



**2023-2024**

**BELLEFONTE AREA SCHOOL DISTRICT**

**COACHES ATHLETIC HANDBOOK**

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# **BELLEFONTE AREA SCHOOL DISTRICT ATHLETIC COACHES HANDBOOK**

## **INTRODUCTION**

This handbook has been developed to assist the coaching staff of the Bellefonte Area School District in serving the young men and women that elect to take part in the interscholastic athletics program. It contains athletic department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and promoting the athletic program.

In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of sports they coach, as well as the rules and regulations found in the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association.

**“In a situation where provisions of the coaches’ handbook contradict BASD Board policy, the Board policy shall prevail.”**

## **BELLEFONTE AREA SCHOOL DISTRICT POLICIES**

### **I. DISTRICT MISSION STATEMENT**

It is the mission of the Bellefonte Area School District to educate all of our students in a learning environment that prepares them to meet life's challenges. ([BASD Policy 101](#))

### **II. ATHLETIC PROGRAM MISSION STATEMENT**

Athletics promotes student commitment to an important activity, self-discipline, good citizenship, team membership, the search for personal excellence, self-worth, important decision making and a commitment to the principles of good health and fitness.

### **III. ATHLETIC PHILOSOPHY**

Athletics are an important part of the total school program which works in conjunction with the other educational experiences to provide students the environment and opportunity to develop as better citizens. This opportunity is a privilege that carries with it responsibilities to the school, to the sport, to other students, to the community, and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education. While participation is to be encouraged, it should be regarded as a privilege to compete for the school and excessive praise and awards should be discouraged.

The Board recognizes the value of a comprehensive program of interscholastic athletics as an integral part of the total experience to all students of the District and to the community. Therefore, the Board of Education shall provide as comprehensive an athletic program as is financially and practically possible. ([BASD Policy 123](#))

### **IV. CO-CURRICULAR ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside of the school. All learning experiences offered by the schools of this District, curricular and co-curricular, should be planned and integrated toward the attainment of the District's objectives. ([BASD Policy 122](#))

### **V. PARTICIPATION IN EXTRACURRICULAR PROGRAMS**

The Board requires equal opportunity for every student of the District. In every way possible this policy must communicate that each student has equal access to every program of the school.

It is understood that elections, tryouts, and auditions are necessary for an organization whose numbers of participants must be limited. It is also understood that criteria for selection must apply to all candidates. ([BASD Policy 232.1](#))

## **VI. ATHLETIC GOALS AND OBJECTIVES**

Our Goal – The student-athlete shall become a more effective citizen.

The student shall learn:

- A. To work with others – In a democratic society a person must develop self- discipline, respect for authority, and the spirit of hard work and sacrifice.  
The activity and its objectives must be placed higher than personal desires.
- B. To be successful – Our society is very competitive. We do not always prevail, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to succeed with earnest dedication. Develop a desire to excel.

## **VII. ATHLETIC PROGRAM BELIEFS**

- BASD believes that students are our highest priority.
- BASD believes the dignity, and self-esteem of participants should be paramount in all activities.
- BASD believes the most important result of competition is the development of life-long values and skills.
- BASD believes the athletic program is an integral part of the educational experience.
- BASD believes winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- BASD believes well-designed athletic programs promote community and school pride.
- BASD believes open communication and mutual respect among coaches, parents and athletes provide the foundation of a successful athletic program.
- BASD believes morale, satisfaction and performance are enhanced when participants work together as a team.
- BASD believes well qualified coaches and program administrators are important components in a successful athletic program.
- BASD believes positive parent support and involvement enhance student growth and program quality.



## **PERSONNEL**

### **I. BELLEFONTE AREA BOARD OF EDUCATION**

1. Make policies.
2. Approves all programs.
3. Approves appointment of all personnel.

### **II. HIGH SCHOOL PRINCIPAL**

1. Serves as PIAA recognized authority for local management and control.
2. Determines the certification of students' athletic eligibility.
3. Delegates authority and responsibility.
4. Reports to the Superintendent.

### **III. ATHLETICS APPEALS BOARD**

1. Consists of the principal, and four teachers.
2. Committee members serve as an athletic appeals board.

### **IV. DIRECTOR OF INTERSCHOLASTIC ATHLETICS (Athletic Director)**

1. Supervises Athletic Trainer, and all coaches.
2. Evaluates all coaching performances.
3. Acts as the liaison between community, Board, Superintendent, Principal, and coaches in all matters pertaining to the athletic program.
4. Acts as the coordinator for all interscholastic activities.
5. Schedules games, prepares contracts, and aids in the arranging of post-season games, meets or matches.
6. Develops and presents the athletic budget for approval and communicates transfers of athletic monies.
7. Supervises the purchasing of equipment and supplies
8. Reports to the Superintendent and Business Manager

### **V. ATHLETIC TRAINER**

1. Provide proper conditioning for athletes.
2. Administer adequate proper first aid.

### **VI. COACHING REQUIREMENTS:**

All coaches, paid and volunteer, must complete the below items (unless noted) in order to coach in a Bellefonte Area School District Athletic/Club program.

1. Yearly Requirements (After June 1st)
  - a. Concussion Training Course (EVERY YEAR)
  - b. Sudden Cardiac Arrest Training Course (EVERY YEAR)
2. Every five (5) years
  - a. PA Act 34 Background Clearance
  - b. PA Act 151 Child Abuse History Clearance
  - c. Act 114 Federal (FBI) Criminal History Background Clearance
    - i) Paid Coaches only
    - ii) Alternate Form may be provided
  - d. Mandated Reporter Training
3. One-time requirements

- a. Fundamentals of Coaching Course\*
- b. First Aid, Health and Safety for Coaches Course\*
- c. PA Act 24 Arrest/Conviction Report and Certification Form
- d. PA Act 168 Employer Sexual Misconduct/Abuse Certification Form
- e. TB Test

**\*\*NOTE:** All coaches currently employed or engaged by a PIAA member school must complete two courses as provided above no later than June 30, 2018. Coaches hired after July 1, 2016, will have two years from their date of hire to complete this requirement.

## **VII. HEAD COACH**

- 1. Responsible for coordinating individual sports as designated.

## **VIII. ASSISTANT COACH**

- 1. Assists Head Coach in coordinating individual sports as designated..

## **IX. COACHES CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. The student-athlete's welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Coaches Association:

The coach shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

- 2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- 3. The coach shall take an active role in the prevention of drug, alcohol and tobacco use.
- 4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- 5. The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
- 6. The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- 7. The coach shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- 8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- 9. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

10. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
11. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS**

### **IX. HAZING**

Hazing: Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any extracurricular organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Bellefonte Area School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Suspected acts of hazing should be reported to the coach, athletic administrator, principal or other school administrator.

### **X. UNLAWFUL HARASSMENT**

Unlawful Harassment: Harassment in any form will not be tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive education environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's extracurricular status.
- Submission to or rejection of such conduct is used as the basis for extracurricular decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student-participant verbally intimidates or harasses a second, the second student-participant is to tell a coach/advisor, teacher, counselor, nurse, or administrator. Under no conditions is retaliation permitted.

