**Lakeview School District**

**Athletic Handbook for**

**COACHES AND BOOSTER ORGANIZATIONS**

**2022-2023**

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|  |  |
| --- | --- |
| Superintendent | Dr. Keith Wolfe |
| Principal | Dr. Michelle Young |
| Assistant Principal | Mr. Curt Ace |
| Elementary Principal | Mrs. Nancy Keeling |
| Athletic Director  Assistant to Athletics | Mr. Ryan Harold  Mr. Jason Sample |
| Telephone | 724-376-7911 |
| Fax | 724-376-7910 |
| Athletic Director Email  Assistant to Athletics Email  Athletics’ Website | [r\_harold@docs.lakeview.k12.pa.us](mailto:r_harold@docs.lakeview.k12.pa.us)  [J\_sample@docs.lakeview.k12.pa.us](mailto:J_sample@docs.lakeview.k12.pa.us)  [www.lakeviewsailorathletics.org](http://www.lakeviewsailorathletics.org) |

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**ATHLETIC OVERVIEW**

The Lakeview Senior High School is a District 10 member of the Pennsylvania Interscholastic Athletic Association, which is one of the twelve districts. District 10 includes Crawford, Erie, Mercer, Venango and Warren Counties. The Lakeview School District is located in Mercer County. Lakeview’s interscholastic sports program consists of the following sports:

* **Baseball :** This spring sport is offered for boys at the junior high level, grades 7th-8th and at the varsity level, 9th-12th grades. \*Spring Season: March- June
  + **Baseball has Co-Op with Commodore Perry @ Lakeview**
* **Basketball:** In the fall, this sport is offered to 7th and 8th grade girls at the junior high level.

In the winter, competition includes boys 7th, 8th, and 9th grades at the junior high level, as well as, boys/girls junior varsity and varsity teams, 9th-12th grades.

\*Jr High Girls Basketball: Fall- August/ October

\*Winter Season: November- March

* **Cheerleading:** In the fall, cheerleading is available for football at the junior high level for 7th and 8th grades and 9th-12th grades at the varsity level. In the winter, PIAA Competitive Spirit is available at the varsity level for grades 9-12. Junior high cheerleading is available for 7th and 8th graders, covering junior high boys’ basketball.

\*Fall Season: August- November

\*Fall/Winter Season (PIAA): August- February

* + **Competitive Cheer has a Co-Op with Commodore Perry @ Lakeview**
* **Cross Country:** This fall sport is offered to boys/girls 7th and 8th grades at junior high levels and 9th-12th grades at varsity levels. \*Fall Season: August- October
* **Football:** This fall sport is offered at the junior high level for 7th and 8th grades and 9th-12th grades at the junior varsity and varsity levels. \*Fall Season: August- December
  + **Football has Co-Op with Commodore Perry @ Lakeview**
* **Golf:** This fall sport is offered to 9th-12th grades at the varsity level. \*Fall Season: August- October
* **Softball:** This spring sport is offered for girls at the junior high level, grades 7th-8th and at the varsity level, 9th-12th grades. \*Spring Season: March- June
  + **Softball has Co-Op with Commodore Perry @ Lakeview**
* **Track & Field:** This spring sport is offered to boys/girls at the junior high, 7th and 8th grades, and varsity, grades 9-12, levels. \*Spring Season: March- May
* **Volleyball:** In the fall, this sport is available for girls at the junior varsity and varsity levels, 9th-12th grades. The sport is also offered to girls in the spring at the junior high level, 7th and 8th grades. \*Fall Season: Varsity/ Jr varsity: August- October

\*Spring Season: Jr High: February- April

* **Wrestling:** This winter sport is offered at the junior high, 7th and 8th grades, and junior varsity/varsity levels, 9th-12th grades. \*Winter Season: November- March
  + **Wrestling has Co-Op with Commodore Perry @ Commodore Perry**

**ADMINISTRATIVE ORGANIZATION**

The Board of School Directors shall set policy with regard to conducting the athletic programs with the Lakeview School District. The Athletic Council, within the limits of the adopted School Board policies, serves as liaison between the athletic programs and Board. The Council may make recommendations to the Board. It may not usurp the powers and duties delegated to the Principal, nor may it supersede the action and power of the Board of Directors.

The Council shall be composed of the following members:

Principal, Athletic Director, Two Board of Education members (appointed by the Board of Directors’ President), Two Head Coaches, and the Superintendent.

**The Principal**, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible to the PIAA. He/she may delegate some of those powers, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school, of the Constitution and By-Laws of the PIAA.

**The Athletic Director** is directly responsible to the principal. The primary responsibility of the athletic director is the administration and supervision of the interscholastic athletic program. The athletic director’s duties will be those described in his/her job description and any other designations. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

**The Assistant to Athletics** is directly responsible to the principal and athletic director. The primary responsibility of the assistant to athletics is to assist with the administration and supervision of the interscholastic athletic program. The assistant to athletics duties will be those described in his/her job description and any other designations. He/she will provide the leadership necessary for the day-to-day operation of the athletic department in collaboration with or absence of the athletic director.

**All Head Coaches** shall be responsible to the Athletic Director for the total operation of their respective sports programs. Head coaches will be responsible for normal duties required of interscholastic competition, those duties described within the Athletic Handbook for Coaches and/or any duties delegated by the Athletic Director and/or Principal.

**COACHES INFORMATION**

**Responsibilities of a Coach**

The responsibility of a coach is to properly educate students through participation in interscholastic competition focusing on integrity, respect, sportsmanship and fairness. The interscholastic program is designed to enhance academic achievement and should not interfere with opportunities for academic success. The following guidelines promote the District’s expectations and responsibilities of coaches: (Should coaches or a coaching staff not perform responsibilities listed in this handbook, disciplinary actions may be taken by administration.)

* The coach must uphold the honor and dignity of the profession; adhering to strong ethical and integrity standards in all personal contact with student athletes, officials, athletic directors, school administrators, the media, and the public. The coach shall strive to set an example of the highest moral character, behavior and leadership.
* The coach shall display respect when working with contest officials and rival coaches. The coach shall not indulge in conduct that will incite players or spectators against the officials and/or opposing team. Before and after contests, the coach shall exchange friendly greetings with rival coaches to set the correct tone for the event.
* The coach shall actively promote proper sportsmanship by student athletes, spectators, cheerleaders, booster organizations and administrators.
* The coach shall be modest in victory and gracious in defeat.
* The coach shall inform and discourage athletes from hazing. Hazing activities of any type are inconsistent with the District’s educational goals and are prohibited at all times.
* The coach must recognize individual worth and reinforce the self-image of each athlete. The coach shall strive to develop competence, character, and civility in each student athlete.
* The coach shall establish a realistic team goal or vision for each season and communicate that to the athletes and parents. The coach shall encourage and assist student athletes to set personal goals to accomplish athletic and academic achievement.
* The coach shall immediately inform administration, the athletic director, and child line, should he/she become aware of any suspected child abuse or reports of any suspected abuse. Coaches may elect to be with administration and or the athletic director while making the call. Child Abuse Line- 1(800) 932-0313
* The coach shall immediately inform administration, the athletic director, and crisis line, should he/she become aware of any suspected self-abuse. Coaches may elect to be with administration and or the athletic director while making the call. Crisis Line- 1(724) 662-2227
* The coach must be certified in CPR and trained in concussion evaluation/management and sudden cardiac arrest, as well as gain information on the importance of prevention, care, and treatment of athletic injuries and encourage athletes to see the Athletic Trainer or School Nurse, if available, regarding any injuries. When a significant accident occurs, the coach must report the incident to the Athletic Director.
* The coach must verify prior to an athlete’s participation that the athlete has submitted the following paperwork: a completed PIAA physical form, proper insurance coverage information, the Coach’s rules and expectations, the District Parent/Student Athlete Assurance form, the concussion protocol, and sudden cardiac arrest awareness form. All forms must have the required signatures prior to the athlete participating.
* The coach must take an active role in the prevention of drug, alcohol, and tobacco use by student athletes in accordance with the District’s policy.
* The coach shall be familiar with contest rules and is responsible for the interpretation to team members. Coaches must abide by the rules of the Contest in letter and in spirit.
* The coach shall assume responsibility for care and security of the building during and prior to leaving each practice and game. The coach must ensure all lights are turned off and doors and windows are closed and locked at the end of practices and games.
* The coach shall be the first to arrive and last to leave all practices and games. The coach must ensure all athletes are gone from school premises prior to leaving practices and games.
* The coach, in the absence of the Principal, Athletic Director, and Game Manager, is the acting authority of the school district. For some contests (Golf, Track, Cross Country, Baseball, Softball, JV and Junior High events), the head coach or his/her assistant will be the designated game manager.

