



*Learn, Lead, Succeed - Together*

METHACTON  
SCHOOL DISTRICT

ATHLETIC COACHES  
MANUAL

August 14<sup>th</sup>, 2017

## **Coach's Acknowledgement of Receipt and Understanding**

I \_\_\_\_\_ have read and understand  
Coach's Name (print)

my responsibilities and the policies, procedures and protocols articulated in the online Athletic Manual and Coaches Code of Conduct.

I also understand that any questions regarding any portion of the Athletic Manual should be immediately addressed to the building Athletic Director supervising the program with which I am affiliated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Season

This form must be returned to the Athletic Director **prior to the first contest** for the upcoming season.



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# **ATHLETIC PROGRAM OVERVIEW**

## **DISTRICT MISSION STATEMENT**

The Methacton School District, with its strong tradition of excellence, will challenge all students to achieve their greatest potential and create a vibrant community of learners who appreciate diversity and will lead and succeed in a dynamic global society.

*Learn, Lead, Succeed – Together*

## **VISION STATEMENT**

The vision of the Methacton School District is to prepare graduates to thrive in an increasingly complex world and contribute as productive members of society.

By offering a rigorous curriculum, we will:

1. Foster adaptability, courage, independence, and common decency in a dynamic world that requires self-renewal.
2. Create civic-minded individuals who practice responsible ethical and moral decision making with a broad understanding of their large-scale impact.
3. Teach students how to process and prioritize mass volumes of information, balance technology with tradition and establish ambitious standards.

## **GENERAL ATHLETIC PHILOSOPHY AND PURPOSE**

The primary goal of the high school athletic program is to provide a competitive arena where talented student-athletes can enhance their physical wellness and skills while gaining a greater technical and tactical understanding of their chosen sport. Within the athletic program, it is expected that a competitive spirit, sportsmanship, and character be upheld throughout the year, on and off the field of play. The athletic program should be a positive component of the student-athletes' education and future success.

Participation in the athletic program is considered a privilege extended by the high school, through the Board of Education, to students who choose to participate. Participation in this program requires a commitment by the student-athlete of his/her time, energy and loyalty, as well as acceptance of coaches' decisions, training techniques, and expectations. Student-athletes should willingly assume all responsibilities and obligations that are inherent and unique to the program. Student-athletes must understand and appreciate that they not only represent themselves during competition, but also their teammates, their school, the Methacton community, and a proud tradition of athletics at Methacton.

## **GOALS OF THE ATHLETIC PROGRAM**

Through voluntary participation, the student-athlete gives time, energy, and loyalty to the program. The student-athlete also accepts the training rules, regulations and responsibilities that are unique to an athletic program. In order to contribute to the welfare of the group, the student-athlete must willingly assume these obligations. The role of student-athlete demands that the individual make sacrifices not required of other students.

Sport participation should provide adequate and natural opportunities for:

Providing our student-athletes with the opportunities to develop the necessary sport specific skill set.

Promoting team play and sportsmanship with the development of such commitments as loyalty, cooperation, fair play and pride.

Providing directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.

Learning the skills necessary to balance the academic and athletic responsibilities associated with being a successful high school student-athlete.

Participation that will enable these individuals to expand upon possibilities for future educational and career goals.

## **GOVERNING AUTHORITIES**

### **Methacton School District Board of Directors: Board Policy- Programs**

Board Policy No.122- Extracurricular Activities

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=9WT7C218E8C3>

Board Policy No. 123- Interscholastic Athletics

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=9WT7C918F0AF>

Board Policy No. 140.1 – Charter Schools and Cyber Charter School Students

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=A9ZR8A6912E6>

Board Policy No. 249 – Bullying/Cyberbullying

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=9WT7MC1A4598>

Board Policy No. 137.1 – Privately-Tutored and/or Homeschooled Students

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=A7HLHZ56B5D9>

### **Pennsylvania Interscholastic Athletic Association, Inc. (PIAA)**

Please visit the [www.PIAA.org](http://www.PIAA.org) website for the current PIAA constitution and by-laws Administration/Protocols

## **GYM USAGE FOR PRACTICE**

Gym and field space for in-season practices will be communicated by the athletic office prior to the start of the season.

In order to secure any gym or field space outside of typical practice times or during the off-season, coaches must secure those slots through the athletic office in order to be placed on the gym calendars and our “school dude” facilities program.

Coaches are not to hold practices without having properly secured gym and field space through the athletic office.

## **EMERGENCY SCHOOL CLOSINGS**

When the school district is closed because of weather conditions, as a general rule all 9-12 athletic activities will be postponed. This includes the middle school and high school athletic contests. Athletic teams and coaches will not be permitted to practice on those days.

## **Exception**

During periods of “**extended school closings**”, permission to practice must be approved by the Superintendent or his/her designee (Principal or Athletic Director).

Consideration for a team to practice will be made in cases when a specific team has not practiced for an extended period of time (at least **two** days).

Consideration may also be given to a specific team when that team is preparing for playoffs or championships (district, regional or state).

Please note that practices under these conditions are **voluntary** and practice hours must be arranged through the Athletic Director.

All practices will be scheduled by the Athletic Director and supervised by the coaching staff.

