

**UNITED
SCHOOL DISTRICT**



2022-23

**Extra-Curricular Activity
Handbook**



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Philosophy and Objectives of the Extracurricular Activity Program

The philosophy of our athletic program is parallel to the philosophy of our school and the mission and beliefs are the same. The United School District is a caring, innovative, community-centered district. Our mission is to educate all students helping them nurture and develop their talents and character, and to provide for life-long learning, enabling students to access the future as responsible citizens. The athletic program should be an integral part of the educational process of United Jr./Sr. High School, which promotes a greater desire in the student body and community to take an active part in our sports' programs either as participants or spectators. Our aim is to develop highly competitive athletics, but not to lose sight of educational values.

To these ends, the interscholastic extracurricular activity program in the United School District aims to:

- Encourage students' self-discipline.
- Foster students' skills and talents.
- Enhance self-concept through students' assumption of responsibility and achievement of goals.
- Teach problem solving within an ethical framework.
- Develop good sportsmanship and good citizenship.
- Promote the productive use of leisure time for worthwhile recreation.
- Contribute to students' recognition of the worth and dignity of the individual and of the value of cooperation.

Philosophy of Extra and Co-Curricular Personnel

A classroom can be any location where students meet with a school employee who has been assigned the task of teaching. The learning situation may be formal or informal, specific or incidental, carefully programmed or a spontaneous response.

A classroom can be a designated location within a school building, a corridor, the locker room, the cafeteria, a school bus, the gymnasium, the athletic field, even the street corner. As long as a student and a teacher meet for a specific purpose or assigned activity, a classroom situation exists. A teacher and/or coach has no specifically assigned hours during which he/she must maintain a professional relationship with students or the public. His/her personal behavior outside the assigned classroom can influence his retention or dismissal from his position. Regardless of the time of day, week or month, regardless of circumstances or location, a teacher or coach has a status and stature to maintain at all times. Any

misconduct of a serious nature, as outlined in the school code, makes a teacher or coach liable for dismissal from a given activity, assignment, or professional position.

When an individual changes from his/her regular full-time job clothing to that of a coach or other activity sponsor, he does not become a different person, governed by another set of responsibilities and duties. He/she is a teacher in every respect. In fact, he or she becomes even more vulnerable since the students he/she meets in such informal or co-curricular activities tend to form a closer, more personal relationship with the coach or sponsor. Students tend to idolize such persons; to emulate their habits, actions, speech and conduct. In such situations, the coach or sponsor teaches more by example than by any other method.

If all this is true, it becomes vitally important that the coach or sponsor conduct himself /herself in a manner comparable to that of the classroom. His speech, actions and examples should be professional at all times. In the formal classroom, the teacher would not use vulgar, uncouth or abusive language. He/she would not degrade, humiliate or physically abuse a student. He/she would not use tobacco in any form, or permit his students to do so. In the formal classroom, the teacher would give all students the opportunity to participate or demonstrate ability to perform or learn; he/she would not favor certain students because of location of residence, family background or reputation.

While athletics and co-curricular activities require different instructional methods, habits and procedures, they can still be taught in a professional manner. The good coach or sponsor builds character, teaches good sportsmanship, teaches the will to win, and expects fair game playing.

The United School District desires its representatives, whether staff or students, to excel to the best of their ability in all phases of school activity. In addition, the school district desires that staff and students represent the school and the district on all occasions in a manner that will bring credit and positive acclaim to the institution. **No individual can be expected to do more, and no individual should be permitted to do less.**

PIAA Philosophy

It is unconscionable that a school or any of its employees would subvert the high purposes of interscholastic athletics by condoning any violation of the rules. To involve boys or girls in any practice or procedure which "gets around the rules" is unworthy of a person associated with athletics.

Athletic Courtesy

Athletics should foster clean sports. It is the privilege and duty of every person associated with athletics to exemplify these principles in his or her own actions and earnestly advocate them before others.

- A. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person should break.
- B. No advantages are to be sought over others except those in which the game is understood to show superiority.
- C. Unsportsmanlike or unfair means are not to be used even when opponents use them.
- D. Visiting teams and officials are to be honored guests of the United School District and should be treated as such.
- E. No action is to be taken, no course of conduct pursued, which would seem unsportsmanlike or dishonorable, whether known or unknown to one's opponent or the public.
- F. Remember that a student spectator represents the school the same as the athlete.
- G. Any spectator, student, or adult who continually evidences poor sportsmanship should be requested to leave and not attend future contests.
- H. Decisions of the officials are to be abided by.
- I. Officials and opponents are to be regarded and treated as honest in intention.
- J. Good points in others should be appreciated and suitable recognition given.
- K. The practice of "booing" is regarded as discourteous and unsportsmanlike.

PIAA Code of Ethics

The Code of Ethics pertaining to United School District athletics is to be regarded not only as recommendations, but as rules governing the conduct of schools, the coach, officials, athletic directors, principals and the public.

Section 1: The school should:

- A. Represent itself in a professional sportsmanlike manner.

Section 2: The coach should:

- A. Have a fair, unprejudiced relationship to players.
- B. Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- C. Give opponents full credit when they win.

- D. Control his/her temper at all times.
- E. Discourage profanity and obscene language at all times.
- F. Recommend the use of competent officials and support their decisions. He/she should not criticize the actions or decisions of officials before players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors, he/she should refer them directly to the authorities of the school concerned.
- H. Not solicit players from other schools.

Section 3: The official should:

- A. Have thorough preparation in the current rules and approved officiating techniques of the game.
- B. Be physically fit and mentally alert.
- C. Have a neat, distinctive uniform.
- D. Report for duty at least 30 minutes before time of game.
- E. Honor all agreements.
- F. Control his/her temper at all times.
- G. Call them as he/she sees them.
- H. Make clear any interpretations and announcements.
- I. Not discuss plays or players of a team with any of their future opponents.

Section 4: The athletic director should:

- A. Arrange only schedules that are educationally and physically sound for the athletes.
- B. Have a definite and mutual understanding with other athletic directors regarding officials.
- C. Treat visiting teams and officials as guests.
- D. Allow community cooperation in developing a wholesome athletic program.

Section 5: The principal should:

- A. Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible his/her eligibility.
- B. Endeavor to foresee possible misunderstanding with other schools and, as far as possible, settle them before they materialize.
- C. Pass on to another school's officials any seemingly authentic information that calls in question the eligibility of any of their players.
- D. Encourage the school's support of its teams, but never at the expense of friendly relations.

Section 6: The public should:

- A. Realize that gambling and drinking in connection with athletic contests are detrimental to the best interests of athletics and the standards that the PIAA is endeavoring to foster.
- B. Conduct themselves with good sportsmanship.