**DUTIES OF A COACH**

**Commitment to Athletes**

It is the coaches’ duty to ensure appropriate behavior, safety, and welfare of the members of his/her team during practice and games. Each head coach must conduct a meeting with his/her athletes and parents to review all rules, regulations and requirements of the athletic department, the school district and the coaching staff. The District Parent/Student Assurance form, Concussion & Sudden Cardiac Arrest Acknowledgement, and Coach’s Rules form must be signed by both the athlete and parent/guardian. The coach must keep a copy and forward a copy of each form to the Principal and Athletic Director.

Coaches shall encourage the following behavior for athletes:

* Athletes shall understand that they are leaders and must assume responsibilities at home, in school, and in the community. As a representative of the school and community, athletes must be neatly groomed and properly dressed.
* Athletes shall attend all practices and be punctual unless he/she has an approved and reasonable excuse.
* Athletes shall be encouraged to develop good study habits and work to their maximum scholastically.
* Athletes must be reminded that the use of profane language will not be tolerated.
* Athletes shall be informed that hazing of any type is prohibited.
* Athletes must understand that drug, alcohol, and/or tobacco use is strictly forbidden and District policy will be enforced.
* Athletes shall display respect for authority both on and off the field of play.
* Athletes shall display proper sportsmanship and modesty in victory and graciousness in defeat.
* Athletes must be supervised at all times when under the coach’s jurisdiction. This includes in the locker room, on the bus and also on the field of play.
* Athletes shall be informed on the importance of personal fitness and good nutrition and prevention, care and treatment of athletic injuries and shall seek consultation from the District’s School Nurse or Athletic Trainer, if available.

**District Transportation**

All transportation will be arranged by the Athletic Director; and, a schedule given to the coach prior to the season starting. Any changes to the departure schedule shall be requested by the coach to the Athletic Director prior to the season beginning. The coach shall have his/her team members ready to board the bus at the designated time in the designated location. The coach must use the team bus roster (provided by the Athletic Department) to ensure all athletes are accounted for prior to departing the home and the visiting schools. The coach shall submit the completed bus roster with any parent/guardian notes to the Athletic Department prior to the season ending.

No athletic team or cheerleaders will be transported to events using private transportation unless special permission requested in writing is granted by the Principal. Athletes are permitted to depart visiting schools in private transportation as long as the athlete’s parent/guardian submits a note to the coach or has signed the bus roster provided by the coach. An athlete may only ride home with someone other than a parent/guardian if a note signed by the parent/guardian is presented to the coach prior to departure from the home school. At no time will a student be permitted to ride with a student driver to/from an event.

The head coach shall remind students that riding the District provided transportation is a privilege. Proper conduct is expected and required. The head coach shall ensure that his/her athletes comply with transportation rules and regulations and remind athletes to clean off shoes/cleats prior to entering and to pick up all items, including trash, prior to departing the transportation. The coach shall be the last to depart after checking for items forgotten.

Transportation arrangements for post-season/playoff events will be the responsibility of the Principal and/or Athletic Director. The Principal and/or Athletic Director will determine if a charter bus/van or regular school bus/van will be used as transportation for post-season events. Consideration will be given for distance to the event, the time involved in traveling to the event, and the athletic budget. If a regular school bus or van is determined by the Principal and/or Athletic Director to be sufficient for the event, an outside organization, such as a Booster Organization, can request a charter bus or van with the understanding that the group is responsible for the charter transportation costs.

**End-of-Season Meeting**

At the end of each sports season, the Athletic Director and/or Principal will schedule meetings with all head coaches. At the meeting, coaches will submit a self-evaluation, a complete inventory list of all equipment, season records, outstanding bus rosters, a listing of any outstanding athlete equipment, a request for future equipment and supplies, and suggestions for improvement and/or changes to the sports program.

* Appealing Decisions: The head coach may appeal to the Athletic Council when he/she is not satisfied with the decisions made by the Principal
* Coaches’ Salaries: Coaching salaries for professional staff are established through contractual agreements between the School Board and the LEA. Non-professional staff salaries are established through the Superintendent’s Office and presented to the Board of Directors.
* Resignations: Coaches wishing to terminate their coaching obligations must submit a letter of resignation to the Athletic Director. A letter of resignation from a head coach terminates all assistant coaches’ positions. In the event that a resignation letter from a coach is not submitted, the Principal may recommend to the Board that the one-year contract not be extended and new coaches be hired. All vacant coaching positions will be posted according to the collective bargaining agreement.

**Equipment and Supplies**

Each year the head coach of each varsity sport shall recommend equipment and supplies for purchase within budget limitations for his/her sport including junior varsity and junior high teams. The written request shall be submitted to the Athletic Director on the provided requisition form by the deadline date established by the Athletic Director.

**Extracurricular Activities/Sports Practices**

Students must be under direct supervision of a coach or adult advisor at all times before and after school hours. No one should be in the building or on school grounds unsupervised; this includes those students with practice times scheduled later than directly after school hours. Areas such as the football field are to be used only when permitted. The District is not responsible for the safety of anyone on school property without permission.

**Filming and Scouting of Contests**

The head coach is responsible for filming and scouting the athletic events for his/her sport. A scouting verification form is available from the Athletic Director to access free admission to opponent events. A reimbursement form must be completed and submitted to the Athletic Director indicating mileage incurred during scouting within the financial maximum allowance of $200.00 for regular season events and $100.00 for play-off contests.

**Heat Acclimation (Football)**

Each year, prior to the beginning of the pre-season camp, a five day time span must be used to acclimate the student athletes to the heat. The students must wear helmet and shoulder pads for the first four days and can wear full gear the fifth day. The student athletes must have at least three consecutive days out of the five. The process when done before pre-season camp concludes no more than 48 hours prior to pre-season camp.

**Locker Room/Facility Integrity**

All coaches are responsible for maintaining the locker rooms and sport facilities at all times. Any damages to the facilities will be taken directly out of the guilty sport’s budget. If damages occur the principal and the athletic director must be contacted immediately. All damages will be assessed as per investigation by the principal.

