and equipment
- Assists in the supervision of host facilities

NOTE: The duties and responsibilities of the Assistant Varsity Coach may slightly vary at the direction of the Varsity Head Coach

D. Junior High Head Coach

- Maintain current PIAA certifications
- Directs the team at various contests, both home and away
- Provides supervision of their team in all capacities
- Provides the Athletic Director with a roster of names
- Submits in a timely manner game and injury reports to the Athletic Director
- Performs other duties as assigned by the MS/HS Principal and Athletic Director
- Informs student-athletes, coaches, parents and others of school rules/regulations as well as any other expectations that they might have
- Trains team members to participate in a positive and sportsmanlike manner
- Consults with the Athletic Director on arrangements for practices
- Assumes responsibility for care, management, and inventory of equipment and supplies as well as district buildings and fields
- Ensures that facilities are safe, and communicates to the Athletic Director when they have become unsafe
- Submit to the Director of Athletics a season summary report as well as an evaluation of any and all assistant coaches
- Any other duties assigned by the HS/MS Principal and/or the Director of Athletics

E. Junior High Assistant Coach

- Maintain current PIAA certifications
- Assists the Junior High Head Coach in the planning and execution of practice sessions
- Accompanies the team on away meets/games
- Performs other duties as assigned by the Junior High Head Coach

- Trains team members to participate in a sportsmanlike manner
- Assists the Junior High Head Coach in the care, management, and inventory of supplies and equipment
- Assists in the supervision of the team in all aspects
- Helps serve as a host for visiting teams

NOTE: The duties and responsibilities of the Assistant Junior High Coach may slightly vary at the direction of the Junior High Head Coach

COACHES OBLIGATIONS TO STUDENT-ATHLETES

Coaches, at all levels of interscholastic competition, have a legal and moral obligation to protect the student-athletes under their charge. While moral obligations are extremely important, the legal ones are equally as important when it comes to determining liability. There are several responsibilities coaches need to address if they are going to protect their student-athletes, themselves, as well as the school. Coaches of today not only must know what their routine responsibilities are in relationship to their job, but also they must know what their legal responsibilities are.

A. Obligation to Supervise

- Coaches must include, as part of the daily practice plan, how he/she will supervise specific drills and other components of their daily practice. While volunteer coaches may be instructed by the head coach to supervise at a point during the season, it ultimately is the responsibility of the head coach

B. Obligation to Instruct

- Coaches must use the latest methods of instruction, using sound progression in learning motor skills. Practices, lessons, etc. should be tailored to the individual student-athlete

C. Obligation to Provide a Safe Environment

- Student-athletes have the right a practice and compete in safe facilities, with equipment that is also safe. Coaches should have their student-athletes stray away from unsafe, faulty, or otherwise damaged facilities and equipment and should notify the Athletic Director of such facility or equipment that is in question

D. Obligation to Warn

- It is the responsibility of each and every coach, Head Coaches in particular, to inform all student-athletes, and their parents, of the inherent risks involved in participation in the particular sport. They must describe, using a variety of techniques and methods, the catastrophic and common non-catastrophic injuries unique their sport

E. Obligation to Foresee

- A prudent coach should be able to foresee the potential danger that may occur if activity is continued in that facility, or with that equipment, or in that situation, and should take action to prevent that activity from continuing. This includes extremes in weather, such as, heat, cold, storms, etc.

F. Obligation to Evaluate

- Coaches have the responsibility to evaluate the physical fitness and skill level of their student-athletes. Failure to evaluate and maintain records of those evaluations, would be cause for negligence should an injury occur

G. Obligation to Keep Records

- Coaches must maintain detailed records of such things as, but not limited to, practices dates and times, attendance, activities, injuries, and discipline. These records should remain in the coach's possession for 3-5 years

PARENTS GUIDE TO DEALING WITH COACHES

Parenting, as well as coaching, are extremely difficult vocations. By establishing an understanding of each position, all parties are able to better accept the actions of the other and provide greater benefit to children.

As parents, when your child becomes involved in the Blue Ridge School District Athletic Department, you have a right to understand what expectations are being placed upon your child. It is also imperative of parents to understand that coaches are professionals and will, from time-to-time, need to make judgement decisions based on what they believe to be in the best interest of all of their student-athletes, as well as team as a whole.