Athletics and Liability

Our society is litigious. Because people are likely to bring suit when they feel they have been injured and because of our special relationship or "duty of care" toward our students, school people must be particularly careful to make every effort to safeguard students.

According to the Pennsylvania School Board Association, the "ingredients" of a successful lawsuit are:

- A duty to protect;
- A breach of that duty;
- An injury; and,
- A casual connection of the "foresee ability" of that injury.

Because of a Pennsylvania law passed in 1978 (The Political Subdivision Tort Claims Act), the reasons for which a school district and its personnel can be successfully sued have been limited. Nevertheless, coaches should be aware that successful suits are likely to occur in the following situations:

- Negligent maintenance of real estate – Coaches have a duty to inspect playing fields, locker rooms, and other similar areas for safety hazards and to report

any problems they see. It is the school district's responsibility to investigate the problems reported and to make any necessary repairs or adjustments.

- Willful, intentional, and reckless acts – Apply the “reasonable and prudent man” standard. Do not act hastily or in anger. Keep in mind that our highest duty is toward our students.
- Failure to warn adequately – While it is true that participation in sports entails some assumption of risk, that defense has been seriously eroded in recent court decisions, particularly when plaintiffs have shown that they were not warned of the danger of an activity or did not understand the danger. For that reason, coaches should meet with the parents and players prior to the beginning of the season to discuss the sports program, coaching expectations, and safety measures used routinely. Communicate with parents. Safety films are also helpful in this area.
- Supervision of students – Students must be supervised at all times.
- Alumni – Alumni may NOT participate in practices or open gyms/fields.

General Guidelines for Coaches/Advisors

Student Handbook – Coaches should know and make certain that their athletes know the provisions of the United School District Student Handbook as they relate to the students. A copy of this book can be obtained from the principal. For the convenience of the coaches, a summary of the general rules for athletes is included in this manual. It is not all-inclusive, but includes some salient points from the handbook.

Use of Facilities – Athletic facilities are available for coaches' use with their sports and should be scheduled through the respective building office and the athletic director. Students must be supervised at all times when using district facilities, and coaches must make sure that students stay in the assigned area.

Keep in mind that numerous school and community groups request the use of school facilities. District policy is to give in-season athletic teams first priority, other school sports or groups second choice, and community groups next choice in scheduling school facilities. In cases where sports overlap seasons, the principal/assistant principal will set practice schedule times.

If no custodian is present in the building, the coach should make sure that doors used by students to enter and exit are closed and locked before leaving the building.

Coaches who wish to use school facilities for VOLUNTARY off-season conditioning or play as described in the PIAA guidelines, must schedule times through the principal/assistant principal and/or the athletic director.

Budgeting – Each year, during the budgetary process, head coaches will submit a budget to the athletic director for their sport for the following school year, including supplies, clinics, and any items the coach deems necessary for the safe and efficient conduct of their particular sport’s program. Budget/inventories must be submitted to the athletic director.

Awards and Honors – Methods of determining awards and honors vary from sport to sport and coach to coach. Each head coach should submit the method he/she uses to determine awards and honors to the principal and athletic director for approval.

Athletic Forms – The proper handling of athletic forms is of critical importance because the health and safety of the student is directly involved.

No student may begin practicing for a sport without first having had a physical. A student may be eligible for practice or participation in a sport only when there is on file, with the principal, a Comprehensive Initial Pre-Participation Evaluation (CIPPE), which is signed by his/her parent or guardian and doctor.

If a student is injured in practice or competition, the coach must submit a notice of injury form, available in the high school office, to the business office secretary at the earliest opportunity.

Out of Season Rules

Each sport has a defined season which includes the first legal practice date, the first legal scrimmage date, the first legal playing date, the last playing date for the regular season, the district deadline, the dates for the PIAA championships, the maximum number of contests for the regular season, the maximum number of scrimmages of interschool practices for the regular season.

Outside of the defined season for sports, member schools may not sponsor teams, but 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 as described below.

1. The coach, or other personnel representing the school, shall not require an athlete 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 sport’s activity that occurs outside its defined season must be voluntary.
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized contact football camps, clinics, drills, practices, games, scrimmages or similar contact activities outside the PIAA defined football season.

3. The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the principal may permit students to use the school's interscholastic athletic equipment and the school's interscholastic health/first aid supplies.

General Rules for Athletes of the United School District

Crossing Highways for Practices and/or Competitions – All athletes, managers, etc. should cross highways as a group under the direct supervision of a coach or assistant coach at all times. Crossing will be done at a designated site on a regular basis if possible. During those times when buses are provided after school for transportation from the high school to the elementary, this service must be used by all athletes. Coaches must emphasize the seriousness of crossing highways and that the safety for everyone will not be compromised.

Drug, Alcohol & Tobacco Use – Students shall not possess, use or be under the influence of narcotics, drugs, steroids or alcohol. These items are prohibited in any school building, school bus or any school property. Violation shall result in immediate suspension from the sport and referral to the principal. Students who use prescription drugs authorized by a licensed physician do not violate BOE policy 227 if the students conform to the appropriate district policies and school rules.

Academic Eligibility

United has adopted a more stringent eligibility guideline than PIAA. If a student in grades 7-12 is failing 2 subjects they are ineligible for interscholastic completion.

Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the above standards, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the above standards. Where a school is closed on a Friday for any reason, the principal may, at the principal's election, determine whether the student, as of that day, meets the above standards.

In cases where a student's work in any preceding grading period does not meet the above standards, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period, beginning on the first day report cards are issued.

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 the student's eligibility for the next grading period.

Students whose work does not meet the above standards provided for, who attend summer school and correct their deficiencies, shall be eligible.

In addition students must meet the PIAA's minimum guidelines listed below.

PIAA Guidelines

Curriculum

Section 1

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office. Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may, at the principal's election, determine whether the student, as of that day, meets the standards provided for in this section.

Section 2

To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

Interpretations

Section 2- July 22, 1982; as amended December 7, 1985

A student who has passed subjects which in the aggregate total at least four credits has passed the equivalent of four full credit subjects.

Sections 1 and 2- October 6, 2001

Whenever students spend approximately double the amount of time in class under "block" scheduling in comparison to "traditional" scheduling, a credit that a student is carrying under "block" scheduling would be the equivalent of two credits under "traditional" scheduling in determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year.

Section 3

In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period

where the school has four (4) grading periods per school year, or for at least ten (10) school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.

Section 4- New Students Must Meet Eligibility Requirements On Curriculum.
Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the student has attended.

Section 5- Use of Final Credits at End of School Year
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 the student's eligibility for the next grading period.

Interpretation

December 7, 1985; as amended May 11, 2002.

Students whose work does not meet the standards provided for, who attend summer school and correct their deficiencies, shall be eligible.

