

Glendale School District

2020 – 2021



Athletic Department Handbook

TABLE OF CONTENTS

| | |
|---|------------|
| ACADEMIC ELIGIBILITY | Page 5 |
| ACCEPTABLE MUSIC GUIDELINES | Page 5 |
| ACCIDENT REPORTING PROCEDURES | Page 5 |
| ATHLETIC DEPARTMENT CONTACT INFORMATION | Page 5 |
| ASSUMPTION OF RISK | Page 5-6 |
| ATTENDANCE | Page 6 |
| BENCHES/DUGOUTS | Page 6 |
| BOOSTER CLUBS | Page 6 |
| BOOSTER TOURNAMENTS | Page 6 |
| BUDGETS | Page 7 |
| BUS DEPARTURE SCHEDULES | Page 7 |
| BUILDING AND GROUNDS/SECURITY | Page 7 |
| COACHING IN-SERVICE PROGRAM | Page 7 |
| COACHING EVALUATION | Page 7 |
| COMMUNICATION (PARENTS) | Page 7-8 |
| COMMUNICATION (ATHLETE) | Page 8 |
| CONCUSSION MANAGEMENT GUIDELINES | Page 8-9 |
| DISCIPLINE | Page 9 |
| DRUG PARAPHERNALIA / CONTROLLED SUBSTANCES POLICY | Page 9 |
| ELIGIBILITY LIST | Page 10 |
| EMERGENCY NUMBERS | Page 10 |
| EQUIPMENT | Page 10 |
| FACILITY USE PRIORITY | Page 10-11 |
| GAME WORKERS | Page 11 |
| HAZING/HARRASSMENT/SEXUAL HARRASSMENT OR BULLYING | Page 11 |
| INJURIES | Page 11 |
| LEGAL DUTIES OF A COACH | Page 11-13 |
| LETTERING REQUIREMENTS | Page 13 |
| LIGHTNING SAFETY | Page 13 |
| LOCKER ROOMS | Page 13 |
| MEAL MONEY | Page 13 |
| MEDIA | Page 13 |
| OVERNIGHT TRIP GUIDELINES | Page 13-14 |
| PARENT MEETING | Page 14 |
| PIAA ELIGIBILITY REQUIREMENTS | Page 14 |
| POSTPONEMENTS | Page 15 |
| POSTSEASON | Page 15 |
| PRACTICE REQUIREMENTS | Page 15 |
| PRACTICE SCHEDULE | Page 15 |
| PRE-PARTICIPATION PHYSICAL EVALUATION | Page 15 |
| RADIOS | Page 15 |
| ROSTERS | Page 15 |
| RULES INTERPRETATION MEETINGS | Page 15-16 |
| SALARY FORMS | Page 16 |
| SCHEDULING ATHLETIC EVENTS | Page 16 |
| SCHOOL CLOSING | Page 16 |
| SEASON SUMMARY | Page 16 |
| SPORTSMANSHIP | Page 16-17 |

| | |
|---|---------|
| SPORTSMANSHIP PIAA GUIDELINES FOR COACHES | Page 17 |
| SUPERVISION | Page 18 |
| SUPPORT SYSTEM | Page 18 |
| SUSPENSION FROM PARTICIPATION / REMOVAL FROM TEAM | Page 18 |
| TEAM RULES/GUIDELINES | Page 18 |
| THEFT / VANDALISM / STEALING | Page 18 |
| TRAINING ROOM | Page 19 |
| TRANSPORTATION | Page 19 |
| USE OF BUILDINGS / GROUNDS | Page 19 |
| VOLUNTEER ASSISTANT COACHES | Page 19 |
| WEIGHT ROOM/CARDIO ROOM | Page 20 |
| APPENDIX | Page 20 |

Superintendent
Mr. Edward DiSabato

Administration
Brain Stacey, High School Principal
Rick Kozak, High School Assistant Principal

Athletic Director
John Matchock

Athletic Trainer

Maintenance
Charlie Chilcote

ATHLETIC DEPARTMENT PHILOSOPHY

This handbook has been prepared to provide a reference under which the athletic programs of Glendale School District are to be organized, administered and supervised. All staff members in the athletic programs are expected to know the provisions of this handbook and are to adhere to their responsibilities. The policies and procedures set forth will continually be evaluated so that the athletic programs can be improved.

It is the policy of the Glendale School District not to discriminate on the basis of gender, disability, race, color or national origin in its education programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

BELIEFS

1. Academics and attendance are priorities to participate in athletics.
2. Student athletes gain opportunities to observe and exemplify good sportsmanship, competition, and teamwork.
3. Student athletes acquire an understanding of life long health and training methods.
4. Athletics should be fun and rewarding and provide student athletes with a positive experience.
5. Student athletes display respect for all participants, coaches, officials, parents, and spectators.
7. Open communication coaches, athletes, and parents/guardians is essential.
8. A positive feeling of school pride is shared by all stakeholders and the community.

ACADEMIC ELIGIBILITY

Student athlete's eligibility will be monitored on a weekly basis. The student athlete's grades will be checked every Monday at noon. The weekly eligibility period begins on Monday and ends on Sunday.

If a student athlete has failing grades in two or more classes at one time, he/she is immediately placed on the athletic ineligibility list for a period of one week. Student athletes failing two or more classes are not allowed to participate in competitions but may practice. Practice participation is up to the coach of that team.

Glendale Board Policy 808. Any student that has a negative lunch account balance of \$50.00 or more for over twenty (20) days will be ineligible to participate in extra-curricular activities until the balance is paid in full. Parents will be notified in writing.