Parents must also encourage their student-athlete to communicate with their coach and coaching staff. A vast majority of communication lapses could easily be resolved if the student-athlete would present their concerns to their coach(s).

The following guidelines will be helpful in parent/coach communications:

A. Communication Parents Should Expect from the Coach

- The coach's philosophy
- The coach's expectations of their son or daughter, as well as generally all student-athletes on their team
- Location and times of practices and contests
- Team requirements, such as fees, special equipment needed, school and team rules, and off-season expectations
- Procedures if their child suffers and injury during participation

B. Communication Coaches Should Expect from Parents

- Notification of any scheduled conflicts with practices and contests
- Notification of illness that may result in an absence
- Notification of any and all injuries

C. Appropriate Concerns to Discuss with a Coach

- The mental and physical treatment of their child
- What their child needs to improve
- Aspects of their child's behavior

D. Concerns That are Not Appropriate for Discussion and Must Be Left to the Discretion of the Coach

- How much playing time each student-athlete is getting
- Team strategy/Play calling
- Any situation that deals with another student-athlete

If a parent(s) have an issue with any of the appropriate concerns that are mentioned above, as a general rule of thumb, the parent should wait 24 hours after the conclusion of practice or contest to contact the coach

ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS

The Pennsylvania Interscholastic Athletic Association (PIAA) is the governing body of all middle and high school interscholastic competition within the Commonwealth of Pennsylvania.

Blue Ridge School District, a member district, must adhere to and follow all policies and procedures formulated and adopted by the PIAA. Some of the regulations are as follows:

- A) **Age:** a student-athlete must **NOT** have reached the age of 19 prior to July 1st, immediately preceding the school year (age of 16 where interscholastic competition for middle school sports).
- B) **Amateur Status:** a student-athlete must be an amateur to be eligible to participate in a PIAA sponsored athletic contest. A student-athlete may lose their amateur status in a sport(s) for at least a year if:
- The student-athlete, school, an organization that the student-athlete represents, or a parent or guardian of said student-athlete receives money or property for or related to their athletic ability, performance, participation, or services.
 - A student-athlete accepts compensation for teaching, training, or coaching in any given sport.
- a) As of the 7th of December 2022, student-athletes may receive money or products from a business for the use of their Name, Image, or Likeness, but must follow all PIAA rules and regulations in regard to such agreement
- i. If a student-athlete signs an NIL agreement, they **MUST** notify the Athletic Director within 48 hours of signing
- C) **Attendance:** a student-athlete must be regularly enrolled in a secondary school in full-time attendance. Students who miss school as a result of a college visit or a death in the

family must have a pre-approval to be able to participate in practice, athletic contests, or other extra-curricular activity

- Students are expected to be in attendance on the day following an athletic or extracurricular activity or they will be restricted from the next event.
- When a student reaches 5 or more unexcused days absent, they will be ineligible to participate in athletics
 - a) From the date of the 5th unexcused absence, a student may become eligible to participate in athletics after attending school for 45 successive calendar days
- Students reaching 25 days of absence, (not including approved family trips or approved school events) at any point in the school year will be ineligible to participate in athletics
 - a) From the date of the 25th absence, a student may become eligible to participate in athletics after attending school for 45 successive calendar days

NOTE: Individual student attendance will be considered on a case-to-case basis

D) **Academics:** every week, the Athletic Director will check the academic eligibility of all student-athletes through the district's grading system. Such reports are conducted each Friday. In the case when school is not in session on a Friday, the academic eligibility report will be run on the next preceding day. Reports are run during Flex on the Friday of each week and are finalized at the conclusion of the student-athletes respective Flex period. The eligibility period runs between Sunday to Friday of the following week. Academic suspension may **NOT** be lifted midweek unless a failing grade is a result of a teacher's error. Students must meet the following criteria to remain academically eligible to participate:

- Maintain a cumulative GPA of 77% or higher

- Not be failing more than one core class or a combination of one core class and two or more electives. If a student is failing a combination of one core class and two or more electives, the first offensive is a warning and if there is no improvement, they will become ineligible and have to follow all ineligibility rules