Approved practice time will only be afforded to teams who may meet the aforementioned criteria. **Not all teams will be able to practice.**

If schools are closed due to weather conditions on the last school day before a weekend, weekend activities may still be held if weather conditions permit.

## **TRANSPORTATION**

Student-athletes must travel to and from contests, away from school, in transportation provided by the school. The only exceptions are:

1. Injury to a participant that would require alternate transportation.
2. Prior arrangements made in writing between the participant's parent/guardian and the athletic director or coach.
3. Where school transportation is not provided and alternative means are approved.
4. Participation in some sports requires travel to an off -campus site for practices and games. Parent permission is necessary.

## **PRACTICE**

The Methacton School District does NOT sanction any practice held on a Sunday. The district does recognize that some situations may require an exception (i.e., extended period of inclement weather, unsafe field conditions, school closings, etc.). Any coach requesting a Sunday practice must receive prior permission from the Athletic Director or Principal. If a Sunday practice is approved, it cannot be made a mandatory practice or violate the PIAA By-Laws.

The PIAA By-Laws (Article XII, Section 2) stipulates that... “no individual representing any PIAA-member school, may participate in an inter-school practice, scrimmage, or contest on more than six days in any calendar week during the regular season.”

PIAA has adopted a new rule in 2009 prohibiting alumni, former athletes or persons other than current student-athletes from playing or practicing with our teams in season. The example given to us was former athletes playing, practicing or training during summer practice or winter breaks. This includes individual or team drills and conditioning.

## **OUT OF SEASON PRACTICE**

Outside of the defined-season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, “open gyms,” clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students is as private citizens and is voluntary. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period. The coach or other personnel representing the school shall 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. This is also outlined on the PIAA website at [www.piaa.org](http://www.piaa.org).

## **METHACTON SCHOOL DISTRICT PHILOSOPHY ON BOOSTER CLUBS**

Each Methacton High School extracurricular activity may create a booster club to help offset financial needs. Each booster club must elect officers and develop by-laws and guidelines. The purpose of a booster club is to provide financial support for each program. Funds derived from this group should be spent in the best interests of student-athletes with the consent of the governing body.

The booster club cannot charge or request a “fee” to participate on our athletic teams.

With the approval of the coaches or director all booster programs **MAY** raise money to support/purchase:

- Banquets/team parties
- Equipment
- Tournaments
- Trips
- Awards
- Additional coaches’ salaries (for those volunteers with Board approval)
- Clothing/Team gear (gear must be approved by the athletic director and coach prior to purchase)

Booster Clubs **MAY** raise money by:

- Car washes
- Food sales
- Tournaments
- Concessions
- Gold card/discount cards
- Other fundraisers approved by the Athletic Office

Booster clubs should maintain accurate records of money raised in the name of the Methacton School District and are encouraged to turn in a yearly budget with all money raised and with all purchases to the athletic department at the culmination of the season.

## **LOCKER ROOM AND RELATED FACILITIES**

### **Security**

1. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
2. It is the coach’s responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.

3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible. All equipment and trash must be kept off of the locker room floors in order for the custodial staff to clean them.

### **Control of Keys**

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Athletic Director. All coaches will return their keys to the Athletic Director at the duration of their time coaching in the district.
2. Coaches are not to give managers or athletes their keys at any time.
3. If keys to the athletic area are lost, the coach should report this to the Athletic Director immediately.

### **Student-Athlete Rules**

1. Hazing, harassment or bullying of other players is prohibited. Student-athletes are responsible for reporting any observed forms of hazing, harassment or bullying.
2. Rough-housing and throwing towels or other objects is not allowed in the locker room.
3. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
4. No GLASS containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.

## **EQUIPMENT, TRAINING AND WEIGHT ROOMS**

### **Security**

1. Athletes are not to be in the training room unless they are being examined or receiving treatment by the Athletic Trainer or coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.
2. The weight room will be supervised by a team coach or strength and conditioning coordinator. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Director. At no time are athletes to use the weight room without authorized supervision.
3. All coaches are responsible for having their team weight training programs approved by the athletic trainer prior to any students participating in weight lifting.

### **Weight Room Objectives**

1. To properly utilize a weight training facility in the best interest of all students.
2. To provide adequate coaching technique in weight training.
3. To provide program alternatives for achieving specific results.
4. To insure that the proper safety measures are being employed during all training sessions.
5. To provide responsibility in the proper care of equipment.
6. To allow for weight training consultation for all athletic squads and physical education instructors.
7. To attempt to reduce sport connected injuries through well-developed conditioning.

### **Weight Room Rules**

1. Shirt and shoes are required at all times.
2. NOBODY can be in the weight room alone.
3. All students must be under the supervision of the instructor assigned to the weight room.
4. Replace all weights on racks immediately following use.
5. Know your limits! Work with the instructor in determining your limits. Do the lifts correctly.



# **COACH AND EMPLOYEE RESPONSIBILITIES**

## **COACH'S JOB DESCRIPTION** **COACHING CONTRACTS**

Athletic supplemental contracts shall be issued for all interscholastic athletics on a seasonal basis. Coaching contracts are one year contracts that expire at the end of each season.

