

ACKNOWLEDGEMENT

ATHLETIC / CO-CURRICULAR EMPLOYEES' HANDBOOK

EMPLOYEE NAME: _____

SCHOOL: _____

POSITION: _____

I VERIFY THAT I HAVE RECEIVED, READ, AND UNDERSTAND THE WARREN COUNTY SCHOOL DISTRICT EMPLOYEES' ATHLETIC / CO-CURRICULAR HANDBOOK. I AGREE TO UPHOLD MY RESPONSIBILITIES AS DESCRIBED HEREIN.

EMPLOYEE SIGNATURE:

DATE: _____

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ADMINISTRATIVE POLICIES DELEGATED TO SUPERINTENDENT AND HIS/HER STAFF

The Board of School Directors shall delegate to the Superintendent the administration of all policies. As the chief administrative officer, the Superintendent shall be responsible for the proper interpretation of such policies and in turn he/she shall delegate to his/her assistants, the staff, and others responsible to him/her, such portion of the policies that pertain to the various activities of the school program. The proper functioning of a school system can be achieved most advantageously when all persons concerned, under the leadership of the Superintendent, understand the policies that have been adopted by the Board of School Directors.

The Board of School Directors represents the people of the community. In order to do this, the Board has authorized and appointed a staff, subordinate to the Superintendent, to work toward the implementation of the Board policies.

EDUCATIONAL PHILOSOPHY/MISSION

Mission Statement

The mission of the Warren County School District, where today's student is our future, is to equip all students with the educational skills necessary to achieve their unique personal potential.

Belief Statement

The quality of public education – exhibited through the character and performance of our students – is essential to the strength, productivity, and ambition of our nation. Our community takes seriously its obligation to create and maintain an educational environment that fosters the potential of each of our students.

The foundation of public education is the mastery of basic learning skills: reading, writing, and mathematics. To build upon this foundation requires the involvement of technology resources, extracurricular and athletic activities, and public support, as well as the development of communication and analytical skills and self-esteem.

- The integration of technological resources into our educational system is paramount in preparing our students for success in today's Information Age.
- A solid program of co-curricular activities teaches students the value of teamwork as well as the importance of peer interaction and personal interest groups.
- The trust and confidence of the public is important in the support and growth of our educational policies and practices.
- The development of communication and analytical skills is essential for students to succeed in the educational, personal, and professional areas of their lives.
- The development of students' pride and self-esteem, which stems from their accomplishments and abilities, is crucial for personal growth and achievement.

EDUCATIONAL PHILOSOPHY AND MISSION (continued)

Ultimate learning is realized through the self-discipline, hard work, and accountability of individual students. A student's family is the first link in the learning process; the support and encouragement of family is unrivaled in a student's drive for and the ability to achieve success. We believe that teachers are a critical element in the educational process; therefore, we are committed to continuous and advanced professional development opportunities. The educational structure is most stable with the active involvement of these three important groups: students, families, and educators.

We believe that learning is a lifelong process and that, with the union of these essential elements and the assistance of all responsible parties, excellence is attainable and expected for all students, families, and educators.

PHILOSOPHY OF ATHLETIC/CO-CURRICULAR PROGRAMS

The athletic program should be an integral part of the educational process of the Warren County School District. The program is designed to promote greater desire in our student body and community to take an active part in our sports program either as participants or spectators.

Our aim is to develop highly competitive athletics but not to lose sight of educational values such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other subjects or activities and to aid in promoting fine school morale.

The co-curricular music program should follow the principles set forth in the mission statement of the Warren County School District. Education in the Arts is fundamental to achieving educational and personal excellence.

GENERAL ADMINISTRATIVE PROCEDURES AND RESPONSIBILITIES

It is fundamental that the staff, including head, assistant, and interschool coaches; advisors; and marching band directors, assistant directors, and instructors; is completely responsible for the behavior, safety, and welfare of the members of his/her squad during practices and games.

Should a student request dual participation during an athletic season, the principal or his/her designee shall facilitate an arrangement between the student and each of the staff. The student will designate a primary activity, one which takes precedence when conflicting events are scheduled. The staff will arrange a practice schedule which ensures proper preparation and conditioning for the student and such dual participation shall be permitted.

The district is required to ensure all students with disabilities an "equal opportunity" to participate in all non-academic and extra-curricular services and activities, including sports programs. No student may be denied an opportunity to participate on the basis of his/her disability. (Office of the Superintendent of the Warren County School District Memorandum regarding Civil Rights Compliance Requirements dated 9/27/93)

Children residing within the Warren County School District and enrolled in Private, Parochial or Charter Schools or Home-schooled students shall be eligible to participate in co-curricular activities as per the guidelines of WCSB Board Policy 10410.

The following suggestions are made to staff in the handling of the members of their squads. This booklet refers to both boys' and girls' athletics and co-curricular activities.

GENERAL ADMINISTRATION PROCEDURES AND RESPONSIBILITIES (continued)

- The student should attend all practices and should be punctual unless s/he has a reasonable excuse.
- The student must maintain clean locker room habits, keeping his/her body as well as his/her equipment clean.
- Measures must be taken to prohibit the use of profane language.
- "Horse Play" shall not be tolerated.
- Good sportsmanship should be encouraged both in victory and defeat.
- There must be respect for constituted authority both on and off the field of play.
- Encourage the members of your squad to get at least eight (8) hours of sleep each night.
- Encourage your student to develop good study habits and to work to his/her maximum scholastically.
- Remind your student that s/he is a student leader and as such must assume his/her responsibilities at home, in school, and in the community.
- The coach should know the health status of his/her players at all times.
- Be sure that all injuries are given proper attention. (See: Injured Player)
- Students must be supervised at all times when under the staff's jurisdiction. This includes in the locker room and on the bus, as well as on the field of play.

CO-CURRICULAR POLICY (Drugs, Alcohol and Tobacco)

10495

Introduction

Student activities are an important part of the total school curriculum. Student activities provide opportunities for students to explore areas of interest and skill as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride, and fairness. For the purpose of this policy, "co-curricular activities" are sponsored or approved by the Board but generally are not offered for credit toward graduation. The Board acknowledges that in certain limited circumstances activities that would otherwise be regarded as co-curricular are sometimes offered for credit, such as the awarding of a physical education credit for participation in a sports or marching band activity. For the purposes of the policy such activity shall still be regarded as a co-curricular activity even though an academic credit may be awarded for participation in it.

Participation in co-curricular activities is a privilege offered to students that carries with it the responsibility of good behavior. Students have no absolute rights or property interest in participation in co-curricular activities. This policy is intended to provide a general outline and code for the manner in which discipline and eligibility will be handled. The student is reminded that this co-curricular policy does not stand alone. Other District policy sections also relate to student conduct such as the Student Search Policy, the Discipline Policy, and the Transportation Policy.

Scope of this Policy

This policy will govern behavior, eligibility, and circumstances for events that occur during school or school related activity, off school grounds at a school activity function or event, on school provided transportation, and during hours a co-curricular activity is taking place including overnight trips. Additionally, this policy may apply outside of school property or school related activities if there is misconduct that has a direct and immediate tendency to influence the conduct of other people while involved in co-curricular activities, to set naught the proper discipline of the school, or to impair the authority of the District's employees.