Junior High / Middle School

(Junior High/Middle School 7th, 8th, and 9th Grade Competition Wherever Housed)

Preamble

The entire constitution and by-laws govern both senior and junior high/middle schools. However, this article sets forth additional rules and regulations which apply to junior high/middle schools only.

Interscholastic competition at the junior high/middle school level of competition is intended by PIAA to be directed toward development of general athletic and sport specific skills, as well as exposing students to proper concepts of teamwork, sportsmanship, and the long-term benefits to individuals of participation in athletic activities. Accordingly, playoffs and the holding of championship contests are discouraged.

Transportation – Students are required to ride to and from athletic events on the transportation provided by the school district. Parents or guardians who wish to transport their own child home from an event must present themselves to the coach and inform him/her of the intention in writing. Unless prior arrangements have been made, the coach may only release the student to that student's parent or legal guardian. Only school personnel are permitted to ride district transportation to and from athletic events.

Detention and Suspensions – Students who have been assigned a suspension are not permitted to participate in extracurricular activities if they are suspended from school or are delinquent in fulfilling their suspension as assigned. This includes both practices and games/matches/meets.

Attendance – A student must be considered present for school and in attendance by 9:00 a.m. in order to participate in any extra-curricular activity scheduled that school day unless the principal is aware of extenuating circumstances that justify an exception. Coaches should check daily attendance bulletins to monitor absences and tardiness by their athletes.

Freshman/Varsity Sports

The following procedures will serve as a guide for moving a ninth grade athlete from the junior high to varsity level:

1. The varsity coach must initiate the discussion with the athletic director and principals.
2. Parents will be notified of the proposed move.
3. Academics, social/emotional maturity and physical ability will be reviewed.
4. A meeting will be held with parents to determine a decision.

* Any parental inquiry will be referred to #1 above.

PIAA Regulations for Student-Athletes

A student who participates in interscholastic athletics at a school that is a member of the PIAA must adhere to the eligibility rules for student-athletes. If you fail to comply with the PIAA rules, you will lose your eligibility to represent your school in interscholastic athletics. If you participate while ineligible, your school or team may be penalized. Therefore, it is important for you to be aware of the requirements to which you are subject.

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

The principal of your school is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. If you have any questions concerning your athletic eligibility, either present or future, you should see your school principal, who has a complete copy of all the PIAA eligibility rules. Your principal may also obtain from the appropriate PIAA District Committee a formal ruling as to your athletic eligibility.

Age – You may not have reached your 19th birthday by June 30 immediately preceding the school year (your 15th birthday interscholastic competition is limited to grades 7 and 8; your 16th birthday is limited to grades 7 through 9).

Amateur Status & Awards – To be eligible to participate in a sport, you must be an amateur in the sport. You will lose your amateur status in a sport for at least one year if:

1. You, your school, an organization that you represent, or your parent or guardian receives money or property for or related to your athletic ability, performance, participation, or services.
2. You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities or for serving as a lifeguard at swimming areas.

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

Attendance – You must be enrolled in your school and in full-time attendance. You are eligible only at the school at which you are enrolled.

If you are absent from school during a semester for a total of 20 or more days, you will lose your eligibility until you have been in attendance for a total of 60 school days following your 20th day of absence.

Charter School and Cyber Charter School Students - Students enrolled in either a charter school or cyber charter school are eligible only at said school in those interscholastic sports sponsored by that school. Students enrolled in either a charter school or cyber charter school that does not offer a particular interscholastic sport are eligible to participate in that sport at the school which they would otherwise attend, in the school district of their residences, provided that the students meet all other eligibility requirements, including, but not limited to, school verified evidence of full-time attendance.

Consent of Parent or Guardian – You are eligible only if there is on file with the principal of your school, before you begin practice, a certificate signed by your parent or guardian consenting to your participation in the particular sport involved. If proof of private health insurance is not provided, a waiver must be signed by parent/guardian and kept on file.

Physical Examination – **Physical Forms**

Physical Forms must be complete and turned in 1 week prior to the start of the season for the athlete to be guaranteed clearance for the first day of practice.

(1) Only the Comprehensive Initial Pre-Participation Evaluation (CIPPE) Form will be valid for sports participation.

(2) Only CIPPE's performed on or after June 1 of each year will be valid for sports participation.

(3) CIPPE's shall be effective, regardless of when performed during the school year, until the next May 31st.

(4) After completion of the CIPPE, the student's parent/guardian shall be required to complete and submit, to the student's principal or principal's designee, Section 8 of the CIPPE Form prior to the student's subsequent participation in another sports' season. If you answer yes to any of the supplemental health history questions on the Section 8 Form (Re-Certification by Parent/Guardian), you must have a physician review the Section 6 Form (Health History), along with Section 7 Form (PIAA Comprehensive Initial Pre-participation Physical Evaluation and Certification of Authorized Medical Examiner) of your child's previously completed CIPPE Form. The physician must complete the Section 9 Form (Certification by Licensed Physician of Medicine or Osteopathic Medicine) so your child can compete in another sport in the same school year.

(5) All CIPPE Forms are available at planeths.com and www.piaa.org.

In all cases, the authorized medical examiner's signature is required.

In order to better manage concussions sustained by our student-athletes, all athletes will utilize a software tool called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT may be one of the tools used by a certified healthcare provider to help determine the severity of the head injury and when the athlete may return to athletic participation.

Period of Attendance and Participation and Grade Repetition – You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade, from seventh grade on, you will be ineligible as a senior.

You may participate only one season in each sport during each school year.

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

Outside Participation – You will lose your eligibility in a sport for the remainder of the season if, while a member of your high school team, you participate in an athletic context as an individual or a member of another team in the same sport during the same season, unless your school principal waives this rule by sending an appropriate letter to the PIAA executive director.

If you participate as an individual or a member of a team in a non-school athletic program, while enrolled at a school which has a team in that sport, you will be eligible for that playoff in that sport only if you are a bona fide member of your school team for at least 75% of its regular season.

Athletic Director – Duties and Responsibilities

The athletic director assists the secondary principal in regulating the athletic program in compliance with PIAA rules. The duties and responsibilities of the athletic director shall include, but not be limited to, the following:

1. Be responsible to the building principal(s) for all matters involving interscholastic athletics.
2. Represent the district at athletic meetings when assigned.
3. Prepare an annual budget listing the required expenditures necessary to conduct the total interscholastic athletic program.
4. Submit requisitions for all athletic equipment and supplies.
5. Maintain a complete financial record of all receipts and expenditures.
6. Maintain an inventory of all athletic equipment and supplies.
7. Conduct meetings with members of the athletic department when necessary.
8. Arrange schedules for all interscholastic athletic contests and file contracts.
9. Arrange transportation for all athletic teams and cheerleaders.
10. Maintain written contracts with all home game officials.
11. Maintain complete athletic records for all sports.
12. Check the eligibility of all athletes using the high school principal's eligibility as a reference.
13. Be responsible for the care, maintenance and storage of all athletic equipment.
14. Plan and help arrange pep rallies, award assemblies, Parent's Night and Homecoming.
15. Be responsible for the publicity and press release concerning interscholastic events.
16. Assume leadership in the development of the varsity and junior varsity programs.
17. Attend all games, meets and contests or appoint another individual as the representative for the coordinator of athletics.