### **COACHES**

Coaches of the Methacton School District should be leaders of young athletes providing a positive role model for what it means to be a student-athlete. All coaches will be fair and consistent in all rules and regulations as applied to the athletes they coach.

Coaches are constantly under the scrutiny of the public and subject to praise and criticism. A coach must conduct themselves as a person of high moral character, integrity and dignity. The prime concern of a coach must be the welfare of the athlete. (See coaches' checklist of duties at end of section).

### **HEAD COACH – JOB DESCRIPTION**

- A. All athletic teams must follow the policies created by the Methacton School District and the Methacton Athletic Department <http://www.methacton.org/page/647>
- B. The coach is responsible for planning a continuous program of instruction. The plan should include written goals and objectives for all levels of their program. The coach will direct requests and concerns regarding operating policies, scheduling and transportation to the Athletic Director.
- C. The coach must meet with his/her players prior to the beginning of the season to provide information relative to (a) practice schedule, (b) policies governing absences, (c) general expectation conduct, commitment, attitude, and training rules, (d) health and nutrition, (e) pre-season and post-season conditioning, (f) eligibility and grading policy, (g) any other items deemed necessary by the coach. In addition to verbally reviewing this material, the coach must provide in writing all of his/her rules and regulations. It is encouraged for coaches to have both parents and students sign off that they understand the team rules prior to the first contest.
- D. The coach is responsible for the collection and maintenance of in-season student-athlete required health forms as designated by the athletic office procedures.
- E. The coach is encouraged to meet with parents, prior to the season. The purpose of the meeting is to have parents receive information about the program, to learn the coach's expectation of his/her players, and to meet the assistant coaches. Schedules, directions to the games and other important information should be provided to parents.
- F. The coach is responsible for the distribution, collection and maintaining of adequate records for all equipment used by his/her program. At the end of the season, all lost or stolen equipment must be reported to the Athletic Director. All equipment that has been deemed dangerous by the coach should be reported to the Athletic Director for immediate replacement. Any dangerous field conditions should be reported to the Athletic Director.
- G. The coach shall develop safe practice plans for each practice. The coach must never leave any athlete unsupervised. This includes before, during, and after practices, workouts, player meetings,

on transportation, at visiting schools and during contests. All injuries must be reported to the Athletic Trainer as soon as possible. The coach must be familiar with emergency phone numbers, procedures and athlete emergency information cards. The coach must not suspend or dismiss a student- athlete from the team without consulting with the Athletic Director.

- H. When conducting an over-night OR out-of-state field trip, the coach is responsible for filling out all school required paperwork. These papers include: a field trip request form, a permission slip for each student-athlete participating, a list of pre-approved chaperones, and a transportation request form if the Athletic Department requires it. The field trip request must be made a minimum of 60 days in advance of the trip for the request to have adequate time to be presented and approved by the Board of School Directors. Failure to do so may result in the trip not being approved.
- I. The coach must submit an end of the season report. The end of season packet will be sent out to each coach prior to the end of their sports season to be completed for an end of season meeting. The coach will be responsible to attend an end of season meeting scheduled with the Athletic Director. The purpose of this meeting is to discuss his/her program.
- J. When conducting in-season or out-of-season events or fundraisers coaches must complete all of the required paperwork for approval prior to the event. This includes volunteer forms, fundraiser forms, facility forms, van request forms when appropriate, etc. These forms can be found on the [www.methactonwarrior.org](http://www.methactonwarrior.org) website or in the athletic office.
- K. The coach will attend PIAA mandated rules interpretation meeting. Failure to do so results in a \$100 fine levied by the PIAA.

#### Coaches May Not:

- L. Coaches may not transport student-athletes without permission from the Athletic Director or Principal.
- M. Head coaches will not engage in personal social media with current student-athletes. Team accounts designed for one-way communication from coach to team/parents/media that are directly related to their respective job as athletic coach are the exception.
- N. Head coaches are not to consume alcoholic beverages while representing the Methacton School District at team functions that include MHS student-athletes.

## **ATHLETIC TRAINING ROOM GUIDELINES**

Prepared By: Zachery Olds, MS, LAT, ATC; Updated July 2017

### **INTRODUCTION**

This manual outlines the guidelines for all Methacton High School (MHS) coaches. Any questions about these guidelines can be directed to athletic trainer.

#### **1. PHYSICAL PAPERWORK**

- A. All physical paperwork must be received and approved by Athletic Trainer prior to first practice. Due dates for turning in paperwork will be assigned based on season start date.
- B. All physicals must be completed on approved PIAA physical forms.
- C. Pink sections of emergency cards are to be handed in prior to first contest. Due dates will be assigned based each season.

- D. Athletic participation is not permitted if the athlete has not turned in the appropriate paperwork.