- a) If a student-athlete becomes ineligible due to being placed on academic suspension they **CANNOT**:
 - ii. Participate or play in their respective sport, this extends to practices and games
 - iii. Dress in uniform for games or other team related activities
- b) If a student-athlete becomes ineligible due to being placed on academic suspension they **CAN**:
 - iv. Attend practices and/or games
 - v. Sit out of all drills, activities, and team functions
 - vi. Sit behind the team bench/area during games
- If a student-athlete becomes academically ineligible for a second consecutive week, they must meet with their respective Guidance Counselor to generate an academic plan, and remain to follow all of the aforementioned regulations. If a student-athlete becomes academically ineligible for the third consecutive week, they are removed from their respective sport, for the duration of the season
- The Athletic Director will notify the student-athletes parents and coaches of each and every academic suspension

E) **Home Schooled or Cyber/Charter Students:** Home Schooled or Cyber/Charter

students are eligible to participate in PIAA sanctioned sports, within the district in which they reside. These students must meet all PIAA and district requirements. It is the responsibility of the Home Schooled or Cyber/Charter entity to provide their grades to the Athletic Director on Friday, by noon, of every week. The grades may be delivered either in person or by email to the Athletic Director. If grades are not received by noon on Friday, the student will become ineligible to participate the following week.

In addition to the rules and regulations in which the PIAA places upon its member schools, each school is afforded the opportunity to create their own district specific eligibility requirements.

Some of the Blue Ridge School District policies are as follows:

- **Attendance:** A student must be in school **by 11:00am** in order to attend or participate in a practice, athletic event, or any other extra-curricular activity

- **Discipline:** The following point system has been put in

- b) Lunch Detention - .25 pts.
- c) Detention - .5pts
- d) ½ day of ISS – 1 pt.
- e) Full day of ISS – 2 pts.
- f) 1-3 days of OSS – 3 pts.
- g) 4+ days of OSS – 4 pts.
- a) Once a student has obtained 5 points, said student will become ineligible to attend/participate in any and all athletics for the next 45 calendar days, excluding summer. Days that extend into the summer will resume at the start of the Fall season.

- b) After returning from a 45-day suspension, students will be placed on a disciplinary probation period. During this time the student may not commit more than a combination of 2 Level I and/or Level II offenses. Additionally, a student may not commit any Level III or IV offense during this period. Examples of these offenses can be found in the Student Handbook
- c) If the severity of a student(s) action(s) are severe in nature, the student may become ineligible to participate in Athletics. This will be conducted on a case-to-case basis
- d) Points reset to zero at the first day of the following fall season

NOTE: Head Coaches reserve the right to take further disciplinary action, at the team level, in response to the violation. These action(s) may include, but are not limited to, loss of playing time, game(s) suspension, and/or removal from the team

PRE-SEASON PREPARATION

A. Pre-Participation Forms

- Prior to the first official day of a respective sport season, student-athletes must complete the *PIAA Comprehensive Initial Pre-Participation Physical Evaluation*. These forms must be completed and submitted to the Athletic Office prior to participation.
- Starting with the 2023-2024 academic year, all forms **MUST** be completed using the approved registration platform, BigTeams ([BigTeams Applications](#)), **NO PAPER COPIES WILL BE ACCEPTED**
 - a) If a student hands in paper copies of the *PIAA Comprehensive Initial Pre-Participation Physical Evaluation*, these copies will be accepted but the student, and their parent, must ensure all relevant information is submitted onto their BigTeams portal

NOTE: Sports physicals must be dated June 1st, or after, to be valid for the school year.

- Members of all interscholastic teams are covered by school insurance. Like any insurance policy it may have certain limitations and exclusions. Parents/Guardians are encouraged to obtain information from the Athletic Director
- All student-athletes must also read the *Blue Ridge School District Athletic Handbook*, and sign acknowledging that they understand what is expected of them as a student-athlete within Blue Ridge School District, as well as any and all rules/regulations that are placed upon them
- All coaches must complete their initial and annual trainings that are required by the PIAA before they may act in their capacity of coach. The courses are below:
 - a) Fundamentals of Coaching - [Fundamentals of Coaching Course \(nfhslearn.com\)](https://nfhslearn.com)
(ONE TIME COURSE)
 - b) First Aid, Health, and Safety - [First Aid, Health and Safety Course \(nfhslearn.com\)](https://nfhslearn.com)
(ONE TIME COURSE)
 - c) Concussion in Sports - [Concussion in Sports Course \(nfhslearn.com\)](https://nfhslearn.com) (ANNUAL COURSE)
 - d) Sudden Cardiac Arrest - [Sudden Cardiac Arrest Course \(nfhslearn.com\)](https://nfhslearn.com) (ANNUAL COURSE)
- All coaches must create an account with the PIAA and upload their certificates to their portal. As well as provide a copy of completion to the Athletic Office

