

ELK COUNTY CATHOLIC HIGH SCHOOL

Coaches Manual 2022-2023



COACHES' MANUAL
2022-2023

ELK COUNTY CATHOLIC HIGH SCHOOL
“Excellence in Sports and Sportsmanship”

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 Director of Athletics
 January 21, 2023



**** All coaches at Elk County Catholic High School are responsible for the entire contents of this manual.**

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Policy for the Protection of Children

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INTRODUCTION

Statement from the Athletic Director

“Sports provide an artificial environment that is neither good nor bad. In reality, it is the Athletes, Coaches, Officials, Organizers, Parents, and Fans who participate in it that make it one way or the other.” – Dr. Bill Thierfelder, *Less Than a Minute to Go*. Pg. 189.

It is both a privilege and honor to serve the Elk County Catholic High School community as the Director of Athletics. It is my hope that this booklet will be a useful tool in making your job as a Crusader Coach easier and more fulfilling.

Currently, we offer 17 Varsity, 5 Junior Varsity, and 7 Junior High sports. We also cooperate with St. Marys Area in 4 Varsity and 2 Junior High sports. Our students have 21 different Varsity options, 5 Junior Varsity choices, and 9 Junior High sporting options.

This is the nineteenth year of our school-wide policy on the use of drugs and alcohol by our athletes, band members, and any other students involved in competitive extracurricular activities. It is important that all coaches read and study the policy that was developed by our coaches, endorsed by our administration, and adopted by our school board. Athletes will NOT be eligible to participate in practices or events until a completed permission form has been signed and returned. Our coaches play a key role in assisting our student athletes with making the correct choices concerning drugs and alcohol. Please continue to reinforce this policy. Also, continue to send a strong and unwavering message concerning steroids and other performance enhancing drugs.

I am asking our coaches to send a consistent and positive message to their athletes, to the media, and to our community on the strength of our school and of our athletic program. Elk County Catholic will continue to grow as a faith-based community and will continue to be a leader in academics and athletics.

This is the twenty-second year that we will utilize a coaching manual. All Head Coaches will be given a digital copy of the manual for use by all coaches in their program. A copy of this manual can be found online at www.crusaderathletics.com. All coaches are responsible for its contents. The purpose of this manual is to assist our coaching staff with an understanding of the responsibilities, philosophy, and mission of the Elk County Catholic High School Athletic Department.

Striving to become a successful coach is a very challenging experience. Good intentions are not enough to be successful. Neither is a complete knowledge and understanding of your sport. The success of a coach is very highly dependent upon his/her coaching philosophy and the implementation of that philosophy. I believe that if you keep the Elk County Catholic High School philosophy and mission statement as your guide, you will have a very successful and rewarding season. Thank you for making the commitment to share your time and talents with our young student athletes.

Elk County Catholic Mission Statement

The Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit, while nurturing the values of knowledge, peace, and holiness.

Athletic Department Goal

Provide a wide range of interscholastic sporting activities that allows for maximum participation of our students and, at the same time, provide an opportunity for each of our students to find an activity in which they can excel.

Athletic Department Mission Statement

*Strengthen our Student Athletes in
Good Sportsmanship, Fair Play, and Honest Competition
While bringing them closer together
As part of God's redeemed people*

- Our mission statement is made easy when considering that we are an institution that has God and Christianity as its foundations. The focus is to develop Christian morals and values through interscholastic athletic competition in order to have a truly fulfilling High School experience.

Coaching Philosophy

*Student First
Athlete Second
Winning Third*

- Decisions that our coaches make and the behavior that they display is based first on what is best for the student, next the athlete (within the context of the dynamics of the team), and third on what will improve the athlete's or team's chance of winning.
- Winning or more accurately, striving to win, is essential to competition. To play sports without striving to win is to be a "dishonest competitor," says Michael Novak in *Joy of Sports*.
- Competition is neither good nor evil. Whether competition is healthy depends upon how we compete and what significance is placed on winning.

Membership

Elk County Catholic High School is a member in good standing of the Pennsylvania Interscholastic Athletic Association (PIAA). The school abides by all rules and regulations set forth by the Association.

Sportsmanship

Crusader fans are #1. Their loyal support and unyielding commitment to our school, our coaches, and our student athletes is a true testimony to their love for our school and dedication to our athletic program.

The administration of Elk County Catholic High School asks that all Crusader fans keep the goals and objectives of good sportsmanship in mind at all times.

Respect for the officials that work our games, an appreciation for the opponents that we compete against, and courtesy shown to the fans that support our opponents will serve as a positive statement about our school and athletic program.

The Athletic Department at Elk County Catholic endorses the PIAA emphasis on sportsmanship and will continue to educate fans through public address announcements, sportsmanship booklets, and positive modeling by administrators, coaches, and players.

Athletic Participation as a Privilege

Participation in athletics is a privilege which carries responsibilities to the school, team, community, and to the students themselves. The obligation of good conduct, fair play, honest competition, and respect extend far beyond the actual contests to everything from bus trips to practices.

It is important that our coaches continue to stress the concept that participation in Elk County Catholic High School athletics is a privilege that can be taken away by inappropriate behavior, disregard for school regulations, or failure to comply with team rules.

Student athletes also need to understand their responsibility to be a positive role model for the youth of our community.

Contest Prayer

We pray to you, oh God, in the spirit of Christian Brotherhood.

We ask you to strengthen us in good sportsmanship, fair play,
and honest competition.

We ask that what we do tonight will not separate us, but rather
draw us closer together as part of your redeemed people.

We make this prayer in the name of Jesus Christ, your son and
our Lord.

AMEN

Pope Francis on Lessons learned in Defeat

Pope Francis (May 31, 2021) – The pope recalled the story of a runner-up who kissed their medal, rather than discarding it. “This teaches us that even in defeat, there is victory. To take on defeats with maturity, because it helps you grow, it lets you understand that in life not everything is always sweet, not everything is about winning,” he said.

Important Contact Information

Aaron Straub	-	Work 834-7800 (ext. 207); Home 834-4790; Cell 594-8802 strauba@eccss.org
ECC FAX	-	781-3441
PIAA WEBSITE	-	www.piaa.org/
DISTRICT 9	-	www.piaad9.org/
D9 & D10Sports.com	-	www.d9and10sports.com/
ECC ATHLETICS	-	www.crusaderathletics.com/
SHAWNA MEYER	-	788-8490 (w) or 788-5038 (h) or 594-6745 (c)

ATHLETIC ASSOCIATION

Members and Purpose

The Athletic Association of Elk County Catholic High School provides the funding to support the entire athletic program at Elk Catholic. At no time is tuition money used to support athletics at Elk County Catholic.

Major fundraisers for the Athletic Association include a monthly lottery, Outdoor Bash, the Diamond Dazzle raffle, concession stands, golf outing, Twelve Days of Christmas raffle, Pass for Cash raffle, and 50-50 drawings. Possible other fundraisers for this year include a WalMart truck sale and super bingos.

The Athletic Association's will commit \$135,000.00 this year to the athletic department. The 2022-2023 Athletic Association officers:

President	-	Kelli Brannock
Vice President	-	Pete Straub
Secretary	-	Tricia Wasko
Treasurer	-	Tom Fledderman

Class Representatives	-	(12) – Pete Straub, Scott Jacobs, Tom Fledderman (11) – Kelli Brannock, Rick Emmert, Scott Bille (10) – Aaron Lanzel, Glen Pistner (9) – Tricia Wasko (8) – Andy Gahr, Leo Simbeck (7) – Tom Gilmore
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Lottery Chairpersons	-	Rick Emmert, Gale O'Neill, and Dave Geci
Diamond Dazzle Team	-	Kelli Brannock, Tricia Wasko
Build the Crusader Fund	-	Dave Geci
Outdoor Bash	-	Tricia Wasko, Amy Straub, Andy Gahr
Golf Tournament	-	Aaron Straub
Twelve Days of Christmas	-	Kelli Brannock
Pass for Cash	-	Kelli Brannock
Bonfire / Family Picnic	-	Tricia Wasko, Jessica Fritz

Super Bingo

Note for 2022-2023 school year: At the moment, no super bingos are planned for the 2022-2023 academic year.

In the past, the head coach has had a duty to organize and direct workers for those super bingos that are assigned by the Athletic Department.

A member of the coaching staff is usually required to supervise the Bingo phase and Clean-up phase of each bingo. Coaches will be notified in the case that the athletic department schedules any super bingos later in the year.

ATHLETIC DEPARTMENT PROGRAM OFFERINGS

Crusader Sponsored Athletic Programs

Varsity

Junior Varsity

Junior High

FALL

Football

Girls' Cross Country

Boys' Cross Country

Girls' Soccer

Boys' Soccer

Girls' Tennis

Volleyball

Golf

Cheerleading

Girls' Cross Country (7,8)

Boys' Cross Country

Co-ed Soccer (7,8)

Volleyball

Girls' Basketball (7, 8)

WINTER

Girls' Basketball

Boys' Basketball

Competitive Spirit

Girls' Basketball

Boys' Basketball

Girls' Volleyball (7, 8)

SPRING

Boys' Tennis

Girls' Track & Field

Boys' Track & Field

Baseball

Softball

Baseball

Softball

Girls' Track & Field (7, 8)

Boys' Track & Field (7, 8)

Note: Girls' Junior High Basketball is played in October, November, and December.

Girls' Junior High Volleyball is played in January, February, and March.

Cooperative Sponsored Athletic Programs

(With St. Marys Area High School)

Varsity

Junior Varsity

Junior High

FALL

Football (7,8)

WINTER

Gymnastics

Girls Swimming & Diving

Boys Swimming & Diving

Wrestling

Wrestling (7, 8)

Cooperative Sports

Elk County Catholic High School has a cooperative sporting arrangement with St. Mary's Area High School in four varsity sports and one junior high sport: Boys' Swimming & Diving; Girls' Swimming & Diving; Wrestling; Gymnastics; and Junior High Football. All regulations governing these sports are established by the St. Mary's Area School District and all teams fall under the direction of the Athletic Department of St. Mary's Area.

Elk County Catholic High School students participating in the cooperative sports program at St. Mary's Area will follow the academic rules and regulations for eligibility as established by ECCHS.

COACHING – GENERAL REQUIREMENTS

Clearance Requirements for Coaches

All adults that work with Crusader Athletes, whether they are paid or volunteer, are under contract. For detailed instruction on what clearances are required and how to obtain them, please refer to the addendum on clearances.

Coaches wishing to drive the vans or transport student athletes by private vehicle must be at least 21 years of age and must sign the Erie Diocese application for driving privilege form.