## **2. CONCUSSION/ SUDDEN CARDIAC ARREST COACH EDUCATION**

- A. All Head Coaches and Assistant Coaches are required to complete a concussion seminar and print out verification certificate as well as complete a form for Sudden Cardiac Arrest education
- B. Certificates and forms must be handed in Athletic Trainer prior to first practice of your season.
- C. Concussion link: <https://nfhslearn.com/courses/38000>
- D. SCA link: <http://www.sportsafetyinternational.org/cardiacwise-pats/>

## **3. ImPACT TESTING**

- A. ImPACT testing will be administered as outlined in the MHS Concussion Management Plan
- B. Athletes must be compliant with ImPACT testing program before first practice of season.
- C. Baseline tests will be arranged through Athletic Trainer and take place prior to the start of the season.
- D. Tennis, Swimming, Golf, Cross Country, and Track & Field (excluding pole vaulters) are not required to perform Baseline Test, but may do so on optional basis.
- E. Athletes must be compliant with ImPACT testing baseline program prior to sport participation.

## **4. WATER COOLERS AND BOTTLES**

- A. All teams are required to prepare their own water for all practices and games
- B. Teams will be assigned their own water cooler for their respective season. They are required to return the cooler and any water bottles that were used to the Athletic Training Room at the end of each day so that they may be washed.

## **5. SCHEDULES**

- A. Coaches are to submit practice schedules to Athletic Trainer prior to start of their season
- B. Changes to practice schedules should be communicated in timely fashion to Athletic Trainer
- C. Athletic Training coverage is not guaranteed if a practice change has not been reported to Athletic Trainer with at least 48 hours notice.

## **6. MED KITS**

- A. All teams will be assigned a med kit for their respective seasons. If the med kit needs to be restocked at any point during the season, please return to the Athletic Training Room.
- B. Teams are required to take their med kit to all away practices and contests
- C. White sections of the emergency cards are to be placed in med kit for the season.**

## **7. INJURY MANAGEMENT AND REPORTING**

- A. Home Practices and Contests
  - i. In the event an Athletic Trainer is needed at a home event and not at your team location, please notify via cell or office phone. Please include name of athlete, body part injured, what happened at time of injury, and location
  - ii. Please refer to MHS Emergency Action Plan for all emergency situations during athletic events
  - iii. Athletic Trainer has final decision in regards to return to play after injury (including visiting teams)

**B. Away Practices and Contests**

- i. All away injuries must be reported to MHS Athletic Trainer.
- ii. Injuries may be reported through notifying Athletic Trainer when you return, email, or phone.
- iii. Please include name of athlete, body part injured, what happened at time of injury, whether or not host Athletic Trainer evaluated athlete, and if athlete sought emergency care for injury.
- iv. Host Athletic Trainer has final decision in regards to return to play after injury
- v. It is the coach's responsibility to notify parents of an injury at an away event.
- vi. All injuries requiring EMS transport must be reported to MHS Athletic Director and Athletic Trainer prior to leaving host school.

**C. Doctor visits**

- i. All athletes that are seen by a physician for an injury or medical condition that may compromise athlete participation must present a signed clearance note from physician prior to returning to their sport.
- ii. This includes, but is not limited to, appointments for orthopedic injuries, x-rays, MRI, Emergency Room visits, Urgent Care visits, and skin disorders.
- iii. Notes from parents, pictures of doctor's note on cell phones, and personal calls from parents will not be accepted as clearance to return to play.

**D. Concussions**

- i. Please refer to MHS Concussion Management for specific details about the management of athlete concussions
- ii. All suspected concussions must be evaluated by an appropriate medical profession as outlined in the Pennsylvania "Safety in Youth Sports Act."
- iii. All athletes with concussions must be cleared by appropriate medical professional AND complete a physical activity return to play progression.

**8. ENVIRONMENTAL CONCERNS**

- A. Environment concerns, including lightning safety, heat policies, and cold policies are explained in detail in the MHS Emergency Action Plan

**9. SKIN INFECTIONS**

- A. All skin infections must have a signed clearance note allowing athlete to participate
- B. Wrestlers must have physician signed NFHS skin lesion form on file with Athletic Trainer prior to returning to participation. NFHS skin lesion form guidelines will be followed by all MHS wrestlers regardless of physician signature
- C. If athlete is allowed to participate in their sport, skin infection must be covered for all practices and contests.

**10. HYDRATION TESTING (WRESTLING)**

- A. Hydration testing for wrestling will be conducted based on the guidelines outlined in the PIAA Wrestling Weight Control Program Manual.
- B. Hydration testing will be scheduled between Head Coach and Athletic Trainer.
- C. Testing will take place once. A makeup date will be schedule for any wrestlers who were unable to attend the first date, or wrestlers who did not pass the urine specific gravity part of the test.
- D. Any wrestler who does not agree with their Minimum Wrestling Weight has the option to appeal the assessment, at their own expense, prior to the first contest date.

## **VOLUNTEER COACH**

The following are criteria for volunteer coaches in the Methacton School District. General statement "Volunteer" is defined as follows: A person from the community who contributes his/her services to the Methacton School District. Volunteer athletic coaches are subject to all rules and procedures set forth for paid district coaches. Prudent judgment is expected of the volunteer at all times.

Volunteer coaches are required to have all appropriate paperwork and clearances on file with the school district prior to working with the student-athletes in any capacity.