Specific Rules

The following separate and distinct co-curricular rules and regulations are promulgated by the Board as follows:

1. The use and/or possession of illegal drugs or alcoholic beverages by a student shall result in the exclusion from all co-curricular activities until the receipt of the official Hearing Officer's Adjudication Report is approved by the Board.
2. The use and/or possession of tobacco by a student shall result in the exclusion from all co-curricular activities for a minimum of ten (10) calendar days.
3. The distribution or sale of alcoholic beverages/drugs or substances intended to mimic any substance or the possession of any mechanical device (such as pot pipe, syringe, or needle) capable of utilization for taking by a student of any substance regarded as controlled or illegal shall result in exclusion from all co-curricular activities until the official Hearing Officer's Adjudication Report is approved by the Board.
4. Any student involved in the stealing of school property or the property of others will result in an exclusion of all co-curricular activities for a minimum of ten (10) calendar days.
5. 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 any co-curricular activity until the student has met the prescribed requirements of Section 3 of Article 3 of the PIAA By-Laws, excepting absences certified by a physician as due to illness, injury or quarantine.

6. Students who participate in co-curricular activities must meet minimum academic requirements to maintain their eligibility. Students must maintain passing grades in four (4) full time classes or the equivalency for the nine (9) week grading period to be eligible. Students not meeting academic standards will be ineligible to participate in co-curricular activities for fifteen (15) days. At the end of the student's 15-day exclusion, the student's work will be re-evaluated to determine if he/she is maintaining passing grades in four (4) full-time classes or their equivalents. If not, the student's exclusion from co-curricular activities will be extended an additional 15 days. At that time, the work will be re-evaluated again. At the end of the school year, a student's final credits in his/her subjects, rather than his/her eligibility for the last grading period, shall be used to determine his/her eligibility for the next grading period. The building administrator will notify the parent and the student of his/her ineligibility.
7. Any student who engages in unacceptable behavior such as, but not restricted to, inappropriate language/gestures, insubordination, misbehavior, hazing, etc., will result in an exclusion from all co-curricular activities a minimum of ten (10) calendar days.
8. Any student who is determined to bring a weapon into any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be excluded from all co-curricular activities until the official Hearing Officer's Hearing Adjudication Report is approved by the Board.

"Weapons" are defined but not limited to, any knife, cutting instrument, cutting tool, nunchaka, firearm, rifle, or any other tool, instrument, or implement capable of inflicting bodily injury.

9. The club/team/organization, sponsors and/or coaches and/or advisors, with the approval of the building administrator, may establish rules that are more stringent than the adopted rules of the co-curricular policies. Participants and their parents/guardians shall be notified in writing of these rules.
10. Permanent removal from an activity shall result in the forfeiture of awards for recognition in that particular activity.
11. When participation in a co-curricular activity requires that students pay fees for that activity, with such fees including but not necessarily being limited to ski lift tickets and entrance fees, the policy of the District shall be to structure the activity so that to the greatest extent possible all participating students pay the same fee. As the sponsor of all co-curricular activities, the District is to be considered the chaperone, sponsor, or similar party for such activities. Accordingly, any incentives or perks that are bestowed upon a chaperone, sponsor, etc. for participation in a co-curricular activity shall be understood to be the property of the District and shall not, for example, be used by a parent as a means to pay for his or her own child's participation in a co-curricular activity. The District, at its sole discretion, will determine how such incentives and perks will be utilized in order to benefit all of the participants in the co-curricular activity.

The discipline set forth in the above specific rules is intended to establish only a minimum discipline. Greater discipline may be imposed depending upon the circumstances of the infraction.

School Suspension or Expulsion

Any student suspended, in-school or out-of-school, or expelled from school shall also be automatically suspended or excluded from participating in all school or co-curricular activities for the duration of the school suspension or expulsion. Students enrolled in the alternative education program are not permitted to participate in co-curricular activities.

Administration

The Superintendent or his/her designee shall be responsible for the administration of the co-curricular policy. The building administrator shall be responsible for the implementation and enforcement of the rules and regulations. All schools, through the building administrator, sponsor, coach, and advisor, shall be responsible for informing student participants and parents/guardians of the rules and regulations.

Each school shall notify parents/guardians and students in the following manner:

1. One parent newsletter per year shall include reference to the rules and regulations.
2. Each sponsor/coach/advisor of a co-curricular activity shall inform the student participants at the start of each activity/season of the rules and regulations. Also, a copy of the rules and regulations shall be sent home with the student participants.

Adoption Date: 9/13/99

Revision Date: 6/30/08

CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

Value in athletics: "Athletics, when utilized properly, serve as potential education media through which optimum growth - physical, mental, emotional, social, and moral - of the participants may be fostered. During the many arduous practice sessions and in the variety of situations that arise during the heat of the contests, the players must repeatedly react to their own capabilities and limitations, and to the behavior of others. These repeated reactions, and the psychological conditioning that accompanies them, inevitably results in changes, mental as well as physical, in the players. Because each contest is usually surrounded by an emotionally charged atmosphere the players are more pliable, and hence, more subject to change than in most educational endeavors." AAHPER, (Athletics in Education).

Value in the Arts: "The arts have a unique ability to communicate the ideas and emotions of the human spirit. Connecting us to our history, our traditions, and our heritage, the arts have a beauty and power unique in our culture. At the same time, a growing body of research indicates that education in the arts provides significant cognitive benefits and bolsters academic achievement...MENC (The Value and Quality of Arts Education)

Significant Facts

- The administration recognizes that cheerleaders are athletes who participate in a District sponsored activity. Therefore, they are included into the Code of Conduct for athletics as well as the Co-Curricular Policy. Cheerleaders are also included in discussions in Policy 10450 regulating Interscholastic Athletics. (As of the date of this handbook, P.I.A.A. does not recognize cheerleading as a sport)
- Athletics and co-curricular activities are an integral and vital part of the school program.
- Athletics and co-curricular activities are available to any student willing to abide by the established rules and standards.
- Athletics and co-curricular activities have a three-fold value: for the participants, for the student body, and for the community.
- Athletics and co-curricular activities are organized in a manner most consistent with needs, interest, maturity, and abilities of the students.
- Constant control and external effort on the part of staff and administrators is necessary in order to assure maximum education benefits from interscholastic athletics.
- Many athletic and co-curricular activities have no inherent value as an educational activity without professional leadership, established education objectives, and acceptable standards of behavior.
- Staff exerts a substantial influence on youngsters and can assist youngsters to set high achievement goals in other endeavors.
- Athletics and co-curricular activities provide an opportunity for the loyalty of parents, patrons, and friends of the school to be constantly renewed, strengthened, and united.

Objectives of Interscholastic Athletics and Co-curricular Activities

- Provide the opportunity to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.

CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership, fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action, and respect for individual differences.
- Contribute to the relief of emotional strains and stresses.
- Contribute to the satisfaction of certain psychological needs as self-understanding, self-expression, understanding of others, challenge, acceptance, recognition, and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness, and tenacity.

As a member of any Warren County School District athletic team, you are expected to understand that **THE REAL ATHLETE:**

- Understands that drinking and illegal use of drugs and tobacco are harmful to the body and hinder maximum effort and performance.
- Does not use profanity.
- Realizes that officials do not lose a game but are there for the purpose of insuring that both teams receive a fair deal. For this they deserve courteous respect.
- Plans his/her time so that s/he devotes sufficient energy to his/her studies to insure grades that represent his/her true abilities.
- Has a good attendance record and should never be truant from classes or school.
- Works for the betterment of the school and for what is right and good for his/her fellow students.
- Obeys the specific training and practice rules of the coach.
- Directly represents the community, school, and coaches and should conduct himself/herself properly when traveling.
- Cares for all equipment as though it were his/her own personal property.
- Does not employ illegal tactics to gain an undeserved advantage.
- Is neat and well groomed at all times.
- Does not let employment interfere with practice or games.

CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

- Appreciates that coaches and administrators have the best interests of the participants in mind as they plan and conduct the athletic program.
- Appreciates the importance of proper rest, diet, and exercise.
- Practices healthful habits of cleanliness and personal hygiene in all his/her daily activities.
- Complies with the standards of this code or is subject to dismissal from the squad or other disciplinary action as may be determined by the coach.

CODE OF ETHICS

Code of Ethics - Warren County School District

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved action. The following code of ethics is hereby set forth for Warren County School District employees:

- Understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well-being of the students.
- Set an example of conduct for his/her squad members, students, and general public.
- Act in a sportsmanlike manner at all times.
- The use of tobacco, alcohol, or profane language while supervising a student group on any school premises or in any District educational or co-curricular environment is prohibited.
- Maintain complete control of his/her squad members at all practices and games.
- Respect the decisions of officials and remain undemonstrative in accepting these decisions.
- Be courteous to visiting teams and officials.
- Strive for a good working relationship with the opposing coaches and schools.
- Achieve a thorough knowledge and understanding of the rules (and a spirit of the rules) of the game.

Code of Ethics - P.I.A.A.

The code of ethics pertaining to high school athletics is to be regarded not only as recommendations but as rules governing the conduct of schools, coaches, officials, athletic coordinators, and the public.

Section I - The School Will:

- A. Conduct itself in a sportsmanlike manner.

Code of Ethics - Warren County School District (continued)

Section II - The Coach Will:

- A. Have a fair, non-prejudicial relationship to the players.
- B. Teach athletes to win through legitimate means only; striving to win "at any cost" is 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. S/he should not criticize the actions or decisions of officials before the players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors, s/he should refer them directly to the authorities of the school concerned.
- H. Not solicit players from other schools.

Section III - The Athletic Coordinator Will:

- A. Arrange only schedules that are educationally and physically sound for the athlete.
- B. Have a definite and mutual understanding with other athletic coordinators regarding officials.
- C. Treat visiting teams and officials as guests.
- D. Along with the principal and the community, cooperate in developing a wholesome athletic program.

Section IV - The Principal Will:

- A. Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible his/her ineligibility.
- B. Endeavor to foresee possible misunderstandings 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 teams but never at the expense of friendly relations.

DONATIONS PROCEDURE FOR POLICY 11501

Procedure for Donations by Booster Organizations and Parent Organizations

The Board of Education recognizes that extracurricular support groups (e.g., band boosters, parent/teacher organizations, athletic booster organizations) provide important financial support to the District's schools and can be valuable means of stimulating community interest in the aims and activities of the District's schools. Booster organizations foster community support to raise funds for a specific extra-curricular activity (e.g., athletics, co-curricular programs).

DONATIONS FOR POLICY 11501 (continued)

Booster and parent/teacher organizations are entities separate from the District and its schools, and it would not be appropriate for them to represent the District or its schools in contractual arrangements with students, parents, or other organizations.

Only the Board of Education has the authority to enter into contractual agreements on behalf of the school district. Therefore, it is not appropriate for any booster and/or parent/teacher organization to offer a contribution that would appear to circumvent the authority of the Board of Education.

Individuals and/or organized groups who wish to make contributions to the district schools will be directed to adhere to the following procedures and rules.

- The coach/advisor who is requesting or considering the acceptance of a donation offer from band boosters, parent/teacher organizations, or athletic booster organizations should discuss the reasons with the building principal and have written/signed documentation of the proposed donation.
- The principal will notify the Superintendent or his/her designee in writing of the proposed donation/contribution.
- The principal will keep accurate and complete records of any accepted donations/contributions.
- All monies and/or equipment/supplies donated to the school become the property of the Warren County School District.
- The donation must have a purpose consistent with established District and school goals.
- The donation shall not require the endorsement of a particular business product.
- The donation shall not conflict with policies or actions of the Board or laws of any kind.
- The donation shall not require continuing District maintenance or financial commitment.
- Offers of donations of technology and software must first be reviewed by the District's Technology Department to assure that such donations are compatible with the District's Technology Plan.

Exceptions to these procedures and rules may be considered only by Board action.

Record of Gifts/Donations Form – See Appendix C

DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS

Qualifications required:

1. Full-time teaching position in assigned school of Warren County School District
2. At least five (5) years of successful varsity head coaching experience or a combination of ten (10) years of varsity assistant coaching experience
3. Possession of working knowledge of all aspects of athletic administration
4. Membership in a professional coaching or athletic administrative organization
5. Such alternatives to the above qualifications as the principal may find appropriate and acceptable

DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS (continued)

Duties assigned to this position:

1. To supervise the athletic and intramural programs in consultation with the principal and/or the Supervisor of District-Wide Athletics and Co-Curricular Activities
2. To recommend coaching and intramural personnel and to evaluate their performances
3. To act as a consultant to the administration and coaching personnel on matters pertaining to the athletic program
4. To hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the athletic program
5. To supervise all athletic facilities, schedule practice use, and to recommend maintenance and repairs
6. To supervise and coordinate the budget and requisitions for all sports
7. To schedule all athletic events for his/her school
8. To represent his/her school in all athletic business at League and District meetings
9. To enforce and interpret all athletic rules and regulations within the frameworks of Warren County School District Handbook, P.I.A.A. Handbook, National Federation rules, and League rules in which membership is maintained
10. To prepare bus transportation schedules for all athletic trips
11. To act as game manager for all athletic contests and events for his/her school to obtain adequate personnel to insure smooth operation
12. To make all arrangements for all non-school facilities needed in the athletic program – swimming, golf, cross country, etc.
13. To hold special meetings for all new coaches and instruct them of their District responsibilities
14. To secure Insurance Liability Certificates for all properties where athletic events are held that are not owned by the District

Special requirements:

1. Release of publicity to press and radio: Publicity of events in which his/her school will participate
2. Pre-game and half-time programs: To coordinate the starting and stopping time schedules for bands, pre-game ceremonies, and half-time program
3. Principal notification: To make recommendations to the principal regarding the conduct of each athletic activity
4. Faculty help: To determine the need and to establish a schedule of assignments and reporting times for all personnel involved with an activity or event

DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS (continued)

5. Game program: To obtain from visiting teams the information to be included in the game programs, paper releases, and radio programs
6. Liaison: To inform visiting teams and officials of the details of their participation, time schedule, dressing facilities, etc.
7. Scheduling: To reschedule all postponed athletic events, schedule gymnasium time, and schedule cheerleading practices
8. Preparation: To prepare time sheets for timer, ticket takers, game managers, and security
9. Security: To arrange security for all home events
10. Local agencies: To work closely with local fire department and police agencies
11. Booster organizations: To assist in organization, coordinate meetings, aid with finances, and assist with organization and operation of concessions
12. Budget: To balance building athletic budget monthly and do budget transfers through the Supervisor's office
13. Purchasing equipment: To follow proper procedures when purchasing equipment or supplies
14. Physicals: To arrange physicals annually
15. Inventory: To inventory all equipment and supplies
16. Supervisor of press box: To supervise all arrangements in the press box for the official personnel having duties during football games, baseball games, and track meets
17. Athletic Trainer: To work with the athletic trainer regarding all sports injuries at his/her school
18. Printed schedules: To develop schedule posters and pocket schedules as needed for use in publicizing all athletic programs
19. Certify player eligibility: To prepare and check eligibility sheets (attendance and academic) each week, obtain faculty input, and notify parents and student-athletes of ineligibility
20. Practices: To attend practices
21. Awards programs: To schedule and coordinate awards
22. Meetings: To meet with Building Administrator
23. Parents: To meet with parents and make telephone calls to parents
24. End-of-season reports: To acquire reports from coaches, tabulate, and file
25. Interviews: To participate in all coaching position interviews and hire personnel
26. Summer: Miscellaneous duties throughout the summer

DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS (continued)

Time involvement: As deemed necessary to make the program successful

Supervisor(s) by title:

1. Principal
2. Supervisor of District-Wide Athletics/Co-Curricular Activities
3. Office of the Assistant Superintendent

Evaluator(s) by title:

1. Principal
2. Supervisor of District-Wide Athletics/Co-Curricular Activities
3. Office of the Assistant Superintendent

Safety precautions required:

1. Understand basic sports medicine techniques and practices
2. Basic First Aid preparation
3. Awareness of best training and injury procedures
4. Periodic clinic updating
5. Coordination of ImPACT baseline and follow-up testing
6. Coordination of NWCA weight control program

DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee

Safe Coaching Practices

All coaches are reminded of the importance of following safe coaching practices throughout the athletic season. Only safe and approved techniques are to be taught. Under no circumstances should a coach teach a skill or technique which seeks to gain an advantage by placing an athlete or his/her opponent in jeopardy. All equipment should be inspected regularly to ensure that it provides all participants the safeguards for which it was intended.

All staff members must be aware of environmental issues. Heat, fatigue and hydration are just a few of the factors which affect the health and safety of students participating in our athletic and co-curricular activities. Our students' well being must always be of paramount concern.

Traumatic Brain Injury (TBI) - Concussion in High School Sports Guide for Coaches

WCSD secondary schools are each ImPACT member schools. As such we have available to us highly efficient and up-to-date TBI recognition procedures and rehabilitation referral services. WCSD Building Athletic Coordinators have limited information on TBI including a "Coaches Wallet Card". Complete information regarding TBI is available from our Certified Athletic Trainer or at the link below.

http://www.cdc.gov/ncipc/tbi/CGToolKit/Coaches_Guide.htm#Facts

Further information is available from our trainer or the PIAA at (<http://www.piaa.org/>). The building athletic coordinator can also help you find information on safe coaching principals.

Organization and Administration

- Is required to have a parent meeting before the start of the season. At the meeting, parents should be informed of safety precautions, squad rules, and other pertinent information of the program.
- Will cooperate with and assist the head staff members. Be loyal to the head staff members.
- Will have a detailed plan for each practice.
- Will be aware of problems in equipment and facilities and make them known to the principal.
- Will administer game details for home and away contests.
- Will treat opponents as guests at home contests.
- Will be aware of legal responsibilities and take precautions against any negligence.

Methods of Coaching and Practice

- Use professionally sound teaching methods.
- Carefully explain and demonstrate fundamentals.

DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)

- Teach at a level students are able to understand and be able to explain the reason for doing certain things.
- Be straightforward and truthful in talks with students.
- Consider individual differences in ability to learn and to perform.
- Be well acquainted with physical, social, mental, and psychological make-up of students.
- Inform athletic players of the rules and tradition of the sport, enabling them to fully enjoy athletic competition.
- Strive for patience in all teaching details.
- Strive to keep injuries at a minimum without the sacrifice of players' aggressiveness.

Team Morale

- Play as many athletes as possible in each game.
- Keep those not associated with the squad off the field or out of the locker room.
- Create a feeling of team loyalty.
- Maintain discipline and treat disciplinary cases in accordance with the infraction and the individual. Significant discipline will be administered by the building principal.
- Offer encouragement and constructive criticism when the team is losing and accept responsibility for the team.
- Be fair in the treatment of all students.
- Coaches whose children are members of the team they coach must be aware of the possibility that other parents may perceive that their children are receiving preferential treatment. Every effort should be made to maintain equitable treatment of all team members. As in all cases, measurable criterion should be used to determine a player's position on the team depth chart.
- Give credit to players when the team wins.
- Back up the team at all times, making criticism of them only in their presence.
- Prohibit unsociable acts. (i.e.: swearing, stealing, lying, gambling, etc.)
- Talk frequently to young and inexperienced students to prevent discouragement and to bolster morale.
- Provide a pleasant atmosphere and efficient supervision in the dressing room.

DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)

Regulations

Any staff member in charge of students at any level and in any co-curricular activity will be expected to maintain a high degree of integrity for carrying out concomitant duties and responsibilities. Enumerated below are those most often encountered.

A. Staff Duties:

1. New co-curricular staff is required to attend a mandatory meeting before their season. The meeting defines the special needs of the athlete, band member, or cheerleader. All head staff members are required to review the I.E.P. and/or the Chapter 15 Service Agreement for all applicable students in their program, grades 7–12, with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students with exceptionalities.
2. Assign managers and the duties each is expected to perform.
3. Be the first to arrive and make sure that you are the last to leave. Check to be sure that showers, lights, and doors are secure.
4. Be certain that each athlete has a medical examination before s/he practices.
5. Check all players for insurance.
6. Make sure that each player has a parental permission slip on file.
7. Obtain and review an emergency card for each student participant. Note emergency contacts, medications and special conditions as indicated by the school nurse and/or trainer. Coaches must have access to emergency cards at all events and activities.
8. Check all students for eligibility, both academic and attendance.
9. Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to competing schools.
10. Have first-aid equipment available at all times.
11. Assign one manager on the field and one in the equipment room at all times.
12. Demonstrate the manner in which equipment is to be worn, how to take care of it, and how it is to be hung.

B. Coaches' Dress:

Coaches should be dressed in appropriate workout gear during practices. Students, parents, and faculty have the right to be concerned about a coach who teaches a sport in school clothes as they would a classroom teacher who comes to school in gym clothes. Coaches should dress appropriately for all contests and trips.

C. Staff Responsibilities on Trips:

1. Hold a group meeting before each departure to firm up general directions. Have each student check his/her equipment and assume responsibility for it throughout the trip.
2. Prepare ahead a checklist of needed equipment so that nothing is forgotten by the managers.
3. When students arrive back at school, the staff must be sure that each individual has a way home. Any injured player must be personally turned over to the doctor or to parents.

DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)

4. Make provision for safekeeping of all valuables.
5. The staff should check dressing rooms and bus as soon as the students have left the facility. This will help prevent the loss of clothing and equipment and give the staff information as to the condition of the property.
6. Impress upon the students that rowdy behavior and the use of obscene language will not be tolerated. Set the standards of behavior and hold to them.
7. Monitor the type of clothing that the students wear.
8. Bus Conduct:
 - a. Students must see that the bus is clean at the end of the trip.
 - b. Do not tolerate horseplay, loud talking, and students shouting out of windows.
9. Use of Opponents' Dressing Facilities: Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. It may be necessary at times to hold a bag inspection after returning from a trip to check for souvenirs taken by the players. Coaches should ask to have their dressing room locked during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.
10. A bus roster must be completed in its entirety and is to be turned in to the school office for every away trip. Overnight trip bus rosters should be completed and faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.

D. Attendance at Rules Meetings:

1. PIAA rule interpretation meetings are held for each specific sport and head coaches in that sport are **required** to attend the meetings. The head coach should encourage his/her assistants to attend. The schedule of rule interpretation meetings is found at: <http://www.piaa.org/resources/rules/default.aspx>
2. Head coaches will be responsible for financial obligations resulting from not attending such meetings.

