



## *CORRY AREA SCHOOL DISTRICT*

CENTRAL ADMINISTRATION  
540 East Pleasant Street, Corry, PA 16407-2246  
(814) 664-4677 / Fax (814) 664-9645  
<http://www.corrysd.net>

Coaches,

I want to welcome everyone back for an exciting season. In this folder, I have enclosed a number of items that will be of assistance to you at the start of your season and also some information that I will need returned.

The following is a list of the items in this folder:

1. **Schedules** - Please check the emailed schedule (date, time of event & departure time) and notify me of any necessary changes.
2. **Physical List** - Check the Google doc for updated physical list. If one of your players gives you a booklet, please return it to me IMMEDIATELY. **No one will practice without a physical.**
3. **Team Pictures** - Please find a photographer to take your team/individual pictures. These are a few photographers that have been used in the past: Steve Yovich, Barb Beebe, Marsh Memories. You are welcome to seek your own & have pictures taken when it's convenient for your schedule. Please email Tim Joncas a team photo with names attached.
4. **Cutting Procedures** - Review the athletic handbook and please remember you must meet with any athlete cut from your team. Please return the form when your tryouts are complete.
5. **PIAA Emergency Form** - There is a copy of the PIAA Emergency Form which each coach is required to have with them at all practices and events in case of an accident. Please make sure each student-athlete has the form returned to you.
6. **Student-Athlete/Parent Contract** - Code of conduct booklets are part of the Physical Booklets. The back page contains the Student-Athlete/Parent Contract. Both students and parents need to sign this back page.
7. **Checklist** (Head Coaches Only) - The checklist enclosed is for you to help track ALL information required.
8. **Coaches' Student Checklist** - Please verify that all athletes have returned their Physical Booklet, Code of Conduct, PIAA Emergency Form using the template provided.

**\*\* NO ATHLETE WILL PRACTICE UNTIL ALL HIS/HER PAPERWORK IS TURNED IN! \*\***

Please contact me immediately with any concerns or needs that you and/or your team may have.

Good Luck,

Michael Daniels  
CASD Athletic Director

**Head Coach Preseason Checklist**

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

1. \_\_\_\_\_ Complete the "Coach Student Checklist" (return ASAP)

2. \_\_\_\_\_ Attended rules interpretation meeting

**Date** \_\_\_\_\_ **Location** \_\_\_\_\_

3. \_\_\_\_\_ Submitted roster with jersey numbers (if applicable)

4. \_\_\_\_\_ Verified game schedule and bus departure times

5. \_\_\_\_\_ Submitted roster and bus departure times to appropriate office

6. \_\_\_\_\_ Completed booster contact sheet (Varsity Only)

7. \_\_\_\_\_ Submitted cut form (if applicable)

8. \_\_\_\_\_ Submitted practice schedule

9. \_\_\_\_\_ Submitted team rules

10. \_\_\_\_\_ Held parent meeting : Date \_\_\_\_\_

11. \_\_\_\_\_ Signed and Submitted "Coaches Code of Ethics"

12. \_\_\_\_\_ Submitted 2 Certificates for the on-line test: must take after June 1

\_\_\_\_\_ CardiacWise: <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>

\_\_\_\_\_ ConcussionWise: <https://nfhslearn.com/courses/61064/concussion-in-sports>

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Corry Area High School  
Athletic Department**

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Athletic Director  
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Corry PA 16407  
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### Booster Officer Information

President \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Vice - President \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Secretary \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Treasurer \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Season: \_\_\_\_\_

### Coaches' Student Checklist

*Coach, please indicate with a check mark having received the following items before student participation:*

Name	Grade	Physical Book	Recert	Code of Conduct	PIAA Emergency	
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This report will be kept in a confidential file for future references

## **Corry School District's Code of Ethics for Coaches**

- Have a fair, unprejudiced relationship to student-athletes.
- Teach student-athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- Give opponents full credit when they win.
- Control one's temper at all times.
- Not use, and discourage the use of, profanity, obscene gestures, and/or obscene language.
- Recommend the use of competent Contest officials and support their decisions. The Coach should direct concerns and/or criticisms of Contest officials through the appropriate review process and not criticize the actions or decisions of Contest officials through the media or to student-athletes and/or spectators.
- Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors the Coach should refer them directly to the authorities of the school concerned.
- Not recruit students for an athletic purpose.
- Maintain control of the Team for which the Coach is responsible.
- Dress Appropriate for Sport your coach.
- Adhere to the Corry School District's Guidelines concerning Tobacco Use.