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student-participant shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student-participant shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment

Students may choose to report harassment complaints orally or in writing to:

- Building principals
- Athletic administrator (when involving athletics)
- Teachers
- Coaches/Advisors
- Counselors
- Nurses
- Parents

All employees who receive harassment complaints from student-participants should report such complaints to the building principal.

## **XI. BULLYING**

The Bellefonte Area School District strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the Bellefonte Area High School strives to offer all students an educational environment free from bullying.

- Bullying shall be defined as when a student is exposed, repeatedly and overtime, to negative actions on the part of one or more other students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile or abusive environment that substantially interferes with a student's educational opportunities such as:

- Physical intimidation or assault
- Oral or written threats
- Teasing, put-downs, or name calling
- Threatening looks, actions or gestures
- Spreading false rumors or shunning the individual

- Cyber Bullying includes, but is not limited to, the following misuses of technology during the school day: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

To help eliminate bullying:

- When you see or hear a person being bullied let the bully know that his/her behavior is not appropriate.
- Fill out an Incident Report form. These are located in the Student Office.
- Report bullying behavior that you see or hear to a teacher, guidance counselor, or vice principal

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising students involved; providing employee support for students as needed; reporting incidents to law enforcements, if appropriate; and developing a supervision plan with parents.

Students are encouraged to fill out an incident report form, as well as a Bullying/Harassment Reporting Form on page 53, located in the back of this handbook. This may be turned in to the student office, guidance, a teacher, through our online forms located on our website or via email. If harassment or bullying occurs outside of the school, we encourage parents to contact local authorities.

### **NO-TAUNTING PLEDGE**

*I will pledge to be part of the solution.  
I will eliminate taunting from my own behavior.  
I will encourage others to do the same.  
I will do my part to make my community a safe place  
By being more sensitive to others.  
I will set the example of the caring individual.  
I will eliminate profanity toward others from my language.  
I will not let my words or actions hurt others.*

### **BULLYING/CYBERBULLYING GUIDE FOR PARENTS/GUARDIANS**

#### **Tips For Parents/Guardians: What To Do If Your Child Is Being Bullied**

*If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if s/he is being bullied:*

1. *Never tell your child to ignore the bullying.*
2. *Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.*
3. *Allow your child to talk about his/her bullying experiences. Write down what is shared.*
4. *Empathize with your child. Tell him/her that bullying is wrong; that it is not his/her fault; and that you are glad s/he had the courage to tell you about it.*
5. *If you disagree with how your child handled the bullying situation, don't criticize him/her. It is often very difficult for children to know how best to respond.*
6. *Do not encourage physical retaliation.*

7. *Check your emotions. A parent's/guardian's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.*
8. *Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.*
9. *Work closely with school personnel to help solve the problem.*
10. *Encourage your child to develop interests and hobbies that will help build resiliency in difficult situations like bullying.*
11. *Encourage your child to make contact with friendly students in his/her class, or help your child meet new friends outside of school.*
12. *Teach your child safety strategies, such as how to seek help from an adult.*
13. *Make sure your child has a safe and loving home environment.*
14. *If you or your child needs additional help, seek help from a school counselor and/or mental health professional.*

### *Tips For Parents/Guardians: What To Do If Your Child Bullies Others*

*If your child bullies other children at school, it will need to be stopped. Here are some things you can do at home to address the issue with your child:*

1. *Make it clear to your child that you take bullying seriously and that it is not okay.*
2. *Make rules within your family for your child's behavior. Praise your child for following the rules and use nonphysical and logical consequences when rules are broken. A logical consequence for bullying could be losing rights to use the phone to call friends, using e-mail to talk with friends, or other activities your child enjoys.*
3. *Spend lots of time with your child and keep close track of his/her activities. Find out who your child's friends are and how and where they spend their free time.*
4. *Build on your child's talents by encouraging him/her to get involved in positive activities, such as clubs, music lessons, or nonviolent sports.*
5. *Share your concerns with your child's teacher, counselor, and/or principal. Work together to send a clear message to your child that his/her bullying must stop.*
6. *If you and your child need more help, talk with a school counselor and/or mental health professional.*

### *Tips For Parents/Guardians: What To Do If Your Child Witnesses Bullying*

*Many children are observers or bystanders in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help so the bullying stops. If your child talks to you about the bullying that s/he witnesses at school, you are encouraged to do the following:*

1. *Teach your child how to get help without getting hurt.*
2. *Encourage your child to verbally intervene, if it is safe to do so, by saying such things as: "Cool it! This isn't going to solve anything."*
3. *Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies, who wants to be the center of attention.*
4. *Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not tattling; it is an act of courage and safety. Suggest going to an adult with a friend if that will make it easier.*
5. *Help your child support others who tend to be bullied.*
6. *Teach your child to include these children in activities.*

7. Praise and reward quiet acts of courage where your child tried to do the right thing to stop bullying, even if s/he was not successful.
8. Work with your child to practice specific ways s/he can help stop bullying. For example, role-play with him/her what s/he could say or do to help someone who is being bullied.

### What Can Parents/Guardians Do To Prevent And Address Cyberbullying?

Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to cyberbullying and the activities of children and youth when using these new technologies. Cyberbullying occurs when children and youth use cyber technologies, such as text messaging, internet sites, and cell phones, to bully others. Indirect forms of bullying like this can include spreading of false rumors, gossip, and verbal taunts or attacks. Like bullying that happens in person, cyberbullying can have serious, and sometimes legal, consequences for the ones doing the bullying. Here are some ideas of ways to protect your child from cyberbullying or address the issue if you find your child is cyberbullying others.

### Suggestions For Parents/Guardians: Tips To Help Prevent Cyberbullying

1. Keep your home computer(s) in easily viewable places, such as a family room or kitchen.
2. Talk regularly with your child about online activities s/he is involved in.
3. Talk specifically about cyberbullying and encourage your child to tell you immediately if s/he is the victim of cyberbullying, cyberstalking or other illegal or troublesome online behaviors.
4. Encourage your child to tell you if s/he is aware of others who may be the victims of such behavior.
5. Explain that cyberbullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review his/her online communications if you think there is reason for concern. Consider installing parental control filtering software and/or tracking programs, but don't rely solely on these tools.

### Tips For Dealing With Cyberbullying That Your Child Has Experienced

Because cyberbullying can range from rude comments to lies, impersonations and threats, your responses may depend on the nature and severity of the cyberbullying. Here are some actions that you may want to take after the fact:

1. Strongly encourage your child not to respond to the cyberbullying.
2. Do not erase the messages or pictures; save these as evidence.
3. Try to identify the individual doing the cyberbullying. Even if the cyberbully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track him/her through your Internet service provider. If the cyberbullying is criminal, or if you suspect that it may be, contact the police and ask them to do the tracking. Sending inappropriate language may violate the terms and conditions of e-mail services, Internet service providers, Web sites, and cell phone companies. Consider contacting these providers and filing a complaint. If the cyberbullying is coming through e-mail or a cell phone, it may be possible to block future contact from the individual who cyberbullied. Of course, s/he may assume a different identity and continue the bullying.