The procedures for becoming a school district volunteer can be found on the district website at:

<http://www.methacton.org/page/280>

### **General Information**

1. Volunteer coaches shall be approved by the Athletic Director prior to working with the team.
2. Volunteers do not receive any compensation for their services by the Methacton School District.
3. Volunteers do not treat any injury sustained by student-athletes, though appropriate first aid may be applied.
4. Volunteers do not assume the sole responsibility for a student or group of students.
5. Volunteers are not covered for personal injuries by school district insurance.
6. Volunteer is liable for his/her actions as any citizen is in conjunction with injuries, transportation of athletes.
7. Volunteer service may be discontinued for not abiding by the above guidelines at any time.

### **Relationship to appointed coach:**

1. Volunteer coaches help coaches provide better instructional services to students.
2. Volunteer coaches shall be under the direct supervision of a head coach who is responsible for their direction.
3. Volunteer coach cannot be assigned to relieve coaches of their teaching responsibilities at any time.
4. Volunteer coaches cannot be assigned to relieve coaches and/or hold practice in the absence of a District coach (i.e. Early Dismissal, Act 80, etc.).

# **Methacton School District**

## **ATHLETIC COACH PERFORMANCE APPRAISAL FORM**

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Sport/Position: \_\_\_\_\_

### **APPRAISAL MISSION STATEMENT:**

The success of athletic programs has a direct bearing on how community members view the entire school system. The objectives for the Methacton athletic program are to instill in our students a competitive spirit, sportsmanship, and character. Coaches continually face risks, such as, player injury and student conduct predicaments. Exercising common sense and good judgment, along with following established school rules, are pre-requisites to final decision. A successful coach in the Methacton athletic program needs a broad spectrum of behavioral competencies and will be evaluated accordingly.

### **APPRAISAL GOAL STATEMENT:**

To improve the fundamental skills, team strategy and sport fitness that are needed to achieve a degree of individual and team success. These, in turn, should lead to the formulation of character, pride of accomplishment, positive social behavior, self-discipline and individual self-confidence.

Performance Criteria:      S = Satisfactory      N = Needs Improvement      U = Unsatisfactory
--

### **A. SKILLS, KNOWLEDGE, PERFORMANCE STANDARDS**

**S   N   U**

1. Understands the fundamentals of the sport
2. Encourages each player to achieve their goals
3. Teaches positive sportsmanship and to be proud but humble in victory

### **B. SELF AND TEAM MANAGEMENT**

**S   N   U**

1. Maintains self and team discipline
2. Conducts well planned and organized practices
3. Creates a positive learning environment for players to learn from their mistakes
4. Manages conflict in a positive manner
5. Enforces rules and regulations for the team
6. Evaluates team personnel and gives constructive feedback

### **C. ADMINISTRATION**

**S   N   U**

1. Enforces school athletic policies, rules and regulations
2. Emphasizes academic success with players
3. Supervises distribution, collection and inventory of all athletic supplies & equipment throughout season
4. Turns in all appropriate coaching and team paperwork on or before the due dates

### **D. LEADERSHIP and COMMUNICATION SKILLS**

**S   N   U**

1. Establishes realistic, achievable goals for the team
2. Uses praise and encouragement to influence player's behavior
3. Exhibits enthusiasm during practices and games
4. Conducts self in a professional manner with players, parents, officials, media and public
5. Keeps athletic director informed
6. Treats players, officials with respect and dignity

(Continued on back)

### **E. ATHLETIC TRAINING ROOM PROCEDURES AND COMMUNICATION**

**S   N   U**

1. Complies with annual concussion and sudden cardiac arrest education
2. Returns all equipment borrowed from the Athletic Training Room for the season
3. Adheres to all guidelines set forth in the policies and procedures manual

4. Completes all paperwork in a timely fashion, including medical and physical forms
5. Communicates all injuries and potential injuries immediately to the athletic trainer

**F. COMMENTS**

1. Commendations:

•

•

•

2. Recommendations:

•

•

•

3. Assessment Category:

Needs improvement- ☐ Yes ☐ No

Recommended Renewal - ☐ Yes ☐ No

---

**G. SIGNATURES**

This report reflects my appraisal of this coach's performance in relation to the performance criteria in effect for the appraisal period. I have completed this appraisal in accordance with school district policies and procedures, and I have discussed it with the coach and my immediate supervisor.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

---

My signature indicates that the evaluator has discussed this appraisal with me. My signature does not imply agreement or disagreement with the ratings. If I have comments about the appraisal, they are attached to this page.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

---

This appraisal has been completed in accordance with school district policies and procedures. I have reviewed this appraisal and I \_\_\_\_ concur \_\_\_\_ do not concur with it. If I have comments, they are attached to this page.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

---

12/19/14

## **COACH'S RESPONSIBILITY GUIDE**

Pre-Season: \_\_\_\_\_ Orientation meeting with candidates prior to physicals  
\_\_\_\_\_ Establish rules and regulations for your team  
\_\_\_\_\_ Review your schedule of contests  
\_\_\_\_\_ Submit bus requests  
\_\_\_\_\_ Request equipment needed by size  
\_\_\_\_\_ Distribute equipment to players  
\_\_\_\_\_ Fill out player receipt forms  
\_\_\_\_\_ Submit rosters by date requested  
\_\_\_\_\_ Review and submit eligibility forms, physicals  
\_\_\_\_\_