**Mandatory Rules Meeting**

Rules Meetings: All head coaches must attend a PIAA mandatory rules meeting prior to the start of each season as directed by the Athletic Director. The coach shall know the rules and regulations of local, district and PIAA organizations. The coach shall abide by these rules at all times. If any coach does not attend a rules meeting, the coach is responsible for paying the $100.00 fine to the PIAA.

**Mandatory Annual Trainings**

Concussion Awareness: Each year paid and volunteer coaches are required to complete a concussion training approved by the NFHS, which will aid in recognizing and managing the signs and symptoms of a concussion. Coaches are required to follow the District outlined Concussion Management Protocol.

<https://nfhslearn.com/courses/concussion-in-sports-2>

Sudden Cardiac Arrest Awareness: Each year paid and volunteer coaches are required to complete a sudden cardiac arrest training approved by the NFHS, which will aid in recognizing the signs and symptoms of sudden cardiac arrest.

<https://nfhslearn.com/courses/sudden-cardiac-arrest>

**Coaching Education Requirements**

PIAA is requiring ALL coaches (paid and volunteer) to be certified coaches as of July 1, 2016. The Lakeview School District will be providing this mandatory training free of charge to all coaches per the SafeSchools Online Training System.

Listed below are the modules needed to satisfy the Fundamentals of Coaching and First Aid Requirements. All of these courses must be completed to obtain the certificates required for upload to the PIAA website.

* Fundamentals of Coaching Coursework:Athletic Liability, Conflict Management: Managing the Angry Parent, Title IX and Gender Equity in Athletics, Hazing, Steroid and PED Awareness in Athletics, Emergency Operations Planning: Building the Plan, Emergency Operations Planning: Implementing the Plan, Sensitivity Awareness, Conflict Management: Student-to-Student, Diversity Awareness: Staff-to-Student, and Online Safety: Cyberbullying
* First Aid Coursework: First-Aid, Sport Supervision & Safety, Heat Illness Prevention, Student Drug and Alcohol Abuse, AED, and Cardiopulmonary Resuscitation (CPR)
* Other Required Education (SafeSchools):Title IX- Sexual Harassment Training- 5 modules, Act 126- Mandated Reporter Training- 2 modules, Covid-19 Training- 3 modules

**Timeline Requirements:**

Current Paid Coaches: All current paid coaches must have their certifications completed by July 1, 2018. A grace period may be given to coaches with certain circumstances: July 1, 2018 to the first day of mandatory practice of the coach’s given season. Coaches must be certified prior to the first day of mandatory practice of the coach’s given season.

Current Volunteer Coaches: All current volunteer coaches must have their certifications completed prior to the first mandatory practice dates of the coach’s given season.

New Paid/Volunteer Coaches: Once a new coach has been hired by the Lakeview School Board, the coach will have a three month period from the date of hire to complete the Vector Solutions Trainings and successfully upload the certificates to the PIAA website. \*Failure to meet these requirements may result in suspension, deduction of pay, and/or loss of position.

**Vector Solutions Trainings:**

1. Once a new coach is hired, the coach will need to give a current email address to the athletic director.
2. The Athletic Director will set up a profile for the coach within the Vector Solutions database.
3. Once this is complete, the Vector Solutions Training will email the coach to complete the coach’s profile, and the coach will then have access to the training modules.
4. Once the coach has completed the modules, the coach will need to inform the Athletic Director.
5. The Athletic Director will create the TWO certificates and email these certificates to the coach to upload to the PIAA website.

**How to register and upload on the PIAA website:**

1. Visit the Website: [www.piaa.org](http://www.piaa.org/)
2. Click “Login”- the gold box in top right corner of screen
3. Click the “Coaches” Tab
4. Click “Register” to create your profile and follow the step by step process

\* Once you have created a profile, the Coaching Education System becomes available to you (for uploading)

1. In the first section, select the school (s) that you are affiliated- multiple school may be picked if you are affiliated with more than one school
2. In the second section, “PIAA Education Requirements,” upload certificates of completion of the required coaching and first aid courses. You must type in the Safe Schools Coaching Fundamentals and the Safe Schools First Aid names for the classes you will be submitting. One Submission must be made for each certification (You will upload twice: one for each of your certificates).
3. If you wish to upload your sudden cardiac arrest, concussion, or current CPR certifications you will enter these into the third section of “Optional School Education.”

**Travel Expenses/ Meal Money**

Starting the 2022-2023 school year the travel expenses paid and meal money provided will be as follows:

|  |  |
| --- | --- |
| Tournament Type | Expenses Paid |
| District Tournaments (Including Sections/ Districts/Regions) | No travel expense or meal money will be allotted per individual or team |
| State Tournaments | Travel Reimbursement: 0.545 Cents/Mile \*when school provided transportation is not available |
| Tolls/ Fees: Reimbursed with proof of receipt |
| Meal Money: Up to $21.00/ day ($7.00/ meal) |
| Hotel/ Room and Board: Up $135.00/ night |

Please Note:

\* Two paid coaches will be allotted travel payment/ meal monies per tournament. Additional coaches must be requested and submitted for approval to the Principal of Athletics.

\* The Mileage reimbursement amount changes on January 1 of each year. The amount listed above is the current amount for 2022.

\* This table is for all Varsity Sports provided at the Lakeview School District except for boys and girls track and field.

\* All receipts must be provided at the end of each trip to be reimbursed- copies of the receipts will not be accepted.

**Medications**

Coaches are not permitted to dispense any medications to students. However, with written parental permission as well as a Doctor's order, medications can be given at school by the school nurse or certified athletic trainer. Note that the school will not purchase any form of medications for the students; the medications must be purchased by the student/parent and given to the school nurse or athletic trainer with a written parental note and a Doctor's order.

**Postseason Play-Off Rule (Team)**

The Lakeview School District believes that a school district team who achieves finalist status in athletic competitions brings credit to the district. Participation in the postseason play-offs shall be supported by the district contingent upon the winning options as determined below.

Teams requesting participation in post-season play-off competitions must have an overall record of .500 record or better to be eligible for postseason participation; or,

Teams must finish in the following place or better to be eligible for postseason play-off participation:

|  |  |
| --- | --- |
| Number of Teams in Same Classification that Includes Lakeview | What Place You Finish Within Same Classification |
| 1 or 2 | 1st |
| 3 | 1st |
| 4 | Top 2 |
| 5 | Top 2 |
| 6 | Top 3 |
| 7 | Top 3 |
| 8 | Top 4 |
| 9 | Top 4 |
| 10 | Top 5 |

\*\*Teams that do not meet the requirements listed above, may have the opportunity to opt in to the playoffs pending coach’s justification and approval from the Principal, Athletic Director and Assistant to Athletics. The justification must take place a week prior to the opt-in/opt-out deadline from District 10.

**Practice/Game Schedules**

All coaches must submit facility requests and/or practice schedules to the Athletic Director prior to the start of his/her season. There will be NO Sunday practice. However, permission may be granted by the principal if playoffs are involved; and, student athletes can only practice six days in one calendar week during the regular season.