ACCEPTABLE MUSIC GUIDELINES

The acceptable music guidelines apply to music being played before, during or after practice, training/conditioning, weight room/cardio room, warm-up music, cheerleading routines, etc. Coaches will review the guidelines with their student-athletes and also preview any warm-up tapes to ensure they comply with the guidelines. "At no time will the music or presentation include songs that make reference, directly or indirectly, to promotion of drinking or the use of drugs, sexual explicitness, profanity, promotion of violence, or promotion of suicide."

ACCIDENT REPORTING PROCEDURES

The following procedure should be followed if a student athlete becomes ill during a practice/game.

Home practices or games

If it is a medical emergency, then initiate your team Emergency Action Plan and follow it until either the EMS or athletic trainer arrives. Otherwise, notify the athletic trainer of the injury or illness. Once the student is evaluated, it will be determined if the student needs to seek further medical evaluation from a physician, dentist, optometrist, etc. If the student is referred for further evaluation, then a school accident report must be completed by the head coach or athletic trainer.

Away games

If a student is injured at an away event, the coach should ask the coach of the host school if an athletic trainer is available. Follow the instructions given by the host athletic trainer. The Glendale athletic trainer should be notified of all injuries occurring at away events so a follow-up evaluation may occur.

If the host school does NOT have an athletic trainer available, then the Glendale athletic trainer should be notified ASAP for instructions. If the student is referred for further medical evaluation, a school accident report must be completed by the head coach.

Coaches must turn in the accident report to the athletic trainer ASAP. A copy is kept in the athletic training room files and the trainer sends a copy to the business manager's secretary.

ATHLETIC DEPARTMENT CONTACT INFORMATION

ATHLETIC OFFICE – (814) 687-5048

ASSUMPTION OF RISK

Liability for failure to warn is one of the most prevalent allegations in sports injury litigation. School districts, athletic administrators, coaches, physical education instructors, intramural sport program supervisors, cheerleading sponsors and other athletic personnel have repeatedly been found negligent for failing to warn athletic participants of both the general nature of the risks involved in an athletic activity as well as the specific risks involved in using improper or dangerous techniques while participating in the activity.

Assumption of risk is a common defense used in sports injury lawsuits and it is closely related to the duty to provide warnings. The assumption of risk defense is typically asserted by a coach who argues that the player was voluntarily participating in a risky activity where injury was a real possibility. However, courts have consistently held that the only risks which a student athlete may assume are those risks which are fully comprehended by the player and are inherent in the particular sport.

By the very nature of athletic activity, participants are at risk of physical injury. No matter how careful the athlete and the coach are, no matter how many precautions are taken, the risk cannot be eliminated. It can be reduced but never eliminated. The risk of injury includes minor injuries such as broken bones, dislocations and muscle strains. The risk also includes catastrophic injuries such as permanent paralysis or even death. It is important everyone understands these risks, and that athletes follow all safety directions from their coach because they are established to reduce the risk of injury.

ATTENDANCE

To be eligible for interscholastic athletic competition, all students must arrive at school prior to 8:30 AM. If a student arrives after 8:30 AM, they can't practice or participate unless permission is given in writing from the principal's office. Exemptions to the 8:30 a.m. arrival time include, but are not limited to a doctor's excuse, a death/funeral, and an unavoidable family emergency or impassable roads.

BOOSTER CLUBS

The head coach will serve as the school district representative to his/her respective booster club. At the beginning of the school year, the booster club is required to submit a list of officers, their phone numbers and email addresses to the athletic director. .

All revenue and expenses are to be reported to the athletic director after June 1 for the past year for each varsity and junior high team. The head coach is responsible for obtaining this information. This information is used to prepare the annual Athletic Disclosure Form that is submitted to PIAA and PDE.

Boosters can't purchase uniforms or other apparel without first consulting with the athletic director.

BOOSTER TOURNAMENTS

Any tournament in which admission and/or an entry fee is being taken by a booster club is considered a booster tournament. When a tournament is being run by the booster club, the booster club is responsible for all costs associated with the event including cost of officials, clock operators, ticket sellers, ticket takers, security, announcers, score keeper, game manager, etc. All of these positions except for the officials who will be assigned by the athletic director can be filled by volunteers from the booster club.

BUDGETS

The Athletic Director will create the yearly budget. The budget will cover the costs of officials, transportation, tournament entry fees and equipment. Each head coach will prepare an equipment request form for their entire program including sub-varsity teams. The Athletic Director will approve/deny such request. The head varsity coach for each team needs to communicate with the junior high head coach for any equipment that may be needed.

BUS DEPARTURE SCHEDULE

The athletic director will prepare a tentative bus departure schedule to be reviewed by the coach. The coach will be able to suggest adjustments to the departure schedule and submit the adjustments to the athletic director for his approval. Students will be released from their classes 15 minutes before the bus departure time.

BUILDING AND GROUNDS/SECURITY

Lock all doors/gates /areas after every practice. All lights in the high school and elementary gyms are to be shut off.

COACHING IN-SERVICE PROGRAM

All coaches hired at the Glendale School District will attend a yearly coaching in-service program prior to the season. The program will provide coaches with a basic understanding of the training room and responsibilities of the athletic trainer, the use of the Glendale School District facilities, their responsibilities as coaches, and the rules, policies and guidelines which govern the Athletic Department. All board approved volunteers must attend this meeting as well.

COACHING EVALUATION

Each year the varsity head coach will be evaluated by the Athletic Director with input from the Principal and Assistant Principal. The evaluation is used as a teaching tool to help the coach improve in necessary areas. See Appendix for the Head Coach Evaluation Form. Each head coach will evaluate his/her assistant coaches at the end of the season.