18. Arrange for the medical examinations of all athletes.
19. Provide for the proper administration and supervision of all athletic contests.
20. Recommend the best-qualified applicants available for coaching positions. When head coaching positions are open, seek candidates from inside and outside the district for the vacant positions who may be considered by the principal, district superintendent of schools and the board of education.
21. Stimulate cooperation with all school personnel concerning general athletic policies.
22. Have a thorough knowledge of PIAA and related NCAA rules and regulations.
23. Be responsible for the preparation of the district's athletic facilities and maintain calendar of the use of these facilities.
24. Be responsible for the editing and distribution of the Coaches' Handbook.
25. Assist in the selection, assignment, and evaluation of athletic coaches and staff members.
26. Hire officials and security as required and assume general responsibility for the proper supervision of home events.
27. Assist in the development and implementation of appropriate rules and regulations governing the conduct of athletic activities.
28. Coordinate activities for PIAA tournament programs.
29. Enforce Title IX requirements and assist in the investigation of alleged violations of those requirements.
30. Evaluate coaches.

Head Coaches – Duties and Responsibilities

The head coach shall possess the necessary leadership characteristics that shall enable the development, within the coaching staff, of a common philosophy toward the athletic program that all coaches shall energetically support.

It is the responsibility of each head coach to choose the starting team and the players who will participate during the athletic contest. The head coach is also responsible for informing players and parents that, if he/she chooses, all practice sessions are closed.

The head coach of varsity sports is directly responsible to the athletic director. The duties and responsibilities of the head coach shall include, but not be limited to, the following in his/her sport:

Duties:

- 1.** Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
- 2.** Supervising students at all times while involved in school sponsored activities.
- 3.** Following district procedures and guidelines in reporting accidents or injuries. Complete the required ImPACT training for concussion evaluation.
- 4.** Following assigned schedules and practices.
- 5.** Overseeing the performance of all assistant coaches.
- 6.** Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
- 7.** Developing a student participation roster.
- 8.** Checking the eligibility of all athletes using the high school principal's eligibility as a reference.
- 9.** Providing to each student participant, assistant coaches, athletic director and principal a set of rules and regulations commensurate with the coach's expectations and requirements.
- 10.** Working in conjunction with the athletic director to insure that transportation and facilities use arrangements have been scheduled.
- 11.** Keeping records regarding the distribution and collection of all uniforms and equipment used in the sport.
- 12.** Attending all PIAA meetings necessary to comply with their regulations.
- 13.** At the conclusion of each session, filing a brief report with the superintendent outlining the number of student participants, game records, special recognition, concerns and other information pertinent to the season.
- 14.** Reporting problems to the athletic director or building principal.
- 15.** Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Assistant Coaches Duties and Responsibilities

All persons employed as coaches shall have a knowledgeable background in the sport to which they are assigned to coach. They shall be able to demonstrate a genuine interest in and ability to work with the youth of the school district. Coaches shall recognize that successful athletic teams are developed by coaching staffs cooperating fully with the head coach and school administration and that loyalty and dedication to the head coach and team are essential.

The duties and responsibilities of the assistant coaches shall include, but not be limited to:

Duties:

1. Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
2. Supervising students at all times while involved in school sponsored activities.
3. Following district procedures and guidelines in reporting accidents or injuries. Complete the required training for concussion evaluation.
4. Following assigned schedules and practices.
5. Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
6. Reporting problems to the athletic director or building principal.
7. Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Volunteer Coaches

1. A recommendation for a volunteer assistant coach is to be made in writing by the head coach to the building principal and submitted with a completed coaching application, the appropriate clearances, and a tuberculin test. The building principal will forward the recommendation to the superintendent for inclusion on the next board meeting agenda.
2. Volunteer coaches should be supervised by the head coach/assistant coach at all practices and events.
3. Volunteer coaches should **NOT** be in charge of practices/activities without the head coach/assistant coach being present.

Cheerleading Advisors – Duties and Responsibilities

The duties and responsibilities of the cheerleading advisors employed by the United School District will include, but not be limited to:

1. Be directly responsible to the principal and assistant principal.
2. Schedule, organize and conduct try-outs for the squad using criteria approved by the principal.
3. Schedule practice, when deemed necessary, giving the squad sufficient notice of the scheduled practice.
4. Be responsible for the care, use and storage of all school equipment.
5. Supervise squad at home and away interscholastic games, including football, basketball, and wrestling and any other cheerleading activity.
6. Prepare and submit to the principal a budget for cheerleading activities.
7. Submit the season rules to the principal for approval prior to distribution to the players. Also submit the method he/she uses to determine awards and honors for their athletes, to the principal, for approval.
8. Review team rules and regulations with parents at a mandatory pre-season parent meeting.
9. Adhere to National Federation of State High School Association (NFHS) rules and guidelines.

General Guidelines

1. Cheerleading squads should be placed under the direction of a qualified and knowledgeable advisor or coach.
 2. All practice sessions should be supervised by the coach and held in a location suitable for the activities of cheerleaders (i.e., use of appropriate mats, away from excessive noise and distractions, etc.).
 3. Advisors/coaches should recognize a squad's particular ability level and should limit the squad's activities accordingly. "Ability level" refers to the squad's talents as a whole, and individuals should not be pressed to perform activities until safely perfected.
1. All cheerleaders should receive proper training before attempting any form of cheerleading gymnastics (tumbling, partner stunts, pyramids and jumps).

2. Professional training in proper spotting techniques should be mandatory for all squads.
 3. All cheerleading squads should adopt a comprehensive conditioning and strength building program.
 4. All jewelry is prohibited during participation.
 5. A structured stretching exercise and flexibility routine should precede and follow all practice sessions, game activities, pep rallies, etc.
 6. Tumbling, partner stunts, pyramids and jumps should be limited to appropriate surfaces.
10. As a general rule, all programs should qualify cheerleaders according to accepted teaching progressions. Appropriate spotting should be used until all performers demonstrate mastery of the skill.

Copies of these guidelines should be distributed to all squad members.

PIAA Restrictions on Cheerleading Activities

The PIAA Board of Control is most concerned with dangerous activities performed by cheerleaders at interscholastic events. In an effort to eliminate or minimize injury to cheerleaders, the following shall be in effect for all PIAA District, PIAA Inter-District, PIAA Regional and PIAA Final athletic events:

1. No cheerleader shall stand on another person unless that other person has at least one (1) foot on the ground.
2. No flips are permitted from another person unless that person has both feet on the ground.
3. Trampolines and/or mini tramps shall not be used.