B. Organizational Meeting

- Prior to every season, the Athletic Director and each coach, will meet to discuss the upcoming season, go over any and all goals for the season, their schedule, school and department rules/regulations, etc.
- Coaches must also have a pre-season meeting with ALL student-athletes and their parents to discuss the upcoming season, school and department rules/regulations, as well as any and all team specific rules/regulations
 - a. If a Head Coach wishes to have formal rules/regulations, they must have them written out and distributed to each student-athlete as well as provide a copy to the Athletic Director

C. Booster Clubs

- The Blue Ridge School District recognizes and understands the importance that Booster Clubs play in the overall success of each respective team. Booster Clubs are to work in conjunction with, and be supportive of, the coaching staff and each and every student-athlete
- Prior to every season, every booster club must provide to the Athletic Department with the names and contact information of all its board members. The Head Coach of each respective team must communicate with their booster club to ensure their names have been submitted to the Athletic Director
- Booster Clubs are limited to three (3) fundraisers a year (per board policy, 229) and must submit for approval, no less than 15 days prior to conducting any fundraising activity. The following form must be completed and then submitted to the Athletic Office and High School Office:

- h) <https://forms.gle/7qTTbvrVvAZpHfYJ77>
- Once the form has been completed, and then submitted, an email will be sent to confirm and/or deny the fundraising request. If a fundraiser is denied, an explanation will be included
 - If a team and/or their booster club wishes to sell apparel as a fundraiser or as a spirit sale, then the colors can only be red/white/athletic grey/black. Black can be used as an accent color (edging of letters, numbers, etc.). The colors of white, athletic grey, and black will be considered “neutral colors.” Apparel sold for charitable purposes can reflect their charity’s colors: i.e. Pink for Breast Cancer. Any logo that is to be used must be an approved school logo and cannot be modified in anyway

NOTE: Booster Clubs that elect to conduct a concession stand for their respective season, this will count as one (1) fundraiser

D. Admission

- The following admission prices have been set by the Athletic Department and approved by the Blue Ridge Board of Education:
 - a) *Blue Ridge Students/Staff/Faculty – FREE*
 - b) *Senior Citizens/Visiting Students - \$1.00*
 - c) *General Admission - \$2.00*
- Admission to events are exclusively for indoor Varsity contests. For instance: JV/Varsity Girls Volleyball, JV/Varsity Girls and Boys Basketball, JH/Varsity Wrestling, and JV/Varsity Boys Volleyball
- The Athletic Department has also created a “Raider Pass” for families and individuals. For families, \$250.00, this will include four (4) game passes for the entire academic year

(excluding post-season contests). For individuals, \$75.00, included are one (1) pass for all home athletic events for the entire academic year (excluding post-season contests). The “Raider Pass” can be purchased by contacting the Athletic Department, 570-465-3141 Ext. 640.

a) A “Raider Pass” is not transferable and must be presented at the ticket table prior to entry to the contest

- For teams that extend their season in the PIAA District II tournament/PIAA Championship, tickets must be purchased online through the PIAA District II website. No tickets are sold at the event for post-season contests. In addition, for an individual or family that has purchased a “Raider Pass,” these passes are not valid for post-season contests

MANAGEMENT DURING THE SEASON

A. General Supervision of Athletics

- As an ever growing concern regarding liability continues to grow, it is important that school districts and those individuals hired by those school districts understand their duties and responsibilities when it comes to supervision. Coaches must know where their student-athletes are and what they are doing at all times. At no point should a coach leave their team unattended prior to, during, or after a practice and/or game
- Coaches should make it known to their team that if a practice begins at a certain time, that is the time that their practice should begin. No student-athletes should be arriving early to begin practice, especially not under the supervision of a coach
- Student-athletes may come early to do any preparation for practice (setting up equipment, some light stretching, etc.) but should not begin full activities until a coach is present