COMMUNICATION (PARENT)

Both parenting and coaching are extremely difficult vocations. By establishing open communication and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in the 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 COACHES EXPECT FROM PARENTS

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

As your children become involved in the programs as Glendale Junior/High School, they will experience some of the most rewarding moments of their lives. 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

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all students involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

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

CONFLICT RESOLUTION

The first step in resolving a conflict is the promotion of open communication. Through this communication many issues can be resolved by the parties most directly involved with the conflict. All coaches should demonstrate proper and effective communication when dealing with their student athletes and provide an environment for the student athletes to address concerns with their coaches. However, there are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, follow the chain of command chart located in the appendix. If a conference does not alleviate the problem, a conflict resolution form can be completed by parent/guardian.

COACH-STUDENT COMMUNICATION

Coaches should not use any means of two-way personal electronic communication with athletes including but not limited to Facebook, Twitter, text messaging, and personal email. Coaches will not give out their personal cell phone numbers to student athletes. Coaches will not text or call student cell phones. If communication is necessary, a texting program such as REMIND (www.remind.com) will be used. In no event will the coach use REMIND or any other mode of communication to communicate with student athletes individually.

CONCUSSION MANAGEMENT GUIDELINES

The Glendale Athletic Department purchased the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) program in the fall of 2010. ImPACT is a computer based software tool that helps assess and determine the severity of a concussion and when it is safe to return to play. The ImPACT test evaluates multiple aspects of neurocognitive function including: memory, attention span, brain processing speed, reaction time and post-concussive symptoms. This test is currently used by the NFL, NHL, MLB, and other professional leagues, colleges, high schools and other organizations.

Baseline tests will be administered to all athletes' grades 7-12 who participate in school sponsored athletics. The athletes will be tested prior to their season and the test is good for 2 years. It is the responsibility of the student to report for testing as directed by the coach and athletic trainer. Make-up dates will be limited due to the volume of athletes. We also ask that each student take the test seriously so the best data can be obtained. In the event an athlete sustains a concussion during the season, a post-injury ImPACT test will be given and compared to their baseline test. This will assist a physician and the athletic trainer in developing a safe return to play protocol for that specific athlete. These tests are regarded as privileged medical information and results are not shown with anyone besides the medical staff.

Return to Play Guidelines

Diagnosis:

1. An athlete suspected of having a concussion will be immediately removed from practice or game.
(All coaches are required to complete the Concussion Education Course as approved by the Department of Health and Education)
2. The athlete will **NOT** be permitted to return to practice or game the day of the injury even if symptoms subside.
3. Medical evaluation following injury
 - The athlete should seek treatment at the nearest Emergency Department if they have the following symptoms: loss of consciousness, unequal pupils, drowsiness or cannot be awakened, worsening headache that won't go away, weakness, numbness, decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures,

difficulty recognizing people or places, increased confusion, restlessness or agitation, or unusual behavior.

- Otherwise the athlete should get a medical evaluation from a medical professional trained in concussion management.
- ImPACT testing will be done by the certified athletic trainer at the school.

Return to Play Criteria for return to play after a concussion/head injury

1. Written clearance from a medical professional trained in management of concussion and the athletic trainer.
2. Must be asymptomatic – no post-concussion symptoms
3. ImPACT test back to baseline
4. Complete the Exertional Protocol
 - Each step takes 24 hours
 - The steps must be completed without return of symptoms
 - If the symptoms return, the student returns to the previous step after symptoms have subsided for 24 hours

DAY 1: Light Aerobic Activity (ex. Stationary bike riding or walking)

DAY 2: Sports Specific Training (ex. Running, swimming, skating)

DAY 3: Non-contact drills (ex. Passing drills, shooting drills, weight lifting)

DAY 4: Full Contact drills

DAY 5: Game Play

Keep in mind progression can be individualized and adjustments will be made on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. A student can't return to practice or games without clearance from athletic trainer

If parents/students have any questions concerning the Concussion Management Program or need to report an injury, contact the certified athletic trainer, Jeff Smithbower, ATC at 687-5050.

DISCIPLINE

Participation in athletic and recreation programs is a privilege. All student athletes are responsible for representing the Glendale School District at all times, both on and off of the school grounds. Any student athlete who breaks the code of conduct or the law is subject to a review by the principals, athletic director, and the coach to determine the appropriate discipline.

DRUG PARAPHERNALIA/CONTROLLED SUBSTANCES POLICY

The use and/or possession controlled substances/drug paraphernalia not prescribed by a doctor is absolutely forbidden. If a member of an extracurricular team or activity is caught using or possessing such, he/she will be referred to the Student Assistance Program (SAP) which will include a drug/alcohol evaluation and counseling sessions. A two week suspension from activities will also be imposed for the athlete.

ELIGIBILITY LIST

An eligibility list will be prepared by the athletic director and reviewed by the coach. It is important that the information is accurate as the PIAA eligibility list determines that the student-athletes meet the age, semester and season rules for eligibility.

EMERGENCY TELEPHONE NUMBERS

Emergency- 911

Irvona Ambulance- 672-3751

Patton Ambulance- 674-3730

PA State Police- 814-471-6500

Poison Control Center- 1-800-222-1222

High School Principal (Brian Stacey)- 687-4261

Athletic Director (John Matchock)- 814-687-5048

Trainer (Samantha Morgan)- 687-5050

School Nurse (Georgette Selecky)- 687-5042

EQUIPMENT

No athletic equipment issued by the Glendale School District is to be worn anywhere other than practices or games. If a student athlete abuses or loses the equipment provided, he/she will be responsible for the cost of the equipment. Following the season, coaches will collect and store all equipment. A written inventory of the equipment will be provided to the athletic director along with a list of lost or damaged equipment and the name of the student athlete who is responsible for that equipment. No coach will be paid until all equipment is collected and accounted for.