E. Practices - Days and Times:

1. Start on time and end on time. A program is not improved by jeopardizing relationships with parents and administrators because of holding late practices. The less the family dinner hour is disrupted with practices, the more apt parents are to have a favorable reaction to the program.
2. All practices are to be supervised by staff at all times. If a staff member is unable to be present, his/her practice should not be held. Practices should not exceed 2 ½ hours.
3. Practice during the more extended vacations should be scheduled at the discretion of the head staff member with the approval of the administration.

F. Posting Game Rosters:

1. All coaches are requested to post their team rosters by the last practice prior to an interscholastic contest. This posting enables the team member to inform parents concerning making an athletic trip or suiting up for a home game.

DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)

2. A coach should always make clear to a team member any change in status and the reasons for such change, especially if the individual has been used to suiting up for games. Both good public relations and maintenance of team morale are involved.

Cheerleading Requirements

Only properly certified cheerleading coaches may supervise squads that perform lifts, stunts, builds, or tosses. Squads coached by staff that does not hold such certification may not perform any of the above mentioned routines. All cheerleaders of squads coached by uncertified staff must remain in contact with the ground or floor except when leaps or maneuvers are performed unaided. No lifts, stunts, builds, or tosses are permitted by cheerleaders participating on squads not coached by certified staff.

Complete information including certification, cheerleading terms and guidelines are available at <http://www.aacca.org/>

DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee

The primary responsibility of all staff in the Warren County School District is to see that the health and safety of the boys and girls must come first. Under no circumstances will the head coach play an injured athlete unless permission is granted by the school physician.

- The head staff member is to work with and through the principal in all matters pertaining to students in his/her activity.
- The head staff member should see that his/her assistants follow good rapport in co-curricular policies and procedures. The chain of command is through the principal.
- The head staff member may make suggestions to the principal in preparing schedules.
- The head coach may make suggestions pertaining to the selections of officials to the principal.
- The head staff member is to prepare a list of equipment and supplies needed for his/her activity.
- The head staff member may recommend the type of equipment and supplies purchased for his/her activity.
- The head staff member is responsible and accountable for all equipment and supplies.
- Inventories of all equipment and supplies will be maintained and all equipment and supplies must be accounted for at all times.
- The head coach is to be knowledgeable of the league in which his/her team is participating and the rules of that league. S/he must also be knowledgeable of the district and the P.I.A.A. rules in his/her sport, and s/he must abide by these rules at all times.
- The head staff member is to prepare and submit rosters of persons traveling on away trips to the principal. For overnight trips, a District bus roster is to be completed in its entirety

DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee (continued)

and faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.

- The head staff member is to prepare a roster of his/her team on the first day of practice and submit it to the principal.
- The head staff member is responsible for his/her students to and from all away events. S/he cannot delegate this responsibility except in the case of illness or unpreventable circumstances.
- The head staff member is responsible for the conduct of his/her students during practice sessions and events, away or at home.
- In the absence of the Principal and Athletic Coordinator, the head staff member shall act as the principal's authorized representative at an event.
- The head coach must maintain control of the bench and the athletes during athletic contests.
- The use of profane language is not and will not be tolerated by student or staff either at practice sessions or events. The use of profane language by either student or staff demands an immediate reprimand.
- The head coach must maintain a good relationship with officials and opposing teams at all times during an athletic contest.
- The head coach and his/her assistants are not permitted to carry on arguments with crowds or officials during an athletic contest. If a point of clarification is needed, the head coach should contact the head official or scoring table.
- The head coach is to use good judgment in the best interest of the total athletic program in all press releases.
- The head staff member has the right to appeal to the Supervisor of District-Wide Athletics and Co-Curricular Activities if s/he is not satisfied with decisions made by the principal.
- The head staff member is to submit all accident reports to the school nurse daily. If a serious injury occurs, the head staff member is to notify the principal as soon as possible.
- The head staff member or his/her designated assistant must be the last person out of his/her area of the school and is responsible for securing the building.
- The head coach or his/her designated assistant coach is responsible for checking the locker room of the host school prior to and after the contest. Report any and all discrepancies to the host school. Be sure that the principal or his/her designee is immediately aware of problems you have in this area.
- After every activity, home or away, the staff must see that all students have transportation home before they depart.
- The head staff member is required to maintain a set of emergency cards for group members. Those cards can be created through the district student database. Pertinent

DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee (continued)

medical and family contact information must be included. Coaches must have access to emergency cards at all events and activities.

- The head staff member is required to review the I.E.P. of a student with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students' exceptionalities.
- The head staff member is required to review the Chapter 15 Service Agreement with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students' exceptionalities.
- The head coach is required to be present at all coaching interviews for assistants for his/her sport.

The general duties of a head staff member follow:

Teaching Methods and Techniques

- Use professionally sound teaching methods.
- Keep assistants informed of the importance of physical conditioning and the welfare of the players.
- Set the pattern for high morale among your staff and team.
- Give credit to staff for commendable work.
- Personal characteristics, education, and training.
- Set a good example for your assistants to follow.
- Be highly competent in the activity you head (*i.e.*: rules, techniques, strategies, and skills).
- Constantly study, analyze, and improve competency in your activity and promote the same among assistants.
- Motivate your staff and students toward desired goals.
- Cooperate with institutes of higher learning. It is the responsibility of the head staff member to assist all students in their pursuit of scholastic assistance because of their co-curricular accomplishments. This means writing letters of recommendation, communication with recruiters, sharing of game or practice tapes, and any other way to assist the student.

DISCIPLINE/PROGRESSIVE-Employee/Non-Employee

No employee shall be disciplined or discharged without just cause.

Disciplinary measures shall include the following:

1. A letter indicating unsatisfactory performance

DISCIPLINE/PROGRESSIVE-Employee/Non-Employee (continued)

2. A letter indicating continued unsatisfactory performance and normally suspension with or without pay
3. A letter indicating continued unsatisfactory performance and possible termination

All letters must include the corrective actions expected by the principal/supervisor.

Two warning letters of unsatisfactory performance will normally be grounds for recommendation to the Superintendent and Board of Education for personnel action.

Serious cases (covered in the School Code) of employee poor performance, lack of performance, unsatisfactory performance or unsatisfactory conduct will normally result in immediate dismissal.

It is the intention of this District to avoid situations which cause unnecessary embarrassment to the employee on disciplinary matters. Every effort will be made to keep matters as confidential as possible.

The employee is encouraged by the administration to take this matter seriously and seek council from the respective labor association where appropriate.

Supporting documents such as observations, evaluations, letters, memorandums, or related material will be considered part of the discipline or discharge portfolio.

The following progression reflects the commitment that disciplinary measures are viewed as **corrective**, not punitive. Efforts are to be made to resolve these matters informally when appropriate. For most offenses, the administration is expected to adhere to the system of progressive discipline outlined below. However, the administration is not bound by the progressive system in cases of serious offenses. Employees are presumed to know that serious offenses will lead to discharge.

In the event of employee disciplinary measures, the following progression will normally apply:

1. Oral Reprimand with Notation – The principal/supervisor issues an oral reprimand to the employee. A written statement to that effect is placed in the employee's personnel file.
2. Written Reprimand – The principal/supervisor informs the employee in writing of the employee's misbehavior or area of concern, what alternate behavior is expected, *and what the consequences of continued misbehavior will be. One copy of the written reprimand is given to the employee and one is placed in the employee's personnel folder.
3. Suspension with/without Pay (determined by the principal, supervisor, director of Human Resources, and superintendent) – The employee is suspended with/without pay for misbehavior. S/he is given notice of the nature of the offense, what must be done to correct it, *and what the consequences of similar future actions will be. A copy of a statement to that effect is placed in the employee's personnel file. The employee has the right to attach a rebuttal to the statement.
4. Dismissal – Action taken by this school district to terminate the contract of an employee for the employee's failure to observe and act in accordance with rules and orders.