- Student-athletes are not to remain at school after dismissal time unless they are participating in a school approved and supervised activity. Student-athletes that do remain after school must be accompanied by a coach
- If a practice does not plan to start directly after school, student-athletes must report to the cafeteria to be supervised by a paraprofessional until their coach has arrived. During this time student-athletes should be respectful and cognizant that this time is a great time to catch-up on school work or other responsibilities

B. Head Coaches

- Head Coaches have the sole responsibility of all of their student-athletes prior to, during, and after practices
- Teams should be made aware of team, as well as school expectations of how they should act and what is and isn't allowed prior to, during, and after their practices and/or games
- In addition to their student-athletes, head coaches must also supervise and give a direct understanding of what is expected of their assistant and volunteer coaches

C. Assistant Coaches

- Assistant coaches should have the same burden of supervision of a head coach but may be altered in a way at the discretion of the head coach. If this is the case, then that burden falls to the head coach
- Assistant coaches should communicate with their respective head coach on their duties and responsibilities

D. Volunteer Coaches

- Volunteer coaches are a valuable asset to any and all athletic program. Selection of volunteers must be carefully thought out, and are up to the discretion of the Head Coach of each respective team. Volunteers are under the same obligation of each paid coach, Head and Assistant, to provide the Athletic Department with the proper clearances to be able to coach, as well as any and all PIAA requirements. Volunteer coaches must be approved by the School Board prior to starting
- The burden of supervision should never be left a volunteer assistant

E. Team Selections

- The nature of each sport limits the number of members that it may have, to ensure that it can be effectively and efficiently run. Coaches of these sports will:
 - a) Provide a copy of the selection process to each student-athlete, and must adequately relay this process to all parents during the pre-season organizational meeting
 - b) Inform all student-athletes, and their parents, of the skills that will be tested and the method of evaluation what will be utilized
 - c) Maintain and accurate record of observations during practices
 - d) Provide sufficient opportunities for evaluation for each student-athlete
- If a student-athlete is not selected as a member of the team, then the Head Coach must communicate with said student-athlete the exact reason(s) why they were not selected as a member of the team
 - a) Student-athletes must be given a list of things to work on and towards, and should be encouraged to try-out next year

- If a student-athlete is not selected for a specific team they may be permitted to try-out for another sport during that season, provided the selection process for said team has not concluded, as well as the Head Coach is in agreement to the try-out
- The selection process shall be no shorter than one week in duration. The Head Coach may extend this period if they feel necessary, but must be expressed to the Athletic Director the reason for the extension
- ***NO STUDENT-ATHLETE WILL BE "CUT" FROM A JUNIOR HIGH TEAM***

F. Team Rosters

- Following the selection process, the Head Coach of each team will provide the Athletic Director with the names of all student-athletes, managers, and coaches
- This roster also should include information important to the identification of each student-athlete (if applicable), such as:
 - a) Height
 - b) Weight
 - c) Class
 - d) Position(s)/Event(s)
 - e) Captain(s)
 - f) Number(s) (this will only be only needed if the Athletic Director did not take part in uniform distribution)
- The more information a Head Coach can provide on their roster, the more helpful it will be for the Athletic Department and media outlets

G. Practices Sessions

- Practice times and locations are will be communicated out by each respective coach.
Coaches should confirm with the Athletic Director prior to setting practice dates and times.
- At no time are parents and/or spectators allowed into a teams practice. All practices are closed to the public

H. Scrimmages

- Teams are permitted to schedule a maximum of two scrimmages during their season of competition. Such scrimmages must be mutually agreed upon by the Head Coach of each respective team and the Athletic Director. Scrimmages should be used as a tool to gain the necessary skills and abilities, of all student-athletes, for the season
- All student-athletes should be given the opportunity to develop and sharpen their skills for the regular season