Region sanctioned events will be assigned by the PIAA District 10 committee. All scheduling of non-region games and scrimmages will be done by the Athletic Director and/or Principal in conjunction with the head coach. Schedules for all sports will be posted and updated on [www.usatodayhss.com](http://www.usatodayhss.com/), [www.lakeviewsailorsathletics.org](http://www.lakeviewsailorsathletics.org/), or [www.schedulestar.com](http://www.schedulestar.com/). No overnight scrimmages are permitted. No coach is authorized to reschedule or cancel an athletic event. In the event of a school closing or early dismissal due to inclement weather, all home practices, games, and scrimmages are to be canceled. Participation in away events may or may not be permitted at the discretion of the Principal. In the event of school closings or early dismissals for reasons other than inclement weather, events may or may not be permitted at the discretion of the Principal.

**Publicity**

Coaches shall report game information, statistics, etc. to the media immediately following an event. The Athletic Director and/or Principal will keep the various news media informed on the athletic events and other publicity occurrences relating to the athletic program.

**Recommendations for Assistant/Volunteer Coaches**

Each year head coaches are required to submit a written recommendation for assistant and volunteer coaches to the Athletic Director and/or Principal. All assistant and volunteer coaches should reflect a positive image for the athletic program. Board approval, concussion and sudden cardiac arrest training, and Act 34, 114, and 151 clearances are required for anyone assisting with a program.

**Coaches Release Time**

Any District employee acting as a coach for the Athletic Department must submit a written request for any coverage needed during the season to his/her principal prior to the start of the season. Coaches will be released after their responsibilities to students have been fulfilled. If it is possible to release coaches during the season for necessary coaching obligations, the principal may do so. On the other hand, coaching time shall not infringe in any way on a coach’s classroom responsibilities with students.

**Social Media Guidelines for Coaching Staffs and Booster Organizations**

Social Media has become ingrained in today’s society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Instagram, Snapchat, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Lakeview School District Athletics’ Program recognizes and supports its coaches’ and booster organizations’ right to freedom of speech, expression, and association, including the use of social networks. In this context, each coach/ booster officer must remember that participating in and supporting the Lakeview School District is a privilege and not a right. The coaching staffs and booster organizations represent the school district, and therefore, they are expected to portray themselves and the school district in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team and school district rules and regulations (including those listed below).

* Specifically prohibited behaviors include but are not limited to:
* Sexually Explicit, profane, lewd, indecent, illegal, or defamatory language/actions
* Derogatory language regarding school personnel or other students/ team members/ coaches
* Comments designed to harass or bully students/ team members/ coaches and/or school personnel
* Nude, sexually-oriented or indecent photos, images, or altered pictures

Any violations found through a principal investigation, which disrupt or interfere with the educational process in any manner, may result in suspension, removal from team or booster group, etc.

**Spectators/ Disturbances During Practices**

The presence of spectators at a sports practice is subjective to each sport and the associated coaching staff. The head coach has the right to ask any spectator to leave the practice if causing disturbances/ distractions to the players and the coaching staff.

There cannot be a student's siblings/ children at a sports practice unless under direct supervision of a parent/ guardian.

**Suspensions**

**Concussion Policy Violation:**

Any coach in violation of removing a player who exhibits signs or symptoms of a concussion or sudden cardiac arrest or returns an athlete to play in practice or game prior to the injured athlete completing the required return-to-play steps will be suspended from coaching the remainder of the season. A second violation will result in the coach’s suspension from coaching any athletic activity for the remainder of the season and the next season. For a third violation, a coach will receive permanent suspension from coaching any athletic activity.

**PIAA Suspensions/Disqualifications:**

ARTICLE XIII, Section 8 - DISQUALIFICATION FROM NEXT CONTEST(S).

A. General Rule.

Preamble Sportsmanship is a core principle in interscholastic athletics. Actions which are unethical and/or intended to demean, embarrass, intimidate or injure opposing contestants. Teams, spectators and/or officials are considered unsportsmanlike and will not be tolerated since they are contrary to the purposes of PIAA and convey lessons incompatible with the reason why high school sports exist.

1. Mandatory Disqualification: One Game Suspension. Any Coach and/or contestant who, while Coaching or competing for a PIAA member school, is ejected from a Contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct is disqualified from Coaching and/or participating for the remainder of the day and in all Contests on the next Contest day of the same level (varsity, junior varsity, or otherwise) of competition from which the Coach and/or contestant was previously disqualified. For a Coach, participation in the next Contest includes any contact by the Coach with members of the Team, including other Coaches, between the time that the Team arrives at the Contest site and the conclusion of the last Contest of the day. The Principal must direct the Coach not to attend all of the Contest(s).
2. Supplemental Disqualification: Two Game Suspension. Any Coach, team personnel and/or contestant who, is ejected from a Contest by a state high school association recognized and/or registered official and a component of the ejection is confronting, contacting or addressing a Coach, contestant or official using 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 (2) Contests including all Contests on the next two (2) Contest days of the same level (varsity, junior varsity, or otherwise) of competition from which the Coach and/or contestant was previously disqualified. For the purposes of this provision, the jurisdiction of the official(s) to apply and enforce this rule begins upon the official’s arrival at the Contest site and ends when the official (or the last of the team of officials) leaves the Contest site. The Contest site is defined as premises on which the competition surface is located and includes the entirety of the premises and parking areas.
   1. When the Supplemental Disqualification implicates a contestant, and in addition to the two (2) Contests disqualification, the contestant may not return to competition representing the contestant’s school until the contestant completes the NFHS Sportsmanship program at NFHSLearn (online) and provides a certification of completion of this program to the student’s Principal and the Principal submits the certification to the PIAA District Sport Chairman.
   2. A Coach and/or Team personnel disqualified under this provision may not return to competition representing the Coach’s/Team personnel’s school until the Coach/Team personnel complete the NFHS Sportsmanship program and Teaching and Modeling Behavior program at NFHSLearn (online) and provides a certification of completion of these two programs to the Coach’s/Team personnel’s Principal and the Principal submits the certification to the PIAA District Sport Chairman.
   3. A disqualification under B. above supersedes a disqualification under A. above. A PIAA District Committee may, at its discretion, convene a hearing to address any and all disqualifications and may provide additional penalties as warranted by the circumstances.
3. Discretionary Disqualification: Upon the finding by a PIAA-Appointed Tournament Director, Contest Manager, District Committee, Regional Panel, or, if the conduct occurred in an Inter-District Contest, by the Executive Director or Board of Directors, within their respective jurisdictions, that a student-athlete, Coach, and/or Team, while Coaching or competing for a PIAA member school, engaged in flagrant misconduct or unsportsmanlike conduct/behavior during the medal/award ceremony and while on the premises where a Contest is conducted, said student-athletes, Coaches, and/or Teams may be disqualified from participation in the next scheduled Contest following said determination or any other penalties as determined under ARTICLE XIII.
4. Disqualification From Last Contest of a Season: Any Coach and/or contestant ejected from the last Contest(s) in that sport in a sport season is disqualified from Coaching and/or participating in the first Contest(s) in that sport in the subsequent sport season, at the same level (varsity, junior varsity, or otherwise) of competition, at any PIAA member school or, if the Coach and/or student changes levels of competition, such as from junior varsity to varsity, the first Contest(s) in that sport.

**Trophy Case Procedure**

**Trophy Cases: High School Gym**

1. Region, District 10, and PIAA State Athletic Trophies/ Plaques will be displayed in the trophy cases outside of the High School Gymnasium.
2. 1st place tournament/ invitational trophies from any sport or extracurricular activity will also be displayed in the trophy cases outside of the High School Gymnasium with a 15 year display period.
   1. Any trophies from more than 15 years past will be donated back to the coaching staff/ student athlete (s) that the trophy pertains to.
3. There will be NO Individual Plaques displayed- only those awarded by the Lakeview School District, a scholarship committee, District 10 or PIAA.
4. There will be NO Team photos/ team plaques displayed- only those awarded by the Lakeview School District, a scholarship committee, District 10, or PIAA.

