

BALDWIN-WHITEHALL SCHOOL
DISTRICT
COACHES ATHLETIC HANDBOOK



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PHILOSOPHY

A competitive athletic program will be provided by the Baldwin-Whitehall School District that will encourage broad participation by boys and girls. A carefully regulated program of interscholastic athletics will be maintained as an integral part of the total school program.

Participation in athletics is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student and is provided to help students develop physically, mentally, socially, and emotionally.

Athletic contests should always be played with emphasis on fun, physical development, skills, social experiences and good sportsmanship. The element of competition and winning (though it exists) must never outweigh good sportsmanship and the educational value of contests.

Coaches are first teachers and must possess and display all attributes and personal qualities that the profession demands. Effective coaching presumes leadership and effective planning. Such leadership will contribute to the student's knowledge, skills and provides training for living in a competitive society.

OBJECTIVES

1. To understand the rules of the game essential to playing and being intelligent spectators.
2. To think and act as an individual and as a member of the group.
3. To improve motor skills.
4. To develop better health and physical fitness.
5. To create a desire to succeed and to excel.
6. To improve moral and ethical standards.
7. To practice self-discipline and emotional maturity.
8. To be socially competent and to realize the value of rules.
9. To show respect for the rights of others and for authority.
10. To learn high ideals of fairness in all human relationships.
11. To learn to make proper decisions under pressure.
12. To place the good of a team before the glory of an individual.

PROCEDURES AND REGULATIONS

ANNOUNCEMENTS

An attempt should be made to keep the student body and staff informed of the activities of the athletic program. To this end, regular announcements regarding athletic events, ticket sales, results of games, tryout dates, etc. should be prepared and submitted to announcements@bwschools.net.

Coaches or other interested persons wishing to have an announcement made in other buildings should send an email to the athletic office for approval.

APPLYING FOR COACHING POSITIONS

Any person desiring to coach in the Baldwin-Whitehall School District must complete an application and submit the application to the Human Resource Department/Athletic department. All applicants must have a PA Criminal History Clearance, the PA Child Abuse Clearance, and the Federal (FBI) Criminal History Report. The Board of School Directors must approve all recommendations before the coach begins to work.

ASSEMBLIES

1. Arrangements for regular athletic awards assemblies will be made by the principal at the senior and junior high school level with the support of the head coaches and Athletic Director.
2. At all of the schools, award assemblies should be held as soon as possible after the final contest of that particular season.
3. Occasionally other athletic assemblies in the form of films, rules interpretations, demonstrations, etc., may be presented.
4. Pep assemblies should be arranged with the athletic director through the building principal. They should be short and well organized. These should precede key games.
5. At the junior high school, sports assemblies may be less frequent and may be more instructional than "pep" in nature (demonstration and explanation of rules, techniques, what to watch for, etc.)
6. If a suitable assembly is not available near the close of a season, awards may be given to recipients and then officially presented at the first opportunity.

ATHLETIC TRAINERS

The school district employs athletic trainers to provide specialized health care for athletes. The trainer is available to all athletes at the high school and generally works from the athletic trainer's center at Baldwin Stadium and at their office at Baldwin High School. The Athletic Director will assign to the trainer responsibilities and areas of coverage as dictated by need. The trainer's goal is keeping athletes healthy and preventing injuries. Student assistants will also work with the trainer to encourage their interest and development.

ATTENDANCE - DAY OF CONTEST

The Pennsylvania Interscholastic Athletic Association and Western Pennsylvania Interscholastic Athletic League are silent on the policy of attendance in school by an athlete on the day of a contest. However, for an athlete or cheerleader to dress for, compete in, or cheer the day of the event, attendance at school that day is necessary. Exceptions to this policy will be made for extenuating circumstances and must be approved by the Athletic Director.

AWARDS

Although the conferring of awards is overdone in many cases and the giving out of valuable awards indiscriminately cannot be justified educationally or financially, the receiving of awards for athletic achievement in the form of ribbons, emblems, certificates, or simple medals can foster personal pride in accomplishment and help setup high ideals of sportsmanship. Recognizing this premise and the long tradition of granting awards that is common practice in other activities of life, simple awards - seem to be justified. It is thus the practice of the Baldwin-Whitehall School District, within the confines of the guiding principles set forth below, to recognize personal accomplishments by a controlled system of athletic awards.

1. Awards should have little or no monetary value and should serve as a symbol of achievement.
2. Awards should not detract from the primary goal, namely, the enjoyment of the activity for the activity itself.
3. Opportunities should be provided for students to obtain awards or certificates of participation.
4. Awards should be presented as a culminating activity of the program.
5. Varsity Letter awards, for individual sports, shall be determined by the head coach. The criteria the coach uses shall be in writing and shall have been approved by the Athletic Director.
6. Awards and dinners or other events given in honor of athletes, shall be sponsored primarily by school authorities and by clubs, alumni, or civic organizations on a limited basis.
7. There should be no major and minor distinction in presenting awards.
8. Letter awards will not be given in the Junior High School. Instead, Athletic Certificates may take the place of a letter award.

Types of Awards

Most Valuable Player - An Athlete of the Year award is presented yearly to a participant in each of the varsity sports. The determination of these awards will be the responsibility of the respective head coaches. Acknowledgement of these awards will be made at the appropriate athletic awards' banquets. An individual award will be presented to the recipient with their name and the year engraved on it.

Varsity Letter Awards – Varsity letter awards will be offered only at the varsity level.

The Athletic Office personnel and head varsity coaches shall determine the Karpa Award winner. The Elias Karpa Memorial Award is presented to the senior letter-winner each year that has displayed during his/her athletic activities at Baldwin those personal qualities, which were so evident in the teaching and coaching of Elias Karpa. The Memorial Award is to be given to the senior who was not necessarily the most outstanding from the standpoint of athletic achievement, but the most outstanding in the human qualities of loyalty, devotion, humility, a sense of humor, and most of all, a deep concern for other people.