The above regulations are also recommended to PIAA member schools for implementation during regular season interscholastic events.

Any further restrictions on cheerleading activities must be determined at the advisor's discretion based on the training and abilities of the individual cheerleaders and subject to the approval of the principal.

Majorette Advisors – Duties and Responsibilities

The duties and responsibilities of the majorette advisors employed by the United School District will include, but not be limited to:

1. Be directly responsible to the principal and assistant principal.
2. Schedule, organize and conduct try-outs for the squad using criteria approved by the principal.
3. Schedule practice, when deemed necessary, giving the squad sufficient notice of the scheduled practice.
4. Be responsible for the care, use and storage of all school equipment.
5. Prepare and submit to the principal a budget for majorette activities.
6. Submit the season rules to the principal for approval prior to distribution to the players. Also submit the method he/she uses to determine awards and honors for their athletes, to the principal, for approval.
7. Review team rules and regulations with parents at a mandatory pre-season parent meeting.
8. Supervise squad at home and away interscholastic games.

Color Guard Advisors – Duties and Responsibilities

The duties and responsibilities of the color guard advisors employed by the United School District will include, but not be limited to:

1. Lead the squad in learning flag technique, field drill, and development of routines to coordinate with marching band.
2. Supervise assigned students during after school and summer practices.
3. Supervise assigned students during game time, performances and bus trips.
4. Communicate with parents of squad members and band boosters in regard to performances, fundraisers and other related matters.
5. Work cooperatively with the staff and district in fulfilling the district's vision, mission, and focus.
6. Perform other duties as assigned by the principal or as appropriate to the job assignment.

Band Director – Duties and Responsibilities

The duties and responsibilities of the band director employed by the United School District will include, but not be limited to:

1. Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students.
2. Supervising students at all times while involved in school sponsored activities. Sponsors must be present when students arrive for an activity and remain until all students are gone.
3. Following assigned schedules. No arbitrary change in schedule or rescheduling will be made by the sponsor without the consent or approval of the principal.
4. Scheduling events or practices must be made well in advance and obtained through the principal.
5. Following district procedures and guidelines in reporting accidents or injuries.
6. Developing a student participation roster and submit that to the building principal by the last day of September of every school year.
7. Providing to each student participant and principal any set of rules and regulations commensurate with the sponsor's expectations and requirements.
8. Working in conjunction with the principal to insure that transportation arrangements have been scheduled.
9. Keeping records regarding the distribution and collection of all equipment or materials used by the students.
9. Reporting problems to the building principals.
10. Maintaining a professional rapport and demeanor with the students and others associated with the activity.

USD Head Coach Job Description

Department: - Athletic

Standard Title: - Head coach

Primary Function:

Head coaches will execute all duties required for an effective athletic program involving participating student athletes.

Supervision Received:

Head coaches are directly responsible to the athletic director.

Direction Exercised:

Head coaches are responsible for the supervision the athletic program under their direction and of all participating student athletes.

Essential Duties:

- 1.** Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
- 2.** Supervising students at all times while involved in school sponsored activities.
- 3.** Following district procedures and guidelines in reporting accidents or injuries.
- 4.** Following assigned schedules and practices.
- 5.** Overseeing the performance of all assistant coaches.
- 6.** Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
- 7.** Developing a student participation roster.
- 8.** Checking the eligibility of all athletes using the high school principal's eligibility as a reference.
- 9.** Providing to each student participant, assistant coaches, athletic director and principal a set of rules and regulations commensurate with the coach's expectations and requirements.
- 10.** Working in conjunction with the athletic director to insure that transportation and facilities use arrangements have been scheduled.
- 11.** Keeping records regarding the distribution and collection of all uniforms and equipment used in the sport.
- 12.** Attending all PIAA meetings necessary to comply with their regulations.
- 13.** At the conclusion of each session, filing a brief report with the superintendent outlining the number of student participants, game records, special recognition, concerns and other information pertinent to the season.
- 14.** Reporting problems to the athletic director or building principal.
- 15.** Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Secondary Duties:

1. If a student does not attend school, he/she is forbidden to participate in practice or a game for that day unless authorized by the administration.
2. Before leaving the practice area, insure that the building is secure, all lights out, and the doors are locked.
3. Schedule all fundraisers and money making projects through the administration.
4. Turn in all keys and equipment within two (2) weeks of the close of the season.
5. When school is canceled or dismissed early, all practices and games are canceled. Special events may continue with authorization by the administration.
6. Insure that at the conclusion of practice or a game, students have obtained transportation home and that no students are left unattended.
7. Perform temporary duties as assigned by the high school principal and/or superintendent.
8. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Hold at least a high school diploma.
2. Possess knowledge of PIAA and NCAA regulations relative to Jr./Sr. High School athletics.
3. Possess knowledge of program planning, athletic content area and budgeting.
4. Possess excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the board of education.

Equal Opportunity Policy

United School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Superintendent of Schools at United School District, 10780 Route 56 Hwy. East, Armagh, PA 15920, (814) 446-5615 ext. 3301.

Parent Code of Conduct - Extra-Curricular Activities

The following guidelines serve as a framework for all parents whose child(ren) are participating in extra-curricular activities in the United School District:

- Conduct at all contests will reflect good sportsmanship.
- Cheering at games is to be positive and offer encouragement to all participants.
- Discussions with coaches and advisors are to be held in a professional manner.
- Discussions with coaches and advisors are not to take place in the presence of team members.

- Parental attendance at practices/rehearsals will be at the discretion of the coach/advisor. Any parent/guardian or fan removed from a contest or activity due to unsportsmanlike conduct or misconduct will not be permitted to attend home events or activities in that sport for the remainder of that sport's current season.
- Parents will follow the chain of command when a concern arises –
Head coach/advisor → athletic director → principal → superintendent → board of school directors

PARENTAL GUIDE FOR COMMUNICATIONS

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication You Should Expect From Your Child's Coach

- Philosophy of the coach
- Expectations the coach has for your child and all players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedure should your child be injured during participation
- Requirements to earn a letter

Communication Coaches Expect From Parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

As your child becomes involved in the programs at United High School, United Jr. High School and United Elementary School, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate Concerns to Discuss With Coaches

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues Not Appropriate To Discuss With Coaches

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can, and should be discussed with your child's coach. Other areas, such as those listed below, must be left to the discretion of the coach.