4. *Contact your school if the cyberbullying is occurring through your school district's Internet system or during the school day. Even if the cyberbullying is occurring off campus, make your school administrators aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.*
5. *Consider contacting the cyberbully's parents/guardians. These parents/guardians may be very concerned to learn that their child has been cyberbullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very badly to your contacting them, so proceed cautiously. If you decide to contact a cyberbully's parents/guardians, communicate with them in writing, not face-to-face. Present proof of the cyberbullying (for example, copies of an e-mail message) and ask them to make sure the cyberbullying stops.*
6. *Contact the police if cyberbullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment; stalking; or hate crimes; or child pornography. If you are uncertain if cyberbullying violates criminal laws, contact your local police who will advise you.*

[http://www.olweus.org/public/bullied\\_child.page](http://www.olweus.org/public/bullied_child.page) (2/2010)

*This list has been adapted from a publication originally created for "Take a Stand. Lend a Hand. Stop Bullying Now!", a campaign of the Health Resources and Services Administration, U.S. Department of Health and Human Services.*

*www.StopBullyingNow.hrsa.gov. Used with permission. The names "Olweus" and "Olweus Bullying Prevention Program" are protected as trademarks, and may not be used in any way that involves self-promotion or the sale of products without the written permission of Hazelden as the publisher. All rights reserved. Duplicating this material for personal or group use is permissible.*

<b>HARASSMENT/ BULLYING</b>	<i>Any unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult; taunting of others</i>	<i>Suspension of three to five days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS</i>	<i>Suspension of five ten days; conference scheduled with Administrator ; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS</i>	<i>OSS of ten days and/or placement in either of the AEP options; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS</i>
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## **XII. CONFIDENTIALITY**

Confidentiality is based upon four basic principles:

- Respect for an individual's right to privacy
- Respect for human relationships in which personal information is shared
- Appreciation of the importance of confidentiality to both individuals and society
- Expectations that those who pledge to safeguard confidential information will do so

Strengthening boundaries for and with the adolescents we work with is a major part of our jobs. Boundaries concerning confidentiality are often unclear for our adolescents but strengthening the understanding of these boundaries is an essential part of developing health identities. Maintaining our own integrity and consistency related to confidentiality further models those boundaries.



As mandated by state law and school and district policy, we must report:

- Suicide threats and ideation;
- Abuse – physical, mental, emotional;
- Drug/alcohol use;
- Family problems;
- Criminal behavior
- Sexual activity

THESE MUST BE IMMEDIATELY REPORTED TO AN ADMINISTRATOR

We have an obligation to act in a professional manner in interactions with students and their peers. Blurting out something without thinking that is private but thought to be interesting or exciting is not only impulsive but an unconscious violation of the privacy of others, and it goes without saying, unprofessional. Working with adolescents we know there is no guarantee as to what they fully understand. Ultimately, we must be sensitive and accountable to ourselves, one another, our students, and their parents. To protect us all, guard against sharing confidential information in your classrooms, the hallways, staff rooms, or any other public places where persons who do not have a need to know would be able to overhear.

### **XIII. CHAIN OF COMMAND**

Proper Chain of Command – if there is a problem or a complaint about anything that occurs during the competition (officials, a call, opponent, etc.) you must notify in writing (email) the Athletic Director. It is then up to the AD to handle the complaint from that point; the AD will then notify the appropriate party (i.e. – Principal, Superintendent, Head of Officials, District VI committee, PIAA, etc.). You at no point should take it upon yourself to contact anyone outside the Bellefonte Area School District.

## **ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS**

### **I. P.I.A.A. ELIGIBILITY FOR INTERSCHOLASTIC SPORTS**

High school interscholastic sports programs in Pennsylvania are governed by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). As a member district, we must follow the policies and regulations formulated by the association. Some of the basic regulations are these:

- A. **Age:** you may not have reached your 19<sup>th</sup> birthday by June 30 immediately preceding the school year. (16<sup>th</sup> birthday where interscholastic competition is limited to grades 7 through 9 and 15<sup>th</sup> birthday where interscholastic competition is limited to grades 7 and 8.)
- B. **Amateur:** a pupil must be an amateur to be eligible to participate in a P.I.A.A. sponsored interscholastic athletic contest. You will lose your amateur status in a sport for at least a year if:
  1. You or your school, or an organization which you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation or services.

2. You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.
- C. **Attendance:** a pupil must be regularly enrolled in a secondary school in full-time attendance. A pupil who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of sixty school days following the twenty days of absence. An exception may be considered by a district committee where there is an extended absence of five or more consecutive days due to illness or injury.
- D. **Participation and Grade Repetition:** you will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eight, you will be ineligible as a senior. You may participate in one season in each sport during each school year.

## II. **BASD ELIGIBILITY FOR INTERSCHOLASTIC SPORTS**

- A. To be eligible for athletics, a student must be enrolled as a full-time student pursuing a minimum four-year program as outlined in the Bellefonte Area High School Program of Studies or a full-time middle school student pursuing minimal standards for promotion.
- B. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis as outlined by the Bellefonte Code of Conduct and the Pennsylvania Interscholastic Athletic Association (PIAA).
- C. A student is ineligible to participate if any of the following categories apply:
  - He/She has failed two or more courses (high school, middle school)
  - He/She is not passing a minimum of five (5) credits or credit equivalent\*. A student carrying less than five (5) total credits must be passing all classes.
  - He/She is not eligible to be promoted to the next grade
- D. The weekly ineligibility begins on the Monday of each week and lasts for seven days. The ineligible student will report to academic tutorial after school Monday through Thursday with materials to study and prepare for class(es) based on the grid of expectation below.

Group Category	Definition	Eligibility	Example Groups	Consequences
<b>Athletics</b>	Those who adhere to current athletic-academic eligibility which is aligned to and/or exceeds PIAA standards	<p><u>1st ineligible occurrence</u> - warning week (student does not have to attend tutorial but may not participate in games because of PIAA rule) this includes an early dismissal; not to be traveling with team; may join team on the sideline for home games.</p> <p><u>2nd week+ ineligible occurrence</u> - the student is required to attend academic tutorial for the week(s) identified as ineligible; the student may practice after the tutorial is completed; the student may not participate in games because of the PIAA rule and the student may not travel.</p> <p>Weeks “reset” at the beginning of each athletic season. Removal of participation is at the discretion of coach/team rules.</p>	PIAA Athletics and Club Sports PIAA Athletics & Club Sports	<p><u>During 1st ineligible occurrence</u> - No consequences (no tutorial required)</p> <p><u>During 2nd week+ ineligible occurrence</u> - If a tutorial is missed for a non-approved reason, the student must make up the tutorial session. The student must make up the missed session at the next tutorial session offered once student is eligible.</p> <p>Excuses, absences, and/or early dismissals from tutorial sessions must follow school attendance guidelines.</p>

- E. Any student who is not meeting the academic eligibility requirements – as outlined in letter C – at the end of a marking period, semester, or school year, or who is not eligible for promotion to the next grade level, will not be eligible for the first fifteen (15) days of the next marking period, beginning on the first day that report cards are issued. Ineligibility established in June will carry over into the next school year.

- F. The academic eligibility requirements apply to all students in the athletic program in grades 6 through 12 in the Bellefonte Area School District.

\*Credit Equivalent of one is given if the course meets for the equivalent of 1 full period during that marking period. Example: PE meets 1 period/day for one marking period and yields .25 credits. For eligibility purposes, this course would have a credit equivalent of 1 because it meets 1 pd/day all marking period.