Driscoll Award - The Eli Driscoll Memorial Award will be given each year to one wrestler at the high school. The wrestling coaches will select the person to receive the award, who in their opinion, best meets the criteria for which the award has been established. The grade level of the wrestler should have no bearing on the selection and a person may not receive the award more than one time. The true purpose of the award is to recognize the athlete who may not have been able to participate successfully in other athletics because of physical stature, lack of physical skills, or for other reasons, but who was given the

opportunity to compete because of the nature of the sport of wrestling. With these factors in mind the coaches should select the athlete who in their opinion, has progressed the most, overcoming obstacles from the start of the season, or from the start of his wrestling experience in that school. Since this is not a "most valuable player award", records of wins and losses should not be the determining factor. Main consideration should be given to the person who was able through hard work and determination to be an active member of the wrestling team.

Bress Award Winners - The Bress Awards are given each year to one male and one female senior letter winner from the standpoint of athletic achievement, leadership, citizenship and cooperation. These winners are the male and female athletes of the year. Selection of this award is determined by majority vote of the varsity head coaches and the athletic staff. **Specific Requirements for Varsity Letter Awards in all varsity sports will be at the discretion of the head coach.**

BANQUETS

An annual athletic banquet for senior letter-winners may be held during the month of May sponsored by Baldwin-Whitehall Athletic Boosters Association. Additional awards may be presented at this banquet.

In addition to the athletes, parents are invited and asked to pay for the cost of their tickets. Senior managers and trainers will be invited assuming that their performance, in the opinion of the coach, has been satisfactory.

Coaches should check with the Athletic Director as to their specific responsibilities in banquet preparations.

BILLS AND PAYMENT

Processing of athletic bills is the responsibility of the Athletic Director in cooperation with the business department.

It is the responsibility of the Athletic Director to make arrangements for the paying of the officials, timers, scorers, etc. All transactions will be processed by check.

BOOSTER CLUB

A Booster Club will foster and promote the interest of the local citizens in the various athletic activities participated in by the students of that particular school. Cooperation with members of the faculty and school authorities will further education and recreation and will place athletics as part of the entire school curriculum.

BUDGETS

A meeting of all coaches will be held in August, November, and March of each year to acquaint each coach with what is expected of them in preparing a budget. A format of specific guidelines will be provided. Individual sessions will then be held between each head coach and the Athletic Director (at the request of the coach) to assist with any problems pertinent to their particular sport. The Athletic Director will then review the budget and develop a final budget with the business manager.

BUILDING PERMITS – (Facility Requests)

1. The Building Principals, Athletic Director, and Director of Services will work cooperatively in issuing facilities permits and in coordinating scheduling efforts to ensure maximum efficiency and facilities utilization.
2. Building permits should also be used when the activity sponsored by one school uses another school district facility.
3. Canceling a building permit – When a permit exists for a facility and it is realized that the

permit will not be utilized, cancel said permit through the Athletic Office.

CHANGING SPORTS IN MID-SEASON

From the time an athlete's name appears on the official eligibility list for an interscholastic sport, he may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under the following conditions:

1. If the athlete presents to both coaches involved a doctor's certificate recommending that he drop the first sport.
2. If both coaches involved and the Athletic Director agree that a mid-season change of sport would be of benefit to the student without being unfair to the students of either team.

* It is possible and highly encouraged for an athlete to participate in multiple sports with permission of the coaches, and Athletic Director, i.e., a soccer player who also kicks for the football team.

CHEERLEADING

The cheerleading program is governed by the same general policies and regulations as the athletic program as set forth in this handbook.

CLINICS

Attendance at clinics and coaching schools is encouraged to ensure continued professional growth. Coaches desiring to attend such a function should complete the required Conference Request Form and submit it to the athletic director. Because of the costs involved it may be necessary to limit attendance to only head coaches. Budget requirements will be a factor in the final decision. All out of state conference must be approved by the Board of School Directors.

In addition to extra district conferences and clinics, intra-district conferences and workshops are encouraged. The Athletic Director and head varsity coaches will plan these extra curricular events.

COACHING ASSIGNMENTS

Coaches are reminded that we operate under four sets of rules and regulations each supplementing the other. They are: 1) The P.I.A.A.; 2) The W.P.I.A.L. or; 3) The Middle School Association, S.H.A.D.A. (7th and 8th grade only), and 4) The Baldwin-Whitehall School District. It is the coach's responsibility to be completely familiar with the rules and regulations of the above as they apply to his/her activity. Some of the general policies of the Baldwin-Whitehall School District are listed below.

1. The coach is responsible for the safety and welfare of the team and must not leave the premises until all team members have left the buildings.
2. With a team involving several staff members such as football, the exact duties of the staff will be the responsibility of the head coach. In cases of serious conflicts, differences will be resolved through the Athletic Director.
3. In the case where a given building supports more than one team in the same sport e.g., basketball, volleyball, and football, the head coach of the upper team shall coordinate that building's program in that sport. In addition, coaches at other levels shall be sensitive to the program offered on the varsity level. Coaches of lower division teams shall cooperate with the head varsity coach to insure a coordinated and continuous program. Serious conflicts and differences will be resolved through the Athletic Director.
4. Coaches are responsible for their teams until the final event of the season.

COACHES' ATTENDANCE AT RULES MEETINGS

The following directive is an excerpt from a P.I.A.A. Newsletter.

Coaches' attendance at rules meetings - The percent of coaches attending annual rules meetings was reviewed. By a unanimous vote of the Board of Control, a head coach of a team, in order to be eligible to coach during the regular season, must attend the annual rules meeting in that sport.

All Baldwin-Whitehall School District head coaches must attend these meetings.

Guidelines for attendance will be as follows:

1. The Athletic Director will inform all head coaches of meeting dates and locations.
2. Attendance at these meetings will be considered part of the job function.
3. If the head coach does not attend the state mandated meeting the coach will have to pay the \$100.00 fine to the P.I.A.A. for not attending.