- Playing time
- Team strategy
- Play calling
- Other students

Procedures You Should Follow If You Have A Concern To Discuss With A Coach

- Call to schedule an appointment with the coach.
- You may call the athletic director to schedule a meeting with the coach.
- The telephone number is:

High school 446-5615 ext. 2103

Do not confront a coach before or after a contest or practice, as these can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The Next Step

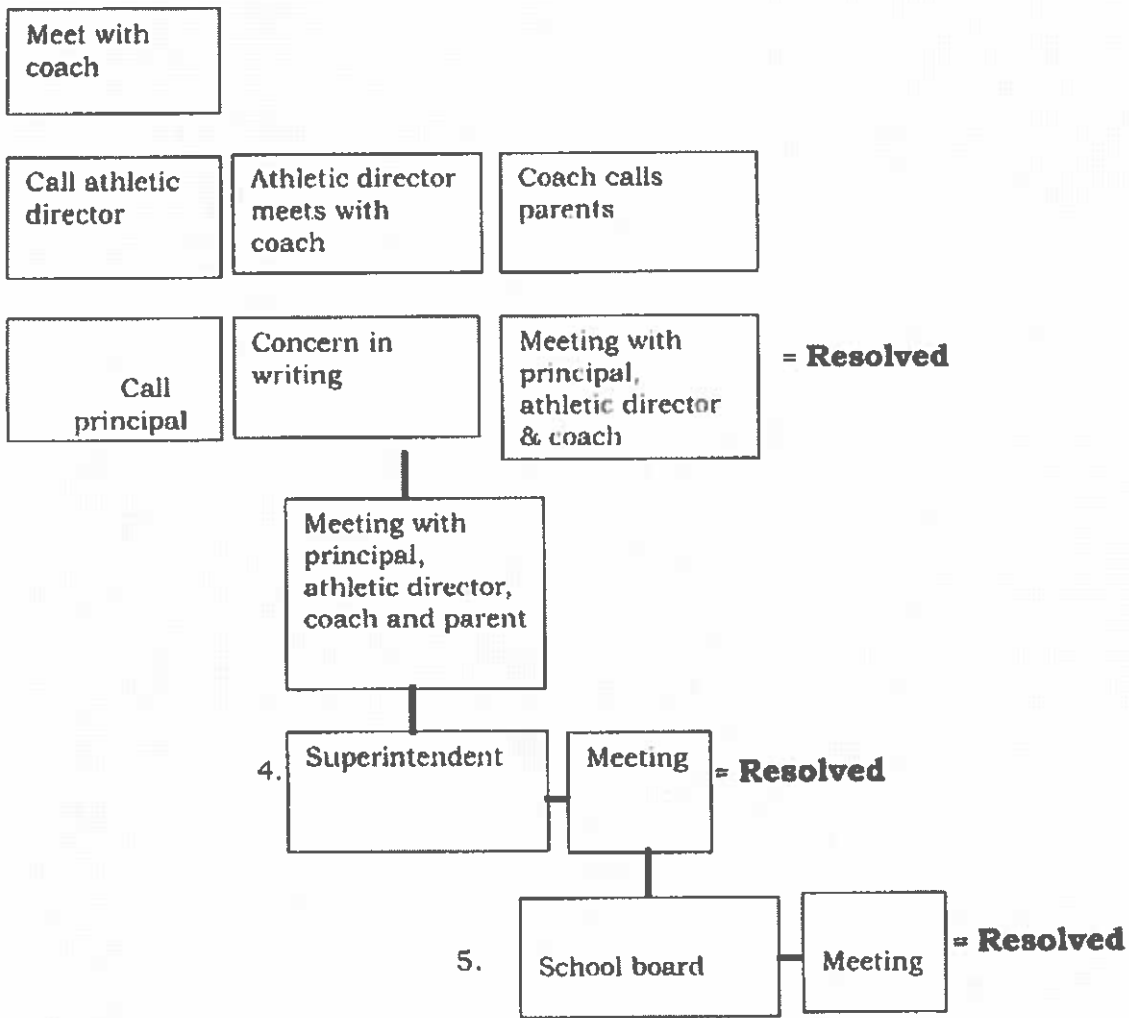
What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding.

The United School District, in conjunction with the extracurricular staff, will follow the five-step procedure listed below. The order of this line of communication must be followed if you elect to pursue any concern you may have with regard to the extracurricular program.

1. Head coach/advisor
2. Athletic director (if related to a sports program)
3. Building principal
4. Superintendent
5. Board of school directors

The information provided in this "Communication Guide" is intended to help you and your child have a rewarding and enjoyable athletic experience.

Parental Conflict Resolution Flow Chart



Talk with coach after practice or at a mutually agreed upon time
Do not talk to the coach after games
Do not call the coach at home

Call athletic director to voice the concern
Athletic director will meet with coach
Coach calls parent with resolution

Call principal to voice the concern
Provide details of the concern in writing
Meet with the principal, athletic director and coach
Meeting will be held with parent, principal, athletic director and coach

United School District
Student Code of Conduct - Extra-Curricular Activities

The following guidelines serve as a framework for all athletes and students participating in extra-curricular activities in the United School District. Each coach/advisor will address all student concerns and establish a direct line of communication with the athletic director and/or principal as appropriate.

- Students shall follow all rules of discipline that are outlined by the specific activity coach or advisor (i.e. practice, curfew, review of school policies, violation of code of conduct, etc.).
- Students shall refer to coaches/advisors by their proper name (i.e. Mr., Mrs., Ms., or Coach). First names and nicknames are not appropriate.
- Student behavior in school and during all school-sponsored activities shall be in accordance with all school rules and policies as outlined in the student handbook.
- Student behavior while participating in any aspect of extra-curricular activities shall also be governed by school rules and adopted policies.
- Students must meet the academic requirements of the junior/senior high school. Academic eligibility for students shall be cumulative from the beginning of the grading period, shall be reported on a weekly basis and shall be filed in the principal's office.
- Students must attend school as a prerequisite to participation in practices and games.
- Students shall follow all drug and alcohol rules as defined in the Student Handbook and/or coaches' rules.
- Good sportsmanship is mandatory at all times. Insubordinate conduct and inappropriate behavior such as fighting, profanity and obscene gestures will be dealt with as defined in the Student Handbook and PIAA rules.
- Students and/or activity participants must not react or respond to negative fan conduct. The coach, game manager, advisor, principal or designee will address all concerns relative to fan behavior.
- Students shall leave all locker rooms, classrooms, and buses in at least as good condition as when entered.
- Students shall respect the rules of the game/activity, and the officials who administer the rules and decisions that are made during the game/activity.
- Students shall respect opponents as fellow students and acknowledge them for striving to do their best.
- Students shall win and lose with dignity by offering good luck before a game or activity and sincere congratulations afterwards.
- Students shall obey School Board Policy 247 on Hazing.

Parent Signature and Date

Student Signature and Date

PIAA



Promote, Protect and Conserve...