**Glass Case: High School Office**

1. ALL current year trophies may be held in this trophy case for the year
   1. At the end of the year those trophies that make the requirements of the High School Gymnasium trophy case shall be moved and displayed.
   2. At the end of the year those trophies that do not make the requirements of the High School Gymnasium trophy case shall be given back to the coaching staff/ student athlete(s).

**Van Refueling/Usage**

During the summer session (Summer Rec) and or out of season activities, all van refueling will be paid for by the Lakeview School District. After each van is used, the van must be filled to a full tank. After two violations of this rule, the team/coach will be banned from using school transportation for the remainder of the summer session. All van request forms (now online) must be turned in one week prior to the date of travel needed to the Transportation Manager in the administration office. The forms must be filled out fully and correctly and must be signed by approval from the Principal prior to turning the forms into the Transportation Manager.

**BOOSTER INFORMATION**

Booster Clubs/ Support Organizations Policy- School Board Approved Policy

Book: Policy Manual

Section: 900 Community

Title: Booster Clubs/Support Organizations

Number: 915

Status: Active

Legal:

1. Pol. 702

2. Pol. 246

3. Pol. 707

4. Pol. 904

[5. 10 P.S. 162.1 et seq](http://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=1990&sessInd=0&smthLwInd=0&act=0202.)

2482. 10 P.S. 311 et seq.

[24 P.S. 510](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=5&sctn=10&subsctn=0)

Adopted: June 24, 2013

**PURPOSE**

The Lakeview School District Board of School Directors recognizes and appreciates the cooperation, encouragement, and support given by booster clubs and support organizations to various extracurricular, interscholastic athletics, or co-curricular activities of the schools. The Board further recognizes that the purpose of such groups is to assist and support but not supplant activities, music programs, curricula or athletic programs. It is necessary that all district operated activities remain at the school level and under the control, direction, and supervision of the Board through its professional employees.

**DEFINITION**

A booster club or support organization is defined as any parental or community support group that provides services, awards, funds and/or equipment for school district-sponsored programs. These programs shall include, but are not necessarily limited to, athletic and nonathletic as well as interscholastic and extracurricular programs. Only those booster clubs and support organizations operating under bylaws approved by the Board shall be recognized by the school district. Booster clubs and support organizations shall be required to apply for recognition from the Board on an annual basis. The Board wishes to further provide booster clubs and support organizations the opportunity to support local school programs, both athletic and nonathletic; however the Board also acknowledges that these groups must adhere to all Board, district, and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all booster clubs and support organizations which are recognized by the Board shall adhere to the established guidelines. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities.

**AUTHORITY**

The Board recognizes and declares that the role of an approved booster club or support organization is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities or athletics programs of the school district. It must be clearly understood by all club/organization members that all school district-sponsored and district-related activities are under control, direction and supervision of the Board of School Directors through building principals and their designee(s), and the Athletic Director. Booster clubs and support organizations do not have the authority to direct the duties of a school district employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with inter school programs are under the jurisdiction of the school district administration. The Board, Superintendent, principals, and/or the Athletic Director shall have the authority to void or cancel any and all fundraising activities or expenditure programs that they believe are not necessary, appropriate, or in the best interest of the school district and its students. Should the Board deem that the efforts or activities of any group are not in the best interest of the district and its students, the authorization to operate the group may be withdrawn.

**GUIDELINES**

**Finances**

The Board recognizes that the focus of each booster club and support organization is student-centered and, thus, these groups contribute in a material way through services, supplies, equipment or other to school district students. Often, this can have a direct result which lessens the financial burden to the district taxpayers; however, it is the school’s responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.

Each booster club and support organization shall submit to the High School Principal and Athletic Director, on an annual basis, a comprehensive financial plan which shall, at a minimum, outline the proposed fundraising activities, the specific purpose of the fundraising activities, and any anticipated or recently completed major expenditures for the time period. They shall coordinate the proposed fundraising and expenditures so that the High School Principal and Athletic Director can oversee the comprehensive fundraising plan for all groups so as to avoid duplication of effort and improper activities. For purposes of this policy, annual basis shall mean and require that the group submit their financial report and fundraising plan one (1) month before the defined fall, winter, or spring seasons begin. All summer fundraisers must be approved at the May Board meeting. This timeframe permits the Board to approve such reports.

The Board shall expect all booster clubs and support organizations to notify them through the High School Principal and Athletic Director of anticipated fundraisers annually. Fundraisers must be approved by the Board before any tickets are handed out, fliers are posted, items are ordered, or sales begin. Fundraiser forms may be picked up in the high school office.

Each booster club and support organization shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster clubs and support organizations must follow appropriate accounting practices in maintaining and disbursing funds. Each booster club and support organization must require two separate signatures on each check written for payment or donation. These signatures must be two separate board approved officer signatures.

Booster clubs and support organizations shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

All contributions of supplies and equipment must go through the Athletic Director and the Title IX Coordinator before purchasing so as to ensure compliance with Title IX regulations. All contributions of supplies and equipment become property of the Lakeview School District and are subject to related district policies. When using existing supplies and equipment, it must be restored to its original status.[1]

Proposed improvements to the district buildings and grounds being made by booster clubs or support organizations must have the approval of the School Board and the building principal receiving the contribution. Consultants to the booster clubs or support organizations for various projects (i.e., construction) should not be engaged without School Board approval. Carryover funds should be encouraged for long-term success of the group.

**Annual Reports**

On an annual basis, each booster club and support organization shall submit a post-season fundraising financial report to the High School Principal and Athletic Director and confirm that its finances are in good standing and have been reviewed and submitted by the Treasurer. The letter must be signed by both the club/organization President and Treasurer, as well as no fewer than two (2) independent members of the booster club or support organization who are not an officer and will agree to the financial accuracy of the report. The financial report should be submitted within a month after their respective banquet or no later than the last day of school for that school year (pending spring post season play) and shall include a copy of an up to date bank statement. The club or organization shall submit on an annual basis to the High School Principal and Athletic Director a listing of all officers by name and address or names of contact persons who will represent the interests of their club/organization prior to the start of their respective season. Any change of officers or contact persons shall immediately be reported, in writing, to the Athletic Director, who will forward the changes to the High School Principal. Failure to submit the report will result in the suspension of the booster club’s or support organization’s recognition.

**Concessions**

Booster clubs and support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, district facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster clubs and support organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district Student Wellness Policy.[2][3]

Involvement with District (Appendix C- F): Any and all purchases of equipment, materials or instruction for a program or organization shall have the prior written approval of the district Athletic Director or building principal and the Superintendent. No direct payments, outside P.I.A.A. guidelines, shall be made to any student athlete or other participant for attendance at tournaments, camps, or the like, without the expressed written consent of the Athletic Director and High School Principal.

Only those booster clubs and support organizations that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective district activity which it supports. All unrecognized booster/support groups shall be denied the use of school facilities and equipment unless they have properly submitted a third party request for use of the rental of the facilities and equipment.[3]

The head coach or club advisor should have an active role in his/her respective booster club or support organization and the decision-making process of the club/organization. S/He should be involved in the structure of the organization’s agenda for meetings and actively participate in the meeting, but may not serve as an officer in the club/organization. If the head coach/advisor cannot attend, a representative from the coaching/curriculum staff should attend.