COACHING ETHICS

1. The coach should exemplify all that he is attempting to develop in those who are affiliated with his teams. The coach should serve as the prime example of good sportsmanship and wholesome living that we as coaches should be promoting through athletics. There should be harmony among the entire coaching staff regardless of the sport(s) being coached. Coaches should cooperate with each other, not compete against each other.
2. Conduct on the field: Coaches must be the example of the good sportsmanship they are trying to teach. Defend the rights of the team at all times, but do not over-do your differences with officials. Disagreements with officials should be in a professional, calm manner. This will prevent inciting both athletes and spectators, and will improve your chances of winning the dispute. Never engage in an exchange of words with spectators. Be discreet when reprimanding an athlete in front of his peers and spectators.
3. The use of tobacco and tobacco products is prohibited in the gymnasium or on the field, at any time, by members of the coaching staff.
4. Profanity by coaches will not be tolerated.
5. Once the athletic contest begins, it is in the hands of the officials. Any abnormal disturbances, examples of rowdiness, etc. during the game should be brought to the attention of the officials, whose duty it is to restore order.
6. The coaches should endeavor to follow the assigned schedule. No arbitrary change in the schedule or rescheduling of contests will be made. Any scheduled contest that is not played at the scheduled time must be reported to the Athletic Director immediately upon return of coaches from that scheduled contest. Any scheduled contest that is forfeited or called off by either competing school shall be reported to the Athletic Director immediately upon coach's return. Copies of full written details of said forfeiture or game cancellation (called off) should be submitted to the Athletic Director within twenty-four hours.
7. **Coaches' dress:**
 - a. Coaches should be properly dressed at all times whether in practice sessions or at a contest.
 - b. Suitable practice attire will of course depend upon the nature of the sport, weather conditions, etc.

- c. Wearing spiked or cleated shoes in school buildings is prohibited. The coaches must set the example for this. This is a matter of maintenance and safety.
- d. It is the coach's responsibility to see that students dress properly.
8. **Recruiting:** A coach should make every effort to encourage or recruit more students to participate in the sport. There should, however, be no effort to recruit or lure students from other sports of the same season to a team, or to restrict a student's participation to a certain sport. No coach should monopolize an athlete's off-season training time. Athletics are voluntary and the student should be permitted to choose freely. No coach should ever discourage a student from participating in any sport, but rather all coaches should encourage students to participate in as many sports as possible.
9. **Team rivalry:** We should encourage pride within each team, but this should never develop through belittling another sport. A friendly rivalry among teams is natural and good, but should not be allowed to get out of hand. Every team should support every other team in the school.
10. **Training rules and personal conduct of team members:**
 - a. Physical and moral training should rank high in our aims and objectives in athletics. Generally, it is the individual coach's job to establish training rules for his teams. There are, however, certain basic factors, which should be constant for all teams and participants in the athletic program. Violation of these rules or conditions will result in penalties in accordance with the offense.
 - b. All team members' conduct is the coach's responsibility - conduct on buses, locker rooms, on the practice field, etc. must be supervised at all times. The coach is responsible for and expected to enforce strict discipline at all times. Never leave students on school property unsupervised. "Familiarity breeds contempt" is an old but accurate saying.
11. **Alcohol and other drugs:** Alcohol and other drugs are direct violations to the basic training rules and regulations, and school district policy. Any violation of this nature shall result in suspension or dismissal from athletics for at least the remainder of the season in progress and action by the Board of School Directors.

CONDUCT

Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete athletic program. The best in sportsmanship from students and coaches, in victory or in defeat, is expected. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations may lead to suspension of athletic eligibility.

When visiting another school, exemplary conduct and courtesy is expected of any athlete. Any damage to physical property of this school or of any opponent's school can lead to dismissal from the team and reparation of the damages. Any disrespect, disobedience or hostility to any opponent's professional staff can lead to dismissal from the team. This also applies to officials of the game.

CONTRACTS FOR GAMES AND OFFICIALS

Contracts for games, meets, etc., are the responsibility of the Athletic Director.

CROWD CONTROL

The problem of vandalism and crowd control at interscholastic athletic events is of ever increasing concern. The Principal, Athletic Director and Director of Services will work closely with the municipal police to ensure the best possible game conditions for the spectators and players. Crowd reaction and control is the result of many factors. Some of the positive behaviors by key personnel that can have a favorable affect on the crowd are:

Coaching Staff

- Work with the Athletic Director and Principal in conducting assemblies to inform students of rules, conduct, and sportsmanship.
- Set an influential tone of conduct, visibly showing the value of self-restraint, fair play, and sportsmanlike conduct.
- Remove from the game any players who display unsportsmanlike gestures.
- Have a concern for personal appearance and good taste in personal grooming by all squad members.
- Be a vigorous, forceful, and inspiring personality.
- Avoid demonstrations, or irritations, which may result in excessive excitement, or antagonizing of the crowd.

Athletes

- Act like an athlete - a gentleman/lady.
- Display mutual respect at all times.
- Avoid showboating, unsportsmanlike gestures, and harassing opponents and officials.
- Concentrate on the game and take little notice of the audience.
- Cooperate with officials.
- Should influence spectators by their own good behavior.
- Display a concern for and assist an injured opponent if the situation presents itself.
- Congratulate a team for its performance.
- Alert school officials when a potentially explosive situation is rumored.

Cheerleaders

- Stimulate and control crowd response.
- Choose the right cheers at the right time.
- Care should be taken in making certain that words used in a cheer are not suggestive or do not inflame an audience.
- "Welcome" yells are appropriate.
- Cheers should be under the leadership of the cheerleaders.
- Avoid the use of bells, horns, and noisemakers.
- Gestures of cheerleaders should be synchronized, pleasing to watch and easy to follow.
- Divert the crowd's attention by starting a popular yell when booing develops.
- Respect visitors. Eliminate competition between cheerleaders by not conducting a cheer at the same time as the visiting cheerleading squad.
- Be organized and prepared.
- Alert school officials when a potentially explosive situation is rumored.