FACILITY USE PRIORITY

The following priority will be used for athletic facilities:

1. In-Season PIAA varsity/junior varsity sports.
2. In-Season PIAA 9th grade and junior high sports.
3. As reserved, out-of-season PIAA varsity/junior varsity sports, out-of-season PIAA 9th grade and middle school sports, out-of-season Glendale School District sports, and outside organizations.

GAME WORKERS

Game workers are assigned to assist with the overall operation of specific sports. The positions are assigned by the Athletic Director with the person who filled the position in the previous year provided the right of first refusal.

HAZING/HARRASSMENT/SEXUAL HARRASSMENT OR BULLYING

No forms of hazing, harassment, sexual harassment or bullying as outlined in the Glendale Student / Parent Handbook will be tolerated.

INJURIES

All coaches must report all injuries to the athletic trainer. If an athlete goes to a physician or the emergency room for an injury, they will need a written note from the doctor to the coach or athletic trainer in order to return to participation. A doctor's note clearing the athlete to return is recognized as the release to begin a transition back to full participation. The athletic trainer in coordination with the doctor will develop a plan for the student athlete to return to full participation. In addition, for any student athlete who sustains an injury that limits participation, the trainer will complete the participation plan for that student athlete. The participation plan will outline the student athletes' rehabilitation, treatment and return to full participation.

LEGAL DUTIES OF A COACH

1. Properly plan the activity
2. Provide proper instruction
3. Provide safe physical environment
4. Provide adequate and proper equipment
5. Match your athletes with similar abilities
6. Evaluate athletes for injury or incapacity
7. Supervise the activity closely
8. Warn of inherent risks
9. Provide appropriate emergency assistance
10. On site supervision of athletes at all times

CERTIFICATIONS

Concussion management certification training and sudden cardiac arrest training must be completed annually prior to performing any coaching duties for the upcoming season:

- Fundamentals in Coaching
- First Aid, Health and Safety for Coaches

All cost associated with these classes are the sole responsibility of the coach. Failure to complete these classes before the two year deadline will result in the loss of coaching responsibilities in the district.

The following need to be completed every year. These certifications can be obtained through National Federation of State High School Associations (www.nfhslearn.com) or (concussionwise.com). **A school employed coach or school approved volunteer, shall not coach an athletic activity until the coach completes the training course and provides proof to Glendale School District athletic department by uploading the certificates to the their PIAA account or a printed copy.**

- 1) ConcussionWise (Done every year)
Safety in Youth Sports Act, Senate Bill No. 200 (Concussion)
Establishes standard for managing concussions and traumatic brain injuries to student-athletes.. Athletic activity is defined as interscholastic athletics, an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school entity (Intramurals), including cheerleading, club-sponsored activities and sports activities sponsored by school-affiliated organizations.
- 2) CardiacWise (Done Every Year)
Sudden Cardiac Arrest Law for Youth Athletes, House Bill 1610

Like the concussion law, the newly approved measure requires that any student-athlete who exhibits symptoms of sudden cardiac arrest during an athletic activity be removed from play immediately. Furthermore, a student-athlete must be held out of all athletic activities if he or she exhibits any signs of cardiac arrest before or after an event.

Directions for creating a coach profile and uploading course requirements to the PIAA website for coaches:

1. Visit website: www.piaa.org;
2. Click “login” (the gold box in top right corner of your screen).
3. Click the “Coaches” tab.
4. If you have not previously used the coaches’ credentialing portal, you will need to create a new user profile by clicking “Register” and following the steps to create a new user – (Note: school, official, or other logins used in our system are not useable for the purpose of coaching education).
5. Once you have created a profile, the Coaching Education System becomes available.
6. In the first section, select each school which you are affiliated. Multiple schools may be selected if affiliated with more than one school. Simply begin typing the school name, and the system will match all available schools.
7. In the second section, “PIAA Education Requirements”, upload certificates of completion or a transcript to support completion of the required coaching and first aid required courses. Note, if submitting a course other than an NFHS or ASEP approved course, type in the name of the course you are submitting.

NOTE: One submission must be made for each course requirement. A single transcript cannot be uploaded once to satisfy the requirement for coaching and first aid. They must be uploaded separately.

Please do not submit concussion or cardiac coursework in this section. That information may be upload under section 3 “Optional School Education”, but should not be uploaded under section 2.

In the third section “Optional School Education”, a school may require coaches to upload additional information at their discretion. Please check with your athletic administrator to see if you are required to submit any items in this location.

MANDATED REPORTING

As employees or volunteers of the Glendale School District, coaches are considered mandated reporters relative to child abuse. A report must be made when there is reasonable cause to suspect child abuse. It is not necessary for the reporter to know for certain that a child was abused. Upon reasonable cause to suspect abuse, the coach shall call Childline and the appropriate county Child and Youth Agency immediately to report the suspected abuse. The mandated reporter is protected from civil and criminal liability when they make a report in good faith. It is up to *Children and Youth Services* to investigate and determine whether the child was abused and the law requires that the name of a mandated reporter be kept confidential and *Children and Youth Services* take that requirement very seriously.

Childline: 1-800-932-0313

Clearfield County Children and Youth: (814) 765-1541

Cambria County Children and Youth: (814) 472-5860

CHILD ABUSE MEANS ANY OF THE FOLLOWING: (Refer to GSD Policy 806)

- Any recent act of failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.
- Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
- Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual exploitation of a child under eighteen (18) years of age.