I. Equipment

- All equipment purchased for the purpose for the Blue Ridge School District athletic teams, is the property of the district, and thus should be treated as such. During the beginning weeks of a team's season, the Athletic Director, with the assistance of the team's coaching staff will distribute and take record of all equipment that has been distributed by the team as a whole, each coach, and student-athlete
- Athletic equipment is to be used only for practice and/or contests that are part of the regularly scheduled season. The only exception would be for the wearing of the game jerseys on game days, during a spirit day, or at a pep assembly

- Head coaches are responsible for the maintenance of all equipment that was issued to their team, and must report to the Athletic Director, in a timely manner, any equipment that has become damaged or unsafe. Head Coaches should periodically inspect equipment
- Student-athletes are to be held accountable for the equipment that is issued to them. If a student-athlete is found to be intentionally damaging any school issued equipment, they will (1) be charged for any and all expenses that may result in the piece of equipment to be repaired or replaced and (2) if warranted, be referred to the Principal for disciplinary action
- Additional equipment will not be issued to any student without to consent of the Athletic Director
- Athletic equipment will **NOT** be loaned to outside groups or organizations

J. Transportation

- The Athletic Department, in coordination with the Transportation Department, will coordinate all travel for all athletic teams throughout the academic year
- It is required that a paid coach be on the mode of transportation to and from team activities throughout the duration of the season. That responsibility should never be left to a volunteer assistant
- Preferred departure times should be communicated from the Head Coach to the Athletic Director, prior to the season starting
- Respect for vehicles and equipment is expected at all times
- Sports equipment and travel gear is to be loaded so that it does damage the vehicle, or equipment, in any way

- All student-athletes must travel to and from competitions via the school issued transportation
 - a) Parents may elect to drive their child home after the conclusion of an away contest.
Parents must let the Head Coach know they are electing to drive their child home, and must sign a sign-out sheet indicating such
 - b) Parents may elect to have their child ride home with another parent after the conclusion of a game. This must be communicated, in writing, to the Athletic Director and Head Coach at least two (2) days in advance
 - c) If a student-athlete is excused from school for the day, due to a family function, doctor's appointment, etc. and their position is one that makes them close to the location of the game, they are allowed to arrive at the site via alternate transportation. This must be communicated, in writing, to the Athletic Director and Head Coach at least two (2) days in advance
 - d) **AT NO TIME MAY A STUDENT-ATHLETE RIDE HOME WITH ANOTHER STUDENT**
- Throughout the season, certain teams may need transportation to and from a game(s) via alternate transportation (i.e. charter bus). The Athletic Director will be the sole authority when considering if a team is in need of alternate transportation
- If a team is eligible, this should be treated as a privilege, **NOT** a right, and all of the aforementioned rules apply

K. Overnight Trips

- Accommodations for overnight trips are done through the Athletic Office. The Athletic Director will consider an array of factors when considering if a team is in need of an overnight trip
- If a team is eligible for an overnight trip, then the Head Coach must communicate to the Athletic Director with an accurate and comprehensive list of all that are traveling. This includes, coaches, student-athletes, managers, and student-staff. In addition, the Head Coach must communicate to the Athletic Director number of rooms needed. This must be communicated well in advance of the date of competition
- If a team is eligible for an overnight trip, this should be treated as a privilege, **NOT** a right, and rooms should be left tidy, clean, and organized. All team members must follow all hotel, Athletic Department, and coach rules when at the hotel

L. Expenses/Vouchers

- Throughout the year, certain coaches may be eligible to request certain expenses to be reimbursed by the Athletic Department. Expenses that may be eligible for reimbursement are, but are not limited to, mileage, supplies, food, lodging, and more. Coaches that wish to be reimbursed must submit to the Athletic Department, no later than fifteen (15) days past the event the approved "Blue Ridge School District Expense Sheet." These sheets can be found on the Blue Ridge website or picked up at the Athletic Office
- Teams that extend into post-season play, and leave school at such a time that does not afford them the opportunity to consume lunch at the school, they will be afforded a voucher to offset the cost. The voucher totals the number of participants times \$15.00.