For a course that meets every other day for one period, it's credit equivalent would be .5 credits where applicable.

Students in BeLA, Home School and the like adhere to these guidelines and all parameters of school board policy for eligibility.

### **III. INTERSCHOLASTIC ATHLETIC PARTICIPATION BY HOME EDUCATED STUDENTS**

Home educated students shall be eligible to participate in interscholastic athletics if all of the following conditions are met:

- A. The student is a resident of the school district
- B. The student fulfills all eligibility criteria, or their equivalent, required for participation in an activity by district students, in accordance with [Board Policy 122 Extracurricular Activities](#) and/or [Policy 123 Interscholastic Athletics](#), and [Policy 137.1 Extracurricular Participation By Home Education Students](#).

### **IV. INTERSCHOLASTIC ATHLETIC PARTICIPATION BY CHARTER/CYBER CHARTER STUDENTS**

Charter/cyber charter students shall be eligible to participate in interscholastic athletics if all of the following conditions are met:

- A. The student is a resident of the school district.
- B. The charter or cyber charter school does not provide the same interscholastic athletic program.
- C. The student fulfills all eligibility criteria, or their equivalent, required for participation in an activity by district students, in accordance with [Board Policy 122 Extracurricular Activities](#) and/or [policy 123 Interscholastic Athletics](#), and [Policy 140.1 Extracurricular Participation by Charter/Cyber Charter Students](#).

### **V. SCHOOL ATTENDANCE**

The attendance of students involved in athletics is mandatory. If a student is tardy beyond homeroom he/she will not be permitted to participate in the competition, practice, or activity that day. Students are expected to be present ALL DAY in order to be eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical, or legal appointment in which case the student must present documentation such as a dated receipt,

appointment card, return to school form or fax indicating the date and time from the place of appointment. A parental note is NOT acceptable.

If a student is absent the last school day before a competition or event on a non-school day, the student must have administrative permission from both a building Principal and the Athletic Director to participate. The coach will call the parent/guardian.

## **COACHES DUTIES TO ATHLETES**

### **I. INTRODUCTION**

Coaches have both a moral and legal obligation to protect the athletes in their charge. While the moral obligations are extremely important, the legal ones are equally important when it comes to determining liability in a legal case against a coach. There are duties coaches need to address if they are going to protect their athletes and in so doing protect themselves and the school. Coaches today not only must know what their duties are in relation to their job, but also they must know what their legal duties are.

Legal duties are defined as the responsibility of a coach to take reasonable care of his/her athletes. A coach must provide the safest environment possible in his/her specific situation.

In order to have a successful lawsuit against a coach or school district, the plaintiff must prove that all four elements of a tort are met. The four elements are 1) That a duty exists, 2) there has been a breach of that duty, 3) the breach of duty was the direct cause of the injury, and 4) there was in fact injury or damage. Without the identification of the duty, the first element, the other three are meaningless. Therefore, we need to look at the various duties that the courts have, through the litigation process, established as legal duties.

### **II. DUTY TO INSTRUCT**

Coaches must use the latest methods of instruction, using sound progression in learning motor skills.

### **III. DUTY TO WARN**

It is the responsibility for every coach to inform all athletes and their parents of the inherent risks involved in participation in the particular sport. They must describe, using a variety of methods, catastrophic and common non-catastrophic injuries unique to the sport.

### **IV. DUTY TO SUPERVISE**

Coaches must include as a part of the daily practice plan how he/she will supervise specific drills and other components of the daily practice.

### **V. DUTY TO PROVIDE A SAFE ENVIRONMENT**

Student/athletes have a right to safe facilities and equipment.

## **VI. DUTY TO KEEP RECORDS**

Detailed records of such things as, but not limited to, practice dates, times, attendance, activities and injuries are important to be maintained for the season. These records should remain in the coach's possession for 3 to 5 years in the event a legal suit is initiated.

## **VII. DUTY TO EVALUATE**

Coaches have a duty to evaluate the physical fitness and the skill level of athletes. Failure to evaluate and maintain records of those evaluations, would be cause for negligence should an injury occur involving fatigue or lack of skill.

## **VIII. DUTY TO FOLLOW DUE PROCESS**

The rights of all student athletes under the care of a coach, being equally worthy human beings, is very important. Equal rights protect athletes from discrimination due to sex, race, color, creed, or unfair practices.

## **IX. DUTY TO SAFELY TRANSPORT ATHLETES**

The school district and the coaches have a legal duty to see that all athletes are safely transported to and from contests and to and from practice if practices are held at sites other than the immediate school grounds.

## **X. DUTY TO CLASSIFY**

The school district and the coaches have a legal duty to see that all athletes are safely transported to and from contests and to and from practice if practices are held at sites other than the immediate school grounds.

## **XI. DUTY TO FORESEE**

Foresee ability is a common term found in litigation related to sport today. A prudent coach should be able to foresee the potential danger that may occur if activity is continued in that facility, or with that equipment, or in that situation, and should act to prevent the activity from continuing without correcting the problem.

# **PRE-SEASON PREPARATION**

## **I. ORGANIZATIONAL MEETING**

Each head coach will conduct a pre-season organizational meeting. This meeting is to take place within the two weeks prior to the first practice date for winter and spring sports. Coaches of fall sports are to conduct their meetings during the last two weeks of May in the prior school year. The meeting is to serve as a time to inform athletes of the school district philosophy, athletic department procedures and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents once the season has begun to discuss with them the same items covered with the students. Coaches must discuss their criteria, objective and subjective, used to select the team. Overall procedures to be used in team selection are to be discussed at this time. Handouts will be prepared to inform students and parents of season expectations, team rules and other general information. Communication with athletes and parents is extremely important. The organizational meeting is the best place to start.

## **II. NON-ROUTINE INTERSCHOLASTIC ATHLETIC TEAM TRAVEL**

Travel to a competition requiring air travel, pre or post season training/competition or involving special invitation must be processed well in advance of the event through the athletic office:

- A. Coach submits a completed [Non-Routine Travel request form](#) and any additional information about the trip to the Athletic Director. The identification of the funding donor is important.
- B. Athletic Director reviews form/information.
- C. If approved, the gift is deposited in the BASD athletics fund for disbursement for expenses.
- D. Normal procedures are then taken to execute the trip except in times of high national security alert. During such a time, a committee composed of the Superintendent, Principal and Athletic Director must approve all requests.

## **III. TEAM WEBSITES**

Teams are encouraged to promote themselves through the creation of a website linked to the BASD Athletics site. All sites must be created and maintained in accordance with [BASD policy 815](#). Access may be obtained by filling out and submitting the [Acceptable Use Form](#).

## **IV. PIAA MANDATORY RULES INTERPRETATION MEETING**

The head coach must attend at least one PIAA mandatory rules interpretation meeting each year. A head coach who fails to attend the minimum of one PIAA mandatory rules interpretation meeting shall pay a fine of \$100.00 for non-attendance. The fine must be paid before the coach may begin coaching in that season.

## **V. BASD MANDATORY COACHES MEETING**

All head, assistant, Jr. High and volunteer coaches must attend a mandatory coaches meeting prior to coaching in the BASD.