- Serious physical neglect by a perpetrator constituting prolonged or reported lack of supervision or the failure to provide essentials of life, including adequate medical care which endangers a child's life or development or impairs the child's functioning.

MANDATED REPORTER COURSE

- 1) www.pacwrc.pitt.edu (Every 5 years)- Click on "Reporting and Recognizing Child Abuse in PA"
Created an account on the website above. Print certificate at the end of the course and give to the athletic director.

LETTERING REQUIREMENTS

Following the season, the coach will provide a list of letter winners including statisticians and managers that meet the defined criteria for that sport to the athletic director. Each coach should provide the lettering requirements in the Team Rules.

Coaches may award letters to student athletes who are injured for part of the season or any senior student athlete. In addition to meeting the minimum participation requirements, all student athletes will be evaluated by their coach in regards to attitude, attendance and overall contribution to the team. If a student athlete quits or is removed from the team, the student athlete is not eligible for a letter even if they meet the minimum participation requirements. Sport specific lettering requirements are in the appendix.

LIGHTNING SAFETY

Severe storms are common to our area. Thunder and lightning usually accompany these severe storms. Lightning can strike as far as ten miles from the area where it is raining which is usually the distance which you can hear thunder. In the event of a severe storm during an outside activity, coaches are required to stop the activity and relocate student athletes indoors at the first sound of thunder. The activity may resume 30 minutes after the last sound of thunder or bolt of lightning.

LOCKER ROOMS

All coaches must inspect locker rooms before and after games. This should be done at both home and away games. Any damage should be reported to the athletic director and maintenance personnel.

MEAL MONEY

No meal money will be provided this school year with the exception of PIAA post season participation.

MEDIA

It is the responsibility of all coaches of all levels to contact the media and the athletic office of results from all events. All results are to be reported whether win or lose. See appendix for list of media outlets.

OVERNIGHT TRIP GUIDELINES

Athletic events that involve overnight trips can be a positive team building experience. These trips also include additional expectations of the coach and student athletes which are attending. The team is a representation of not only the athletic department but also the Glendale School District. The following guidelines must be strictly followed while on an overnight trip.

Prior to Departure:

1. Provide a roster of student athletes, coaches, and other chaperones who are attending the trip.
2. Provide a trip itinerary which includes date and time of departure, type of transportation, an outline of trip activities, date and time of return, etc.

3. Provide name, address, and phone number of lodging accommodation(s) along with a rooming list.
4. Provide name, address, and phone number of location(s) where sporting events will take place.

While on the Overnight Trip:

1. Review trip expectations and rules with the student athletes including lights out time.
2. Obtain keys for each room which the student athletes will be staying in.
3. Check each room prior to occupancy for damage and check each room every morning of the stay for damage.
4. Set-up procedures for supervising rooms including bed checks, curfews, light-outs, etc throughout the entire stay.
5. Coaches and chaperones must be visible and accessible for student athletes at all times. Make sure the student athletes know which room(s) coaches and chaperones are located in.
6. The coach will be the last person to check each room prior to departure to ensure the rooms were left in acceptable conditions and then will check with hotel management at check-out to make sure there were not any problems with our student-athletes during the stay.

PARENT MEETING

All head coaches should hold a parent meeting prior to the first competition. In this meeting, the coach should provide the parents with appropriate schedules, team rules/guidelines, their philosophy and expectations for the upcoming season.

PIAA ELIGIBILITY REQUIREMENTS

AGE

A student athlete may not have reached their 19th birthday by June 30th immediately preceding the school year and 15th birthday for 7th/8th competition and 16th birthday for 9th grade competition.

ATTENDANCE

Student athletes must be a regularly enrolled student. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

PARENT/GUARDIAN CONSENT

A student athlete's parents/guardians must consent to participation in the particular sport.

PRE-PARTICIPATION PHYSICAL EVALUATION

A student athlete must have a physical evaluation performed by licensed physician. Physicals are given at the school free of charge. Any student who can't attend the day the physicals are given, we need to see their own personal doctor and will be responsible for charges incurred. A re-certification paper will need to be completed by an athlete and parent/guardian prior to playing another sport. This paper is to ensure nothing has changed on the physical performed by a physician.

PERIOD OF PARTICIPATION

PIAA rules apply. Go to www.piaa.org to find specific regulations.

POSTPONEMENTS

The athletic director will make the decision to postpone any events due to weather or any unforeseen circumstances. Any postponement or cancellation information can be obtained through www.glendalevikings.org.

POSTSEASON

No team shall advance to post season play unless at least a .500 record is achieved.

PRACTICE REQUIREMENTS

As required by the PIAA, all student athletes must finish 5 complete practices before the student athlete is able to participate in a competition. Only exception would be an athlete who has moved into the district and was participating in that sport at the former school.

PRACTICE SCHEDULE

Coaches are required to prepare a practice schedule for their sport season. The practice schedule will be given to all student athletes on their team and also submitted to the athletic director at least one week prior to the start of the season. Any changes to practice times are to be reported to the athletic director immediately. Student athletes can only participate in practice or competition for six days during any calendar week.

PRE-PARTICIPATION PHYSICAL EVALUATION

All student athletes must pass a pre-participation evaluation and have a completed physical booklet on file with the athletic director before participating in any practices or competitions. The athletic director and school nurse will set up the evaluations and notify the coaches. Coaches are responsible for notifying the prospective student-athletes of the pre-participation evaluation date and times. Student-athletes at their own cost may be evaluated by their personal physician. In addition, the student-athletes will have a baseline ImPACT concussion test prior to participating in practices or competitions. The student-athlete will also complete a PIAA emergency form and sign the Student Athlete Code of Conduct prior to competing. **Student athlete emergency information should be carried by the coach or athletic trainer at all times.**

RADIOS

All coaches are responsible to get a radio from the training room before going to practice. These radios are used to contact the athletic trainer in case of injury or emergency. Radios are to be signed out and returned after practice. A sign out sheet will be used to sign a radio out and sign a radio back in. Any problem with a radio is to be reported to the athletic trainer.