### **PIAA SPORTSMANSHIP GUIDELINES FOR THE COACH**

- Exemplify the highest moral character, behavior, and leadership; adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the Contest in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate Contest officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with Contest officials and opposing coaches before and after the Contest in full view of the public.
- Respect the integrity and judgment of Contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your Team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- Please confine your remarks to Contest statistics and to the performance of your Team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity or obscene language, or improper actions. Do not permit student-athletes to use profanity during practice sessions.

I fully understand the Corry School District's Coaches Code of Ethics and the PIAA Sportsmanship guidelines for the coaches in the Corry Area School District.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Corry Area School District** **Concussion Management Guidelines**

1. If a coach notices a student-athlete demonstrating the signs and/or symptoms of a concussion, they will remove that student-athlete from practice or competition immediately.
2. If the coach removes the student-athlete or when an official removes a student-athlete from competition for demonstrating the signs and symptoms of a concussion, the student-athlete must be diagnosed by the Athletic Trainer or a doctor.
3. If the Athletic Trainer determines that the student-athlete **does not** have a concussion, the student-athlete may return to participation.
4. However, if the Athletic Trainer determines that the student-athlete **does** have a concussion, they are not to return to competition or practice until they receive a clearance from a doctor in writing.
5. If the student-athlete is removed from competition or practice by the coach or an official and an Athletic Trainer is not available to diagnose the student-athlete, they **DO NO RETURN** until they are evaluated.
6. If a student-athlete has been removed from practice/competition for demonstrating the signs and symptoms of a concussion, the parent/legal guardian must be contacted immediately.



## **OVERNIGHT TRIP GUIDELINES**

Athletic events which involve overnight trips can be a positive team building experience. These trips also include additional expectations of the coach and student-athletes which are attending. The team is a representation of not only the athletic department but also the Corry Area School District. The following guidelines must be strictly followed while on an overnight trip.

### **Prior to Departure:**

1. Provide a roster of student-athletes, coaches, and other chaperones who are attending the trip.
2. Provide a trip itinerary which includes date and time of departure, type of transportation, an outline of trip activities, date and time of return, etc.
3. Provide name, address, and phone number of lodging accommodation(s) along with a rooming list.
4. Provide name, address, and phone number of location(s) where sporting events will take place.
5. If the trip is a PIAA district, regional, or state competition, the coach must obtain meal money, gas money, and hotel money from the athletic director.
6. Have all student-athletes complete the field trip permission slip form. The permission slip form will include the day and dates of the trip, location, and how student-athletes will be transported. The form will also include emergency contact information and phone numbers, and insurance information. Any student-athlete who does not have the permission slip submitted is not allowed to attend the trip.

### **While on the Overnight Trip:**

1. Review trip expectations and rules with the student-athletes including lights out time.
2. Obtain keys for each room which the student-athletes will be staying in.
3. Check each room prior to occupancy for damage and check each room every morning of the stay for damage.
4. Set-up procedures for supervising rooms including bed checks, curfews, light-outs, etc throughout the entire stay.
5. Coaches and chaperones must be visible and accessible for student-athletes at all times. Make sure the student-athletes know which room(s) coaches and chaperones are located in.
6. The coach will be the last person to check each room prior to departure to ensure the rooms were left in acceptable conditions and then will check with hotel management at check-out to make sure there were not any problems with our student-athletes during the stay.
7. If the trip is a PIAA district, regional, or state competition, the coach will distribute meal money to student-athletes and have student-athletes sign meal money form verifying their receipt of the money, have hotel sign check receipt

and obtain receipts from hotel at check-out, and collect receipts for gas money as necessary.

Upon Return:

1. If the trip is a PIAA district, regional, or state competition, return all necessary paperwork from trip such as hotel and gas receipts, unused money, meal money form signed by all student-athletes and coaches.

In addition the coach may institute additional measures to ensure the safety and security of our student-athletes.