Regular  
Season: \_\_\_\_\_ Report contest results for media  
\_\_\_\_\_ Check eligibility weekly  
\_\_\_\_\_ Counsel athletes whose grades are low  
\_\_\_\_\_ Review bus schedule upon receipt  
\_\_\_\_\_ Check First Aid Kit regularly  
\_\_\_\_\_ Keep record of players attendance at practice  
\_\_\_\_\_ Maintain log on time sheets  
\_\_\_\_\_ Complete injury reports in a timely fashion  
\_\_\_\_\_

Post  
Season: \_\_\_\_\_ Submit requisitions for repairs or new equipment  
\_\_\_\_\_ Collect and account for all equipment issued  
\_\_\_\_\_ Account for missing equipment  
\_\_\_\_\_ Return keys and handbook  
\_\_\_\_\_ Sign evaluation form  
\_\_\_\_\_ Submit Activity Report  
\_\_\_\_\_ Submit time sheets  
\_\_\_\_\_ Submit award/letter requests (a minimum of 2 wks. before the event)  
\_\_\_\_\_



# **Methacton School District Athletic Office**

## **Coaching Staff End-of-Season Responsibilities**

All coaches must complete certain end of season responsibilities before they can consider their coaching assignment finalized. The Varsity coaching staff is responsible to check with Freshmen and JV coaches about the return of their equipment and uniforms in good condition.

Please complete the attached forms and return to Debbie Bennett.

1. Complete the attached forms.
2. Schedule a meeting with Paul Spiewak.
3. Store team equipment and uniforms.
4. Clean lockers and locker room.

**TEAM:** \_\_\_\_\_

**COACH:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

	Wins	Loses
--	------	-------

Regular Season		
----------------	--	--

PAC 10		
--------	--	--

District		
----------	--	--

State		
-------	--	--

Overall Record		
----------------	--	--

Circle Title:	League	District	State
---------------	--------	----------	-------

Team or Individual			
--------------------	--	--	--

List any other team or individual accomplishments:

**TEAM**\_\_\_\_\_

**COACH**\_\_\_\_\_

**BRIEF** Summary of the season:

**Suggestions for improving the program:**

# **Methacton Athletic Department Equipment Inventory**

Team: \_\_\_\_\_

Coach: \_\_\_\_\_

Description of Equipment	Current Number on Hand	Number Needed

Departmental Equipment/Repair Needs:

\_\_\_\_\_



# **Methacton Athletic Department Uniform Inventory**

Team: \_\_\_\_\_

Coach: \_\_\_\_\_

Uniform/Soft Goods	Manufacture	Size/Color	Uniform Numbers	Needed ( <i>include on Budget Request</i> )



**EFFECTIVE DATE: 8/14/2017**

**METHACTON SCHOOL DISTRICT**  
**Administrative Guidelines**  
**Maintaining Appropriate Boundaries with Students**

**PURPOSE**

The purpose of this administrative guideline is to provide for a means to communicate with students during activities such as field trips, academic competitions, and athletic events. These guidelines are created primarily for coaches, club moderators, and field trip chaperones where communications with student(s) requires the use of technology such as texting. This guideline is not intended to act as a replacement for district email, but provide additional service that can be used for communicating with students when using email is not practical, for example, a weather related sports event cancelation.

This guideline will be provided annually to all Methacton High School coaches, teachers, and sponsors who interact with students beyond designated school hours and/or off of the school premises.

**DEFINITIONS**

For the purpose of this administrative guideline:

The term “District” shall refer to the Methacton School District.

“District Adults” means all District employees, volunteers, student teachers, and independent contractors and their employees who interact with students. The term District Adults as used in this guideline, does not include District students who perform services on a volunteer or compensated basis.

“Legitimate educational reasons” includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student’s physical injury or other medical needs, school administration or other purposes within the scope of the District Adult’s job duties.

**ELECTRONIC COMMUNICATIONS BETWEEN DISTRICT ADULTS AND STUDENTS**

For purposes of this guideline, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, or personal data assistant. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, District Adults shall maintain professional boundaries with students. All electronic communications from district adults (coaches, sponsors, etc.) to team or club members shall be for educationally legitimate or scheduling reasons only. When available, District-provided email or other District-provided communication devices shall be used when communicating electronically with students. The use of District-provided email or other District provided communication devices shall be in accordance with District policies and procedures.

District employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students where fulfilling the scope of their duties. District Adults shall not follow or accept requests from current students to be friends or connections on personal social networking sites and shall not create any



networking site for communicating with students other than those approved by administration for District use for District purposes.

Improper and/or inappropriate electronic communication between employee and students is prohibited, regardless of whether the employee or the student initiates the communication. Improper and/or inappropriate electronic communication includes but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitation of illegal activities;
- Having the purpose to assist personal, commercial or for-profit ends;
- Expression of political viewpoints;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;
- Fraternization or otherwise crossing the line between professional and personal boundaries; and/or
- Suggestive in nature.