ROSTERS

Coaches are required to submit a roster of the athletes on their team to the athletic director by the end of the second week of practice. The roster should include all pertinent information (name, grade, number, position, etc.). In addition, throughout the season, coaches will keep the athletic director updated on any changes in the roster.

RULES INTERPRETATION MEETINGS

Prior to the start of the sport season, head coaches in the following sports: football, volleyball, boys' basketball, girls' basketball, wrestling, softball, and baseball, are required to attend the mandatory rules interpretation meeting to understand any rules changes or new rules for their sport. Coaches should check the PIAA website for their meeting date, place, and time. The meeting is mandatory and missing the meeting will result in fines from the PIAA and possible suspension from the playoff participation. The coach is responsible for paying the fine imposed by the PIAA.

SALARY FORMS

Salary forms will be submitted to the athletic director once the season is over including the post season. Coaches have the option to obtain half-pay at the halfway point in the season. At the end of the season, all equipment must be properly stored and all forms need submitted to the athletic director. No coach will be paid until all equipment is collected and accounted for.

SCHEDULING ATHLETIC EVENTS

The athletic director schedules all athletic contests and scrimmages. Coaches are able to make scheduling suggestions that will be considered. Coaches may submit a list of opponents or tournaments they would like scheduled following the completion of the season. All league competitions are required to be played.

SCHOOL CLOSING

When school is closed or there is an early dismissal for weather related reasons, all games and practices will be cancelled.

SEASON SUMMARY

Following the completion of the season, the coach will submit a season summary including the number of athletes beginning and finishing the season, season statistics, team statistical records, etc. All district paid coaches will participate in an exit interview held by the board's athletic committee.

SPORTSMANSHIP

The PIAA and its member schools are strongly emphasizing the importance of good sportsmanship.

GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent, as well as to the letter of a given rule.

EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship but also reflects a true awareness of the contest by recognizing and acknowledging quality.

EXHIBIT RESPECT FOR THE OFFICIALS.

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.

Opponents are guests and should be treated cordially, provided with the best accommodations, and

accorded tolerance at all times. Be a positive representative for your school, team or family. This fundamental is the Golden Rule in action.

DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.

Never allow your ego to interfere with good judgement and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

SPORTSMANSHIP PIAA GUIDELINES FOR THE COACH

1. Exemplify the highest moral character, behavior, and leadership; adhering to strong ethical and integrity standards.
2. Respect the integrity and personality of the individual athlete.
3. Abide by and teach the rules of the contest in letter and in spirit.
4. Set a good example for players and spectators to follow. Please refrain from arguments in front of players and spectators. No gestures that indicate contest officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with contest officials and opposing coaches before and after the contest in full view of the public.
5. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
6. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
7. Please confine your remarks to contest statistics and to the performance of your team.
8. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the top priority.
9. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
10. Be no party to the use of profanity or obscene language, or improper actions. Do not permit student-athletes to use profanity during practice sessions.

Failure to abide by the Code of Ethics listed above will result in disciplinary action ranging from a written warning to immediate removal from coaching duties as determined by the athletic director, building principal, and district superintendent. The degree and frequency of the violation will be considered when determining appropriate consequences.

SUPERVISION

Coaches are to provide proper supervision at all times. This includes before and after practices and competitions. It also includes all areas while practicing such as the weight room and the cardio room. Coaches should be on site before players are scheduled to arrive and no coach is to leave the school until all members of his/her team have left.

SUPPORT SYSTEM

All coaches may refer to this section with questions or problems on operational matters. In addition, the following district personnel's decisions on the items listed below take precedent over the coaching staff. Questions on operational matters should not be directed to school board members.

Maintenance Supervisor- Any issues regarding use of buildings, facilities or district transportation vehicles shall be directed to the maintenance supervisor. This would include any non-traditional practice/conditioning areas on district grounds.

Athletic Director- Matters regarding scheduling of athletic events, gym use schedule, PIAA regulations and academic eligibility will be directed to the district athletic director.

High School Principal- Issues pertaining to general academics, student schedules and dismissal of athletes from scheduled class time will go to the high school principal. In addition, the high school principal is the school administrator that is officially in charge of all PIAA athletics.

High School Assistant Principal- Concerns with a student-athlete's regular school day attendance, attendance eligibility to practice or participate in a scheduled match and school discipline issues will be directed to the assistant principal.

Athletic Trainer- All matters regarding injuries to athletes, rehabilitation of injured athletes, athletes returning to participate in practice/matches, hydration testing, weight certification will be directed to the athletic trainer.

SUSPENSION FROM PARTICIPATION/REMOVAL FROM TEAM

Any suspension of a student from an interscholastic team shall be reported immediately by the coach to the athletic director in writing. This written explanation shall include all details that are pertinent to the matter. Appeals relating to suspensions will be heard and evaluated by the building principal and athletic director. The decision relating to suspension or reinstatement shall follow the study and evaluation of all pertinent information. Any student who verbally or physically confronts a coach and/or official will automatically be suspended from the team for the remainder of that season. This confrontation could possibly result in suspension from the sport the following year, if the student is an underclassman. If the confrontation takes place at the last contest and the student is a senior, school discipline will take effect.