**Recognition and Requirements**

A booster club or support organization must adhere to the following guidelines in order to gain the recognition of the Board as an approved booster club or support organization and, thereby, be eligible to work with the respective school district sport which it supports:

The booster group or support organization must submit to the Board on an annual basis the group’s current bylaws or similar rules which govern the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission and policies of the district. These bylaws must, at a minimum, contain the following elements:

* The official name of the club or organization.
* The club’s or organization’s purpose.
* The club’s or organization’s membership eligibility criteria.
* A specific statement that there shall be no discrimination.
* Dues, if any.
* Names and titles of all club officers and the duties of the officers.
* Meeting schedules and requirements, including a copy of minutes that must be submitted to the Athletic Director who will submit them to the Principal.
* The names of all subcommittees of the club/organization.
* A voting procedure that states all votes of the club/organization will be held at a public meeting.
* Any procedure to amend the bylaws or adopt additional bylaws via ratification procedure, if appropriate.

**Concerns**

Concerns or issues of individual members of booster clubs and support organizations regarding the team, athletic program or club should follow the chain of command indicated below:

Step 1 – Coach/Club Advisor.

Step 2 – Athletic Director.

Step 3 – Building Principal.

Step 4 – Superintendent and Athletic Council.

Step 5 – Board of Education through the Athletic Council.

The booster club or support organization must acknowledge that they shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs. Booster clubs and support organizations are adult groups, which sponsor fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours and are not to sell games of chance (i.e., 50-50, raffles, lotteries, etc.).

The booster club or support organization shall acknowledge that the club or organization is in compliance with all rules and regulations promulgated by the School Board, the P.I.A.A. and the laws of the Commonwealth of Pennsylvania.

**Communication**

It is imperative for booster clubs and support organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts if possible. Letters should go home to parents/guardians explaining the fundraisers or club’s or organization’s dues. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on by the club or organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money. Booster clubs and support organizations may charge a fee in lieu of fundraising.

Any booster club or support organization desiring to conduct a celebration of achievement, outside of their banquet, shall request such only after meeting in coordination with the Head Coach, Athletic Director, High School Principal and members of the community government, if applicable. The Board must vote to approve all such activities.

**Alcohol/Tobacco**

Booster clubs and support organizations shall prohibit the sale and/or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on school district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics, and team get-togethers including those held beyond the school year.[3][4]

**Gifts**

Booster clubs and support organizations shall ensure that all gifts or awards shall not be given to students, directly or indirectly, without the approval of the High School Principal and Athletic Director, as may be appropriate. Any and all awards, gifts, or other items given to the participants of said programs must not violate the policies of the district, the P.I.A.A. or the N.C.A.A. This may include but not be limited to gifts of cash, gift cards, or gift certificates.

In conducting its activities, all booster clubs and support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act, or any other requirements established regarding fundraising. No booster club or support organization shall engage in any activities outside the guidelines established by the P.I.A.A. or the state.[5][6]

**ATHLETE INFORMATION**

**Eligibility of Athletes and Insurance Requirements**

In order for a student to compete in interscholastic athletics, including cheerleading, he/she must fulfill all the requirements set forth by the PIAA and the Lakeview School District. This includes compliance with specifications set forth in the Lakeview School District extracurricular participation policy. In all cases, the Administration retains the right to use its discretion in evaluating cases; a student’s past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate. Prior to participation in any/all interscholastic activities, the District Parent/Student Assurance form at the end of the Student Athlete/Parent Handbook, a Concussion and Sudden Cardiac Arrest Acknowledgement, and Coach’s Rules form must be signed by both the athlete and parent/guardian. The coach must keep a copy and forward a copy of each form to the Principal and Athletic Director.

**Consent of Parent/Guardian**

Athletes involved with a sport (grades 7-12) are required to submit the following forms prior to participation in practices and/or games:

* PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) – the student and parent/guardian is required to complete Sections 1-5 and Section 6 by an Authorized Medical Examiner. Upon completion, Sections 1-6 must be submitted to the Athletic Director for retention by the school. The CIPPE may not be performed earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st. (see Sports Physical Exam section)
* Insurance information – an insurance form and copy of a valid insurance card must be completed and returned with parent/guardian signature to the Business Office by the due date of each participating sport’s season. Athletes turning in insurance forms late will be assessed a one-day “no practice” penalty for each date the form is late.

**Academic Eligibility**

In order to maintain athletic eligibility on a weekly basis during his/her athletic season, a student must be:

* Passing a total of four (4) full-credit subjects or the equivalent each week during his/her athletic season.
* Failing no more than 1 core class (English, Math, Science or History or any MCCC course) or more than 2 electives (or any combination thereof)
  + Fails math and 2 electives, still eligible
  + Fails math and science, ineligible
  + Fails 3 electives, ineligible
* Any student who has been ineligible for the week must attend a minimum of (2) tutoring sessions during the Advisory period with the teacher(s) instructing the failed course(s). Failure to attend tutoring sessions will result in the extension of ineligibility for an additional week.

In addition, students who are ineligible for 2 weeks in a row will be suspended from the team. Students who are ineligible for 3 weeks during a season will be removed from the team. Students must have opportunities each week to improve their grades.

A student who is declared academically ineligible on an eligibility report will be ineligible for a period of one week (from Monday to Sunday) and in that time must bring his/her grades up to passing or he/she will remain ineligible for interscholastic competition until that condition is met. Practice is permissible and when possible and appropriate, extra help/time should be given to improve the student athlete’s academic standing.

If a student is not meeting all eligibility requirements at the end of a grading period (end of nine weeks), said student will be ineligible for the first fifteen (15) school days of the next grading period. At the end of the school year, the student’s final credits in the student’s subjects rather than the student’s credits for the last grading period shall be used to determine eligibility status for the next grading period.

**Age**

If the age of 19 is attained on or after July 1, the student shall be eligible, age wise, to compete through that school year. A student may not represent the District in interscholastic sports if he/she has reached the end of four consecutive years (eight consecutive semesters or the equivalent) beyond the eighth grade year, or participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.

**Amateur Status**

To be eligible to participate in interscholastic athletics, a student must be an amateur in the sport involved and cannot accept compensation, other Consideration, or an award not permitted as stated in PIAA Constitution and By-Laws Article II for or related to the student’s athletic ability, participation, performance, services, or training in a sport.

**Assumed Name**

A student who participates in an Inter-School Practice, Scrimmage, or Contest in a sport under a name other than the student’s own shall be ineligible to participate in that sport for up to one year from the date of such participation under an assumed name.

**Attendance**

A student athlete must be in school prior to the end of their first period class to be able to participate that day (practice or event) without a doctor's excuse. If a student arrives after their first period class, he/she is ineligible to practice or play without a doctor’s excuse. Prescheduled appointments and/or emergencies are acceptable upon Principal approval. A student athlete is not permitted to participate in a game and/or practice if he/she leaves early from school due to an illness, unless a doctor's excuse is provided.

A student accumulating twenty (20) or more absences during a semester shall not be eligible to participate in interscholastic activities until he/she has been in attendance for a total of forty-five (45) school days following the twentieth (20th) day of absence.