Emergency Card for Athletes

- Emergency card/authorization for each athlete must accompany the athlete at all times.
- The card for each athlete should be carried in the first-aid kit for each sport.
- The card for each athlete should be readily accessible to the Coach, athletic trainer, or emergency personnel.
- Prior to the start of each sport, the card for each athlete should be reviewed by the Coach/trainer/athletic director or any other medical personnel for completeness.
- Include emergency phone numbers or significant medical history.

Please complete the information below prior to participation in each sports' season:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Blood Type: _____

In case of accident or emergency, please contact:

Parent's/Guardian's Name _____ Relationship _____

Address _____ Emergency Contact Telephone # () _____

Secondary Emergency Contact Person's Name _____ Relationship _____

Address _____ Emergency Contact Telephone # () _____

Medical Insurance Carrier _____ Policy Number _____

Address _____ Telephone # () _____

Family Physician's Name _____ MD or DO (circle one)

Address _____ Telephone # () _____

Pre-Existing Circulatory/Pulmonary Conditions: _____

Diabetes: _____

Inhalers: _____

Allergies or Allergic Reactions: _____

Medications Being Used: _____

Date of Tetanus Immunization: _____

Have you ever had a concussion (i.e. bell rung, ding, head rush) or head injury? _____ Yes _____ No

Other Pertinent Information: _____

Permission to Treat: _____ Parent's/Guardian's Signature

Parent/Guardian and Student:

Please sign, tear out and return this page and other signature pages listed here, to the coach/advisor to verify receiving and reading the information contained within the United School District Extra-curricular Handbook. By signing this page, I confirm that I have read the information listed below, and signed where required.

1. Parent Code of Conduct (*handout*)
2. Parental Guide for Communications (*handout*)
3. Parental Conflict Resolution Flow Chart (*handout*)
4. Concussion, Sudden Cardiac, and Preventing Spread of Infections Fact Sheets (appendix II, III, and IV)
5. School Board Policy 247 Hazing (appendix VI)
6. Student Code of Conduct - Extra-Curricular Activities (*signatures required*)
7. Parental Consent Form for Emergency Treatment (*signatures required*)
8. The United School District is dedicated to providing our students with the best and most effective web-based tools and applications for learning. In order for our students to utilize these programs, applications, and services, certain personal identifying information (generally the student's name and email address) must be provided to the web site operator. Under federal law entitled the *Children's Online Privacy Protection Act (COPPA)*, the web site operators must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits our school district to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

Parent/Guardian's signature _____

Date _____

If you have any questions pertaining to any section of this handout, please call the principal.

Appendix

- I. Release Without Medical Treatment Form**
- II. Section 9 Medical Release Form**
- III. PIAA Skin Lesion Form**
- IV. Concussion Fact Sheet**
- V. Sudden Cardiac Arrest Fact Sheet**
- VI. Guidelines for Preventing the Spread of Infections**
- VII. Planeths User Guide and Returning User Guide**
- VII. Parental Consent Form for Emergency Treatment**
- IV. Board Policy 247 Hazing**

Section 9: Re-CERTIFICATION BY LICENSED PHYSICIAN OF MEDICINE OR OSTEOPATHIC MEDICINE

This Form must be completed for any student who, subsequent to completion of Sections 1 through 6 of this CIPPE Form, required medical treatment from a licensed physician of medicine or osteopathic medicine. This Section 9 may be completed at any time following completion of such medical treatment. Upon completion, the Form must be turned in to the Principal, or the Principal's designee, of the student's school, who, pursuant to ARTICLE X, LOCAL MANAGEMENT AND CONTROL, Section 2, Powers and Duties of Principal, subsection C, of the PIAA Constitution, shall "exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school's licensed physician of medicine or osteopathic medicine, or if none is employed, by another licensed physician of medicine or osteopathic medicine."

NOTE: The physician completing this Form must first review Sections 6 and 7 of the herein named student's previously completed CIPPE Form. Section 8 must also be reviewed if both (1) this Form is being used by the herein named student to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in a subsequent sport season in the same school year AND (2) the herein named student either checked yes or circled any Supplemental Health History questions in Section 8.

If the physician completing this Form is clearing the herein named student subsequent to that student sustaining a concussion or traumatic brain injury, that physician must be sufficiently familiar with current concussion management such that the physician can certify that all aspects of evaluation, treatment, and risk of that injury have been thoroughly covered by that physician.

Student's Name: _____ Age _____ Grade _____

Enrolled in _____ School _____

Condition(s) Treated Since Completion of the Herein Named Student's CIPPE Form: _____

A. GENERAL CLEARANCE: Absent any illness and/or injury, which requires medical treatment, subsequent to the date set forth below, I hereby authorize the above-identified student to participate for the remainder of the current school year in additional interscholastic athletics with no restrictions, except those, if any, set forth in Section 7 of that student's CIPPE Form.

Physician's Name (print/type) _____ License # _____

Address _____ Phone () _____

Physician's Signature _____ MD or DO (circle one) Date _____

B. LIMITED CLEARANCE: Absent any illness and/or injury, which requires medical treatment, subsequent to the date set forth below, I hereby authorize the above-identified student to participate for the remainder of the current school year in additional interscholastic athletics with, in addition to the restrictions, if any, set forth in Section 7 of that student's CIPPE Form, the following limitations/restrictions:

1. _____
2. _____
3. _____
4. _____

Physician's Name (print/type) _____ License # _____

Address _____ Phone () _____

Physician's Signature _____ MD or DO (circle one) Date _____

**NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS SPORTS MEDICINE ADVISORY COMMITTEE
MEDICAL RELEASE FOR WRESTLER TO PARTICIPATE WITH SKIN LESION**

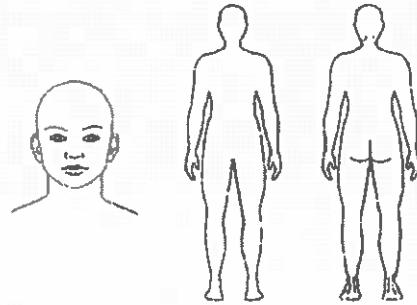
Student's Name: _____ Age: _____ Grade: _____
 Enrolled in _____ School _____

Diagnosis: _____

Mark Location AND Number of Lesion(s)

Location AND Number of Lesion(s): _____

Medication(s) used to treat lesion(s): _____



Date Treatment Started: ____ / ____ / ____ Time: _____

Form Expiration Date for this Lesion (Note on Diagram(s)): ____ / ____ / ____

Earliest Date the Wrestler May Return to Participation: ____ / ____ / ____

FRONT

BACK

Treating Authorized Medical Examiner (*AME) [print/type]: _____ License # _____

Office Address: _____ Phone: () _____

Treating *AME's Signature: _____ Date of Exam: ____ / ____ / ____

Below are some treatment guidelines that suggest **MINIMUM TREATMENT** before return to wrestling:

Bacterial Diseases (impetigo, boils): To be considered "non-contagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 48 hours. Oral antibiotic for 72 hours is considered a minimum to achieve that status. If new lesions continue to develop or drain after 72 hours, MRSA (Methicillin Resistant Staphylococcus Aureus) should be considered.