DISCIPLINE

When disciplinary action is taken by a coach for the temporary or permanent suspension of a student/athlete in a program, **the Athletic Director must be notified immediately.**

When this situation occurs, inevitably parents or other people call the Athletic Director's office and seek information or refute the coach's philosophy and actions. Therefore, without pertinent information available from the coach's point of view, it is impossible to address the problem with those who are concerned and seek an explanation from the Athletic Administration.

Discipline, unselfishness, work ethic and loyalty are integral components of what young people should be learning on this level, beyond the wins and losses. The athletic department supports each of you in your efforts to achieve these goals.

DISMISSAL

If a student is dismissed from a sport due to infraction of rules, insubordination, misbehavior, or other acts of poor reflection to the program, the Athletic Director will review the case. The penalty may include sacrifice of athletic awards or recognition in that particular sport for the current year. The penalty may also include sacrifice of other athletic recognition during the current school year if the case merits such penalty. Coaches are responsible for making athletes aware of these rules.

Reasons for dismissal:

A participant shall be dismissed from the team for any one of the following reasons:

1. Failure to maintain appropriate grades.
2. Unsportsmanlike conduct at home or away such as:
 - Use of profanity.
 - Insulting remarks to teammates, coaches, opponents, spectators, or officials.
 - Any act showing intent to do physical harm.
 - Any display of action showing lack of emotional stability.
3. Failure to ride in school provided vehicle to and from the visitor's school.
4. Use of alcohol, drugs, and/or tobacco.
5. Failure to attend school (or arrive on time) regularly.
6. Any incident not included under dismissal that warrants disciplinary action shall be handled by a conference consisting of the Coach, Athletic Director, Player, and any individuals who have knowledge of the incident.
7. Continued (more than one) in school or out of school detentions or suspensions.

DRESS REQUIREMENTS

Any student traveling with a Baldwin-Whitehall School District athletic team shall be required to dress neatly and appropriately. The individual coaches will determine appropriate dress for the trip.

Any student failing to meet the dress requirements may be denied the opportunity to participate in the athletic event.

The Head Coach will be responsible for seeing that dress requirements are met.

ELIGIBILITY

Eligibility Rules

A student who participates in interscholastic athletics at a school, which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. (P.I.A.A.), must adhere to the P.I.A.A. eligibility rules for student athletes. A student who fails to comply with the P.I.A.A. rules will lose eligibility to represent the school in interscholastic athletics. If a student participates while ineligible, the school or team may be penalized. It is therefore important to be aware of the requirements.

The information contained here highlights and summarizes the major eligibility requirements that must be met in order to participate in interscholastic athletics. It does not list every rule or every detail. Unless otherwise indicated, each requirement applies to grades 7 through 12.

The principal of the school is responsible for certifying the eligibility of all students representing the school in interscholastic athletics. If there are any questions concerning athletic eligibility, contact the school principal or athletic director who has available a complete copy of all the P.I.A.A. eligibility rules.

Age

A student may not have reached the 19th birthday by June 30 immediately preceding the school year, (15th birthday where interscholastic competition limited to grades 7 and 8; 16th birthday where limited to grades 7 through 9).

Amateur status and awards

To be eligible to participate in a sport a student must be an amateur in the sport. A student will lose amateur status in a sport for at least a year if:

1. The student or the school, or an organization which the student represents, or parents or guardians, receive money or property for or related to the students' athletic ability, performance, participation, or services.
2. The student accepts compensation for teaching, training or coaching in a sport. A student may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.

A student may receive awards only from his/her school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by the school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.

Attendance

1. A student must be regularly enrolled in the school and in full-time attendance there.
2. A student is eligible only at the school at which he/she is enrolled.
3. If a student is absent from school during a semester for a total of 20 or more school days, he/she will lose eligibility until he/she has been in attendance for a total of 45 school days following the 20th day of absence.

Consent of parent or guardian

A student is eligible only if there is on file with the Principal of the school, before he/she begins practice, a certificate signed by the parent or guardian consenting to the student's participation in the particular sport involved. A complete physical sport's packet is available online or in the Athletic Office.

Physical examination

A student is eligible only if he/she has had a physical examination by a licensed physician of medicine or osteopathic medicine, a certified nurse practitioner, or a physician's assistant before beginning to practice for the first sports' season of the academic year. The physical must be done on the CIPPE form. The school will supply a complete packet to be filled out by the above professionals and the parents/guardians. Physician's authorization cannot be earlier than June 1st. Before each subsequent sport's season of the same academic year, the parent/guardian must fill out Sections 1 and 5 of the CIPPE form. For a student who was injured or who has had a significant illness, he/she must be re-examined before beginning before beginning practice in the subsequent sports' season of the current school year. The forms needed for this are Sections 1 and 6 of the CIPPE form

Wrestlers must also obtain certification by the school trainers prior to beginning practice, a certification of the minimum weight class at which they may wrestle.

Transfers

A student is treated as having transferred whenever he/she changes school, even if the student is out of school for a period of time before entering the new school.

If a student transfers from one school district to another he/she is eligible immediately at the new school:

1. When he/she lives with natural or adoptive parents in the new school district.
2. When he/she lives with a court-appointed legal guardian in the new school district, upon approval by the P.I.A.A. District Committee.

3. When he/she transfers from a public junior high/middle school to a private high school, or from a private junior high/middle school to a public high school, where the public and private school districts overlap, and the transfer occurs upon the completion of the highest grade in the junior high/middle.

If a student transfers from one school to another in whole or in part for athletic purposes, or if the student was recruited, he/she will lose athletic eligibility for one year. This requirement applies even if the student would otherwise be eligible at the school to which he/she transferred.

Most students who are not eligible immediately will be ineligible for one year from the date of transfer.

Period of attendance and participation and grade repetition

A student will lose eligibility when he/she has been in attendance more than eight semesters beyond the eighth grade. If a student repeats a grade after eighth, he/she will be ineligible as a senior. A student may participate only one season in each sport during each school year.

A junior high student may not participate in any sport for more seasons than there are grades in his school above sixth grade.