TEAM RULES/GUIDELINES

The discipline of the team is the coaches' responsibility. Each coach will create specific team rules which will include specific discipline/consequences which correspond directly to specific infractions. Coaches will provide a copy of their team rules/guidelines to the athletic director. Coaches should also go over these rules/guidelines with their student athletes. If a parent meeting is scheduled, rules should be covered here as well. Coaches will have the student athlete and their parent sign a form stating the rules were given to them. Any rules not covered by the athletic handbook (missed practice, missed practice before a game, dressing up the day of game, behavior at practice, etc.), will be created by the coach.

THEFT/VANDALISM/STEALING

Any athlete who willfully participates in stealing or vandalizing any school property, at Glendale or at any visiting school will be disciplined by the appropriate Head Coach and also school administrator if necessary.

TRAINING ROOM

1. Due to the number of athletes requiring care, a priority system is in effect.
 - A. Athletes in need of emergency treatment
 - B. Athletes who have an away contest and need taping/care.
 - C. Athletes who have a home game and are in need of taping
 - D. Athletes requiring treatment and are practicing
 - E. Athletes unable to practice
 - F. Please be patient
2. No modality shall be unlocked and used unless the athletic trainer is present.
3. Athletes are only to be in the training room for a specific purpose or injury.
4. No food or drink in the training room. Pick up any mess you make.
5. Athletes should be on time for their treatment or assistance.
6. Coaches will be assigned a first-aid kit. It is the coaches' responsibility to have the kit with them and to return the kit promptly following the season.
7. The athletic trainer will restock the kit but it is the coaches responsibility to bring the kit to the training room at a mutually agreed upon time.
8. No student-athletes will be on the computer.
9. Have a designated player to pick up and fill any coolers.
10. Coaches should check up on the progress of any student-athlete on their team by meeting with the athletic trainer. The athletic trainer's recommendation will always be followed until the student-athlete gets clearance from a doctor or specialist.
11. Athletic trainer is in charge of the training room.

TRANSPORTATION

All student athletes will ride to and from all away events on school approved transportation unless the coach receives the travel release form from the student athletes' parents/guardians in a face to face meeting. No student athlete will be released to anyone except his/her parent or guardian.

USE OF BUILDINGS/GROUNDS

Booster clubs must request the use of the buildings/grounds through the district office. The request must be made for the following activities: team meetings, booster club activities, tournaments, summer camps, etc. The club is responsible for securing the facility when the activity is complete including locking appropriate doors, cleaning and locking up the locker rooms, storing all equipment in proper locations, and making sure lights are off. All coaches are to lock doors and shut off lights when practice is over.

When softball/baseball games are cancelled but practices are still going to be held, coaches need to contact the athletic director and maintenance staff about field usage.

VOLUNTEER ASSISTANT COACHES

Volunteer coaches shall be, at all times, under the supervision of an authorized salaried coach. Volunteer coaches will not perform any of the following duties: direct any activities not approved by the salaried coach, evaluate a student athlete's growth or development with anyone other than the salaried coach, report on any student athlete or salaried coach to parents or administrators, or discipline any student athlete. All volunteer coaches must be approved by the Glendale School Board and must have their criminal history, child abuse clearances on file in the district office along with their FBI fingerprint report before they can participate in any activity. Volunteers are to be requested by the head coach of that particular sport. All volunteers are also required to be certified just as paid coaches are under PIAA guidelines.

WEIGHT ROOM/CARDIO ROOM

1. Authorized persons only
 1. Current Glendale students
 2. Current Glendale School District Employees
 3. Current Glendale School Board approved coaches (list is posted outside weight room)
 4. Current Glendale School Board approved weight room monitors (list is posted outside weight room)
2. Weight room monitor hours are Monday thru Friday 3:00 p.m.-4:30 p.m. during the school year. Summer hours are at the discretion of the weight room monitor, with a minimum of 1 ½ hours daily and a schedule must be posted on the weight room door each week in advance. Athletes using these facilities outside these hours must be accompanied by an approved coach.
3. All student/athletes must sign in before and sign out when leaving for both the weight room and cardio room.
4. Only permit authorized personnel to use these facilities. The district guidelines outlining authorized personnel and an authorized personnel list are posted in the weight room.
5. Student/athletes should be supervised at all times. No athlete should be using the facilities without a coach/monitor in the area.
6. Maintain cleanliness/order of both facilities. Cardio machines wiped down after each use by user. Weight room equipment wiped down at least once a week by monitor. Weight room vacuumed on Tuesday and Friday of each week. Wash towels as needed to maintain a supply in each room. Use washer and dryer in team room.
7. All music must be appropriate for high school student/athletes. Music with explicit lyrics is not permitted.
8. Monitor is in charge of TV and stereo equipment.
9. Proper attire and footwear is required of all student/athletes using these facilities.
10. Student/athletes are permitted to have water in bottles only. No flavored drinks/soda/Gatorade or drinks in cups are permitted inside the weight room or cardio room.
11. Ensure that student/athletes follow all posted district guidelines in both the weight room and cardio room. Monitor/coach will close and lock all doors prior to leaving the building.
12. Weights/bars/equipment always returned to the proper place. Any equipment not returned to proper place will be stored away until future date.