## **VI. SCHOOL VEHICLE USAGE PROCEDURE**

The transportation of students carries with it tremendous responsibility and liability. The BASD will make available school district owned vehicles to those individuals who apply and who meet Motor Vehicle Record requirements, as well as district expectations. On 7/10/12 the BASD Board of Directors granted permission for Booster Clubs associated with the Bellefonte Area School District to use school district vans at the IRS established mileage rate. The Safety Committee of the BASD has established the following rules, regulations, procedures and safety tips, in regards to operating school owned vehicles for the purpose of school district business, as well as the safe transportation of students.

## **MANAGEMENT DURING THE SEASON**

### **I. PARTICIPATION**

It shall be the philosophy of the Bellefonte Area School District that participants shall enjoy as many athletic opportunities as the student athlete and their parents/guardians wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.

### **II. GENERAL SUPERVISION OF ATHLETES**

Concern regarding liability of school districts and those persons hired by school districts to coach and supervise students in extracurricular activities has increased the accountability of supervision. Coaches must know where their athletes are and what they are doing at all times.

Rules of behavior are to be developed and presented to the athletes so there is no question of the coaches' expectations. These rules are to include, but not limited to pre and post practice activities, locker room and shower behavior, proper etiquette while traveling to and from activities and appropriate behavior during competition.

Coaches must not isolate themselves from their teams prior to or following practices and game situations.

A paid coach must stay until the last student-athlete has been picked up and/or left school property. Coaches should try their best to keep their practices on schedule and try their best to estimate a return time and communicate this time with parents/guardians. Coaches should also develop procedures for having student-athletes contact their parents/guardians as they approach Bellefonte (20-30 minutes prior).

Coaches are not to give their keys to athletes at any time. Managers may use coaches' keys during practice sessions. Lost keys must be reported to the athletic office immediately.

Specific rules for locker room behavior must be developed by the coach, distributed to the team members and should include prohibition of roughhousing, throwing of objects, and hazing other players. Glass containers are not permitted in the locker rooms. In addition players are to be reminded that spikes and cleats are not to be worn anywhere in any district building, including the locker room. Athletes must be reminded of their responsibility to turn off showers when finished and to respect the facility in general. The locker room will remain locked at all times. A paid coach must be present while their respective team is in the locker room. The coach will be the last person to leave after practice and/or games.

School district policies regarding tobacco, drugs, and alcohol apply equally to coaches and athletes at all district sponsored activities. Coaches are not to use tobacco products or to consume alcohol while supervising students.

### **III. VOLUNTEER COACHES**

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program.

Selection of volunteers must be a carefully thought-out process. Care must be given to select a person or persons who are knowledgeable, interested in the welfare of the athletes and the team and willing to operate under the strict guidance of the coaching staff. All volunteers are subject to conditions found in [BASD Policy 916 School Volunteers](#).



Registered Volunteers are approved by the Bellefonte School Board after submitting the following:

- A. Volunteer Form (Page 1) & Statement of Confidentiality Form (Page 2) Volunteer Form can be completed online by clicking [here](#).
- B. Residency Affidavit & Arrest/Conviction Report
- C. Act 34 Clearance Criminal History - Please print out the Certification Form (PA Seal will be behind the information, and it will have the signature of the Director). The Record Check Details page and the Invoice are NOT acceptable documentation. \*\*
- D. Act 151 Clearance Child Abuse History - Note: The Department of Welfare will now accept online applications. \*\*
- E. Results of TB test - Any documentation that clearly comes from a medical facility is acceptable.
- F. If you have lived in PA less than 10 years, you will also need an FBI Fingerprint Report. Any report that has been run since you have moved to the State is acceptable.
- G. Concussion Certification (yearly)
- H. Sports First Aid (yearly)
- I. Mandated Reporter (every 5 years)
- J. Suicide Prevention (every 5 years)
- K. Fundamentals of Coaching Course\*\*\*
- L. First Aid, Health and Safety for Coaches\*\*\*

With the exception of the FBI Fingerprint report, if needed, ***all paperwork must be no more than one year old.***

\*\*The State of Pennsylvania is waiving the fee for both the Police Record Check and Child Abuse Clearance for volunteers. Free clearances can be obtained once every 5 years. When completing your applications online, be sure to choose the Volunteer option if you want the free copy. Note, these free clearances are for volunteering purposes only, they will not be acceptable for employment requirements.

\*\*\*NOTE: Coaches Board approved after July 1, 2016, will have two years from their date of approval to complete this requirement.

#### IV. STUDENT PARTICIPATION REDUCTION POLICIES

In accordance with our philosophy of extracurricular activities and our desire to see as many students participate in school-sponsored programs as possible while in the Bellefonte Area School District, we encourage coaches/advisors to keep as many students as they can without unbalancing the integrity of their activity. Time, space, facilities, equipment, personal preferences and other factors will place limitations on the most effective group size for any particular activity.

Choosing the members of athletic teams is the sole responsibility of the coaches of those teams. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- A. Extent of try-out period (minimum of three (3) days)
- B. Criteria used to select the participants
- C. Number to be selected
- D. Practice commitment if chosen to participate
- E. Competition/event commitments

When a candidate cut becomes a necessity, the process will include three important elements. Each candidate shall have:

- V. Competed in a minimum of three tryout sessions
- VI. Performed in at least one competitive activity
- VII. Been personally informed of the cut by the coach including the reason for the action.

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic program with the student and parent.

## **VIII. MULTIPLE SPORT PARTICIPATION**

Students are encouraged to participate on as many different sports teams as they can during their careers. However, for a student to participate on more than one team per season is extraordinarily difficult and, most often not in the best interest of the student or the teams. Exceptions require the approval of the Athletics Director with a recommendation from both Head Coaches involved.

## **IX. DIVISION OF SKILL**

### **JR. HIGH TEAMS**

Jr. High teams are available for 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders. Gaining experience through training and play should be paramount, not the win/loss record. At this level of play, the focus is on learning athletic skills, game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, healthy competition, sportsmanship and having fun.

### **JUNIOR VARSITY TEAMS**

The roster will be made up of freshman, sophomores and juniors. Seniors with limited playing experience may be permitted to play at the JV level at the discretion of the coach with approval of the Athletic Director. This level of competition has an increased emphasis upon team play, physical conditioning, and refinement of basic skills. Although being successful on the J.V. level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of skills at game speed. Athletic abilities, commitments, and positive attitudes will be rewarded and tested in competitive game situations.

An attempt will be made to allow as many participants as possible to play but not all will play equally. At the J.V. level, playing time will be based on the degree of effort, skill improvement, sportsmanship, and ability to compete and execution of skills at game speed demonstrated by the student athlete in practice and games.

### **VARSITY TEAMS**

Varsity competition is the culmination of each sport program. Normally, juniors, and seniors make up the majority of the roster. Occasionally, a sophomore and infrequently, a freshman may be included on the team, provided that evidence of advanced levels of physical development, athletic skill, and appropriate social-emotional development are demonstrated. The number of participants on any given

team is a function of the number needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member have a role and be informed of its importance. The number of roster positions is relative to the student's acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons and the dedication and commitment needed to conduct a successful program should be taken seriously.

## **X. DROPPING OR TRANSFERRING OF SPORTS**

On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- A. Consult with the immediate coach and then the head coach.
- B. Report situation to the athletic administrator.
- C. Check in all equipment/supplies from the previous sport before being issued equipment for current sport.