**Behavior**

Athletes shall understand that they are leaders and must assume responsibilities at home, in school, and in the community. As a representative of the school and community, athletes must be neatly groomed and properly dressed. Behavior unbecoming an athlete could result in the Principal revoking the privilege of a student to participate in an athletic event. This behavior includes, but is not limited to, disciplinary sanctions imposed for misbehavior.

**Cheerleader Selection**

Tryouts will be held for the purpose of selecting cheerleaders for the next school year, if the number of interested participants warrants a tryout session. For interested cheerleader participants, a mandatory sign-up will occur for two consecutive weeks prior to the scheduled tryout session. Participants must complete and submit the required paperwork by the deadline given in order to participate in the tryout session.

On the first tryout practice date, coaches will evaluate the number of participants for each cheer squad. If the number of participants per squad does not warrant a tryout session, it is at the coaches’ discretion to eliminate the tryout process and assign cheerleaders to appropriate squads. Upon making this decision, coaches will notify the Athletic Director and/or Principal; and also, inform cheerleaders and parents/guardians by the end of the first tryout practice. There is no guarantee that cheerleaders will be assigned to multiple cheer squads in one school year at either the Varsity or Junior High level. If a tryout session is held, an alternate cheerleader may be chosen, but not notified, for each squad. In the event there is a vacancy on a squad, the alternate cheerleader will be notified and offered the vacant position.

A committee of judges will select the new cheerleaders during the tryout process. Anyone, including advisors, immediately related to or a near relative of a participant will remove him/herself from the selection process. Any questions regarding the judge/participant relationship shall be directed to the Principal and/or Athletic Director.

**Equipment**

A student athlete will be issued sports equipment from the coach on behalf of the District. An athlete must be cleared of all equipment and/or financial obligation at the end of a sports season in order to participate in any subsequent athletic sports seasons. All items not replaced will be placed on the fine list and the student will not be permitted to participate in any subsequent sports seasons until the fines are paid in full.

If a student is given a piece of equipment from the certified athletic trainer to be used temporarily (ex. Brace, crutches, or ace wraps) the piece of equipment must be returned in good condition and in a timely manner. If the piece of equipment is lost or broken, the student is responsible to replace the broken or misplaced item with a new piece. All items not replaced will be placed on the fine list and the student will not be permitted to participate in any subsequent athletic sports seasons.

**Heat Acclimation (Football)**

Each year, prior to the beginning of the pre-season camp, a five day time span must be used to acclimate the student athletes to the heat. The students must wear helmet and shoulder pads for the first four days and can wear full gear the fifth day. The process when done before pre-season camp concludes no more than 48 hours prior to pre-season camp.

**ImPACT Baseline Testing**

The Lakeview School District will provide ImPACT baseline testing for each athlete in grades 7-12 every other school year, at no cost to the athlete. For those athletes who sustain a head injury or concussion, additional testing will be administered by the Athletic Trainer or School Nurse as needed. Athletes will follow the Concussion protocol implemented by the District.

**NCAA Recruiting of High School Athletes**

Any recruitment of a Lakeview athlete who is eligible for college or university athletic participation must be conducted within NCAA recruiting guidelines. These guidelines can be found at<http://www.ncaa.org/student-athletes/future/recruiting>

**Pregnant Athlete Guidelines**

If/ when a pregnant athlete informs the school district of her pregnancy and is participating in an in-season PIAA sport, she must present the Athletic Trainer/ Athletic Director with a physician’s note clearing her for full participation until her physician would deem an end to her participation (physician notes are required from all student-athletes for playing through illness, injury, or current medical conditions).

If the athlete and her physician determine that she can participate throughout pregnancy, she will be given full opportunity during practices and games.

All absences from team practices or games due to the current pregnancy are excusable and will not be held against her in regards to playing-time or participation.

**Social Media Guidelines for Student-Athletes**

Social Media has become ingrained in today’s society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Instagram, Snapchat, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Lakeview School District Athletics’ Program recognizes and supports its student-athletes’ right to freedom of speech, expression, and association, including the use of social networks. In this context, each student-athlete must remember that participating and competing for the Lakeview School District is a privilege and not a right. The student-athletes represent the school district, and therefore, they are expected to portray themselves, their team, and the school district in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team and school district rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

* Sexually Explicit, profane, lewd, indecent, illegal, or defamatory language/actions
* Derogatory language regarding school personnel or other students/ team members
* Comments designed to harass or bully students/ team members and/or school personnel
* Nude, sexually-oriented or indecent photos, images, or altered pictures

Also prohibited are all on-campus connections to off-campus violations of the policy (during practice or events)

* Use of school computers to view off-campus postings
* Students accessing posts at school on their own devices
* Distribution of hard copies of posts on school property
* Re-communication on campus on the content of the posts
* Any violations found through a principal investigation, which disrupt or interfere with the educational process in any manner, may result in suspension, removal from team, etc.

\*\*\*THINK BEFORE YOU POST- GUIDELINES TO POSITIVE POSTING\*\*\*

* Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as a full date of birth, social security number, address, phone number, cell phone numbers, class/ work schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. REMEMBER: once posted the information becomes the property of the website.
* Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools: regarding yourself or how you speak of others. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
* Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
* Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
* Remember that photos once put on a social network site’s server become the property of the site. You may delete the photo from your profile, but it still stays in the network server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
* One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High School students/ personnel need to consider their profiles and how they may look to future colleges or potential employers.

**Spectators/ Disturbances during Sports Practices**

The presence of spectators at a sports practice is subjective to each sport and the associated coaching staff. The head coach has the right to ask any spectator to leave the practice if causing disturbances/ distractions to the players and the coaching staff.

There cannot be a student's siblings/ children at a sports practice unless under direct supervision of a parent/ guardian.

**Students Release time**

The number of times a student athlete is given permission to leave class for extracurricular activities will be kept minimal. Dismissal times for students to participate in athletic activities will be decided by the Principal after conferring with the Athletic Director.

**Tobacco/Drug/Alcohol, Extracurricular Participation Policy**

Athletes must adhere to the Lakeview School District Tobacco, Drug and Alcohol Policy and Administrative Guidelines as outlined in the Student/Parent Handbook. Violations of the policy will result in disciplinary action as outlined in the handbook. In all cases, the Administration retains the right to use its discretion in evaluating cases; a student’s past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate.

\*\*\*Situation/ Category 6 (as per the Lakeview School District Handbook)\*\*\*

A student who violates the drug and alcohol policy at a school sponsored activity on or off school property (this includes all athletic practices and team activities).

**Immediate Action:**

Security will be summoned as well as the principal by the certified athletic trainer/athletic director or coach. If the building principal is not able to perform the initial investigation the superintendent will be summoned. An anecdotal report of the incident will be written and submitted to the building principal/ superintendent as soon as possible.

**Investigation:**

The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.

\*\*\*Pre-Season (Summer Session- No Classes)\*\*\*

A student who violates the drug and alcohol policy during Pre-Season (August Session- No Classes) at a school sponsored activity on or off school property (this includes all athletic practices and team activities).

**Immediate Action:**

Security will be summoned as well as the building principal by the certified athletic trainer/athletic director or coach. If the building principal is not able to perform the initial investigation the superintendent will be summoned. An anecdotal report of the incident will be written and submitted to the building principal/ superintendent as soon as possible.

**Investigation:**

The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.

**Disciplinary Action:**

Students found guilty of violating this policy will be fined….., suspended from team activities for three days’ time, as well as miss the next competition play-if not included in the 3 days suspension.