### **GROUP MESSAGING FOR EXTRACURRICULAR SPORTS AND OTHER ACTIVITIES**

Regarding the use of text messages, the Board recognizes that this may be a valuable form of electronic communication in certain contexts when the possibility of immediate and/or urgent contact with students by employees is necessary. Such contexts include but are not limited to the following:

1. District Adults who need the ability to reach student-athletes, team members, etc., quickly
2. District Adults of extra-curricular programs or activities who need the ability to reach student participants in a short time frame
3. District Adults chaperoning District field trips who need the ability to monitor the locations of students

If District Adult plans to communicate electronically with students through the use of text messages that meet the above criteria, they must do so through a District approved mobile application (i.e. Remind, Snap, etc.). The use of District approved mobile applications must be approved by the building principal (using the approved district permission form) prior to use with groups by District Adults. Once approved, text messaging may be sent through the mobile application and not through direct text messaging. Mobile applications of this nature permit communication with students via a cellular phone while maintaining the privacy of information, such as students' and coaches' personal phone numbers. Once permission has been granted to utilize a mobile application to communicate with a group of students, the District Adults must then provide students' and their parents with written notification of the intent to use the mobile application for text messaging and must obtain written parental and student permission to do so.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members. District adults wishing to utilize any other social media or electronic medium such as Twitter should seek approval from the Office of Athletics and Activities and the said page or medium will bear the name Methacton within and shall be used to communicate to a larger audience in the public domain. As part of such approval, District Adults are not to utilize those approved sites/pages/mediums to follow currently enrolled students, however, currently enrolled students may follow the approved Methacton site similar to others in the public domain.



## **Useful Documents for Coaches:**

Each of the listed forms are attached below as scanned copies. These are for your reference only. Copies of these forms for your use are available in the Athletic Office.

- 1) Professional Leave Request Form
  - a) To be used any time you are going to be away from your teaching responsibilities to attend a conference, workshop, or contest.
  - b) This must be submitted at least 2 weeks in advance to be approved in time for your professional leave.
  - c) Note: If two weeks is not available, see the Athletic Director for direction.
- 2) Check Request Form
  - a) To be used when requesting money from your programs student-activity account
  - b) Deposit slips for the activity accounts are located in the athletics/activities office for coaches to deposit funds
- 3) Activity/Event Application
  - a) Must be filled out for all events that take place outside of regular practices and games
  - b) This includes fundraisers and clinics both in-season and out-of-season
- 4) Eligibility Form
  - a) Coaches are to transfer the information from the first page of each athletes physical packet to the eligibility form
  - b) The form must be completed for each grade level and should list the athletes of each grade level in alphabetical order
  - c) Completed forms that include all members of the program must be submitted to the athletic office prior to the first contest of that season. The physical packets must then be submitted to the athletic trainer
- 5) Facility Use Form
  - a) Can be found on the school district website homepage under facilities (<http://www.methacton.org/domain/8>) along with all the guidelines and rules that govern the process. The form is also available in the athletic office
  - b) Must be filled out for all events that take place outside of regular practices and games
- 6) End-of-Season Coaches Packet
  - a) All coaches must complete certain end of season responsibilities before they can consider their coaching assignment finalized
  - b) Once the end-of-season packet is completed, head coaches must set up an end-of-season meeting with the athletic director, at which time the completed packet should be turned in
  - c) The Varsity coaching staff is responsible to check with Freshmen and JV coaches about the return of their equipment and uniforms in good condition





# METHACTON SCHOOL DISTRICT

## APPLICATION FOR PROFESSIONAL LEAVE

(Revised August 2011)

### Instructions and Process for Professional Leave:

1. Applicant completes "Section 1" of this form. Be sure to complete the "estimated expenses" section and attach the conference/workshop flyer.
2. Applicant submits form to immediate administrative supervisor for pre-approval.
3. Administrative supervisor completes "Section 2" and forwards to Staff Development Office for pre-approval.
4. If pre-approved by Staff Development Office, form is returned to the applicant to complete steps 5-7.
5. If application is for a conference/workshop where registration is required, **applicant submits registration form, remits any required payment and makes all arrangements (within pre-approved areas).**
6. Applicant incurs expenses and **gets receipts for all expenditures.**
7. Applicant submits the following to the Staff Development Office through the Building Principal within ten (10) school days of return:
  - brief written conference/workshop report
  - this form (with "Section 3" completed and signed)
  - receipts to support all approved expenses and MapQuest document(s) to support mileage reimbursement
8. Upon final approval for reimbursement (within the pre-approved range), the form will be returned to the respective department/building so a purchase order can be entered for payment to the employee.

### SECTION 1 (To be completed by employee)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute needed: No \_\_\_\_\_ Yes \_\_\_\_\_ Grade \_\_\_\_\_ Subject: \_\_\_\_\_

Aesop Confirmation #: \_\_\_\_\_

School: \_\_\_\_\_ Conference Sponsor: \_\_\_\_\_

Hold current membership: No \_\_\_\_\_ Yes \_\_\_\_\_ N/A \_\_\_\_\_

Conference date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Date(s) of requested leave (including travel time): \_\_\_\_\_