## **XI. TEAM ROSTER**

Immediately following the selection of the team and the issuing of equipment, each head coach will prepare a roster and submit it to the Athletic Director. The roster is to include information important to the identification of each athlete, such as, uniform number, position/event, class in school, height, weight, and other information particular to your sport. The roster is to include team captains, if assigned, managers and assistant coaches.

## **XII. PRACTICE SESSIONS**

Practice sessions must be conducted much the same as teaching a class. Roll is to be taken every day of practice. Records kept must be accurate in terms of date and time. The "lesson plan" must contain as much detail as necessary to adequately explain the day's activities. Care is to be taken to outline warm-up activities, instructional periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. Coaches are to avoid the use of terminology such as "suicides, back-breaker, etc." that may become a problem in the event of an injury or accident. Except on occasion practice time is to be limited to two hours, excluding time required for dressing and showering. Athletes should never practice alone. A staff member must be the first to arrive and the last to leave.

Records must be maintained throughout the season. Such records include: attendance, practice times, and evaluation forms.

Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the athletes at the pre-season meeting or the first practice session. Coaches must make the athletes aware that the schedule is subject to change due to unforeseen circumstances. No practice may be scheduled for more than a total of six days in any calendar week.

### **XIII. PARTICIPATION ATTIRE**

In addition to the individual coach's participation attire requirements, all student-participants must adhere to the "Appropriate Dress Expectations" as outlined in the student handbook.

### **XIV. MISSING PRACTICE**

An athlete should always consult his/her coach before missing practice. Coaches must establish rules and regulations regarding attendance at practice sessions.

### **XV. VACATION POLICY**

Vacations by extracurricular participants during the specified activity season are discouraged. In the event of an unavoidable absence due to a vacation, a participant must:

- A. Be accompanied by his/her parents while on vacation.
- B. Contact the head coach/advisor prior to the vacation.
- C. Practice one day for each practice or contest/activity missed prior to resuming competition.  
(Contest day will count as a practice day.)
- D. Be willing to assume the consequences related to their status within the organization.

### **XVI. SCRIMMAGES**

Coaches are permitted to schedule scrimmages in the preseason with the approval of the Athletic Director. The number of scrimmages is limited by the P.I.A.A. and may be further limited by the athletic department depending on teams available and distance of trips. The P.I.A.A. definition of a scrimmage must be strictly adhered to. Coaches are responsible for securing P.I.A.A. officials for all scrimmages. The district does not pay officials fees for scrimmages.

### **XVII. EQUIPMENT**

School equipment/supplies checked out by the student-participant are his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment/supplies is the student-participant's financial obligation.

- A. Equipment/supplies issued are to be used only during scheduled activities or by permission from the Head Coach.
- B. Uniform tops and game jerseys may be worn on certain game days. Normally the wearing of school sports items will be reserved for special occasions.

- C. Any equipment/supplies purchased by the student are the property of the student and may be worn or used at his/her discretion. All equipment must meet PIAA/NFHS standards.

## **XVIII. FACILITY MANAGEMENT**

Prior to the start of the season, inspect the facilities to be used by your team. Note any conditions in need of repair and report them to the athletic director. During the season, periodic inspections of facilities are to be made and any problems reported immediately. Coaches are responsible to assist in maintaining building security. Doors are to be checked and locked and lights should be turned out if you are the last to be in the building. Athletes must be instructed to carry all books and clothing to the locker rooms after school, so return trips to the academic area are not necessary following practice. Team members are never to wear cleated shoes in the building.

## **XIX. OFF CAMPUS TRAINING**

There may be some time when a coach desires an athletic team to train off campus. Such training must be limited to avoid imposing the district's athletic program on others. The most common type of off-campus training would involve running for purposes of warm-up or conditioning. These sessions are to be closely supervised, and the coach must be aware of the location of the athletes at all times.

Guidelines for off-campus training are contained in (APPENDIX F).

## **XX. TEAM MANAGERS**

The selection of a team manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible and dependable. With the exception of the physical requirement, managers will be expected to adhere to all of the same rules governing athletes. All managers should be included on eligibility sheets, rosters and travel rosters.

## **XXI. SCOUTING**

Coaches are responsible for making arrangements for scouting their sport. Scouts must be reminded to keep accurate records of miles traveled, and receipts are needed for all expenditures before reimbursement can be made. Coaches must include money for scouting reimbursement in their annual submitted budget.

## **XXII. TRAVEL**

All student athletes must travel to and from out-of-town competitions/events in transportation provided by the school district unless previous arrangements are made by the parents for an exceptional situation. Travel release forms are available in the Student Office. The parent must make prior arrangements with the Head Coach for approval **24 hours** in advance of the trip. The student will be released to the parent by the Head Coach upon receiving the signed travel release form. At no time will the student be permitted to ride home with another student or non-parent.

### **XXIII. TRAVEL GUIDELINES**

All District bus riding guidelines are to be observed with the addition of the following:

- A. Head Coaches will assume all responsibility for conduct and discipline on the bus.
- B. All students are to be at the point of departure on time.
- C. Students who miss the bus and travel to the competition/event late shall not be permitted to participate unless there were extenuating circumstances approved by the coach.
- D. No food or drink is allowed on the bus unless the driver has granted permission. Coaches are responsible for inspecting and ensuring that the bus is left in broom clean condition.
- E. All students are expected to dress appropriately and neatly on extracurricular trips.
- F. All participants are expected to conduct themselves in an appropriate manner at all times on away trips. Foul language or obscene gestures will not be tolerated. Gambling in any form will not be permitted.
- G. Only authorized persons may ride the bus. No spectators are permitted.
- H. Spikes or cleats are not to be worn on the bus.
- I. Personal listening devices are permissible at the discretion of the Head Coach.
- J. The emergency door shall be used only in the case of an emergency unless authorized by the driver.
- K. All students shall return home on the same vehicle in which they traveled to the competition/event. The only exception is if they have secured a travel release form and that has been approved by the coach.

### **XXIV. MEALS AND LODGING**

Coaches are to make the determination when district funds are to be expended for meals. Meal money and lodging money is to be budgeted by the coach during the annual budget process. Cash advancement requests must be received at least one week prior to the trip to allow time for the check to be prepared. It is the responsibility of the coach to determine how athletes are to be fed. Receipts are required for all district money used by the coaching staff for meals. Athletes and paid coaches will receive an allotment for breakfast, lunch and dinner. Whenever money is given directly to athletes and/or coaches for meals, they must sign the CASH DISBURSEMENT FORM (APPENDIX O) to acknowledge receipt. All reimbursements will be based on the following:

Breakfast Part of hotel package – complimentary by hotel  
Lunch \$10.00  
Dinner \$15.00  
Max. Total for Day \$25.00

Breakfast \$5.00  
Lunch \$7.50  
Dinner \$12.50  
Max. Total for Day \$25.00

## **XXV. OVERNIGHT TRIPS**

Accommodation for overnight stay may be arranged in two ways, home stays or motel/hotel rooms. Schools agreeing to house teams should be contacted one week in advance and provided a list of names. Athletes are to be reminded they are guests and are expected to be polite and courteous at all times. Team members should be expected to write thank you notes to their host families, expressing gratitude for their hospitality.