Any change must be returned to the Athletic Department. Vouchers primarily should be used for food

- a) Coaches must get a “Voucher Request Form” from the Athletic Office and must be filled out no later than five (5) days in advance of the trip
- b) All receipts and change must be returned to the Athletic Director no later than five (5) after the trip

M. Post-Season Tournament Play

- LIAA, District II, Regional, and PIAA State tournaments are an honor that is granted to any and all teams and/or individuals, that have competed at a level that has qualified for such tournament, per the rules/regulations that each governing body has adopted
- If a team qualifies for such an honor, only those student-athletes that are considered to be on the Varsity roster are ones who will continue to practice and travel with the team
 - a) The names of the student-athletes that are continuing on, must be communicated by the Head Coach to the team, parents, and Athletic Director
 - b) Student-athletes that have not been selected to continue on must return all parts of their uniform to the Athletic Department two weeks after their last competition

N. Facility Management

- Prior to the start of each season, coaches should inspect the facilities to be used by their team. Note any conditions in need of repair and report them to the Athletic Director
- Any special requests should be made to the Athletic Director and Maintenance Director. Special requests may be denied due to the burden and or time commitment that may be put on the maintenance staff

- Coaches should make it known to their team that it is their responsibility to leave facilities cleaner than they found it, this includes home and away
- At no time shall cleats (metal or molded) shall be worn inside the school
- At no time shall any ball be bounced, dribbled, etc. in any of the hallways of the school at any point

O. Media Relations

- Prior to every season, each Head Coach must submit to the Athletic Director a complete roster of all student-athletes, managers, coaches, and support staff. The Athletic Director will provide this roster to media outlets to ensure that teams and student-athletes can adequately be report on
- It is the responsibility of each Head Coach, or their designee, to ensure all scores and relevant statistics are report to various media sources following the game
- Head Coaches are encouraged to do everything within their reason to communicate with media sources
- Whenever a student-athlete is chosen to be interviewed by media personnel, the Head Coach, Assistant Coach, or School Administrator must be present and near the interview to ensure that the student-athlete is being reported in a fair and consistent way
- Information given to media outlets, by either a Head Coach or student-athlete must be in a fair and positive manner
- **NO COACH OR STUDENT-ATHLETE MAY COMMENT ON ANY CONTROVERSIAL CALL OR ABOUT THE OFFICIATING IN A GAME**

P. Risk/Injury Management

- It is the responsibility of the coaching staff to assist in offering a program that is in the best interest of the student-athletes in terms of their personal health, safety, and well-being
- Coaches should always keep in mind that the safety of the student-athlete is paramount
- If an injury occurs, the head coach of the respective team must file an incident report to the Athletic Director no later than 24 hours after the report. Forms can found in the back of the teams' binder, that is given to each coach prior to the season, or in the Athletic Office
 - a) Incident reports should be as comprehensive as possible and include any and all relevant information
 - b) The rule of thumb should be, **"WHEN IN DOUBT, FILL IT OUT"**
 - c) Coaches should keep a record of the incident on file as well
- In the event an Athletic Trainer is not present, the coach is in charge of the activity, and assumes the responsibility of the incident

POST-SEASON RESPONSIBILITIES

A. Season Summary

- Following the completion of each season, the Head Coach or each team should complete, within fifteen (15) calendar days of their final contest, a Season Summary Report, which are available in the Athletic Office. This report should be returned to the Athletic Director and shall be included as part of the end of year evaluation

B. Evaluations

- After the completion of each season, the Athletic Director will complete a formal evaluation of all Head Coaches, which includes, but not limited to their performance, management and supervision abilities, as well as professional qualities
- It is the responsibility of the Head Coach of each team to submit a formal evaluation of all Assistant and Volunteer Assistants to the Athletic Director
- The Athletic Director and each Head Coach will have a formal meeting to discuss the season summary, their evaluation, and the evaluation of all Assistant and Volunteer Assistant Coaches
- The Season Summary, as well as all evaluations, will be kept on file in the Athletic Office as well in the District Office

C. Equipment

- Equipment purchased and issued to a team, by the Athletic Department, is property of the school district, coaches and student-athletes are expected to assume the responsibility for the management of the equipment. Accurate records must be kept to ensure that all equipment on hand, issued, and not returned to appropriately recorded
- Equipment signed out by a coach or student-athlete must be returned to the Athletic Department two (2) weeks after the teams last scheduled contest
- If a coach or student-athlete fails to return their equipment, it is their responsibility to reimburse the Athletic Department for the cost to replace such equipment. Coaches are to notify the athlete and then the parent of any outstanding equipment

a) If after two (2) weeks after concluded since the last scheduled game, and all equipment has not been turned in, the student-athlete will be referred to the High School Principal

b) Following the referral, if the equipment is still not returned, then the claim will be sent to the District Magistrate