All clearances and sign-offs must be handed in to the Athletic Department. All clearances must be updated accordingly and on time.

Fourteen Legal Duties of Athletic Personnel

There are nine major areas of concern that each coach must make a commitment to understanding and practicing throughout the season:

1. Duty to Plan

- Have a yearly plan, keep it, and follow it
- Prevent or reduce injury and loss by developing responsive strategies in:
 - Coaching competence medical screening
 - Appropriate activities that consider age, maturity, and environmental conditions
 - Injury response
 - Warnings to athletes and their families
 - Child advocacy in cases of alcohol and other drug abuse or family neglect or abuse

2. Duty to Supervise

- A Coach must be:
 - Physically present
 - Provide competent instruction
 - Structure practices that are appropriate for the age and maturity of players
 - Prevent foreseeable injuries and respond to injury or trauma in an approved manner

- ❑ This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise
- ❑ A coach must also supervise the condition, safe usage, maintenance and upkeep of equipment and facilities

3. Duty to Assess an Athlete's Readiness for Practice and Competition

- ❑ Coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes
- ❑ Athletes must be medically screened in accordance with PIAA regulations before participating in tryouts, practice, or competition
- ❑ Injured athletes who require the services of a physician may not return to practice or competition without written permission of the Athletic Trainer

4. Duty to Maintain Safe Playing Conditions

- ❑ Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments
- ❑ Weather conditions must be considered and athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity
- ❑ A plan for monitoring and responding to dangerous weather conditions is necessary

5. Duty to Provide Proper Equipment

- ❑ Coaches must ensure that athletes are properly equipped with clean, durable, and safe equipment
- ❑ Protective equipment must carry a NOCSAE (National Operating Commission on Safety in Athletic Equipment) certification and must be checked for proper fit and wearing
- ❑ Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition

6. Duty to Instruct Properly

- ❑ Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability
- ❑ Instruction must demonstrate appropriate and safe technique and must include warning about unsafe technique and prohibited practices

7. Duty to Match Athletes During Practice

- ❑ Athletes in practices should be matched with consideration for:
 - ❑ Maturity
 - ❑ Skill
 - ❑ Age
 - ❑ Size
 - ❑ Speed

8. Duty to Condition Properly

- ❑ Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities
- ❑ Consideration must be given to weather, maturational and readiness factors

9. Duty to Warn

- ❑ Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death
- ❑ A generic warning, signed by both athletes and parents is included in the physical packet but sport specific warnings should be included at the parent meetings for specific sports

10. Duty to Ensure Athletes are Covered by Insurance

- ❑ Athletes must be cleared through the Athletic Office prior to participation and should not be allowed to participate without this clearance

11. Duty to Provide Emergency Care

- ❑ Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries

12. Duty to Develop/Follow an Emergency Care Plan

- ❑ Plans must be in place to:
 - ❑ Manage uninjured team members while emergency care is being administered to an injured athlete
 - ❑ Ensure access to a stocked first aid kit, spine board and other emergency response equipment
 - ❑ Access to a telephone and ensure a timely call to EMS
 - ❑ Expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors, and remote hallways

13. Duty to Provide Proper Transportation

- ❑ District transportation should be utilized as much as possible for travel to athletic events
- ❑ Ensure that all athletes are on the bus or van before it departs from an away contest
- ❑ Coaches must have district type 2 driver forms to drive athletes

14. Duty to Select, Train, and Supervise Coaches

- ❑ Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of 13 duties

*Information on the Fourteen Legal Duties of Coaching is taken from the National Interscholastic Athletic Administrators Association (NIAAA)

Mandatory Rules Meeting

The **head coaches** of the following sports are required to attend a PIAA Mandatory Rules Meeting:

Football	Girls Basketball	Track & Field
Girls Soccer	Boys Basketball	Baseball
Boys Soccer	Volleyball	Softball

Coaches are required to secure meeting dates from the PIAA's web site (www.piaa.org).

Coaches who do not attend will be responsible for taking the online version of the rules meeting and covering all costs associated with the course.

PIAA Eligibility Lists

The Director of Athletics is required to submit to the PIAA a sport specific "Eligibility List," signed by the principal or Athletic Director, for each sport. This eligibility list **MUST** include all eligible participants. Failure to do so will result in a \$100.00 fine and the team will be ineligible for playoffs.

Coaches are required to submit a roster of players after their first practice. An official roster must be submitted one-week prior to their first official contest. This roster will then be formulated into an eligibility list and sent to the PIAA. Coaches must notify the Athletic Director immediately of any additions or deletions to the roster.

At no time can a coach add a player to their roster or team, or have a player begin practicing with their team, without the expressed consent of the Athletic Director. This includes not only playing but also any practice activity.

Drug, Alcohol, and Tobacco Policy for Coaches

Coaches may not use tobacco products or alcohol while they are in direct supervision of athletes. This includes, but is not limited to, practice sessions, games, team meetings, and any overnight district, regional, or state trips.

There is an implied expectation from our school and Diocese that our coaching staff will serve as exemplary role models for the athletes that they coach. Therefore, any illegal or unlawful behavior will be dealt with according to the policies and procedures established by the Diocese of Erie.

As of September 1, 2007, Elk County Catholic High School is a "Tobacco Free School and the use of tobacco products on school grounds is prohibited."

Family Picnic and Bonfire

A load of wood will be delivered to ECC for the annual Family Picnic. Additional wood, pallets, or other material may NOT be added to the bonfire by the students. The building of the bonfire will be supervised by the fall sport coaches.

All fall sport athletes will be introduced at the family picnic by a member of the coaching staff. All fall coaches and fall athletes are expected to attend this event. The schedule of events and order of introductions at the bonfire will be determined by the administration. **Coaches: please support the order of introduction.**

This year's Family Picnic and Bonfire will be held on **Tuesday, August 30.**

Senior Parent Night

Coaches are encouraged to plan and organize their Senior Parent Night. It is the responsibility of each head coach to take responsibility for this event. The Athletic Department will provide a single corsage for the mother of all senior players, stats, and managers. Any additional help needed by the head coach will be provided by the Athletic Department.

Head coaches may elect to include other activities in addition to the traditional senior night. Cost of this event will need to be shared by team members, coaches, and parents.

Retaining Parochial Students

It is crucial that our coaches, athletes, and administration are very active in retaining the students that attend our local elementary schools. These students are our "future," and it is very important that we have programs in place to ensure that Elk County Catholic and its sports program are portrayed in a very positive fashion.

On the other hand, it is illegal and unethical for a representative of our school to approach a student, or a parent or guardian of a student, from a public school for the purpose of influencing that student to transfer to Elk County Catholic. The penalties are very severe and this activity will NOT occur by our coaches or any school personnel.

If you feel that any of the students that attend Elk County Catholic, or the local elementary schools, are being recruited or talked to by other schools, please see the administration of ECCSS to report such incidents.

Pre-Game Meals Served During School Lunch

If a playoff game or special contest is scheduled in the early afternoon, it may be necessary and/or beneficial for a coach to arrange a “special meal” for their team. If this meal occurs during school hours, the following procedure should be followed:

- If a timeline permits, the request for a special meal should be made one week prior to the contest.
- The initial request for a pre-game meal must be made to the Athletic Director. The Athletic Director will then consult with the principal and the cafeteria manager.
- The meal must be consistent with nutrition that would be appropriate for a pre-game meal.
- Special meals, served during “school time,” are not to be scheduled as a reward, party, or “team building” activity. Pre-game meals are prepared for the purpose of providing the proper nutrition for an activity that will occur within the next 4 to 6 hours.
- Cost of the meal is the responsibility of the coach/advisor or parent group serving and preparing the meal.

The meal must be prepared in a manner that would not interfere with the normal operation of the school cafeteria, cafeteria manager, or cafeteria staff.

Transportation Policy

In accordance with policy 402.3 of the Erie Diocese, coaches are not permitted to use electronic devices while operating our school vans.

COACHING – COMMUNICATION GUIDELINES

Coaches’ Communication Notes

One of the biggest responsibilities of a head coach has, is to promote his/her program. To do this effectively you must do the following:

- (1) Get along with & enjoy talking to the media or at the minimum talk to media
- (2) Seek out the media & publicity when the media does not seek you out
- (3) Always put a positive spin on your program and your opponent.

Don’t underestimate the impact of your words & comments. You would be surprised who is reading. As a guideline use the following rules:

RULE #1: You are a master of what you DO NOT say and a slave to what you DO say.

- a) You can never take anything back once it is in print.
- b) The media may not get it right so tone it back even more. Be prepared for misquotes.

RULE #2: Anything you say can and will be used against you.

- a) Don’t use media to fire-up or send message to your **players**
- b) **Parents** will analyze your comments so be careful of what you say
- c) Your **opponents** are always looking for bulletin board material so don’t give them any.

RULE #3: Don’t fight any battles in the newspaper or on the radio.

- a) Keep your problems & concerns “in house” and behind closed doors.
- b) Be careful; some reporters DON’T know what “off the record” means.
- c) If you say it, then expect it to appear in print.

RULE #4: If you are distraught, upset, or unnerved make yourself unavailable for any comments.

- a) Make yourself unavailable in a positive fashion
 - 1 – By talking to your team for an extended time.
 - 2 – Not by blatantly ignoring the media.
 - 3 – When you calm down then talk to the media.
- b) It is better not to say anything than say something you will regret.

RULE #5: Don’t be sarcastic, bold, cynical, humorous, obnoxious, or condescending. BUT don’t try to be someone you are not. Be yourself.

- a) Most won’t understand, so why give them something to figure out?
- b) The game is tough enough without undue pressure on the team
- c) Humorous comments usually backfire
- d) Keep your ego to yourself

RULE #6: Remember that it is just a game – nothing more and nothing less. And remember it is not your game, it’s the kids’ game.

Messaging and Electronic Mail

It is the recommendation of the Erie Diocese and the policy of Elk County Catholic High School and the Athletic Department that any messaging or e-mail communications that are sent between a coach and an athlete be of an informational nature only.

Acceptable uses of messaging between coach and player would include such things as changes in practice, meeting, or bus times. If you use email to communicate with your athletes, use their Gmail account (first initial followed by last name followed by graduating year followed by eccss.org). For example: jdoe12@eccss.org.

If a coach decides to utilize a group messaging app, look into using an app that allows for the coach to send out a message to all teammates, but allows athletes to *only* respond to the coach, not all other teammates. Messaging apps that allow group chatting between members are not acceptable. Any questions as to how to use messages apps can be directed to the Technology Department.