Motel/hotel stays are to be pre-arranged so families will know the location in case of emergency or in the event they wish to stay at the same facility. Arrangements will be made through the athletic office, and a check drawn for payment upon check-in.

When registering, introduce yourself to the management and ask them to report to the coaching staff any problems that occur with the athletes. Make certain individuals in the group understand what's expected of them and that they abide by those rules. Check all rooms prior to occupancy for damage, and just prior to check-out to be sure rooms are left in acceptable condition. Make one final check with management to see if there were any problems with your athletes. Express your appreciation to the management for their cooperation.

Direct supervision is extremely important when students are on overnight activities. Coaches must be visible and accessible to the athletes at all times.

## **XXVI. MEDIA RESPONSIBILITIES**

The local media receives copies of all athletic schedules. It is the responsibility of the coach or their designee to ensure all scores (Home and Away) are reported to the various media sources following the activity. At minimum, a final score, record and date/time/location of the next contest should be given; coaches may also provide individual performances, significant events in the contest and other related information. A list of media and their numbers will be distributed prior to the start of the season. Coaches are encouraged to do everything within reason to communicate with the radio and press. Information given to the news media should be reported in a fair, but positive manner.

## **XXVII. ALUMNI PRACTICING WITH CURRENT DISTRICT ATHLETES**

Because of insurance/liability concerns alumni athletes should never be permitted to participate in practice or scrimmage situations against or with BASD athletes.

## **XXVIII. MUSIC TAPES FOR PRE-GAME WARM-UP**

If a team wishes to play “warm-up” music in the venue during their pre-game routine, it must secure authorization prior to the event from Administration. Athletes from a team may use the District’s pre-screened music to create a playlist for their warm-up music.

## **XXIX. MID-SEASON ATHLETE MEETING**

At the mid-season point of the season coaches are to meet with players individually to counsel players concerning conditioning needs, skill development and players' understanding of their role on the team. Either the Head coach or position coach may conduct the meeting. The date, time and items discussed with each player should be documented.

## **PROGRAM CONFLICTS**

### **I. ACADEMIC/ATHLETIC CONFLICTS**

- A. Every effort will be made to schedule athletic events in a manner to avoid disturbances to the academic program. Release time for home and away events will be reasonable to limit the amount of class time missed.
- B. Students are responsible for academic material missed. It is the responsibility of the participant to see his/her teacher the day before the classes he/she will miss. All work shall be made up at the convenience of the teacher.

### **II. ATHLETIC /EXTRACURRICULAR CONFLICTS**

- A. The athletic program recognizes student needs for a wide range of experiences in their education. It is virtually impossible for students to avoid conflict of obligation.
- B. Students need to recognize, however, that absences from practices will hinder their skill development and physical conditioning, as well as jeopardize team unity. Time missed from practice will influence a student’s performance, and therefore, his/her position with the organization. The athletic program will do its part to schedule events to minimize conflicts.
- C. Where conflicts arise, the sponsors, advisors, and coaches must cooperate to devise a solution that will be in the best interest of the student. The student’s decision as to which event or activity he/she will participate in should be based on the following:
  - 1. The related importance of each event
  - 2. The individual importance of each event to the student
  - 3. The contribution the student can make to each event
  - 4. The time at which the events were scheduled
  - 5. Discussion with the parent
  - 6. Discussion with the student

Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where



conflicts are unavoidable. It also means notifying the coach involved when a conflict arises.

## **EXTRA-CURRICULAR CODES OF CONDUCT**

### **I. CONDUCT OF PARTICIPANTS**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Bellefonte Area School District. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. Participants must realize that they are representing not only the school, but also our community and need to represent both parties with dignity.

All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the participant, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, drugs, alcohol or violations of law, tarnish the reputation of everyone associated with the program and will not be tolerated. ([BASD Policy 123](#))

### **II. PENALTIES FOR VIOLATION OF EXTRA-CURRICULAR CODE OF CONDUCT**

Due to the serious nature of this rule, the coach involved, the athletic administrator and a building administrator shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of 20% of the season or succeeding season suspension to a maximum of permanent denial of participation.

If a violation of the Bellefonte Area High School or Middle School Discipline Code requires administrative action and involves an after school detention assignment or school/community service, in-school suspension (ISS), out-of-school suspension (OSS), or placement in an Alternative Education setting outside of the home school, (e.g. Manito, Partial Program, etc.) the student may not participate in practices or contests that day. This does not include the Alternative Education Program (AEP) at the High School.

## **RULES AND REGULATIONS**

BASD does not allow the use of tobacco, alcohol or any type of mood altering substances.

You cannot compromise extracurricular participation with substance abuses. The participant who experiments with such substances jeopardizes team morale, reputation and success and does physical harm to himself/herself.

The community of Bellefonte is concerned with the health habits of student-participants and is convinced that athletics and the use of these substances are not compatible.

A Student has to decide if he/she wants to be a participant. If you wish to be a participant, you must make the commitment in order to be a competitor.

A big part of this commitment is following a simple set of training and practice rules, which the Bellefonte Area School District believes to be fair.

## **I. TOBACCO**

Research emphasizes that use of tobacco is physically harmful to young adults. The harm done by this is not only a health problem. The community follows the progress of young adults, and any deviation from accepted training rules marks one as unwilling to pay the price. If one participant breaks the rules, the whole group is branded. This rule means no use of tobacco all year, in or out of season, on or off of school property.

## **II. ALCOHOL**

There is no way to justify students using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the student into their drinking sessions will be the first to criticize the student if he/she does not come through in a competition/event. Again, this rule means no drinking all year, not just during the season, and is in effect on and off of school property.

## **III. DRUGS**

Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. The rule against substance abuse is in effect all year, on and off of school property.

## **IV. NUTRITIONAL ERGOGENIC AIDS**

A nutritional ergogenic aid is defined as any foodstuff or dietary procedure that either improves or is thought to improve physical performance. The use of suspected or advertised ergogenic aids, including but not limited to creatine or other nutritional supplements may be detrimental and the use of these products is strictly prohibited.

Because of the serious and potential fatal effects of anabolic androgenic steroids and their related compounds, the use of these products is strictly prohibited. ([BASD Policy 227](#)).

## **V. PENALTIES FOR VIOLATION OF TRAINING AND PRACTICE RULES**

The following consequences are in addition to those outlined in the Bellefonte Area School District Chart of Disciplinary Guidelines/Procedures.

<b>Disciplinary Infraction</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<b>Inappropriate Gestures/Language</b>	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
<b>Nutritional Ergogenic Aids/Steroids</b>	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
<b>Tobacco</b>	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
<b>Assault</b>	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.
<b>Drugs and Alcohol</b>	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.
<b>Non-Compliance of rules established</b>	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.

\*The 50% suspension will consist of: The first half of the suspension will result in complete removal of the participant from being involved in any extracurricular activity including practice, competitions, or any activity sponsored events. For the remainder of the suspension, the participant must complete as many practice sessions as were missed for the initial removal, before being allowed to compete in a contest/event, or challenge for a position.

## **VI. INDIVIDUAL COACHES RULES**

Coaches may establish additional rules and regulations with the approval of a building administrator and/or the athletic administrator for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by

the coach. Copies of all additional team rules by coaches are on file in the athletic office and Principal's office.