- NO STUDENT IS PERMITTED TO TAKE PART IN ANOTHER SPORTS SEASON UNTIL ALL EQUIPMENT OBLIGATIONS HAVE BEEN MET

- Student-Athletes that fail to hand-in or pay their outstanding equipment obligations are at jeopardy from participating in other extra-curricular activities, attending school trips, receiving their report card, as well as their ability to walk at graduation and/or receive their diploma

- Coaches will not be paid until all equipment has been returned to the Athletic Department and/or their student-athletes have met all of their equipment obligations

D. Awards and Honors

- The Blue Ridge Athletic Department understands the importance to honor each and every student-athlete for their success on and off their respective field of competition.

Participation in interscholastic competition is one that should not only be recognized but

also applauded. Every student-athlete has the opportunity to receive a ‘Varsity Letter.’

These letters are a way symbolizes the success, work-ethic, determination, and so much more. The Blue Ridge Athletic Department has adopted the following procedure as a way to formalize the ‘Varsity Letter’ process:

a) First Year of Varsity Competition in a Sport = **Varsity Certificate**

b) Second Year of Varsity Competition in a Sport = **Varsity Certificate and “Letter”**

c) Third and Fourth Year of Varsity Competition in a Sport = **Varsity Certificate and Sport Pin**

- To be eligible to receive a Varsity Certificate/Letter/Pin, a student-athlete must participate in 50% of all Varsity competitions for that given year
- Head Coaches may elect to give an “honorary” Certificate/Letter/Pin to a member of their team that may not have reached the 50% threshold but they feel as though they have gone above and beyond throughout the season
- The Athletic Department also holds the right to honor any student or student-athlete that has gone above and beyond in their capacity as a student-athlete, manager, student staff, etc. with a Varsity Certificate/Letter/Pin
- To further the recognition of success, the Athletic Department has adopted the following procedure to show the success of its student-athletes even further:
 - a. Three (3) Years of Varsity Competition in a sport, or combination of sports =
Varsity Jacket
 - i. *These jackets are purchased by the Athletic Department*
 - b. Five (5) Varsity Certificates/Letters/Pins = **Framed Varsity Letter**
 - i. *Awarded at Athletics Awards Night*
 - c. Seven (7) Varsity Certificates/Letters/Pins = **Commemorative Plaque**
 - i. *Awarded at Honors Night of the student-athletes respective senior year*
 - d. Nine (9) Varsity Certificates/Letters/Pins = **Graduation Stole**
 - i. *Awarded at Honors Night of the student-athletes respective senior year*

- Near the end of each season, each Head Coach must submit to the Athletic Director a comprehensive list of their respective student-athletes and the awards that they are to receive that season
- It is the responsibility of the Athletic Director to keep an accurate record of all Varsity Letter Recipients
- Junior Varsity Letters and/or Participation Certificates do not count towards a student-athletes Varsity Letter record
- Any player that has been dismissed from their team, for any reason, is not eligible to receive a Varsity Certificate/Letter/Pin for that season

E. Post-Secondary Participation

- All students deserve the best guidance possible in making their post-secondary career plans. Some students, who choose to continue their education, may possess the skills and abilities to compete at a higher level, whether that be at the NJCAA, NAIA, or NCAA level. Coaches have the responsibility to provide assistance to their student-athletes who have indicated a desire to participate in intercollegiate competition. Student-athletes who have indicated a desire to participate in intercollegiate competition should also consult the Athletic Director and their respective Guidance Counselor for more information
- Every year, the Athletic Director and Career Counselor will conduct an information session for any and all student-athletes that wish to further their athletic and academic career
- Any student-athlete that has committed, signed a National Letter of Intent, etc. will be granted the opportunity to have a formal “signing day” at the school to commemorate such an accomplishment. The student-athlete such inform the Athletic Director of their

school of choice, who they would like to be included in their day (limited to family members, coaches, and a few teammates)