APPENDIX

CHAIN OF COMMAND

MEDIA LIST

CONFLICT RESOLUTION FORM

TRAVEL RELEASE FORM

UNIFORM ROTATION

LETTER WINNING CRITERIA

HAZING BOARD POLICY

VAN RELEASE FORM

FACILITY USE FORM

Appendix

Chain Command

| Area of Concern | First Level | Second Level | Third Level | Fourth Level | Fifth Level | Sixth Level |
|------------------------|--------------------|---------------------|--------------------|---------------------|--------------------|--------------------|
| Athletics | Coach | Athletic Director | Principal | Superintendent | Board | |
| Athletic Facilities | Athletic Director | Principal | Superintendent | Board | | |
| Athletic Injuries | Coach | Athletic Trainer | School Nurse | Athletic Director | Superintendent | Board |

Media List

Altoona Mirror

1. Call After 5:30 PM
2. 1-800-339-4482
3. sports@altoonamirror.com

The Progress

1. 814-765-7813
2. sports@theprogressnews.com
3. Take picture of scorebook and send to their email address. Make sure picture is clear and all necessary information is completed.

Glendale School District Athletic Department Conflict Resolution Form

The Glendale School District promotes effective and open communication. Prior to completing the conflict resolution form, a parent/guardian/student-athlete must have had an informal meeting with the coach and the athletic director in attempt to resolve the issue. Once these steps have been completed the concerned party may complete the written formal complaint form.

Name of person filing complaint: _____

Name of your son/daughter: _____

Program which your child is participating in: _____

Coach of the program: _____

Specifics of complaint: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

Travel Release Form

| <u>Date</u> | <u>Name of Student</u> | <u>Parent Signature</u> |
|-------------|------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Athletic Uniform Rotation

- 2020-2021- Varsity Boys Baseball
- 2021-2022- Girls Basketball (Junior High and Varsity)
- 2022-2023- Junior High Football
- 2023-2024- Girls Softball (Junior High and Varsity)
- 2024-2025- Boys Basketball (Junior High and Varsity)
- 2025-2026- Wrestling (Junior High and Varsity)
- 2026-2027- Varsity Football
- 2027-2028- Girls Volleyball (Junior High and Varsity)

****Uniforms will be based on need. This rotation can be altered****

Letter winning Criteria

Fall Sports

1. Football

- 1. Play in half the quarters during the season
 - 1. 10 games (40 quarters)- Play in 20 quarters

2. Volleyball

- 1. Play in half of sets
 - 1. 20 matches (60 sets)- Play in 30 sets

Winter Sports

1. Basketball

- 1. Play in half the quarters during the season
 - 1. 22 games (88 quarters)- Play in 44 quarters

2. Wrestling

- 1. Wrestle in half of matches during the season.
 - 1. 20 matches- wrestle in 10.

Spring Sports

1. Baseball

- 1. Play in half the innings during the season
 - 1. 20 games (140 innings)- Play in 70 innings

2. Softball

- 1. Play in half the innings during the season
 - 1. 20 games (140 innings) - Play in 70 innings

****Turn in letter winning athletes to athletic director no later than one week following the end of the season.****

VAN REQUEST / USAGE FORM – (7 Passengers + 1 Driver)

Must be submitted to district office for processing at least 2 days prior to use. All weekend requests must be submitted by 9:00 am on the Friday before use.

Person Making Request: _____

Group/Activity: _____ Date of Use: _____

Destination: _____

Time of Departure: _____ Time of Return: _____

Please fill out information below:

Driver's Name: _____

Driver's Cell Number: _____

Number of Students: _____

Total Miles: _____

****Please report any comments on the condition of the School Van to the Maintenance Supervisor upon your return or list comments on mileage form.**

PLEASE NOTE THE FOLLOWING:

- You need to submit a copy of your driver's license to the Business Manager prior to driving the van.
- Per Pa Law, headlights MUST be on at all times when the van is in motion with students on board and **EVERYONE** must wear seat belts.
- All individuals transporting students MUST refrain from using CELL PHONES while driving the van. If it is necessary to use a cell phone, please pull off the road before using the cell phone.
- Please park the van near the maintenance entrance behind the high school building upon return.
- Please complete the VAN USAGE LOG on the clipboard before and after each trip.
- Clean van inside and outside upon return. **EMPTY TRASH – CLEAN OFF ANY WINDOW MARKINGS.**
- Please make sure all lights/switches are off.
- Return keys to Maintenance Supervisor. If you are returning the van during a time when he is unavailable, leave the keys in the designated area near the high school maintenance room.
- Please advise the Maintenance Supervisor (cchilcote@gsd1.org) or Patty McGarvey (pmcgarvey@gsd1.org) by email if this trip is cancelled for any reason.

I UNDERSTAND AND WILL ABIDE BY THE ABOVE:

Requestor: _____ Date: _____
(Signature)

Maintenance Supervisor: _____ Date: _____
(Initials)

Rev. 03/15/16

707. ATTACHMENT

2. Check One: ☐ School-related ☐ Non-school group -non profit ☐ Non-school group -for profit

**If you checked Non-school group, a fee will be charged. Your est. fee will be \$ _____
(As determined using the district policy for use of school facilities – breakdown listed below**)

- NAME _____ PHONE NO. _____
ADDRESS _____

5. Starting time: _____ Ending Time: _____ (designate a.m. or p.m.)

7. List facilities and equipment to be used: _____

8. Will security police be used: (Check one) YES _____ NO _____

9. Group or organization agrees to abide by regulations governing use of facilities and equipment:
(Check one) YES _____ NO _____

_____/_____
Signature of Contact Person / Date

****Breakdown of Fee determination:**

26

GLENDAL SCHOOL DISTRICT ATHLETIC DEPT. HANDBOOK

I have received and read 2020-2021 Glendale Athletic Dept. Handbook

Coach's Name (Print): _____ Date: _____

Coach's Name (Signature): _____

Sport Coached: _____

Years of coaching at Glendale: _____

Coach's Address: _____

Coach's Home Phone #: _____

Coach's Cell Phone #: _____

Coach's email address: _____