Outside participation

A student will lose eligibility in a sport for the remainder of the season if, while a member of the high school team, he/she participates in an athletic contest as an individual or a member of another team in the same sport during the same season, unless the school Principal waives this rule by sending an appropriate letter to the P.I.A.A. Executive Director.

If a student participates as an individual or a member of a team in a non-school athletic program, while enrolled at a school which has a team in that sport, he/she will be eligible for the playoffs in that sport only if he/she is a bona fide member of the school team for at least 75 percent of its regular season.

Academic and curricular requirements

A student must pursue a curriculum defined and approved by the principal as a full time curriculum. A student must pass 4 full credited courses in an approved curriculum throughout each grading period for the school year and be in good academic standing in each of his classes. District policy determines what constitutes an acceptable grade. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. An acceptable procedure is for the school to check the grades of all student athletes weekly at the close of school on Friday for the purpose of determining the eligibility of each student athlete for the following week, Monday through Saturday.

All-Star Contests

A student will lose eligibility in a sport for one year if he/she participates in an all-star contest that is not approved by the P.I.A.A. in that sport.

Out-of-Season Participation

All P.I.A.A. sports have a defined season. If a team plays a contest after the concluding date for the P.I.A.A. season in a sport, the student will lose eligibility for one year in that sport.

ENDING DATE FOR SEASON

The final game or event scheduled for any interscholastic team will terminate that particular squad's season. No practice, official or unofficial, will be held after the last contest in any sport. The final event in sports having state supported eliminations would be such things as tournament games in basketball, and sectional, district, and state competitions in wrestling and swimming, etc. Elimination from the tournament would end that particular season.

The purpose of this policy is to allow athletes to start participation in other sports which are about to begin, or which may be already underway, rather than continue to practice in a sport when that season is actually completed.

EQUIPMENT AND SUPPLIES

Requisitioning

The head coach of each sport is responsible for ordering all the equipment and supplies for his/her sport. This is done by submitting to the Athletic Director the annual requisition forms itemizing the materials that are needed for the following year.

The Athletic Director will provide the coaches with the necessary requisition forms. On these forms the coach should be certain to include quantity, sizes, color, catalog or approximate price, manufacturer and catalog number and complete description.

Since these requisitions are used in determining the interscholastic budget, great care should be given to this phase of work to make certain all necessary needs are included and any unnecessary or excessive items are eliminated.

Coaches are to indicate and insist on spec items being bid by the vendor as per specifications. (No substitutes are to be accepted.) When coaches circle the bid to be accepted, be sure not to select a substitute, which does not meet specifications. If mitigating circumstances arise which might lead to consideration of a substitute product – please indicate this to the Athletic Director prior to any bid selection.

Issuing Equipment (Coach or his/her designee)

1. Arrange a date for issuing equipment to all athletes so they are aware when equipment will be distributed.
2. Have athletes know well in advance of equipment issuing date so they plan their schedules accordingly.
3. Record all equipment on an Equipment Form.
4. Impress upon athletes that all equipment that was issued to him must be returned whenever called for by the coach. In the event equipment is missing, the athlete will have to pay for said equipment.
5. Make it clear that practice gear should be cleaned frequently for health purposes.
6. Have athletes check equipment form to see if all equipment listed and numbered correspond with what has been received.
7. Have student sign form confirming that all equipment was received and will be returned.

Returning equipment

1. Let the athlete know when the date of collection will be.
2. All returned equipment must correspond with the equipment listed on the equipment form.
3. Equipment that is missing must be paid for. If not paid, report to the Athletic Director the student's name.
4. After all equipment has been returned by the athlete, notify the Athletic Director that equipment is ready for cleaning and reconditioning so that it may be ready well in advance of the next season.
5. Equipment collection should be made immediately following the season's end with the cooperation of the Athletic Director.
6. Equipment should be sorted and packed neatly in storage area for review and bids offered by reconditioning companies.
7. All equipment, collected, sorted and bid should be completed in one week at the end of the last play date.

Inventory

1. The coach is to inventory all equipment and supplies that have been turned in, as well as, those, which are in stock.
2. Check all equipment with the Athletic Director if necessary and discard and destroy that which is sub-standard and cannot be reconditioned.
3. The coach will give to the Athletic Director a complete list of all equipment inventories as to number, size, condition and type.
4. Check all practice equipment such as sleds, dummies, etc. to see what needs to be replaced and repaired in order to bring it to top condition for the following season.
5. A coach may sign out for equipment that has been inventoried during the off-season with consent of the Athletic Director. The coach will be solely responsible for the accounting of the equipment signed out.

Equipment for following year

1. After the equipment has been inventoried the coach shall submit to the Athletic Director a complete list of items needed for the sports program for the following year. This list shall include a complete description, size, number, type and cost for bid purposes.
2. No coach will make an arbitrary decision in the changing of the style, color or model of the uniform with a vendor without the consent of the Athletic Director.
3. It is the responsibility of the coach to see that all equipment has been turned in; all equipment counted; an inventory made and all equipment has been requisitioned for the following year before payment is made to that coach for services rendered in that sport.

FUND RAISING

Specific guidelines have been adopted by the Board of School Directors. The Athletic Director and then the Superintendent of Schools must approve all fundraisers. The coach is responsible for submitting the appropriate application to the Athletic Director well in advance of the anticipated starting date.

Be extremely careful when you are approached by fund raising salespeople who are extolling the profit and prizes that can be yours for selling candy, towels, pillows, calendars, etc. A number of our coaches have found these arrangements less than satisfactory.

Do not make any commitment to any company or individual without consulting the Athletic Director.

Do not lend your name, the school's name or give an implied sanction to any fund-raising project without consulting the Athletic Director.

Failure to follow the above guidelines could result in a personal financial burden for the coach.

INJURIES

The Athletic Director must be informed personally, concerning any injury sustained by athletes in practice or competition that is of a serious nature and requires the attention of a doctor or hospital personnel.

This should be done immediately after the incident. The call should be made to the Athletic Director's cell phone if he is not available at his office. Have a copy of the accident report on the Athletic Director's desk by the next morning.