Social Media Interaction

Coaches should not be interacting with or “friending” students on any social media sites, including, but not limited to, Facebook, Instagram, Twitter, and Snapchat.

Coaches should communicate to all athletes that many colleges regularly check Facebook and other various social media accounts of the athletes that they are recruiting. Students should be aware that many times athletes are denied scholarship opportunities by the personal nature of some of the things that are posted by individual Facebook account holders.

Please refer to the addendum on social media for more details.

Treatment of Athletes (Verbal Guidelines)

The student-athletes of Elk County Catholic High School are to be treated with respect and dignity by all coaches and staff members. A good rule of thumb is to treat your athletes the way you would wish that your own sons or daughters would be treated.

Comments, criticisms, and correction should be done in a manner that will not degrade, dehumanize, or humiliate the student-athlete. Abusive language or insensitive comments will not be tolerated.

Coaches are asked to think before they correct and to choose their words carefully as to build respect and self-esteem in their athletes. References to players in any derogatory manner will not be tolerated by the school or Athletic Department and will be dealt with swiftly by the administration. The success of any organization is based on the ability of that organization to make constant improvement. Look to build character through positive encouragement and constructive criticism. Choose your words wisely.

When discussing student-athletes with members of your coaching staff, make sure you do that in an environment in which you cannot be overheard and your conversation remains private and confidential.

Individual Player Meetings

In any one-on-one meetings between players and coaches that relates to a private, personal, or confidential matter, and that is beyond the scope of athletics or team dynamics:

- (1). Have a second adult present in the meeting with any athlete.
- (2). Do not meet behind a closed door if a second adult cannot be present. – line of site always
- (3). Seek appropriate professional help / attention if the problem is beyond your scope of expertise or if the situation warrants intervention.
- (4). Do not talk about or discuss other athletes in one-on-one meetings with individual athletes.

Individual Parent Meetings

It is always good to try to resolve any issues or problems at the level at which it occurs. If a parent meeting is warranted, do not hesitate to schedule one. If a meeting is asked for by a parent do not hesitate to have it. In the event that this meeting does not resolve the issue a meeting may be scheduled with the athletic director, principal, or school system president.

Please note that as a coach you are under no obligation to discuss playing time or team strategy. As a matter of fact, it is probably wise for you not to discuss those issues. Make sure you are upfront with the parent that those issues are off limits.

At no time should you ever discuss other student athletes when you are meeting with a parent. The Athletic Director is available to mediate or sit in on any individual meetings with parents.

Keeping Kids Out of the Middle

Adults (coaches) need to make adult (coaches) decisions and have adult (coaches) conversations and keep the kids (athletes) out of the middle. Before the season, coaches should meet to discuss things such as “out-of-season” participation in events that are occurring during another sport season. In this way, athletes are not pulled in different directions.

Chain of Command

Organizations work because the people in the organization practice sound group dynamics. Important components of those dynamics include a trust in leadership; a belief in the mission; and a willingness to follow a proper “chain of command” when problems or concerns develop. Please contact the Director of Athletics with any problems, concerns, or questions concerning your program, your athletes, or any of your coaches.

Crusader coaches should not make direct contact, call, or write any member of the District 9 Committee, PIAA executive staff, individual sport chairman, or PIAA official concerning a decision, ruling, or bracket pairing. If necessary, the Athletic Director or Principal will take responsibility for establishing correspondence with the proper authority.

COACHING – OUT-OF-SEASON RULES & REGULATIONS

Player & Parent Preseason Meeting

Coaches are requested to have a preseason informational meeting or “meet the players night” prior to the start of your practices or games. This is a good opportunity to discuss team rules, regulations, and expectations. It is also a good opportunity for any administrative tasks.

PIAA on Competition Prior to Start of Season

A policy by the PIAA states that 10 days prior to the start of the first official practice, teams may not participate in any contests or events (such as summer leagues, shoot-outs, seven-on-sevens, or tournaments) against another school. Coaches can continue to meet with their athletes up to the first day of scheduled practice.

During the school year, conditioning may be held with no restrictions. Open gyms and open fields may be held 3 days a week with each session a maximum 2 hours. During the summer, there are no restrictions as to the number of days per week sessions may be held.

Open Gym & Open Field Policy

Out-of-season coaches are encouraged to provide a structured and meaningful pre-season activity for their athletes. Those athletes who are not participating in an in-season activity are encouraged to take advantage of this opportunity.

Also, those athletes who have permission from their in-season coach to participate are likewise invited to participate in pre-season or post-season “open gyms” or “open fields.”

The following guidelines apply to preseason work:

1. All preseason activity must be voluntary in nature.
2. Preseason sport specific activity cannot exceed 2 hours a day, and cannot be more than 3 days a week.
3. Preseason activity should be open to anyone interested in participating in the sport.
4. Preseason coaches **MUST** contact in-season coaches to get their feelings on players participating in the preseason workouts. It is then up to the **PRESEASON** coach to limit participation of those players who are **NOT** eligible to participate. In-season coaches should also fully explain their individual policy to their players.
5. Coaches should never put players in the middle of any adult situations. The wishes of the in-season coach must be honored. Please deliver a positive and encouraging message to all of your players.
6. Safety is the #1 concern of preseason, as well as in-season workouts. Please be aware of any concerns or issues.
7. Students who participate in open gyms or open fields outside of the defined sports season are doing so on a volunteer basis. Playing time or status on the team **CANNOT** be determined by participation in these voluntary workouts.
8. By definition, open gyms are limited to students from the hosting school and students from other schools are not permitted to participate.

PIAA Policy on Out-Of-Season Activities

Outside of the defined-season for sports:

1. PIAA member schools may not sponsor Teams in that sport under the Elk County Catholic name.
2. PIAA member schools, Coaches and/or students of PIAA member schools may be involved in activities such as training programs, recreational activities, Open Gyms, clinics, and camps provided that any participation by Coaches and/or students is as private citizens and is voluntary as described below;
3. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on Teams that are not affiliated with PIAA member schools during the out-of-season period. Coaches and other PIAA member school personnel may not require a student to participate in a sport or a training program for a sport outside of the PIAA-defined sport's season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary; and
4. The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the principal, with the exception of football equipment, may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies.

COACHING – IN-SEASON RULES & REGULATIONS

Splitting Varsity Squads

It is now legal to split a varsity squad and attend two different events on the same day. In past years this, was illegal. Both events count as a competition against the maximum number of contests permitted per sport. Coaches may not attend any events that are not scheduled by the Athletic Department.

Cutting Policy

Roster limitations are established by the individual coaches. Some sports require that tryouts be held and a set number of athletes be carried on the team. Coaches are required to inform the Athletic Director prior to the start of the season as to the number of players that will be carried on the team, the method for establishing the roster, and the method for informing those student athletes who do not make the squad. Coaches are not permitted to inform players of cuts by way of posting. Coaches must meet face to face with athletes who are being cut.

Cutting at the junior high and junior varsity level should be avoided if at all possible. The cutting policy does not mean that coaches may not terminate athletes for missing practices or for behavior that is unbecoming of an Elk County Catholic student athlete.

Supervision of Athletes

All practice sessions, game activity, and weight room activity must be directly supervised by the coaching staff. A coach under the age of 21 may not be permitted to be left solely responsible for supervision of athletes.

Practice Sessions & Limitations

PIAA policy limits practice to no more than six days in any calendar week during the regular season. ECCSS policy does not allow practice to be held on Holy Thursday after 6:00 p.m. (with every attempt made to not schedule events this day), all of Good Friday, and from 6:00 p.m. on Holy Saturday through Easter Sunday. Practices on all other Sundays will only be permitted to be scheduled if unusual circumstances dictate and only with the approval of the building principal.

During each sport specific season, Sunday practices, meetings, or film sessions will only be permitted to be scheduled when unusual circumstances dictate such a need for a practice session. These circumstances include, but are not limited, to the following:

- (1). A play-off game scheduled for the following Monday
- (2). Weather or other circumstances that prohibit practice on Friday or Saturday

Due to the nature of off-season tournaments, leagues, and activities, students who participate in these types of Sunday activities are doing so on a voluntary basis outside the confines of the PIAA defined sport season. These activities are matters between the parents, coaches, and the athletes themselves, and they do not fall within the guidelines of the PIAA defined season. Organizers for these events need to ensure that the scheduling of these activities will not interfere with students being able to fulfill all religious obligations for Sunday.

Only approved and scheduled activities will take place on Sundays at Elk County Catholic High School. Due to the diocesan policy on Sunday activities, no activities involving students will begin before noon.

It is very important that coaches announce practice times to their teams and then adhere to the times that are announced. This is especially important for our younger athletes and out-of-town athletes. Please be conscientious about ending practices on time.

Coaches should distribute weekly, monthly, or an entire season practice schedule to their athletes. This will assist parents with transportation and family matters and will also allow students to adjust their work schedules if they are employed. Many of our student athletes do have part-time jobs and some of our athletes use this income to pay for their tuition.

Scrimmage & Practice Regulations

You may not scrimmage alumni or other adults during your season.

You may not have former athletes, adults, non-coaches, or alumni practice, drill, or throw batting practice.

You may not scrimmage the JH team vs. JV or Varsity team.

You may not scrimmage the boys' team vs. girls' team.

You may not practice the JH team with the JV or Varsity team.

You may play the alumni in a regular season contest – but this counts as a contest.

- NOTE: (You must have permission from the AD & it counts as a contest.)

Scrimmages

Each sport is entitled to a maximum of two (2) scrimmages or inter-school practices. Any inter-school practice session is considered a scrimmage according to PIAA guidelines. Scrimmages may not be held until teams have completed five practice sessions and it is the 6th calendar day after the first official day of practice.

Coaches are permitted and encouraged to make prior contact with coaches of other schools for scrimmages, but final confirmation must be made by the Athletic Director.

Coaches are reminded that since inter-school practices count as a scrimmage, they are not permitted to make any arrangements to practice or play a team during the confines of that sport season.

Individual athletes and/or teams that have qualified for District Championship Contests and have concluded participation in their Regular Season Contests are permitted to engage in an unlimited number of Inter-School Practices or Scrimmages in the sport involved until the individual athletes and or teams are eliminated from District or Inter-District Championship Contests. Interschool practices or scrimmages MUST be cleared by the Athletic Director.

School/Practice Cancellation Policy

As a general rule, if school is closed or dismissed early because of inclement weather conditions, all school-related activities are canceled. A school board policy does allow in special circumstances contests to be played. This policy was adopted in 2005.