The District reserves the right to deviate from or modify this procedure at any time.

*It is in this section that the administrator includes what program, processes, or individual help s/he and/or the district will provide in helping the employee improve.

EQUIPMENT SUPPLIES AND REQUISITIONS

Requisitions

All athletic requisitions for the coming year are due to the Supervisor of District-Wide Athletics and Co-Curricular Activities four weeks after the last contest.

The head staff members of each activity are responsible for preparing all requisition forms for his/her activity (i.e.: the head football coach will order for the varsity and junior varsity squads). It is suggested that the head staff member confer with his/her assistants when preparing the order.

The principal will provide the head staff members with the necessary requisition forms. On this form the head staff member will make his/her requests indicating the quantity, sizes, color, approximate price, manufacturer, and number with complete descriptions. These requisitions will be reviewed by the principal and then returned to the Supervisor of District-Wide Athletics and Co-Curricular Activities for approval.

The Athletics and Co-Curricular Activities Committee and the Full Board approved on June 14, 2004, that the District will standardize the ordering of athletic equipment and supplies.

Issuing Equipment

No athletic equipment issued to squad members may be worn in gym class or outside of practice or game situations. Coaches must instruct their squad members of this regulation.

All equipment issued to students shall be recorded on the "Equipment Issue" form and signed by the student. It is the staff's responsibility to see that all equipment is returned in good condition. If the equipment issued is lost or has had abnormal usage, the student will be charged accordingly. Check with the principal for the price of the equipment and the amount to be charged.

The athlete must return all equipment before the end of the school year or the athlete's report card and/or diploma (if the athlete is a senior) will be withheld until either the equipment is returned or restitution is made.

All pertinent keys issued at the start of the season must be returned to the building principal or his/her designee within two weeks after the close of the season.

At the beginning and end of each season, the staff will check the equipment in and out with the principal. The principal will be responsible for sending the equipment to the conditioner and having it returned.

Inventory of Equipment and Supplies

At the end of each activity season, the head staff member is responsible to take the inventory.

No equipment is to be sold to students.

EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee

In these days of larger numbers of well-trained applicants and of stronger emphasis on credibility and accountability, the need for precise job description specifications has become obvious. At the same time, there is also a need for precise criteria against which accomplishment can be measured. Thus it becomes expedient to consider just exactly what an athletic coordinator does expect of his/her coaches. Several performance categories come to mind.

EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee

A. PROFESSIONAL AND PERSONAL RELATIONSHIPS

First, there is the area of professional and personal relationships – the person-to-person oriented activities. These might well be considered as four basic concepts: rapport, cooperation, leadership, and improvement.

1. RAPPORT

A coach must early on develop a good rapport with any number of individuals and groups: with team personnel, with the student body, with the members of the professional staffs involved, with the community as a whole and particularly with the spectator and support constituents, with the media representatives, and with the corresponding coaches of the league and district of which the school is a part. Under no circumstances does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing and success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.

2. COOPERATION

As regards cooperation, the coordinator expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the coordinator, the principal, and other members of the staff. Limited budgets, expanded activity program schedules, and heavy demands on over-taxed facilities make "cooperation" the magic word. Ability to "stay loose" and a good sense of humor are important attributes. Being able to "share it out" does much to lighten the problem load.

3. LEADERSHIP

Under the heading of "leadership" is any number of specific items: A coach must stand tall, be diligent, enthusiastic, and enjoy coaching - all are part of professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition should all be exemplary.

A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled contests. Integrity, graciousness, dignity, and respect are to be cultivated - for players, officials, opponents, colleagues, and the game itself, whether winning, losing, or just working out.

A coach is also responsible for every facet of discipline. Individually the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, even to a degree for the conduct of the crowd, especially where the student body is concerned. "Desire" to do well, to win well, and to lose well should be emphasized. Staff, players, and spectators should be motivated toward established goals. A coach is expected to give unstintingly of his time, energy, and spirit as the season demands. The quality of leadership provided very often makes all the difference.

4. IMPROVEMENT

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops in specific fields, and similar in-service training is advantageous. Membership should be maintained in professional organizations, coaches' associations, and similar groups

EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee

whose programs are geared toward greater achievement and fuller performance, and coaches should participate in their activities. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also to be expected. There can be no resting on one's laurels; the changes must always be made in order to keep up and to move ahead.

B. COACHING AND TECHNIQUES

A second performance category also must be taken into consideration. This is the area of expectation concerned with coaching and techniques in the assignment itself. Included are the following specific criteria:

1. Use sound and acceptable teaching practices; run well-organized practice sessions.
2. Complete pre-season planning well in advance of starting practice dates; there is no place for the haphazard.
3. Injuries do occur; follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
4. Construct a well-organized game plan so that "hitches" are at a minimum and the "unanticipated" is anticipated.
5. Develop a sound system for equipment accountability, including seasonal inventory, repair, and reconditioning and replacement. All purchasing should be accomplished within the bounds of the regular school purchasing procedures and staying within the allocated budget.
6. Keep assistant coaches, student managers, and statisticians well informed as to what is expected; cooperate with maintenance staff, transportation people, and others similarly involved in the over-all program.

One final word: All coaches, head and assistant, male and female, are expected to respond in the same degree. We are referring to what an athletic coordinator expects of a "good coach" without excuses or special concessions.

C. PRINCIPLES OF PROFESSIONAL RELATIONSHIPS

To implement smooth and forthright working relationships within the athletic department, the following procedural guidelines have been drawn up.

1. The head coach should have in writing definite assignment instructions and outlines of general responsibilities for assistants to follow. Minor details and other instructions may then be covered verbally as needed.
2. Head coaches should immediately discuss misunderstandings or infractions of instructions with the assistant.
3. Head coaches should inform the athletic coordinator about unsatisfactory services of an assistant or his/her failure to carry out assignments. An informal conference will be held between the athletic coordinator, the head coach, and the assistant to air the problem. An assistant may also request a conference with the athletic coordinator regarding problems that he/she is having in his/her coaching assignment.

EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee

4. Head coaches desiring to recommend changes among assistants should notify the athletic coordinator no later than two weeks following the close of the sport season. Before any decision is made regarding any assistant, a conference will be held between the athletic coordinator, head coach, and assistant involved to discuss the manner in which assigned responsibilities have been carried out.
5. Assistant coaches will be notified if their services are to be terminated. Notification will be given as soon as the head coach makes his/her recommendation to the athletic coordinator.
6. Similar principles will be followed if the athletic coordinator feels that a head coach's services have not been satisfactory. The school principal will be included in the conference with the head coach and athletic coordinator.
7. Coaches desiring to terminate their services in any sport should immediately notify the athletic coordinator in writing within two weeks after the termination of their season.

FIELD TRIPS (Athletics, Classes, and Clubs)

Warren County School District athletic and co-curricular groups that plan overnight trips should make sure that there is a strong educational component. There is to be one chaperone for every 15 students. If both genders are traveling, it is preferable that chaperones be of both genders. The District bus roster must be complete in its entirety and must be faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.