Games

During a game when the team physician is present, the doctor is in complete charge. All coaches should require parents/guardians to complete a Medical Release form, which grants permission to a coach or staff person to seek emergency medical treatment for a student if the parent cannot be reached.

Practice

During practice or games when the team trainers or physician is not present, it is the responsibility of the head coach to see that injuries are properly supervised. The coach's duties include the following:

1. Administer first aid as needed and if the case warrants summon medical attention. Each coach should have a procedure set up to secure medical attention with ready access to appropriate phone numbers i.e. ambulance, family doctor, parent. If an athlete must be taken to the hospital, a coach or an authorized adult must accompany him. The parents should be notified immediately. Accident reports should be completed and submitted to the athletic office immediately.
2. In less urgent medical cases the family should be notified.
3. Coaches will follow doctor's instructions as to further treatment for injured athletes.
4. An athlete returning from an injury that required medical attention must have written medical clearance to resume participation.

LIABILITY

It is the coach's responsibility to make certain that he/she possesses adequate liability insurance and that he understands fully his/her responsibilities within the framework of the law with regard to liability and negligence. Athletes should always be under the supervision of a district-hired coach or sponsor. Volunteers, or non-school personnel are not to supervise, train or coach students.

MANAGERS

Although it is not absolutely essential that all squads have student managers the practice is highly recommended because of the real service and increased participation and opportunities it provides. Coaches are responsible for obtaining managers and assistant managers for their squads. Whether they are elected or appointed is the coach's prerogative, however, it is recommended that they not be members of athletic squads. Their selection should be a businesslike procedure. It should be known that the jobs are open to those interested, who meet the qualifications. It is best that an apprenticeship period precede a permanent manager appointment. Student managers should be eligible for school awards. It is a good policy to provide a distinctive shirt, coat or jersey to be worn by student managers when on duty.

Recommended Responsibilities of Student Managers:

1. Assist when needed for all practices and games.
2. Assist coach in issuing, caring for and receiving all equipment.
3. Record, compile and maintain all records, which are deemed necessary by the coach.
4. Perform all reasonable tasks to prepare the playing area and team for each event.
5. Be at every practice and game unless excused by the coach.

OFFICIALS

1. Except where officials are assigned by the W.P.I.A.L., the Athletic Director will assume initial responsibility in securing officials for their respective sports.
2. Only registered officials will be engaged. An effort will be made to have officials one year in advance.
3. For payment, the names of the officials and other supervisory personnel will be submitted by the head coach to the faculty manager or athletic director immediately after the game

or next morning. A request form is available for this purpose. The Athletic Director will make the arrangement with the appropriate personnel to have the checks prepared.

OVERNIGHT TRIPS

Students may represent the school district at student affairs held within the state and sponsored by an educational organization whose purpose is to promote athletic activities providing that the student is representing the school district at the affair.

Guidelines

1. Attendance at student activities that require students to stay overnight must be submitted to Central Administration for Board action.
2. Allocations for such expenditures including the expenses for the coach or chaperone shall be paid for through student activity funds.
3. Any student activity that requires a substitute teacher be employed for the teacher who will chaperon must be submitted for approval to Central Administration. The teacher shall submit the Conference Request form through the Athletic Director.
4. Students selected to represent the local school, must be recommended by the local organization's sponsor and/or the Athletic Director.
5. The local organization must be a member in good standing of the sponsoring organization if such membership is available.
6. Reservations requiring accommodations for overnight lodging, meals, etc., are the responsibility of the Athletic Director.

PARTICIPATION

Please make it clear to both your athletes and their parents that playing time is the judgment of the Head Coach and his/her staff. There are no promises that the athlete will ever play in a contest at the high school level. All attempts should be made at the middle school level to give each athlete the opportunity for playing time.

PHYSICAL EXAMINATIONS

A student is eligible only if he/she has had a physical examination by a licensed physician of medicine or osteopathic medicine, a certified nurse practitioner, or a physician's assistant before beginning to practice for the first sports' season of the academic year. The physical must be done on the CIPPE form. The school will supply a complete packet to be filled out by the above professionals and the parents/guardians. Physicals may be done no sooner than June 1st for the current school year. Before each subsequent sport's season of the same academic year, the parent/guardian must fill out Sections 1 and 5 of the CIPPE form. For a student who was injured or who has had a significant illness, he/she must be re-examined before beginning practice in the subsequent sports' season of the current school year. The forms needed for this are Sections 1 and 6 of the CIPPE form.

Wrestlers must also obtain certification by the school trainers prior to beginning practice, a certification of the minimum weight class at which they may wrestle.

POLICE PROTECTION

Adequate police and security protection will be furnished for all home night athletic events. Day contests, which also may be large enough to warrant such protection, are afternoon varsity, junior varsity and junior high football games, or day sessions of district wrestling and swimming meets.

The Athletic Director and the Director of Services are responsible for arranging for police and security. The Director of Services will give the police and/or security their instructions.

POSTPONEMENTS

Except in the case of spring athletic events, if a contest must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed:

1. The Athletic Director will confer with the school that we are to compete against.
2. Factors considered in the decision are:
 - a. Playing conditions of field
 - b. Safe travel of players, fans, cheerleaders, officials, etc.
 - c. Damage to playing surface
 - d. Damage to equipment and uniforms
 - e. Safety to the spectators in or on the school grounds, gym or field

After considering all factors, it will then be up to the Athletic Director to play or postpone the game. The contest will be rescheduled as per league rules on the next possible playing date.

Since weather is a big factor with spring athletic events (namely baseball/softball) and postponements become fairly common, the Athletic Director is responsible for postponing and rescheduling these games.

Since the responsibility for postponement of games rests with the home school, we must be certain to give the visiting team sufficient notice so that they will not leave prior to a postponement. The decision to postpone or cancel should occur no later than noon on the date of the event, if possible.