In the event that school is canceled due to an unfavorable forecast, cold weather condition, or other unspecified event that does not materialize, or if unfavorable conditions that are present early in the day no longer pose a threat to travel, coaches and activity advisors may conduct activities that would be attended on a voluntary basis (attendance by participants cannot be made mandatory). Activities may only be held if permission is granted by two administrators in conjunction with the coach/advisor. (Adopted by ECC School Board on 12/11/03)

Students are not to be in the building or on the grounds for any reason in the event that school is canceled and all school-related activities are canceled.

Disqualification from Contests

Head coaches must report any disqualifications (coach or athlete who has been tossed out of a game) immediately to the Athletic Director. By PIAA rule, that athlete or coach must sit out all contests played for the remainder of the day and the next contest of the level of the ejection.

“Any disqualification that involves foul or vulgar language, ethnic or racially insensitive comments, or physical contact will be disqualified from competition for the remainder of the day and for the next two contests.” (PIAA Handbook, under Supplemental Disqualifications).

When a coach or athlete receives the supplemental disqualification, in addition to a two-game suspension, before returning to competition, they must complete the NFHS sportsmanship program. Before a coach can return, they must also complete the NFHS Teaching and Modeling Behavior program. Both programs can be found at NFHS Learn online.

Players and coaches are NOT to return to contests after a disqualification until a meeting is held with the Principal, Athletic Director, and Coach.

National Anthem

Coaches are asked to instruct their athletes concerning the proper demeanor while the National Anthem is played before contests. Athletes should stand at attention, remove hats, helmets, or headgear, and place their right hand over their heart.

Coaches should also note when the anthem is scheduled to be played. Embarrassing situations occur if the team is not aware that the National Anthem has started or is about to be played.

COACHING – POST-SEASON RESPONSIBILITIES

Inventory & Uniform Collection

A complete inventory of uniforms and equipment should be completed and forwarded to the Athletic Director **three weeks** after the conclusion of the sport season using the designated collection forms. Coaches must supervise the collection and return of all equipment and uniforms. Coaches are responsible for any uniforms and/or pieces of equipment that are not returned by the athletes. If any help is needed, inform the Athletic Department.

Season Scores & Awards

At the end of the sports season, all head coaches are responsible for submitting a list of all games played and the corresponding scores, as well as awards attained by individual students. Forms for this will be sent by the athletic director near the end of each sports season.

ECC ATHLETIC DEPARTMENT & COACHING FINANCES

Compensation Schedules

Coaching positions are divided into the following categories: paid, split (one salary is split between two or more coaches), and volunteer.

Coaches are paid in two installments. Payment dates are as follows:

FALL: 1/2 end of September
 1/2 after season is completed and all paperwork is completed

WINTER: 1/2 end of December
 1/2 after season is completed and all paperwork is completed

SPRING: 1/2 end of April
 1/2 after season is completed and all paperwork is completed

Paperwork due after the completion of the season or as directed by the AD in preparation for awards programs is listed on the coach's contract and is as follows:

Closing inventory

Completed season game by game results sheet for all levels of your program

Championships won & special awards or recognitions for players, coaches, team

Roster of all students, managers, statisticians that completed the season

Letter winners & Award winners for the awards program

Projected budget for the following year

Reimbursement

The Athletic Department will reimburse mileage expenses according to the IRS standard mileage rate for official Athletic Department business.

Budget & Purchase Requests

Coaches are asked to submit a budget (or more accurately a “needs list of equipment and gear”) 3 weeks after the conclusion of their season. Included in their budget should be equipment, uniform, and practice requests for the next season.

Items that are needed through the course of the year may be purchased on an as needed basis. Submit requests to the Athletic Director. Do not order equipment without approval of the AD. If you receive equipment with a bill, immediately give the bill to the Athletic Director.

Coaches are not permitted to order any equipment, uniforms, or other items without permission from the Athletic Director. Requests should be made to the Athletic Director and on approval, the AD will place any needed orders or will ask the coach to place such order.

Solicitation of Funds

Many times, individuals or businesses are interested in donating funds to the Athletic Association, our school, or an individual sport. We encourage these donations and are very grateful for our benefactors' generosity. Individuals wishing to donate to a specific sport may do so, and that money can be used at the coaches' discretion and will be placed in a sport specific special account.

Coaches SHOULD NOT contact individuals or businesses on their own and solicit funds for any purpose. This practice of individual solicitations undermines the integrity of the Business & Corporate Appeal that is conducted each year by the advancement office.

Any donations that are made to the Athletic Department or to the Athletic Association will be directed to the appropriate fund. The Advancement Office will be immediately notified of any and all donations. Checks should never be made payable to individual coaches, but made payable to ECCHS.

Special donations that are earmarked for an individual sport will be deposited into a "Special Account" set up within the Athletic Budget. All funds deposited into that "Special Account" will be used at the discretion of the Head Coach.

Individual Fundraisers

Individual sport fundraisers that would include raffles or solicitations are not permitted. However, other activities to raise funds for sport specific needs may be approved by the Athletic Director, Principal, and Advancement Office.

An example of acceptable fundraising type of projects would be the "First & 10 Club," "Tournaments and Shootouts", "Little Dribblers Club," "Little Kickers Soccer Clinic", "Girls Softball Clinic," and "Cheerleading Camps." In addition to providing additional funds for a particular sport, these types of activities help to promote our school and athletic program, provide instructional activities for the youth of our area, and provide a venue for our student athletes to give something back to the community.

Money generated by these events may be used by the coach in his or her program and at his or her discretion. An income/expense sheet should be turned into the Athletic Director and a permanent record of the event will be on file.

All funds should be turned into the finance office at ECCHS. These funds will be kept in a separate account and will be available for use by each specific sport. Coaches are NOT permitted to open or hold bank accounts for individual sports. Any coach that has such an account should close that account and then turn any funds over to the Finance Director.

All personal checks for clinics, camps, or other approved fundraisers should be made out to "Elk County Catholic High School." All bills and expenses will be paid by the Finance Director from the Special Account that are established for each individual sport.

Coaching Clinics

Coaches are encouraged to attend clinics and workshops to help prepare them for their sport season. Unfortunately, there is no funding in the athletic budget for these activities.

POOR COACH AND/OR ATHLETE BEHAVIOR

Erie Diocese Policy on Racial Slurs

The following is a directive from Bishop Trautman date 4/6/00:

“I know that you try to instill sportsmanship in all of your players; however, at times in the emotion of competition young players can often resort to unchristian name-calling and racial slurs. I want it formally stated that in this diocese there is a zero-level tolerance for any racial slurs. If such occurs, that individual will be dismissed immediately from the team. Players must learn how to control their tempers. I would ask that you meet with your players and so instruct them.”

Assault on a Sports Official

Defined: A person who violates section 2701 (relating to simple assault), where the victim is a sports official who has been assaulted during a sports event or was assaulted as a result of his or her official acts as a sports official, is guilty of assault on a sports official.

Grading: Assault on a sports official is a misdemeanor of the first degree.

Definitions: “Sports event” – Any interscholastic athletic activity in a junior high school, high school, college or university in this Commonwealth, or any other organized athletic activity in this Commonwealth, including a professional or semiprofessional event.

“Sports official” – A person at a sports event who enforces the rules of the event, such as an umpire or referee, or a person who supervises the participants, such as a coach. The term includes a trainer, team attendant, game manager, athletic director, assistant athletic director, president, dean, headmaster, principal, or assistant principal of a school, college, or university.

STUDENT-ATHLETE RULES & REGULATIONS

Medical Clearance – Sports Physicals & Recertification

The PIAA requires that all athletes have a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE – Sections 1 through and including 7 completed) prior to the start of their initial sport season each school year. You have the correct form if on the bottom of Section #1 – **Revised: February 23, 2022 BOD approved**

The CIPPE evaluation is a comprehensive seven-page medical history form that is filled out prior to the sports physical and then taken to the doctor’s office for their sports physical. Forms also required include: Competitive Extracurricular Activity Drug Testing Form, and Parent Acknowledgement Form, which includes - acknowledgement of risk; trainer consent; consent to transportation in an emergency and for contests & practices. Original copies of all forms are kept on file in the Athletic Directors office.

Prior to the start of subsequent sports within the same school year, students are required to have a recertification form (Section 8) completed and signed by the parents.

When a student is injured during the season in order to return to competition during that season or to be eligible to participate in the next season, a doctor's recertification form (Section 9) is necessary.

Sport physicals are scheduled by the Athletic Department and are given during the summer months at no charge to the student athlete. Athletes may elect and are encouraged to schedule a physical from their own physician in lieu of getting one through the school. Athletes who miss the physical dates during the summer will be required to get a physical from their family physician.

A copy of the Emergency Medical form must be in the possession of the coaching staff at all practices and games. Prior to the first practice the head coach will insure all proper medical forms have been completed and correctly signed.

Students may not practice without the completed physical form. Coaches should immediately turn in any medical forms, including completed physicals or recertification forms, to the Athletic Office.

Student Eligibility

Students who are involved in sports at Elk County Catholic recognize that participation in interscholastic athletics is a privilege and participation must not interfere with academic progress. Elk County Catholic endorses Article X – Curriculum of the PIAA Handbook and adheres to all six sections in the document.

ECCHS follows the PIAA grading standards of eligibility for the first four weeks of the semester. The PIAA standards state the student athlete must pass four full credits to be eligible.

After the fifth week, ECCHS **may** require that all participants have less than two failures in any weekly evaluation. Two failures **may** result in a one-week suspension from interscholastic contests. Eligibility is determined on Friday of each week. The period of ineligibility runs from Sunday to Saturday with students and coaches being notified of eligibility on Friday by the Guidance Department.

ECCHS uses Plus Portals which gives immediate access to parents and students when grades are uploaded by teachers. This system shows grade status for the student.

IST students will be evaluated on a case by case basis. Students in the IST program must meet the PIAA minimum requirements of passing at least four full-credit subjects, or the equivalent.

Any student who is ineligible for athletic contests are NOT be released from school to travel to competitions with their team. Students who are ineligible must remain in school for the entire day.

During any week of ineligibility, the athlete may not participate in schedule contests, but may practice at the discretion of the head coach. The ineligible students are encouraged to travel with the team to away contests as long as there is not an early dismissal.

At the conclusion of the first three grading periods, if a student's does not pass four full-credit subjects, or the equivalent, they will be ineligible to participate in interscholastic athletics for the first

fifteen (15) school days of the next grading period. If a student does pass a minimum of four full-credit subjects they are eligible for participation with the start of a new grading period.