**Weight Room/Athletic Training Room Regulations/Procedures**

Students will not be permitted to utilize the weight room and/ or the athletic training room without an approved coach and/or supervisor. Inappropriate or unsafe behavior will not be tolerated and can result in dismissal and/or suspension from the weight room facility.

**Varsity Athletic Awards**

The head coach shall recommend the members of his/her squad who have met the requirements for a letter, jacket, or plaque with approval from the Principal and Athletic Director.

* General Letter Requirements
  + Attendance – athletes should attend all practices unless excused by the head coach.
  + Sportsmanship – athletes should realize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.
  + Adherence to rules and regulations – athletes must abide by the rules and regulations as set forth by the coach and athletic department.
  + Athletes who discontinue participation forfeit all awards and recognition they may receive.
* Specific Letter Requirements
  + Baseball and Softball – pitchers shall participate 25% of the innings or 1/3 of the games and other participants should play 50% of the innings.
  + Basketball (boys and girls) – participate in 50% of the Varsity quarters.
  + Cheerleaders – must cheer one year for a letter.
  + Cross Country – participants must score in 50% or more of the meets.
  + Football –participate in 50% of the Varsity quarters.
  + Golf – play in 50% of the matches.
  + Track (boys and girls) – participate in 50% of the Varsity meets.
  + Volleyball – plays in 50% of the Varsity matches.
  + Wrestling – participates in 50% of the Varsity matches.

\*A participant receiving his/her first letter in any sport shall receive a letter and a pin (sport symbol). If the participant “letters” in a different sport, he/she will receive a pin (symbol of that sport). If the participant letters in the same sport during future seasons, he/she will receive a bar.

**Letter Jackets**

* Athletes and sports managers are eligible for a jacket after one letter is earned in any varsity sport.
* Participants may be awarded a jacket based on service as a senior, provided he/she has completed three (3) full seasons of participation in that particular sport but has not received the required letters. The awarding of this service jacket is initiated by the coach and must be approved by the Principal.
* Athletes are responsible for purchasing their own letter jackets. Jacket measurements will occur two times per school year and will be scheduled by the High School Office.
* Participants not lettering due to an injury and/or illness during a particular season can be designated as a letterman by the coach with approval from the Principal.
* At the close of a sports season all athletes who have met the requirements to earn a letter should be listed on the awards form and given to the High School Office.

**SPORTS PHYSICAL EXAMINATIONS**

The Lakeview School District will provide sports physical examinations one time per school year, at no cost, to middle/high school athletes (grades 7-12) participating in FALL, WINTER and SPRING PIAA sponsored sports. The physical examination date will be after June 1st and advertised prior to the last school day of each year. The physical examinations will be valid for all sports seasons in a school year provided the student athlete does not sustain any of the following since completion of the initial physical exam:

* An illness and/or injury that required medical treatment from a licensed physician of medicine or osteopathic medicine;
* A Concussion (i.e. bell rung, ding, head rush) or traumatic brain injury
* Any dizzy spells, blackouts, and/or unconsciousness;
* Any episodes of unexplained shortness of breath, wheezing, and/or chest pain;
* New prescription or pills;
* Any concerns that need to be discussed with a physician.

In order for a student to partake in the one school sponsored physical exam, the first five sections (Sections 1-5) of the PIAA required Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form must be complete with parent/guardian and athlete signatures. Students may submit the completed CIPPE form to the middle school/high school office prior to the school offered examination or bring the completed form to the physical exam.

Students unable to attend the school sponsored examination or prefer to obtain a physical examination from a family physician must also complete sections 1-5 of the CIPPE form. Section 6 of the CIPPE must be signed by the physician and dated after June 1st to be valid for the following school year’s sports seasons. After completion of Sections 1-6, the CIPPE must be returned to the middle school/high school office prior to participating in practices, inter-school practices, scrimmages and/or contests.

**Forms Available:**

Administration Office and High School/Middle School Office

Athletics Website (under forms and links): [www.lakeviewsailorsathletics.org](http://www.lakeviewsailorsathletics.org/)

PIAAWebsite:<http://www.piaa.org/assets/web/documents/PIAA_CIPPE_FORMS_SECTION(S)_1_-_10(1).pdf>

**PARENT/ COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing respect for each other and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our student-athletes. When children become involved in an athletic program, parents have a right to understand what expectations are placed on a child. This begins with clear communication from the coach of the child’s program.

**Communication parents should expect from a child’s coach**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline which results in the denial of your child’s participation.

**Communication coaches expect from parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Specific concern in regard to a coach’s expectations.

As a child becomes involved in the programs at Lakeview School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way a parent or child wishes. At these times, discussion with the coach is encouraged.

**Appropriate concerns for parents to discuss with coaches**

1. Ways to help your child improve.
2. Concerns about your child’s behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you may have seen from the list above, certain topics can be and should be discussed with a coach.

**Issues not appropriate to discuss with coaches**

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

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other’s position. When those conferences are necessary, the following procedure should be utilized to help promote a resolution of the issue of concern.

**NOTE**: If a parent/ guardian’s conduct violates NFHS/PIAA/ Lakeview Athletic policies regarding parent/ coach interaction, there may be consequences that would include but not limit to a warning, removal from one game, removal from multiple games, etc.

**PROCEDURES FOR IDEAS, SUGGESTIONS, AND CONCERNS**

**STEP 1: COACH**

* The concern should first be presented to the COACH by the ATHLETE.
* The coach should make every attempt to resolve the concern.
* The parent should discuss the concern with the athlete: discuss what was communicated between the coach and the athlete.
* If needed: The parent/ athlete may call or text the coach after 24 hours to set up an appointment.

**STEP 2: ATHLETIC DIRECTOR**

* If the coach is unable to resolve the concern or if the athlete or coach is not satisfied with the result from step 1, then the athlete and parent should address the concern with the ATHLETIC DIRECTOR.
* The Athletic Director should gather the necessary information to attempt to resolve the concern. This may be accomplished by organizing a conference and acting as the mediator or by implementing other strategies necessary to resolve the concerns. The Athletic Director will determine at what point to share the concern with the Principal. Depending on the severity of the concern, the Athletic Director may choose to go to Step 3 to have the assistance of the Head of Athletics (Principal).

**STEP 3: PRINCIPAL**

* If the athlete and parents are not satisfied with the results of Step 2, then the PRINCIPAL will make every attempt to resolve the concern. This may be accomplished by strategies decided by the principal.

**STEP 4: SUPERINTENDENT**

* If the parties concerned are not satisfied with the results from step 3, then the Principal will involve the SUPERINTENDENT for guidance and direction. The Superintendent will make every attempt to resolve the concern. This may be accomplished by strategies decided by the Superintendent.

**STEP 5: ATHLETIC COUNCIL**

If the parties are not satisfied with the results of Step 4, then the Superintendent may direct the Principal to present the concern to the MEMBERS OF THE ATHLETIC COUNCIL. The Principal will make the necessary arrangements for this meeting to take place with the following members:

1. Superintendent
2. Principal
3. Athletic Director
4. 3 Board Members (Athletic Council)
5. Coach
6. Party expressing the concern

**STEP 6: BOARD OF EDUCATION**

If the parties concerned are still not satisfied with the results of Step 5, then the concern will be shared with the BOARD OF EDUCATION in the manner and time recommended but the Superintendent and the Athletic Council.