Such trips should be approved before fundraising and travel arrangements are made. Review and approval must be from the Principal, the District Athletic Supervisor, and the Director of Secondary Education

Field Trip Information Form and Procedure – See Appendix F
Request for Field Trip – See Appendix G
Bus Roster – See Appendix A

FUNDRAISING ACTIVITIES – Athletic/Non-Athletic

The Board prefers that the District support student activities, but it may be necessary for students to raise funds to support these activities. Fundraising must be approved and supervised by the principal; funds raised will be used solely to reimburse the District for costs advanced by the District for that activity. If a student helps in raising funds to support his/her activity, this does not guarantee a position or preferential treatment as a member of that group. If a student does not participate in raising funds to support the activity, s/he will not be denied a position in the group or receive non-preferential treatment as a member of the group.

HAZING AND HARASSMENT

The staff is not to permit hazing or other types of harassment activities by upperclassmen on younger students at any time during the season.

The staff is to be especially on the alert near the end or last few days of practice to see that no students are harassed.

The staff is responsible for seeing that no student, at any time during the season, is physically or mentally hazed or harassed.

INFORMATION - GENERAL

A. Employment Eligibility Verification (I-9)

The Immigration and Naturalization Service requires that employers, such as the Warren County School District, verify the citizenship status of all their employees before they can begin work. In the Warren County School District, this can be done at the Office of Athletics and Co-Curricular Activities of the Warren County School District Central Office by contacting the secretary to the Supervisor of District-Wide Athletics and Co-Curricular Activities. Perspective employees must present documentation in person. It cannot be done over the phone. The list of the acceptable documents is found on the form. One document from List A or one document from List B and one from List C must be presented.

B. Contracts

Each person approved by the Board of Education to receive a supplemental contract will be issued one from the Athletics and Co-Curricular Activities Office. Once completed by the

INFORMATION - GENERAL (continued)

employee, it must be returned to the building principal or his/her designee. The perspective employee will not receive any payment until the contract has been returned.

C. Supervision and Evaluation of Employees

It is the responsibility of the building principal to supervise and evaluate all staff. The principal will solicit information to assist him/her with the evaluation of employees from the assistant principal, athletic coordinator, head staff member, and the Supervisor of District-Wide Athletics and Co-Curricular Activities. A copy of the evaluation form is enclosed in Appendix E. A copy of the end-of-the-year evaluation is kept in the personnel file for the employee.

D. Personnel Records

Personnel records are maintained at the individual building where the coach is employed and at Warren County School District Central Office. The employee has a right to review these records according to guidelines established in the Negotiations Agreement between the Warren County Board of School Directors and the Warren County Education Association.

E. Screening of Applicants and Interviewing Candidates

Any person who is applying for a coaching vacancy within the Warren County School District must submit a letter stating the position for which s/he is applying to the athletic coordinator of the school.

Those persons who submit completed and competitive forms and who are considered outstanding candidates for a position will be offered an interview for the job. The interview will be conducted by a team under the guidelines established by the building principal and the Supervisor of District-Wide Athletics and Co-Curricular Activities.

F. Participation in Religious or Important Family Activities

A student has the right to participate in religious activities without undue pressure or disciplinary action imposed on him/her because of his/her participation. Whenever possible, Wednesday evenings have been established for religious instruction beginning at 6:00 p.m. The administration of the school district encourages this participation. Although athletics and co-curricular activities are important, the scheduling of important family activities should not be considered a subordinate activity. Staff must be sensitive to these issues, and students are encouraged to discuss their concerns openly with their supervisors. Staff should use the principal's office to resolve issues before they escalate into conflicts. During the 1995-96 school year, the PIAA adopted a resolution supporting the concept.

G. N.C.A.A. Recruitment Rules

All varsity coaches must become familiar with the N.C.A.A. recruitment rules so that his/her actions or the athlete's actions do not jeopardize the athlete's eligibility for financial aid.

Coaches must identify student-athletes who may have an interest in participating in athletics at the college level. It is our responsibility to direct the students to the guidance counselor for consultation prior to scheduling. This must occur prior to ninth grade and in each subsequent grade.

INFORMATION - GENERAL (continued)

H. Before You Start to Teach

It is important that "new" employees complete all paperwork necessary to enable them to begin the season. The paperwork includes:

1. Completed I-9 information with copy of social security card and driver's license
2. Act 34 - Returned form
3. Act 33 - Returned form or completed affidavit before beginning an assignment
4. Act 114 - Returned form or completed requirements before beginning an assignment
5. Act 29
6. New Hire Form
7. W-4 Form
8. Attend a session entitled "Legal Issues in Extra-Curricular Activities" and complete the necessary paperwork

If the above forms are not returned and presented to the Office of Athletics and Co-Curricular Activities within thirty (30) days, the staff member will be relieved of his/her duties.

The principal or his/her designee will determine when "new" employees are permitted to begin their assignment.

INJURED PLAYERS

The welfare and safety of our student-athletes are of paramount concern to the entire athletic staff. It is inevitable that some accidents will occur resulting in various types of injuries. When the services of our Certified Athletic Trainers are available, they will assume initial responsibility for treatment of those injuries. In their absence, the coaching staff will assume that responsibility. That care is outlined below.

The following immediate steps should be taken in caring for an injured student:

- See that the person is breathing properly.
- Take appropriate steps to control excessive bleeding.
- Movement of injured should be kept to a minimum.
- Keep the injured warm and as comfortable as possible.
- Notify parent or other appropriate responsible person.

In the event of a serious injury, parents or guardians must be notified and except when emergency transportation to a health care facility has been arranged, the student-athlete should be discharged directly to their care. They shall be made aware of the nature and circumstances relative to the student-athlete's injury.

In the event of any injury to an athlete, it is the responsibility of the coach to complete the proper accident report within 24 hours of the injury and submit the original to the school nurse and a copy to the building athletic coordinator.

INJURED PLAYERS (continued)

In the event of any injury to a coach or a volunteer coach, the coach must complete an accident report within 24 hours of the accident and submit it to the principal or his/her designee. It is the responsibility of the head coach to see that this report is completed.

Take no Chances - Call the Doctor and/or Ambulance.**Care of injured players**

In the event of an athletic injury, the injury action plan should be implemented. This plan will be reviewed by coaches prior to the beginning of each sport season. The plan is as follows:

- The injured athlete will be evaluated by the ATC
- Certified Athletic Trainer determines treatment
- RICE (Rest, Ice, Compression, Elevation)
- The coach will contact the ATC within 24 hrs if not on site at time of incident
- The ATC may recommend referral to a physician
- The ATC will inform the Parent who will inform the coach for HIPPA Option B athletes
- The ATC will inform the Coach who will inform the Parent for HIPPA Option A athletes

EMERGENCY TREATMENT

Call Ambulance

Stay with athlete (use basic first aid and CPR)

NON-EMERGENCY TREATMENT

Off-field transport

Re-evaluation by ATC on sideline

Athlete must have re-evaluation and pass functional testing prior to returning to sport participation

If a certified athletic trainer is not present at the time of injury, it is the responsibility of the head coach to oversee the care of the athletic injury. The coach will complete the Coach's Athletic Injury Report Form (available from ATC) and is then responsible for contacting the certified athletic trainer. The proper WCSD accident form must also be completed within 24 hours of the injury and be submitted to the principal or his/her designee. Once an athlete has sustained an injury that requires stoppage of activity, s/he may not return to sport until s/he is evaluated by the certified athletic trainer. A physician may return an athlete to sport.

When an athletic injury requires referral to a physician or renders the athlete unable to participate, the parents/guardians will be notified promptly by the certified athletic trainer. Each athlete will also be given a Home Care Sheet with an explanation of the injury and a Physician Referral Form if necessary. In the event that a certified athletic trainer is not present at the time of injury that requires referral or inability to participate, it is the responsibility of the coach to notify parents/guardians.