PRACTICES AND SCHEDULING - GENERAL INSTRUCTIONS

General Instructions to coaches for Practices and Scheduling

1. A definite time for beginning and termination of practice should be established for the season. Permits must be issued for the use of all school facilities for all practices.
2. Practice time in all sports programs sponsored by the Baldwin-Whitehall School District is not to exceed three (3) hours actual time spent on the field, hardwood, pool, etc. This does not apply to any practice situation when school is not in session, i.e. pre-school practices in August or practice time when the school year has been completed in June. Also, exempt from the regulations is any practice session during official holiday breaks when school is not scheduled the following day. Further, the 3 hour maximum practice time does not affect any pre-practice or post-practice meeting, skill sessions, film reviews, etc.
3. At least one coach will remain in the building until all athletes are gone. This can be done on a rotation basis among the coaches in their particular sport. The head coach will be responsible for the rotating schedule.
4. Effective security should be maintained. Because of theft, defacing and destroying of property and not enough respect for the property of others including that of the school, a manager should be in the locker room area at all times during the entire practice period. Any person non-athletically related should be identified and removed from any area of the building or grounds involving athletics. The coaches are responsible to see that this is carried out and be in authority when this condition is noted.
5. Discourage friends picking up athletes in their cars after practice. Athletes should report immediately to the locker rooms after dismissal bell in the afternoon and practices should be scheduled to begin at a definite time. Athletes who drive should park in the student lot.
6. When the whirlpool is used for remedial purposes, the coach will designate and have an authorized, qualified individual with the student being treated at all times.
7. The head coach is responsible for verifying that all participants have had a physical examination.
8. The head coach or his designee will constantly check to see that unsafe equipment not be used at practice or during a game.

9. The head coach is directly responsible for proper reporting and filing of injuries with the Athletic Director.
10. Whenever a coach is ejected from a contest, he shall have a meeting with the Athletic Director to discuss the situation and any further penalties.
11. All coaches are reminded that they are responsible for the actions and conduct of their team to, from, and during athletic contests.
12. Because of the large number of students participating in sports activities, all practices and contests must be coordinated through the Athletic Director.
13. Sports activities must be scheduled to indicate time, place, team designation and responsible coach in charge.
14. The schedule must be complete, listing all activities from the first to the last day of practice and filed with the Athletic Director.
15. It is expected that practice periods be scheduled on days when school is in session. However, if practices are held on non-school days, such as Saturdays - mornings and afternoon - or over vacations during the various sports seasons, special arrangements must be made through the Athletic Director and the Director of Services. Where these arrangements are not made, entry onto the school grounds or into buildings will not be permitted.
16. NO PRACTICE ARRANGEMENTS - FORMAL OR INFORMAL - ARE PERMITTED WITHOUT THE PRESENCE OF SUPERVISORY COACHING PERSONNEL.
17. Coaches must adopt the following scheduling policies:
 - a. Post or pre-season games, contests or tournaments shall be arranged with the approval of the Athletic Director.
 - b. Schedules shall be prepared with consultation with the Athletic Director.
 - c. All scheduled games, contests, meets, or matches shall conform to all the rules and regulations of the W.P.I.A.L. and P.I.A.A. groups.
 - d. Participation in any Amateur Athletic Union shall not be sponsored by the school district. Any individual or individuals shall do so under their own volition and at their own expense. No school equipment is to be used.
 - e. Coaches of any sport in the school district shall clear all special practices, special games and postponed contracts with the Athletic Director before finalization of said activity.
 - f. Any field, gym or game condition endangering the health, welfare and safety of the participant shall be brought to the immediate attention of the Athletic Director, Principal or Director of Services.
18. The coaches should endeavor to follow the assigned schedule. The coaches without the consent or approval of the Athletic Director will make no arbitrary change in the schedule or rescheduling of contests. Any scheduled contest that is not played must be reported to the Athletic Director immediately upon return of coaches from that scheduled contest. Any scheduled contest that is forfeited or called off by either competing school shall be reported to the Athletic Director immediately upon coach's return. Copies of full written details of said forfeiture of game cancellation shall be submitted to the Athletic Director within twenty-four hours.

General Practice Regulations

1. Practices should not disrupt school or endanger athletes or others in the buildings or on the grounds.

2. Out-of-season workouts may not be held unless they are cleared with the Athletic Director. They must not interfere with in-season practices in any way, nor may they over-burden facilities.
3. Unsupervised practices may not be held.
4. Unscheduled practices cannot be held.
5. Practice activities cannot be conducted in the school halls.
6. Practice activities cannot be conducted on holidays or Sundays without permission.
7. Coaches are responsible for students until the students have departed the school buildings.
8. No practices may be held during in-service time.
9. Coaches may not exclude from a team, nor deny a tryout, to any athlete who fails to attend out of season or informal workouts.

PRE-POST SEASON CHECK LIST

Prior to the first practice session, the coach working with the Athletic Director must ensure that the following have been accomplished:

1. Medical examination for all squad members given.
2. Insurance waiver forms signed and returned.
3. Parental permission slip for all squad members signed and returned.
4. Equipment issue accounting for all squad members.

Prior to the first contest, the coach must ensure that the following have been accomplished:

1. All information necessary for the completion of the State Eligibility form has been given to the Athletic Director.
2. Bus times for all away events checked with the Athletic Director.

PROGRAMS

It is recommended that programs be given or sold at athletic events. Groups selling programs are to get approval from the Head Coach and Athletic Director.

Programs at the middle school level shall consist of mimeographed material.

Programs using school officials' names and titles should be accurate. Students' names should be accurate.

PUNCTUALITY

Be on time. The coach should arrive adequately early at every practice and contest. Don't expect the athlete to be punctual if you are not. All assistants as well as head coaches are expected to be on time. In case of emergencies, the appropriate people should be notified.

PURCHASING

Purchasing of equipment at all schools should be approved by the Athletic Director through the requisition procedure. All purchase orders must be appropriately completed with all the required information and submitted to the Athletic Director, who will evaluate the request and if approved submit it to the Business Office. All purchases must be pre-approved for payment (see Equipment and Supplies).

REPORTS

Annual:

Within two weeks from the close of the season each head coach should complete the final report forms and set up an end of the season evaluation with the athletic office.