At the end of the school year, the student's final credits in their subjects, rather than their credits for the fourth grading period shall be used to determine their eligibility for the remaining Spring Sports Season and for the beginning of the next Fall Sports Season. Students who do not pass four full-credit subjects, or the equivalent, will be ineligible for the remaining Spring Sports Season and for the first 15 days of the next school year. If a student does pass a minimum of four full-credit subjects, or the equivalent, they will be eligible for the remaining Spring Sports Season and for the start of the Fall Sports Season.

According to PIAA regulations, a pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of forty-five school days following his twentieth day of absence. For exceptions see Article III – Attendance Section 3 of the PIAA By-Laws.

A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year. Article I – Age Section 1 of the By-Laws.

To be eligible to participate in a sport, athletes must be amateurs in the sport. A complete list of amateur requirements can be found in Article II – Amateur Status and Awards Section 1 of the PIAA By-Laws.

Students are ineligible for interscholastic competition after they reach the end of their fourth consecutive year (8th consecutive semester beyond the 8th grade year) without regard to the actual period of attendance. Students are also ineligible if they have participated in 6 seasons beyond the 6th grade or 4 seasons beyond 8th grade.

Student Absences

A student must be in school a minimum of one half of a day in order to be eligible to participate in an interscholastic event or practice session that afternoon or evening. A student who comes to school late due to illness will not be eligible unless they are in school by 11:30 a.m.

A student who leaves school after 11:30 a.m. due to illness will be ineligible to participate in an interscholastic event or practice session that afternoon or evening unless they have expressed consent from the parent, coach, athletic department, and principal.

A student who is out of school with an excused absence will be permitted to participate in an interscholastic event or practice session that afternoon or evening. Excused absences include, but are not limited to, the following: doctors, dentists, or orthodontists' appointments; funeral or family emergencies; college visits; school field trips; excused family trips.

According to PIAA regulations, a pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of forth-five school days following his twentieth day of absence. For exceptions see Article III – Attendance Section 3 of the PIAA By-Laws.

Vacation Policy

Student athletes and their parents are requested to plan their vacations as to be ready to participate on the first scheduled practice date for their particular sport. This is especially important for the start of fall practices. Due to roster limitations, there is no guarantee that a roster spot will be held for athletes who are not able to begin practice at the scheduled start time for their particular season. Please use common sense when dealing with family events and family vacations and understand that the student athlete many times does not have a say in when the vacation was planned.

Student Tardiness After Games

Students are expected to be in school following all contests and games regardless of the arrival time back at school. After the second tardy following a game the student athlete will have a meeting with the school administration with possible discipline action to follow.

Athletes Switching Sports

Student athletes may not elect to join a sport after the first week of practice. Athletes may not switch sports after the second week of practice. Any athlete that switches sports will be required to participate in the minimum required preseason practices before participating in their first interscholastic event. Any athlete who switches sports must have permission from both coaches and the Athletic Director.

In unusual circumstances the above guidelines may be waived upon a meeting with the Head Coach(s), Athletic Director, Principal, parents, and athlete.

Detention

Students who are assigned a detention by the vice principal must fulfill their hours in detention hall as set forth in the school discipline code. Interscholastic events, practices, or team meetings do not excuse a student from detention.

SPORTS SPECIFIC REQUIREMENTS

Baseball/Softball Gymnasium Requirements

Anyone inside the batting cage either throwing batting practice, feeding a pitching machine, or taking batting practice – athletes or coaches – must be wearing a helmet. Catchers in catching gear must use floor mats when in a catcher’s position to avoid scraping the floor.

Contact Football Camps

Students participating in contact activities will lose athletic eligibility in the sport of football for a period of one year from the date of such participation.

ARTICLE XVI, SEASON AND OUT-OF-SEASON RULES AND REGULATIONS, Section 2, Rules and Regulations, subsection C, Football, of the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA") By-Laws, provides in relevant part as follows:

C. Football. The following sport-specific rules modify the provisions otherwise set forth in this ARTICLE. To the extent any other provision in this ARTICLE is inconsistent with this Section, this Section controls.

1. For purposes of this Section, “Physical Contact” means blocking and/or tackling. “Physical Contact” does not include contact with blocking and/or tackling dummies, shields, and/or sleds; and/or minimum risk “form” blocking or tackling.

2. Students who engage in Physical Contact at football camps and/or during clinics and/or drills, or similar or comparable functions or activities, and/or during Practices, Inter-School Practices, Scrimmages, and/or Contests, outside the PIAA-defined football season are ineligible to participate in interscholastic football for a period of up to one year from the date of such participation. Coaches assisting and/or supervising in Physical Contact by students from PIAA member schools, outside the PIAA defined football season are ineligible to Coach interscholastic football at any PIAA member school for a period of up to one year from the date of such conduct.

3. Outside the PIAA-defined football season, the Principal may permit students of the Principal’s school to use the school’s helmets and shoes for NON-PHYSICAL CONTACT skill related instruction supervised by school approved adults or at instructional camps (shoulder pads are not to be worn except for quarterback throwing activities). This provision is to promote student safety in football-related activities that do not include Physical Contact.

4. Outside the PIAA-defined football season, in addition to PIAA member school sponsorship of activities defined in Section 2.A(3) of this ARTICLE, PIAA member schools may sponsor non-contact 7v7 programs provided that any participation by Coaches and/or students is voluntary.

5. In recognition of the unique circumstances within those PIAA member schools that are absent of any junior high/middle school interscholastic football program, students enrolled in and attending those member schools in grades 7 and 8 may annually participate in the out-of-season interscholastic football program organized and operated as National Football League (NFL) Junior Player Development. A student’s participation shall be limited to a maximum of two weeks per year.

6. Nothing in this Section shall prevent any student from participating, up through the completion of 8th grade, on community based non-school affiliated youth fall football programs through December 31st of that fall football season.

The loss of eligibility is not restricted to participation in contact camps located within the boundaries of the Commonwealth of Pennsylvania. Just as students who receive financial compensation for playing in a sports Contest in another state still violate the rules relating to amateur status, students do not escape the "no contact" restriction by doing so in another state if they desire to participate on a football Team of a PIAA member school.

Competitive Spirit Cheerleading – “Winter Cheerleading”

Winter Cheerleading is now called “Competitive Spirit.” Girls who elect to cheer in the winter will be on the “Competitive Spirit” cheerleading squad and will be responsible for sideline cheering at the basketball games and competition cheerleading at local, district, and state events. Fall cheerleading will remain as it has always been.

The Competitive Cheerleading Team will start practicing in the summer/fall, and students who are participating on this squad will be permitted to play a fall sport since Competitive Spirit is a Winter Sport.

BUILDING ACCESS INFORMATION

Building Security

At no time should any doors be propped open. If necessary double swipe to key open doors.

Card keys are given to coaches upon request. These keys will access the chapel entrance and back locker room entrance. Head coaches, who need access to the front doors (due to bus transportation), will be given that access upon request.

Coaches are responsible for turning off all lights and locking all doors after practice or games. The coach is also the last person from a team to leave the premises. This includes after practices, home games, and when the team returns to the school from away games.

Coaches who leave from the back of the building still have a responsibility to check the front of the building for student athletes who may be waiting to be picked up. This has been an issue in the past.

Any damage or problems with the building should be immediately brought to the attention of the Athletic Director.

Coaches wishing to use the building on weekends, vacation days, or holidays should see the Athletic Director to schedule an appropriate time well in advance of the days the building is not in use.

The following is the procedure for shutting down the main gymnasium:

- **TURN OFF ALL GYM LIGHTS** – Do NOT turn off any other breakers in the panel in the main gym or auxiliary gym.

- TURN OFF ALL HALLWAY LIGHTS
- LEAVE THE VENTILATION SYSTEM (HEATERS) AS YOU FOUND THEM.
- TURN OFF THE CEILING FANS IN THE MAIN GYM
- TURN OFF THE MAIN HALLWAY LIGHTS LEADING INTO THE GYM.
- TURN OFF ALL LOCKER ROOM LIGHTS.
- LOCK THE GYM OFFICE AND GYM STORAGE ROOM DOORS.
- LOCK TRAINING ROOM DOOR.
- DOUBLE-CHECK ALL LOCKER ROOM DOORS (including direct locker room entrance doors).
- LOCK AND SECURE ALL FRONT DOORS TO THE BUILDING. You can lock the outside doors by double-swiping your card key.
- REPORT ANY DAMAGE DIRECTLY TO AARON STRAUB.

The following is a list of breakers in the Main Gymnasium:

- Turn off Lights – Breaker #21 23, 25, 27, 29, 2, 4, 6, 8
- Turn off Fans – Breaker #10 and #12 – the two working light switches on the walls.

The following is the procedure for shutting down the auxiliary gymnasium:

- TURN OFF ALL LIGHTS. This includes top 8 breakers – two sets of 4. (Electrical panel is located between storage doors). DO NOT TURN OFF BREAKERS IN THE PANEL CLOSEST TO THE DOORS THAT LEAD TO THE WEIGHT ROOM. Turn off the walkway lights. These switches are located by the doors that lead into the gymnasium. Check both of the downstairs locker rooms, bathrooms, and the official's room.
- CHECK ALL DOORS THAT LEAD TO THE WEIGHT ROOM. THESE DOORS ARE DIFFICULT TO CLOSE AND SOMETIMES REMAIN AJAR. Double check the outside weight room door and make sure that it is locked.

The following is the procedure for shutting down the football field:

- CHECK FOOTBALL FIELDHOUSE BUILDING. All doors to the fieldhouse should be closed and locked, including both bathrooms.
- CLOSE THE FOOTBALL GATE. Double check that no vehicles are still parked up at the track before closing the gate.
- TURN OFF ALL LIGHTS. These lights include up at the field and in the school building.
- CHECK ALL DOORS THAT LEAD INTO THE SCHOOL BUILDING. These doors should be closed and locked.

Weight Room Policy

“Due to concerns regarding supervision and potential liability, the administration of the Elk County Catholic School System deems it necessary to restrict access to its gymnasium,

weight room, and athletic facilities. Effective August 15, 2011 only current employees and current middle and high school students of the Elk County Catholic School System shall be permitted to use these facilities. Other persons may be granted permission to use the facilities at the direction of the administration, upon specific request only.”

Coaches, faculty, and staff may use the weight room at any time. Current students and those persons who have been granted permission may only use the weight room when it is “officially open” and properly supervised. Athletic teams may use the weight room at any time but a coach must supervise the room at all times.