If at any time a referral to a physician is necessary, the athlete may not return to sport without written orders from that physician or a specialist to whom he/she has been referred. If ordered by the athlete's physician, the certified athletic trainer may oversee the rehabilitation as prescribed. The head coach will be notified of the athlete's progress via the weekly coach's report that will be emailed to him/her by the certified athletic trainer. In the event that the rehabilitation required goes beyond the capabilities of the school's facilities, the athlete is responsible for communicating progress to the certified athletic trainer weekly so that coaches may be informed via the weekly progress form.

The head coach will notify the certified athletic trainer of team practices and game scheduling. The certified athletic trainer will provide the head coach with a schedule of coverage. If coverage will change, coaches will be informed by the certified athletic trainer.

HIPAA Declaration

A form through which a parent or guardian must indicate their preference regarding the Use or Disclosure of Protected Health Information according to the HIPAA is available at the Athletics & Co-Curricular Activities link on <http://www.wcsdpa.org>. A form to revoke a declaration and select otherwise is available there as well.

Should a parent or guardian select Option B, indicating that they do NOT authorize disclosure of the student-athlete's health information to the coaching staff, the following procedure is implemented.

I. When a medical professional is available and tends to the injured student

In those cases when an athletic trainer or other medical professional is available and tends to the injury, only the medical professional should call and relay medical information to the parent and emergency services (if needed). Under no circumstances should the athletic trainer provide medical information to any other person, including coaches, without the consent of the parent. Additionally, if you, as a coach, overhear any medical information, you absolutely cannot disclose it to anyone else. It should also be noted that the student is not permitted to resume participation until the treating physician has cleared the student, in writing, to resume participation.

II. When a medical professional is not available and a coach tends to the injured student

In those cases when a medical professional is not available and a coach tends to an injured student, the coach (as the first responder) should immediately contact the parent and emergency services (if needed). Once the parents have been reached, any medical instructions given by the parent should be adhered to by the coach. It should also be noted that if the parents cannot be reached for any reason, the care of the student is paramount, and the coach should contact emergency services or a nearby medical professional (e.g. athletic trainer, nurse) to tend to the injury. **Also, if the athletic trainer or other medical professional is not on site but is nearby, this person should be contacted so that s/he can attend to the injury. Once a medical professional is on the scene, the coach should immediately remove herself/himself from the situation and not disclose any medical information to anyone else. It should also be noted that once a medical professional is present, the coach is no longer permitted to receive any medical information. In the event that others standing by (e.g. assistant coaches, volunteers) overhear medical information, they should also not disclose any medical information to anyone else. Last, it is again the case that the student cannot resume participation until cleared to do so by a treating physician (in writing).**

III. When a student or parent voluntarily shares medical information with a coach and immediate medical attention is not required

In those instances when a student or parent voluntarily shares medical information with a coach and immediate medical attention is not required, the coach cannot share the information with anyone else unless authorized to do so by the parent. If the medical information given to the coach leads her/him to believe that treatment is required, the coach should immediately contact the parents and adhere to the medical and/or participation decisions requested by the parent. If an emergency is present, the procedure set forth in Section II of this Memorandum should be adhered to.

HIPAA Declaration (continued)**IV. Overriding principles to be adhered to by all coaches for Option B participants**

(a) Coaches are not and should not be privy to medical information, except if they are first responders and only for the time that it takes to get parents and/or medical professionals involved;

(b) If the coach is not a first responder, the coach is not permitted or entitled to medical information unless approved by the parents or actually offered by the student directly to the coach. Further, even if a parent or student informs the coach of medical information or the coach is the first responder, the coach may not share any medical information with any other coaches and the coach does not have a continuing entitlement to such medical information; and

(c) If a student is injured and treated for any injury that requires medical attention, in order for that student to continue practicing and participating in the sport/activity, s/he needs written documentation from the treating physician clearing the student to practice and play. Parent will need to understand that there is a tradeoff here - if they are going to restrict access to information about injuries to students by selecting "Option B" on the Authorization form, then they will be required to take the additional steps to get physician approval before the student can be permitted back on the playing field. We cannot just "take their word for it" - the school district requires additional information and proof from the student's medical professional clearing the injured student for practice and/or participation.

INTERSCHOLASTIC ATHLETICS**10450**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the District and to the community.

An interscholastic activity will be regarded as District sponsored only upon the approval of the Board.

It shall be the policy of the Board to offer opportunities for participation in interscholastic programs to male and female students on an equal basis as is practical and in accordance with State regulations. The Board shall determine the standards of eligibility of all students participating in the interscholastic program. Such standards shall require that each student be covered by student accident medical insurance or its equivalent, be in good physical condition, be free of injury, and shall have fully recovered from illness as determined by a physician before participation in any interscholastic athletic events.

The Board further adopts those eligibility standards set by the constitution of the Pennsylvania Interscholastic Athletic Association.

The Superintendent is designated by the Board to have authority over the entire athletic program.

The Board authorizes the Superintendent or his/her designee to develop procedures on an as needed basis to address needs.

In preparing these procedures, the Superintendent is directed to issue procedures that are consistent with the mission of the District as enunciated in the Policy Manual or other directives of the Board. The procedures implemented by the Superintendent shall remain in effect until supplanted by the Board. The Superintendent or his/her designee is directed to update annually the Athletic/Co-Curricular Handbook. The handbook shall contain procedures to support this athletic policy including but not limited to rules, responsibilities, and duties of all coaches and volunteers and other staff involved in the athletic program.

INTERSCHOLASTIC ATHLETICS (continued)

Furthermore, the building administrator shall be in charge of the athletic program in his/her school.

Specific Rules

1. Principals and their designees, coaches, and students shall conform to the requirements of the P.I.A.A. Constitution, By-laws, and Rules and Regulations of the P.I.A.A., and District Policies and Procedures.
2. The Board prefers that the District support student activities, but it may be necessary for students to raise funds to support these activities. Fundraising must be approved and supervised by the principal: funds raised will be used solely to reimburse the District for costs advanced by the District for that activity. If a student helps in raising funds to support their activity, this does not guarantee a position or preferential treatment as a member of that team. If a student does not participate in raising funds to support the activity, he/she will not be denied a position on the team or receive non-preferential treatment as a member of the team.
3. The building administrator or his/her designee will be in attendance at all athletic home contests.
4. There shall be no athletic practices on **major** holidays. Athletic practices may be conducted during other school vacation periods. Only practices may be held on Thanksgiving and New Year's Day by special permission of the principal.

Note: Safety and Well-Being of Student Athletes

When contest scheduling decisions made outside of the control of Warren County School District generate:

1. a Sunday contest, varsity teams may compete;
 2. a Monday contest, varsity teams may practice on Sunday;
 3. Maximum of two (2) hours of practice
 4. Practice will be (2:00 p.m. to 4:00 p.m.)
- with prior permission of the Superintendent or designee.

No other Sunday contests or practices are to be considered for approval.

Adoption Date: 5/9/05

Please note clarification on Page 41

Physicals

On Monday, June 16, 2003, the Warren County School Board of Directors passed the 2003 – 2004 budget. One cut in the budget is that the "Warren County School District will no longer pay for athletic physicals or re-certification".

The parents/students are now responsible for paying the physician for their physicals/re-certifications. The schools will not handle any money.

As of June 1, 2008, the PIAA CIPPE pre-participation physical examination form will be the only form accepted as a pre-participation physical exam. One examination may clear a student-athlete for one academic year. Information is available at:
<http://www.wcsdpa.org/district.cfm?subpage=179>