RESPONSIBILITIES AND DUTIES OF KEY ATHLETIC PERSONNEL

School Principals

The administrative head of the school shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities at that school (P.I.A.A. Constitution and Rules, 1971-72, Section 1, Article IX).

The Principal shall fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the State High School Athletic Association.

RULES AND REGULATIONS

The high school and middle school will abide by the rules of the P.I.A.A. and the W.P.I.A.L.

Junior high schools will abide by the rules and policies of the South Hills Athletic Directors Association. At no time may these rules be more lenient than those of the P.I.A.A. and the W.P.I.A.L.

All coaches in the Baldwin-Whitehall School District are responsible for adhering to rules and regulations not only of a W.P.I.A.L. and P.I.A.A. but also those policies and standards set by the athletic administration and school district.

SCOUTING

Scouting is done at the senior high schools in football and basketball. The head coach is responsible for all scouting assignments.

The Athletic Director should contact the schools where scouts will be going to arrange details for admission to the game.

SCRIMMAGE GAMES

Scrimmages are the responsibility of the Athletic Director. Rules of the P.I.A.A. and the W.P.I.A.L. governing scrimmage games will be followed in all cases.

SECURITY

The coach must assume responsibility for equipment, equipment rooms, and the welfare of the school properties during that period the team is using them. Supervision along these lines is imperative. If you notice any damage to the areas your team is utilizing, report it on an Incident Report.

1. Avoid opening a student's locker for any reason.
2. Remind students of the need for keeping lockers locked. Post a sign indicating student responsibility for personal goods not checked with a coach or a manager.
3. **DO NOT ALLOW STUDENTS TO HANDLE, USE OR REPRODUCE KEYS.**

STATE MEET CHAPERONES

Athletes participating in regularly sponsored state events should be accompanied by their head coach. When the ratio of student athletes from the school system to the number of accompanying head coaches exceeds five to one, sufficient coaches may be added to maintain a ratio of five participants to one coach.

SUGGESTIONS FOR COACHES PERTAINING TO GAMES

1. Check with Athletic Director as to any questions pertaining to schedule.
2. Make sure game equipment is ready: balls, uniforms, etc.
3. Make sure a first aid kit is available. The trainer and head coach should check container for any missing articles.

4. If the game is away, make a list of the things you want to take and be sure to check it before you leave.
 - *First Aid Kit
 - *Medical Release forms (Sections 1 & 5 or 1 & 6) for Athletes must be kept with the team head coach at all times.
 - *Balls, equipment, etc.
5. When games are away, check student rosters on the bus before you leave.
6. When you are returning home, check your equipment again, and your roster.
7. If students must be excused early, remember your procedure as required by the office.

SUPPORT SERVICES PROCEDURES FOR EXTRACURRICULAR PROGRAMS

Requests for support services are to be made by the Athletic Department to the following departments: Facilities Department, Transportation Department, Food Services Department, and Reprographics Department. Requests made at the high school and middle school level are to be made through the Athletic Office. The Athletic Department must always be aware of what is going on with your individual program.

TEAM MEMBERSHIP

Each coach will develop the standards necessary for acquiring and maintaining membership on his/her team. The criteria should reflect good sportsmanship, regular attendance, scholarship, character, attitude and citizenship. Specific requirements, rules for cutting and other policies (award requirements, etc.) should be in writing and distributed to team members. The Athletic Director must initially approve these requirements before distribution or advertisement. Additions or other changes after initial approval must also be cleared through the Athletic Director. No coach should take permanent dismissal action toward any athlete except as regard implementing established policies on cutting without the approval of the Athletic Director. Temporary suspensions can be given for violation of the team constitution at the discretion of the head coach.

TICKET PROCEDURE

Specific details on ticket information for the current year can be found on the district web page or in the athletic office.

TRANSPORTATION

Head coaches should submit to the Director of Services at the earliest possible occasion a copy of their approved schedule with the desired departure times, number of buses needed, and exact destinations (school, field, etc.) clearly indicated. After approval these schedules will be forwarded to the bus garage.

- a. No request should be made for buses (except in emergencies - postponed/rescheduled games) less than one week in advance. This includes exhibition games and interschool scrimmage games. No coach should make a request directly to the bus garage.
- b. All coaches should call the Athletic Office the day before any scheduled trip (the day of the trip in the case of Monday contests) to confirm the request for transportation. At this time coaches should confirm the departure time, exact site of the contest, number of persons traveling, and any other important details. If a contest has been called off because of inclement weather, strikes, or any other reason it is the coach's responsibility to call the Athletic Office and cancel the trip and make necessary new arrangements.

- c. Coaches are responsible to determine site of away contests and subsequent directions – work with the Athletic Office.

Coaches must accompany their squad on all trips and are responsible for their safe return as well as their conduct. In the event cheerleaders are making the trip with the athletic squad, the cheerleading coach assigned to that squad must accompany them.

Only squad members, scorekeepers, and managers will be permitted on the bus in either direction and must return as well as go on the bus.

A student may return from an away game with his parents only in an emergency or for extenuating circumstances. In that event, the parent must directly submit a written request to the Athletic Director in advance of the contest. A student may not return with some other parent. A student who attends an away game in any illegal fashion may not participate that day.

Members of athletic squads are not permitted to drive their cars to any scheduled athletic contest.

UNIFORMS

The **school colors are purple and white**. All athletic uniforms must be ordered in these colors only. **No more than 10% black is permitted on any uniform**. As coaches are preparing orders for their teams they must specify in the bids that the two colors, purple and white, (with 10% black permitted) are required and that anything else will be returned.

VOLUNTEER SUPPORT PEOPLE

All volunteer support personnel must have all of their clearances and be approved by the Board of School Directors in order to volunteer.

WORK ORDERS – (MAINTENANCE/CUSTODIAL)

Work Orders should be filled out by the head coach and turned into the Athletic Office for approval. With the coaches' and students' cooperation, we should be able to keep our facilities in first class condition.