Coaches are encouraged to use the weight room for pre-season, in-season, and post-season lifting activity. Proper supervision is vital to the success and safety of the weight training program. Due to the nature of the new weight room multiple teams can use the weight room at the same time and the weight room will not be closed to the exclusive use of a team. In-season sporting activities have first priority on specific machines.

All weights must be returned to the weight trees after each lifting session and all weight bars need to be broken down. The weight room should be locked at all times when it is not in use. All benches and weight machines and cardio machines should be wiped down with a disinfectant solution after each lifting session.

The weight room must be supervised at all times when used by ECCHS student athletes.

Boys Locker Room

Locks for the Boys Locker Room are distributed by the Athletic Office. Male athletes must pay a \$10.00 deposit fee in order to use a locker and provided lock. The athletes will be given their money back if they maintain a clean locker and keep the lock on it at all times. If the athlete does not follow these requirements, he will not receive his deposit fee back at the end of the season. The lock distribution will be a season-by-season issue.

HEALTH & WELLNESS

ECC Multi-Sport Athlete Week Off Policy

When sports seasons overlap, student athletes that have just completed a sport season can elect to take one week off before beginning their next sport.

Safety Concerns

Heat illness & hydration – Never withhold fluids & water. On the contrary, encourage fluid consumption throughout practices and games. Monitor athletes very closely, especially when competing outside in hot and humid conditions. Be cautious of athletes consuming too much water. There is a medical condition known as exercise associated hyponatremia, which is caused from overhydrating.

Concussions, loss of consciousness, & second impact syndrome - Concussions and second-impact syndrome are two potentially life-threatening risks to student-athletes. Student

athletes MUST be seen and cleared by a physician before they can return to practice or games if they have lost consciousness.

Blood-borne pathogens & blood spills – Coaches must use gloves when exposure to blood or other body fluids is anticipated. Immediately wash your hands and other skin surfaces if your skin surfaces came in contact with blood or other body fluids, and also wash your hands after removing gloves. Clean all contaminated surfaces & equipment with an appropriate disinfectant. Dispose of contaminated towels and dressings.

Lightning & severe weather - Coaches must immediately remove their athletes from the field of play and seek appropriate shelter when lightning or severe weather is present. Coaches should not return to play until all danger is past. The PIAA requires a 30 minutes time frame from the last lightning until play is resumed.

Safety inspection of equipment & playing fields – Coaches must inspect all equipment and field conditions to ensure safety. This inspection must be done on a daily basis.

MRSA Virus – Methicillin-resistant Staphylococcus aureus bacteria is a form of staph bacteria that resists the usual arsenal of antibiotics and requires a very aggressive treatment. The MRSA virus has the ability to shut down a school or a sports team if the virus becomes present. The ECC community will work diligently to ensure that all areas of the building including the locker room, gymnasiums, and weight room remain bacteria free. Coaches need to insist on good hygiene for all of their athletes which includes proper washing and care of all practice equipment including pads and helmets.

In the event of a MRSA outbreak, parents, athletes, and coaches will be immediately notified and prompt medical help will be obtained.

Sports Insurance

Elk County Catholic provides an “excess insurance policy” for all athletes. This policy will cover medical costs, as outlined by the carrier that are not covered by the family’s policy. Coverage includes cheerleaders, athletes, and band members who are injured at practice or during interscholastic athletic activities.

The policy is written by the Bollinger Insurance Company and handled by Mr. Steve Straub from the Straub Insurance Agency in St. Marys. Any questions or concerns should be directed directly to Steve Straub at the Straub Insurance Agency at 834-2490.

Emergency Response Plan

Coaches need to be prepared in the event of a medical emergency. The head coach is responsible for the development and implementation of an Emergency Medical Plan. The plan would include, but is not limited to the following:

- Basic foundation in First Aid and CPR
- Access to a phone to secure prompt medical attention
- First aid kit on site that has been checked by the trainer
- Plan to direct medical personnel to the injured athlete
- Emergency medical form in the possession of the coach

Athletic Trainer

The school employs an Athletic Trainer who works in conjunction with the Athletic Director and Head Coach. Students who are injured should see the trainer as soon as possible. An appointment to see the trainer may be made through the coach or Athletic Director. Trainers are contracted through the Rehabilitation Department at Penn Highlands.

Shawna Meyer will once again serve as this year's Athletic Trainer. She is employed with Penn Highlands. We are very proud of our relationship with Penn Highlands and the Rehab Department. This is the **nineteenth** year Shawna has served as our trainer.

The trainer will NOT have set "office hours." She will see athletes in the ECCHS training room directly prior to a home athletic event or during home events at the particular home venue. Shawna will be available to see athletes on the days that our Boys Soccer, Girls Soccer, Varsity Football, Girls Junior Varsity Volleyball, Varsity Volleyball, Girls Junior Varsity Basketball, Girls Varsity Basketball, Boys Junior Varsity Basketball, Boys Varsity Basketball, Varsity Track, Junior High Track, Junior High Boys Basketball, or Cross Country team plays a home contest. At any time, if an emergency arises, please call Shawna and set up a meeting for your athlete to be seen.

Shawna will cover the following home events: Cross Country, Boys Soccer, Girls Soccer, Varsity Football, Girls JV and Varsity Volleyball, Girls JV and Varsity Basketball, Boys JV and Varsity Basketball, and Varsity Track, as well as Junior High Track and Girls Tennis when available. She will also cover away Varsity Football games.

Another responsibility that the trainer has is to stock the medical kits. Please contact Shawna on an as-needed basis. It is the responsibility of the head coach to see Shawna to ensure that the medical kit is properly equipped.

Shawna may be available to see athletes in the clinic immediately after school if a situation exists where she is not planning on covering an event that evening.

A medical director for the Impact program will work with Elk County Catholic High School Athletic program and with Shawna on the evaluation and care plan of any athletes that have been concussed. Once again, this year we will not have a doctor on the sidelines of our home football games.

Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in affiliation with any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Athletic Department of Elk County Catholic joins with the Pennsylvania State Athletic Directors Association in opposing any form of initiation or harassment, known as hazing, as part of any school sponsored activity. Coaches need to aggressively pursue any hint of this activity and take a very proactive role in stopping such behavior.

Coaches have to be in the forefront to head off any issues of hazing, bullying, intimidation, or other forms of student abuse.

Effective as of July 22, 2016, Governor Wolf signed House Bill 1574 into law as Act 2016-31. The new statute amends the PA Anti-Hazing Law so as to extend the applicability of that law to public and private secondary schools (grades 7-12). It includes schools with any of these grade levels; therefore, K-8 elementary schools are also required to adhere to this law.

As amended, the Anti-Hazing Law requires covered schools to adopt and enforce a policy against hazing performed by any individual or organization that occurs in connection with the admission into or maintenance of membership in any organization affiliated with the school. The law also stipulates that hazing constitutes a criminal offense that is classified as a misdemeanor of the third degree.

In order to comply with the new law, each high school and middle school will be required to adopt, enforce, publicize and distribute to all coaches of any athletic team an anti-hazing policy that incorporates the statutory definition of hazing. That definition reads as follows:

"Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

EARLY RELEASE/DISMISSAL INFORMATION

Leaving School Building on Early Dismissal Days

During the school day, students are NOT permitted to leave the school building and go to their vehicles to get athletic equipment or uniforms without permission. For early athletic dismissals, students will be required to bring all equipment and clothing into the school building. This equipment may be placed in the storage area adjacent to the Athletic Director's office.

Early Releases & Dismissals for Athletics

The Athletic Department of Elk County Catholic High School understands the importance of limiting early releases of student athletes. Due to travel considerations, time schedules, district and state tournament commitments, and invitational events, early dismissals are inevitable.

Student athletes understand that it is their responsibility to see their instructors and get all homework assignments. It is also their responsibility to turn in all make-up work and complete tests and quizzes in the timetable established by the teacher.

Students who are currently academically ineligible will NOT be released early for any athletic contests.

Relaxed Dress Code for Early Dismissal

So that we have a consistent policy for relaxed dress for those teams/activities that are released from school early in the school day, the policy will be if a group is dismissed before the start of 3rd period, they may dress in relaxed clothing. If they report to 3rd period for any portion of it, they will need to be in full uniform.

TRANSPORTATION INFORMATION

Transportation to Away Contests

A student athlete must ride on official school transportation to any contests and home from any contests that are outside the confines of the St. Marys Area School District. Students who reside outside of the St. Marys Area School District may elect to join the team at the venue if that away venue is in their home town, provided they have a note.

A student may, with a written note signed by their parents, ride to or from a contest with an adult. Travel must be with the student's parent or, with parental permission, with an approved adult. This note should be presented to the head coach in a timely manner by the student.

A coach must be at least 21 years old in order to drive athletes to and from contests. Coaches must also fill out the Erie Diocese driving form.

School Bus Regulations

It is a state law that all students and adults must remain seated at all times when a school bus is in motion. Also, the emergency doors should be used for emergency use only. Coaches must maintain control of their athletes on bus trips.

Coaches will have a sign-off sheet with them for parents to sign when students are not riding home on school transportation. Any student not riding home with the team must have a note.

School Vans

Elk County Catholic has two vans for use in the Athletic Department – a 9 passenger + driver white van and a 7 passenger + driver gray van. When the vans are in operation, all doors must be locked, all passengers secured by seat belts, and headlights on for traveling safety.

Keys for the vans can be picked up in the faculty room prior to departure. Make sure the van keys have a garage key on the ring. In the event that the trip is on a weekend or vacation

day, it is the coach's responsibility to secure the keys prior to closing of the school. There is a garage door key on all van key rings.

The garage door should be locked and all lights should be turned off prior to leaving on the trip. Upon arrival back at school, the van should be locked back in the garage with lights turned off. Van keys can be returned to the faculty room or placed in the Athletic Directors office. The interior of the van should be cleaned and all garbage should be removed.

Any problems, safety concerns, or other issues with the vans should be brought to the attention of the Athletic Director immediately upon their discovery.

Upon your return back to ECC from away contests – traveling by car, van, or bus - DO NOT dispose of garbage in the trash cans that are located by the main entrance in front of the school building. Collect all garbage and either take it to the dumpsters alongside the cafeteria, or place the bags, cans, and paper in the garbage cans in the school building.

Parking & Driving Concerns

Students who are using the ECCHS football field & track complex are to park in the main parking lot at the school. Students, coaches, and spectators are PROHIBITED from parking on the north or south side of Benedict Street.

Students are also prohibited from parking behind the school by the locker room doors. Coaches are asked to take a proactive role in monitoring the parking along Benedict Street and parking behind the school by the locker rooms.