All Day \_\_\_\_\_ A.M. only \_\_\_\_\_ P.M. only \_\_\_\_\_

Reason for attendance: \_\_\_\_\_

### Summary of Estimated Expenses

Registration ..... \$ \_\_\_\_\_

Mileage <sup>(1)</sup> \_\_\_\_\_ miles @ \$.40 ..... \$ \_\_\_\_\_

Tolls or Fare ..... \$ \_\_\_\_\_

Lodging ..... \$ \_\_\_\_\_

Meals <sup>(2)</sup> ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

1. Mileage reimbursement is allowed for miles traveled to an activity that exceed your normal round trip commute from home to school. If the distance to the activity is less than your normal commute no mileage reimbursement is allowed.
2. Reimbursement for meals, when appropriate, is limited to the established rates and should not exceed fifty dollars (\$50.00) per day broken out as follows: Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$25.00. **Meal receipts must be itemized to be eligible for reimbursement.**
3. Lodging costs should be kept to a minimum and **pre-approved**; you are expected to share a room whenever possible to reduce the cost.
4. No item of expense will be approved for reimbursement IF A RECEIPT IS MISSING unless it was impossible to secure such a receipt and the reason can be fully explained. MERE INCONVENIENCE IS NOT A SATISFACTORY EXPLANATION.



**SECTION 2** (To be completed by site administrator)

Date(s) substitute is required: \_\_\_\_\_

ASN for substitute: \_\_\_\_\_

Cost per day for substitute \$ \_\_\_\_\_

Total # of substitute days \_\_\_\_\_

Total Substitute Costs \$ \_\_\_\_\_

\_\_\_\_\_  
Principal/Administrator's Pre-Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Staff Development's Pre-Approval

\_\_\_\_\_  
Date

☐ Approved w/expenses   ☐ Approved w/o expenses   ☐ Not Approved

**SECTION 3** (Reimbursement)

Summary of Actual Expenses

Registration..... \$ \_\_\_\_\_

Mileage \_\_\_\_\_ miles @ \$.40 ..... \$ \_\_\_\_\_

Tolls or Fare..... \$ \_\_\_\_\_

Lodging..... \$ \_\_\_\_\_

Meals ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

Amount Due ..... \$ \_\_\_\_\_

I certify that all expenses herein were incurred by me in the performance of my assigned duties with Methacton School District.  
Your signature is required at the time you submit your actual expenses and conference report.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Staff Development's Approval

\_\_\_\_\_  
Date

ASN for reimbursement: \_\_\_\_\_



# METHACTON SCHOOL DISTRICT STUDENT ACTIVITY FUND

## CHECK REQUEST FORM

DATE CHECK REQUIRED: \_\_\_\_\_ ACTIVITY NAME: \_\_\_\_\_

ACCOUNT NUMBER: 81-3210-610-000-30-800- AMOUNT: \_\_\_\_\_

PROJECT, EVENT OR REASON: \_\_\_\_\_

REMITTANCE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECK ONE:

CHECK TO BE MAILED \_\_\_\_\_

RETURN CHECK TO SPONSOR \_\_\_\_\_

\_\_\_\_\_  
Signature – Activity Sponsor      Date

\_\_\_\_\_  
Signature – Student Activity Officer

\_\_\_\_\_  
Signature – Activity Director      Date

\_\_\_\_\_  
Signature – Business Office      Date

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

DON'T FORGET:

- All Signatures must be present
- Attach the original and a copy of the invoice and any back up
- Form must be received by the Accounting Office on Wednesday
- Please allow 7 days for processing



# METHACTON HIGH SCHOOL

## **ACTIVITY/EVENT APPLICATION**

Please complete and give to the Activities Office

*Application must be completed 10 days prior to any special activity/event. Sponsoring organization encouraged to check the master schedule for any conflicts with date.*

Date of Application: \_\_\_\_\_ Club: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ E-mail \_\_\_\_\_

Fundraiser or Non-Fundraiser (please circle) Number of Security needed: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time to Begin: \_\_\_\_\_ Time to End: \_\_\_\_\_

Location: \_\_\_\_\_

*Please remember to complete a Facility Use Form if using facilities*

Amount of admission: \_\_\_\_\_ Anything Unique: \_\_\_\_\_

Amount of students expected: \_\_\_\_\_

***All Activities must end by 10:30 PM***

Chaperone form will need to be completed and handed in to the Activities Office 48 hours before the event.

### **Approval of Activity/Event:**

Activity Director: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_



# ELIGIBILITY INFORMATION SUMMARY

SEASON:

GRADE:

SPORT:

CLASS:

NAME		BIRTH DATE	AGE	Repeat a Grade – Yes/No	CIRCLE YEARS OF PARTICIPATION IN THIS SPORT INCLUDING THIS YEAR						HOME PHONE #	EMERGENCY PHONE #
LAST	FIRST	00/00/00			7	8	9	10	11	12		
1.					7	8	9	10	11	12		
2.					7	8	9	10	11	12		
3.					7	8	9	10	11	12		
4.					7	8	9	10	11	12		
5.					7	8	9	10	11	12		
6.					7	8	9	10	11	12		
7.					7	8	9	10	11	12		
8.					7	8	9	10	11	12		
9.					7	8	9	10	11	12		
10.					7	8	9	10	11	12		
11.					7	8	9	10	11	12		
12.					7	8	9	10	11	12		
13.					7	8	9	10	11	12		
14.					7	8	9	10	11	12		
15.					7	8	9	10	11	12		