Herpetic Lesions (Simplex, fever blisters/cold sores, Zoster, Gladiatorum): To be considered "non-contagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 72 hours. For a first episode of Herpes Gladiatorum, wrestlers should be treated and not allowed to compete for a minimum of 10 days. If general body signs and symptoms like fever and swollen lymph nodes are present, that minimum period of treatment before return to wrestling should be extended to 14 days. Recurrent outbreaks require a minimum of 120 hours of oral anti-viral treatment, again so long as no new lesions have developed and all lesions are scabbed over.

Tinea Lesions (ringworm on scalp or skin): Oral or topical treatment for 72 hours on skin and oral treatment for 14 days on scalp.

Scabies, Head Lice: 24 hours after appropriate topical management.

Conjunctivitis (Pink Eye): 24 hours of topical or oral medication and no discharge.

Molluscum Contagiosum: Upon treatment with curettage and hyfrecator, may cover with bioocclusive and wrestle immediately.

Note to Appropriate Health – Care Professionals: Non-contagious lesions do not require treatment prior to return to participation (e.g. eczema, psoriasis, etc.). Please familiarize yourself with NFHS Wrestling Rules 4-2-3, 4-2-4 and 4-2-5 which states:

"ART. 3 . . . If a participant is suspected by the referee or coach of having a communicable skin disease or any other condition that makes participation appear inadvisable, the coach shall provide current written documentation as defined by the NFHS or the state associations, from an appropriate health – care professional stating that the suspected disease or condition is not communicable and that the athlete's participation would not be harmful to any opponent. This document shall be furnished at the weigh – in for the dual meet or tournament. The only exception would be if a designated, on-site meet appropriate health – care professional is present and is able to examine the wrestler either immediately prior to or immediately after the weigh – in. Covering a communicable condition shall not be considered acceptable and does not make the wrestler eligible to participate."

"ART. 4 . . . If a designated on-site meet appropriate health – care professional is present, he/she may overrule the diagnosis of the appropriate health – care professional signing the medical release form for a wrestler to participate or not participate with a particular skin condition."

"ART. 5 . . . A contestant may have documentation from an appropriate health – care professional only indicating a specific condition such as a birthmark or other non-communicable skin conditions such as psoriasis and eczema, and that documentation is valid for the duration of the season. It is valid with the understanding that a chronic condition could become secondarily infected and may require re-evaluation."

Once a lesion is considered non-contagious, it may be covered to allow participation.

DISCLAIMER: The National Federation of State High School Associations (NFHS)/Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) shall not be liable or responsible, in any way, for any diagnosis or other evaluation made herein, or exam performed in connection therewith, by the above named provider, or for any subsequent action taken, in whole or part, in reliance upon the accuracy or veracity of the information provided herein.

*** AUTHORIZED MEDICAL EXAMINER (AME):** A licensed physician of medicine or osteopathic medicine, a physician assistant certified, or either a certified registered nurse practitioner or a school nurse practitioner, who is under the supervision of a licensed physician of medicine or osteopathic medicine.

HEADS UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Coaches	Symptoms Reported by Athletes
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion, don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients die from SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- uncharacteristic breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to keep student-athletes safe while practicing or playing. The requirements of the Act are:

Information about SCA symptoms and warning signs.

- Every student-athlete and their parent or guardian must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, nurses and athletic trainers.

Removal from play/return to play

- **Any student-athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.**
- **Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.**

Guidelines for Student Athletes to Prevent the Spread of Infections

Hand washing and practicing good personal hygiene are the most effective methods to prevent the spread of infection.



Shower with liquid soap and water as soon as possible after games and practices.

Do not share towels, equipment, uniforms, clothing, razors, ointments, lubricants or balms, tweezers, contact lens solution, make-up, chapstick or any other personal items.



Always use a clean dry towel. (Do not put clean towels on the floor)

Do not share drink containers. Use individual water bottles.

Wash towels, practice uniforms, gym clothes, uniforms and any other laundry daily in water with detergent.

Drying clothes in a hot dryer helps kill bacteria in clothing.



Equipment that directly touches the skin (ie: protective head gear) should be disinfected after each use.



Keep all skin wounds and abrasions clean and covered with a dry bandage. Change daily until healed:



Keep your hands away from your eyes, face, nose and mouth.

Do not shave body skin for wound care or cosmetic reasons.

Avoid contact with other person's wounds or bandages.

Always wipe off weight room and fitness center equipment after you use it.



Report any skin rash, boil, abrasion, wound or turf burn or suspected infection promptly to the coach/athletic trainer/school nurse.

Wash your hands with warm soapy water for at least 15 seconds:

Before handling mouthguards/appliances and contact lenses.

Before eating.

After using the restroom.

After sneezing/blowing or touching your nose.

Before and after a game or practice.

After any contact with another person's blood or body fluids.

SECTION: PUPILS

TITLE: HAZING

ADOPTED: October 13, 2008

REVISED: September 14, 2021

UNITED SCHOOL DISTRICT

247. HAZING

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. [3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether: [5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization. [6][7]

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain. [8]

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ. [8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. [4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and

coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing. [11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [13][14]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of: [4]

1. Distribution of written policy
2. Publication in handbooks
3. Presentation at an assembly
4. Verbal instructions by the coach or sponsor at the start of the season or program
5. Posting of notice/signs

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [7]

Complaint Procedure

A student, who believes that they have been subject to hazing, is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard. [15]

Referral to Law Enforcement and Safe Schools Reporting Requirements -

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled

substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [16][17][18]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [16][17][19][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [17][22][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form. [16][22]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law. [15]

Students -

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline. [4][7][15][24][25]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment. [26]

If an organization is found to have engaged in organizational hazing, it shall be subject to appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution -

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution. [4]

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 24 P.S. 1302-E

	<p>14. Pol. 236.1 15. 18 Pa. C.S.A. 2810 16. 24 P.S. 1303-A 17. 22 PA Code 10.2 18. 35 P.S. 780-102 19. 24 P.S. 1302.1-A 20. 22 PA Code 10.21 21. 22 PA Code 10.22 22. Pol. 805.1 23. 22 PA Code 10.25 24. Pol. 218 25. Pol. 233 26. Pol. 317 18 Pa. C.S.A. 2801 et seq 22 PA Code 10.23 Pol. 113.1 Pol. 916</p>
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