Coaches are asked to monitor the driving behavior of their athletes on school grounds. Any reckless driving, speeding, or unlawful behavior will result in the loss of driving privileges on school grounds. All coaches should take a proactive role in monitoring the behavior and report any violations to the AD or Vice Principal.

According to the Pennsylvania Law Title 75 §3719, an open-bed pickup truck or open flatbed truck may not be driven at a speed of more than 35 miles per hour if any person is occupying the bed of the truck. Such a truck may not be driven at any speed if a child less than 18 years of age is occupying the bed of the truck or trailer.

MEDIA AND MARKETING

Publicity

A major responsibility of each head coach is to ensure that the media is aware of scores & highlights of each contest. Some sports are covered more aggressively by the local media than other sports. Therefore, some coaches will have a bigger responsibility and a bigger workload than others will.

The local and area sports pages can serve as excellent public relations for our school community. Please take this responsibility very seriously not only with your reporting but also with your comments.

A preseason write-up and picture will be featured in the local paper and tabloid that is put out prior to the start of the season. Please have your athletes dressed in their “team uniform” for this picture. Also, request that any additional individual pictures feature your athletes in their team uniform. Student athletes must be clean shaven for all photos and hair styles and colors must conform to the ECC Dress Code.

Please be aware that you are NOT responsible for writing up and submitting a full article on each game/match/contest. You are, however, responsible for submitting an outline of the event with quotes and details of the game, including the final score and individual highlights.

It is the head coach’s responsibility to turn in results and scores to the media. An excellent way to communicate to the local media is by email that can be sent from your computer or phone.

Out-of-Season Publicity Policy

Coaches are encouraged to continue to develop an “out-of-season” program that promotes an increased interest level in their sport, individual development of their athletes, and development of their team.

Coaches are not to send newspaper releases, news articles, or photos of their accomplishments or participation in out of season activities.

Branding and Style Guide

The marketing team of the Elk County Catholic School System has compiled a set of office style guidelines to be used in all aspects of the Elk County Catholic community including the Athletic Department. Please see the booklet located in the Athletic Office for a complete explanation.

ATHLETIC ADMISSIONS

Ticket Information

- \$4.00 and \$2.00 - Fall Varsity Events
- \$5.00 and \$3.00 - Winter & Spring Varsity Events
- \$3.00 and \$1.00 - JH Basketball Tip-off Tournament
- \$2.00 and NC - JH Girls Basketball & JH Volleyball

*Senior Citizens are admitted at student prices.

- \$6.00 and \$3.00 - All County Tournament Events
- \$8.00 and \$4.00 - District IX Events

Athletic Passes

- COACH & FACULTY PASS - Complimentary admission to holder and a guest
- STUDENT PASSES - \$25.00

BASKETBALL SEASON TICKETS

BOYS ONLY	-	\$55.00
GIRLS ONLY	-	\$35.00
COMBINATION	-	\$70.00

ATHLETIC AWARDS

Athletic Awards Program Guidelines

The Athletic Awards Program is an opportunity to celebrate the accomplishments of our teams and of our athletes in a very timely fashion. In the fall of 2007, Mrs. Sandy Florig developed a set of guidelines to be followed for all Awards programs:

TEMPLATE FOR SPORTS AWARD PROGRAMS

1. Normal procedures – welcome, invocation (Coaches will sit down front in the first row).
2. Announcement of format and welcome by the principal.
3. AD begins with a large “blanket thank you;” the coaches will be informed that it covers everyone except their assistant coaches whom they should recognize personally.
4. Presentation of coaches’ awards:

An **Individual Coach’s Presentation** should include:

- a. Thank you to his/her assistants
- b. Two personal notes of thanks – only if absolutely necessary and not covered by AD
- c. Season Record
- d. Two highlights of the season
- e. Any records or titles set/won
- f. Two outstanding “personal bests”
- g. Presentation of letters – have assistant coach assist you with these awards
- h. Recognition of all athletes & student’s helpers – especially seniors!
- i. Special team awards

*** Varsity sports presentations should be limited to 5-6 minutes / sport. JV 3-4 Minutes

*** Junior High sports should be limited to 3 minutes / sport

- a. Thank you to their assistants
- b. Two personal thank notes of thanks – only if necessary & not covered by AD
- c. Season Record
- d. Two highlights of the season
- e. Any records or titles set/won
- f. Two outstanding “personal bests”

Student athletes attending the evening should dress appropriately. This would include dress pants and a sweater or dress shirt for the gentlemen and a conservative dress or skirt or appropriate dress slacks for the ladies. Individual coaches, along with the Director of Athletics, will stress the importance of a proper and conservative appearance for the evening.

Finally, it is imperative that individual coaches relate to their athletes the importance of attending the Athletic Awards Program. This event is not just for those athletes who will be receiving an award, but an opportunity for all team members to reflect on their accomplishments and say thank you to the coaches and Athletic Association.

For the winter sports program, the co-op athletes will be honored at the St. Marys Area High School Winter Sports Program.

Athletic Awards Criteria

Letter Jackets

To qualify for a letter jacket, a student athlete must meet one of the following criteria:

- Four-year participant in a sport.
- Earn two Varsity letters (one of which can be a band letter).
- Manage or Stat the same sport for four years.
- If the 2nd letter is a band letter, the jacket is presented by the Music Boosters Association at the annual band banquet. The Music Boosters Association by-laws require the student to be a Sophomore, Junior, or Senior to receive a letter jacket.
- If the 2nd letter is an athletic letter, the jacket is presented by the Athletic Association at the seasonal awards program. The student can be a Freshmen, Sophomore, Junior, or Senior.
- Seniors who qualify as a four-year participant will receive their jacket (upon request) from the Athletic Director three weeks after the first official contest (six weeks after the start of practice). The student will turn the jacket back to the Athletic Director prior to the awards program for the “official” presentation.

Letters

In addition to the individual sport criteria, a student athlete may earn a varsity letter using the following criteria:

- A Senior who participates in the same sport for four years will automatically qualify for a letter in that sport.
- Stats, managers, and student assistants who successfully complete four seasons (in the same sport) will be awarded a Stat/Manager’s letter.
- Students who participate for a total of four years, regardless of participation as an athlete or as a stat or manager, will receive a state letter as a senior.

Regardless of how a student athlete qualifies for a letter, the student **MUST** successfully complete the season. This includes participation in all season activities, district tournament events, and state tournament events.

If a student is on schedule to receive a letter and then becomes injured or has an illness that prevents him/her from completing the season, the student will be awarded a letter although they may not reach the total number of points earned on time played. To receive a letter, the athlete must successful complete the season by attending all team practices and team functions.

If a student is a senior and is injured or becomes ill prior to the start of the season, they may wish to join the team as a stat or manager and receive a letter for that participation. If they are an

underclassman and they become injured prior to the start of the season, they will not receive a letter.

Coaches do not have the authority to alter the letter requirements. If unique circumstances warrant it, a letter may be awarded in consultation with the Head Coach, Athletic Director, and Principal.

Coaches have the following responsibilities concerning letters:

- Inform all athletes prior to the start of the season as to the letter requirements for that particular sport.
- Compile an accurate accounting of participation toward the letter.
- Submit to the Director of Athletics a list of all letter winners at the conclusion of the season.

For the purpose of establishing letter criteria ECC athletes are divided into two groups: Statisticians & Managers and Athletes.

A. Stats & Managers A statistician or manager who successfully completes four seasons (in the same sport) will be awarded a Stat/Manager's letter. This is a regular Chenille letter with the word Stat or Manager written at the bottom of the letter. To qualify as successfully completing the season, the Stat or Manager must attend 90% of the events of that particular season.

B. Athletes Unlike the Stat/Manager letter, the Athletic letter is not a PARTICIPATION LETTER. Therefore, the athlete who successfully completes a sport season does not automatically qualify for a letter but must meet minimum playing requirements that are established for each sport.

Participation in district and inter district competition by a team can only help students meet minimum letter criteria. For example, if an athlete qualifies for a letter after regular season play, and then falls below the minimum criteria during playoffs, a letter will be awarded. On the other hand, post season play can help an athlete meet the minimum letter requirements.

An official Elk County Catholic letter will be awarded to students that earn a varsity letter through the cooperative arrangement with St. Mary's Area.

Fall Sports

Football

- Participate in ½ of the total number of quarters played. Participation on non-down specialty teams DOES NOT COUNT for a quarter played. 4th down punt, 4th down punt return and field goals counts toward quarters played.

Boys' & Girls' Soccer

- Participate in ½ of the total number of minutes played in the season.

Golf

- Participate in ½ of the varsity matches. This does not include invitationals.

Girls' & Boys' Cross Country

- Five points are required to earn a letter. One point is earned in a dual meet competition by placing ahead of the opposing team's 6th runner or by being at least the 7th Crusader on the winning team. In District, State, or invitational meets, three points are earned by placing in the top 1/3 of all finishers, two points are earned for finishing in the second-third, and one point for finishing in the last third of all finishers.

Volleyball

- Participate in ½ of the total number of games played.

Cheerleading

- Participate in 90% of all scheduled games, as well as attend all practices and play an active role in all spirit-raising activities.

Girls' Tennis

- Participate in ½ of the total number of matches played.

Winter Sports

Girls' Basketball

- Participate in ½ of the total number of quarters played.

Boys' Basketball

- Participate in ½ of the total number of quarters played.

Competitive Spirit

- Participate on the mat in 50% of all Competitive Spirit competitions and all assigned games, as well as attend all practices and play an active role in all spirit raising activities.

Swimming & Diving

- The letter criteria for Swimming & Diving are set by the St. Mary's Area High School.

Wrestling

- The letter criteria for Wrestling are set by St. Mary's Area High School.

Gymnastics

- The letter criteria for Gymnastics are set by the St. Mary's Area High School.

Spring Sports

Boys' Tennis

- Participate in ½ of the matches played.

Baseball

- Participate in 40% of the total number of innings played.
- A pitcher may qualify by pitching in ¼ of the total number of innings played.
- A player that is filling the position of designated hitter will receive credit for the total number of innings that he is “in the book” as the designated hitter and not just innings that he makes a plate appearance.
- Courtesy runners will receive credit for only the innings that they run.

Softball

- Participate in 40% of the total number of innings played.
- A pitcher may qualify by pitching in ¼ of the total number of innings played.
- A player that is filling the position of designated hitter will receive credit for the total number of innings that she is “in the book” as the designated hitter and not just innings that she makes a plate appearance.
- Courtesy runners will receive credit for only the innings that they run.

Track & Field

- Athletes must earn a minimum of one 2nd place finish per dual meet.
- Single event athletes must rank as the #1 or #2 competitor in that event on the Elk Catholic team and must meet a standard based on the district qualifying standard.

Types of Athletic Awards

<u>Letter:</u>	A chenille letter is awarded for the first varsity letter.
<u>Pin:</u>	A metal pin is awarded for the second varsity letter.
<u>Certificate:</u>	A certificate and pin is awarded for the third varsity letter.
<u>Plaque:</u>	A plaque is awarded for the fourth varsity letter.

Coaches Awards:

Each head coach may select two athletes to be honored at the annual awards program with the presentation of a trophy. The naming of the award is left to the discretion of the individual coach.

In the event of a very successful year, or if circumstances dictate, a third award may be presented. One or more of the following should occur for a third award:

- (1) District, regional, or state championship
- (2) Undefeated regular season
- (3) Top record in school's history in that particular sport
- (4) Establishment of school, district, or state records
- (5) Meeting other noteworthy criteria for the individual sport

Memorial Awards:

ALLEN KOPP	Excellence in Track & Field
LEE FOSTER	Excellence in Cross Country
BILL GAPINSKI	Excellence in Football
LINDA BOLDEN	Excellence in Cheerleading
PAUL SIDONI	Excellence in Football, Basketball, Track & Field
GORDON DAGHIR	Excellence in Girls Tennis
AILEEN HANES	Excellence in Softball
KEN BISH	Excellence in Soccer

Major Awards:

SCHOLAR ATHLETE
EXCELLENCE IN SPORTS AND SPORTSMANSHIP (formerly Dave Geitner)
DISTINGUISHED ATHLETE
EXTRA EFFORT
OUTSTANDING ATHLETE (12 letter winner)

Tri-Athlete Awards:

Given to student athletes who participate in at least one sport in each sport season throughout the course of one year. Serving as a statistician, student assistant, or manager counts for a season of participation.

Athletic Awards Program Dates

FALL AWARDS - **Wednesday, November 16th**
WINTER AWARDS - **Thursday, March 9th**
SPRING AWARDS - **Tuesday, May 16th**
Head Coaches meeting to select major award winners – April 24, 2023

Explanation of Major Awards

The Scholar Athlete, Excellence in Sports and Sportsmanship, Extra Effort, Distinguished Athlete, Paul Sidoni Memorial, and Tri-Athlete awards are presented at the Spring Sports Awards Program. The Scholar Athlete, Excellence in Sports and Sportsmanship, Paul Sidoni, Distinguished Athlete Award, and Extra Effort Award are

selected in voting by the head coaches at a Special Spring Meeting. This year the meeting will be held on **MONDAY, APRIL 24 at 8:00 PM.**

SCHOLAR ATHLETE AWARD - Presented to one male and one female, these awards are the most prestigious athletic awards given by Elk County Catholic High School. Presented to seniors, voting is done by the head coaches. The biography of the winner is read by the principal with the award being presented by the principal.

The procedure is as follows: Nominations are taken from head coaches. Each student nominated is discussed with the following factors taken into consideration: number of letters earned; number of seasons of participation; contribution to sports; leadership; athletic honors; GPA; advanced courses taken; academic honors received; and class rank. From the list of nominations three finalists are selected. Coaches then vote by secret ballot 3/2/1 for the three finalists.

EXCELLENCE IN SPORTS AND SPORTSMANSHIP – Formerly the David Geitner Memorial Award, this award is presented to one male and one female. The awards are presented to seniors with voting done by the head coaches. This is ECC's second most prestigious award. The biography and presentation are done by the Athletic Director. This award is selected after the scholar athletes have been chosen. The following criteria is used: (1) Athlete must be a good student who works to their potential maintaining a 3.0 GPA; (2) Be a positive role-model for the younger athletes of the area; (3) Be a hard worker in practice – showing desire and determination; (4) Be a three-sport participant.

The procedure is as follows: Nominations are taken from head coaches. Each student nominated is discussed with the above-mentioned criteria. Three finalists are selected. Coaches then vote by secret ballot 3/2/1 for the three finalists.

DISTINGUISHED ATHLETE AWARD – The third most prestigious award is presented by the Athletic Director who also reads the winner's biography. This was formerly the Marine Distinguished Athlete. This award is presented to the Athlete who combines athletic abilities with heart and determination and has an over-achieving will to succeed.

EXTRA EFFORT AWARD – The final major award is the Extra Effort Award (formerly the Headmasters Extra Effort Award). Nominations for this award are made by the head coaches and then selected by the coaches with consideration from the Principal. There is not a set number of award winners. The biographies of the athletes are read by the Athletic Director and the awards are presented by the Athletic Director.

OUTSTANDING ATHLETE AWARD – The award is presented to any athlete who receives a total of 12 or more varsity letters in their high school career. A plaque highlighting the sports that he/she excelled in is given to each athlete who reaches this prestigious feat.

PAUL SIDONI MEMORIAL AWARD - The award is presented to “Excellence in Football, Basketball, and Track & Field” with the head football coach, head basketball coach, and head track & field coach selecting the winner. The award winner must be a varsity participant in these sports.

Trophy and Award Retention

District, State, Regional, and League trophies and plaques are kept in the ECCHS trophy case indefinitely. Tournament or Invitational awards are kept in the ECCHS trophy case for one year and then placed in storage. Any ECC student who captures a State Title will have a picture plaque placed in the trophy case.

UNIFORM REGULATIONS & STUDENT-ATHLETE DRESS CODE

Clothing Purchases

Teams, athletes, and parents must gain the approval of all artwork, sayings, slogans, and team apparel before placing any orders. All merchandise must meet the guidelines for the recently established branding and style guide.

Fall Sport / Spring Sports Hair & Dress Code Policy When School Is Not in Session

Student athletes are expected to follow the established school policies for hair and grooming with the start of the fall sport practices (i.e. before school is in session). Students are also expected to follow the established school policies for hair and grooming for spring sports when either the seniors have graduated or school is out for the summer. This includes, but is not limited to, color and length of hair, hair styles, facial hair, and jewelry.

Since the local media begins taking photos for publication of our athletes on the first day of practice, and since the school athletic program is an extension of our school and its policies, all such rules and regulations concerning grooming and appearance will be in effect from day #1.

CONCLUSION

Character Education & Sports in Catholic Schools

The following is taken from “The Coaching Mission” by J. Christian Beretta and speaks to the heart of the unique opportunities presented to the coaches who work in a Catholic school:

“The sports programs in Catholic schools have carved out a unique niche in which character education, marketing, alumni relations, community building, school pride, student recruitment and retention, and tradition all converge on the battlefield of athletic competition.

“Catholic schools have a tremendous opportunity – and challenge – to teach Gospel values by building sports programs that focus on learning and demonstrating character. At every sporting event, both parents and public witness the school’s values, priorities, and mission in action. Consider this: While few people outside the student body visit Catholic school classrooms, many attend sports events.

“The good news about sports programs in Catholic schools is that we possess a tremendous legacy of character education from which we can draw. When the American Catholic Bishops published *To Teach as Jesus Did* in 1971, they spoke of the mission of Catholic education in terms of message, community, and service, three overlapping characteristics through which the unique ministry of the Catholic school is to be expressed. Within their remarks is a statement that every Catholic school coach and athletic director should take to heart: ‘Each educational program or institution under church sponsorship is obliged to contribute in its own way to the realization of the threefold purpose within the total education ministry.’”

Pope Pius XII Address to Soccer Coaches

The following is taken from an address that Pope Pius XII gave to a group of soccer coaches entitled *Sport at the Service of the Spirit*:

“Sport, properly directed, develops character, makes a man courageous, a generous loser, and a gracious victor; it refines the senses, gives intellectual penetration, and steels the will to endurance. It is not merely a physical development then, Sport, rightly understood, is an occupation of the whole man, and while perfecting the body as an instrument for the search and communication of truth and helps man to achieve that end to which all others must be subservient, the service and praise of his Creator.”

How I, as an Athletic Director, Can Serve My Coaches

11 Attributes of Effective Athletic Directors

As I mentioned in the introduction, it is both a privilege and honor to serve the Elk County Catholic High School community as the Director of Athletics. I am very committed to serve our School, Athletic Association, Coaches, Athletes, and Parents to the best of my ability.

As an evaluation tool, I am asking our coaching staff and administration to provide feedback to me on the “11 Attributes of Effective Athletic Directors” as prepared by Jeff Janssen of the Janssen Sports Leadership Center.

According to Mr. Janssen, there are 11 key attributes that coaches respect in an athletic director:

#1 – SUPPORTIVE - #1 quality that coaches want from their athletic director is support. Because coaches are constantly being judged critiqued and second-guessed by nearly everyone, coaches want to know that they have their athletic director’s support when they deserve it.

#2 – AVAILABLE TO LISTEN – Coaches want to drop by and talk without having to make appointments. Sometimes coaches just need to vent to their athletic director.

#3 – FAIR TO ALL SPORTS – Coaches want their athletic director to care about all sports and treat them fairly.

#4 – HONESTY AND INTEGRITY – Coaches respect athletic directors who stick to their word – who follow through on what they promise they will do.

#5 – COMMUNICATOR – Coaches want someone with solid communication skills who keeps them up-to-date with the latest information.

#6 – ORGANIZED – Coaches want their athletic directors to be on top of things and to take care of many of the logistical details involved with schedules, game management, and other bureaucratic issues.

#7 – HAVE COACHED OR CLEARLY UNDERSTAND THE DEMANDS OF COACHING – Coaches want their athletic director to be an “athletics” person as opposed to an “administrator” type.

#8 – SOLICITE AND ACQUIRES THE FUNDS AND RESOURCES NECESSARY TO BE SUCCESSFUL – Coaches want athletic directors who are well connected in the community and in the school who can secure the proper political and financial support for the athletic department and their team.

#9 – PROVIDES COACHES WITH FEEDBACK AND HOLDS THEM ACCOUNTABLE – Coaches want to know when they are doing well and when they might need some help. Coaches want someone who recognizes and rewards good performances and addresses or performances by staff.

#10 – VISION FOR THE PROGRAM – Coaches want their athletic director to develop and communicate an inspiring vision for the program. They want an athletic director who has the ambition to set high goals for the department, to be enthusiastic and dedicated.

#11 – VISIBLE – Coaches want athletic directors who are actively and visibly involved with the department. They want athletic directors to be at their games and contests as much as realistically possible and to show interest and support them and their team.

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