## **VII. BELLEFONTE DISQUALIFICATION POLICY**

The Bellefonte Area School District requires that a disqualified participant, coach, and/or team personnel shall not be permitted to participate in the next two events at the same level.

\*\*PIAA policy states that a disqualified athlete, coach and/or team personnel shall not be permitted to participate in the next contest at the same level.

## **VIII. SCHEDULING EVENTS/PRACTICES**

The Athletic Director is responsible for scheduling all contests for each team within the sports program.

- A. Following PIAA By-Laws; within any seven-day period students must have one day off from any interscholastic sport activity.
- B. Practices, meetings, etc. are not permitted on the following days: Thanksgiving, Christmas, New Year's Day, Good Friday and Easter. Practices held on any other holiday when school is closed are permitted under the following exceptions:
  - a. When a varsity contest is scheduled the following day
  - b. When a tournament or play-off contest falls on the following day
  - c. These practices must be voluntary
- C. Sunday practices and meetings are permitted after 12 pm when:
  - a. A varsity competition is scheduled the following day
  - b. Gym space is not available for practice time during the week

## **IX. SCHOOL CANCELLATION AND EARLY DISMISSAL**

- A. When school is canceled due to weather all regularly scheduled league contests and practices are canceled. When one or two day tournaments are scheduled the Superintendent, Director of Transportation, Principal and Director of Athletics will be responsible for making the decision regarding participation based on current or forecasted situational conditions. All athletic programs must abide by this decision.
- B. When school is dismissed early due to weather there shall be no after school athletic activities. This includes practices and scheduled contests/events.
- C. When school has a delayed starting time this in itself should not interfere with athletic activities.

## **POSTSEASON DUTIES**

### **I. SEASON SUMMARY**

The season summary packet is to be completed by the head coach within fifteen days of the final contest of the season. It is to be returned to the athletic office and will be included as part of the sport file for that year.

### **II. EQUIPMENT**

Equipment purchased with school district funds is the property of the school district and coaches are expected to assume the responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. Coaches are responsible for checking in new supplies and adequately marking the supplies for easy identification.

Athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for its safe return. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the athlete to reimburse the athletic department for any equipment lost or stolen during the season. Coaches are to notify the athlete and then the parent that equipment is still outstanding. If equipment has not been returned within one week following the notices, a bill for the equipment will be sent home.

No student is permitted to take part in another sports season until all equipment obligations have been fulfilled.

### **III. ATHLETIC AWARDS**

#### **A. Varsity Award**

1. First award – A chenille “B” letter with a sport insert or sport pin and a certificate.
2. Second and third awards – during the same year – a sport pin and a certificate.
3. Subsequent awards – a bar and a certificate.

B. Junior Varsity Award – an award patch and certificate for each season.

C. Junior High Award – an award patch and certificate for each season.

### **IV. VARSITY LETTER REQUIREMENTS**

The Varsity “B” Award shall be presented to students who have satisfied the participation requirements listed below, completes all team obligations, finishes the season in good standing and/or receives the recommendation of the Head Coach:

#### **A. Specific Sport Requirements:**

1. Baseball/Softball
  - a. Play in one-fourth of all innings played
  - b. Pinch hit or pinch run in three fourths of the games played

- c. Pitch in four starts or six game appearances
- 2. Basketball – Participate in fifty percent of the games played
- 3. Cheerleading – Meet ninety-five percent of the contests and practices required
- 4. Cross Country
  - a. Qualify for the PIAA State Championships
  - b. Finish in the top 15 at District Meet
  - c. Finish in the top 5 at Conference Meet
  - d. Earn 100 points or run and log 2500 miles in one year
- 5. Football
  - a. Participate in fifty percent of the quarters played, or
  - b. Perform special team duties in fifty percent of the games played
- 6. Golf - Participate in fifty percent of the matches played
- 7. Gymnastics
  - a. Participate in seventy five percent of the meets
  - b. Score team points in seventy five percent of participated contests
- 8. Lacrosse -
  - a. participate in fifty percent of the games.
- 9. Soccer – Must play in ½ of total halves played in the season.
- 10. Swimming
  - a. Qualify for District meet
  - b. Score thirty-six points
- 11. Track and Field
  - a. Score twenty team points
  - b. Qualify for District championship
- 12. Volleyball – Participate in fifty percent of the games played
- 13. Wrestling
  - a. Participate in fifty percent of the matches
  - b. Score thirty team points

**B. Awards for managers and trainers will parallel the regular awards system.**

**C. Lettering criteria that pertain to all sports:**

- 1. A student who moves from one level of competition to another will letter at the level of the highest competition, provided the student has met the combined requirements.
- 2. A Head Coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- 3. Injury rule: Any student who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the Head Coach's judgment he/she would have met the lettering requirements.
- 4. Complete the season in good standing with the school and Head Coach.

**D. It is the responsibility of the Head Coach to organize a post-season awards program and distribute the awards to his/her students.**

Post-season awards programs should be conducted within two weeks of the conclusion of the Fall and Winter seasons and within one month of the conclusion of the Spring season.

## V. JV AND JR. HIGH AWARDS

Junior varsity and junior high awards are given on the recommendation of the coach to all students who complete the season.

## VI. SENIOR AWARDS

These awards are presented at the Senior Awards Assembly each year:

- A. **Athletic Scholarship** – Awarded by the BASD to the graduating male and female senior athlete who has demonstrated exemplary leadership and accomplishment in the interscholastic sport program. The awardees shall be recommended by the varsity Head Coaches
- B. **James H. Snyder Award** – A plaque is awarded annually by the Centre Daily Times to the senior male and female letter winner in any sport who has, in order of importance, a high scholastic average, the highest qualities of leadership in general school affairs, and a record of participation in non-athletic activities as well as sports. Head Coaches nominate and vote on this award.
- C. **National Scholar/Athlete Award** – Awarded by the US Army Reserve to a senior male and female student athlete who have demonstrated excellence in academics and athletics. Head Coaches nominate and vote this award.
- D. **Senior Athletic Awards** – A certificate and Varsity “B” Blanket, sponsored by the Bellefonte Athletic Department given to each senior athlete who participated and completed a varsity sport in their senior year.

## VII. SPORT SPECIFIC AWARDS

Head Coaches have the prerogative to develop awards specific to their sport. Coaches will develop the criteria for these awards. Examples of these awards are: Most Improved, Academic Award, Most Outstanding, Hustle Award, etc.

## VIII. CLINICS

Clinics are a valuable way for coaches to keep themselves updated on the most recent changes in their sport. These changes include teaching techniques, trends in strategies, ideas regarding strength and conditioning, and rule changes, etc. Clinics give coaches the opportunity to talk to people in other areas who they may not get to communicate with on a regular basis for the exchange of ideas.

All clinics are considered non-routine travel and must be sponsored by booster clubs. Clinic requests must be accompanied by a [REQUEST FOR CONFERENCE, CONVENTION, OR PROFESSIONAL DAY form](#). Conference requests must be in the Superintendent’s Office 10 days in advance of the conference and are subject to [Board Policy 821](#).

## **IX. BUDGET RESPONSIBILITIES**

The head coach of each sport is responsible for the accurate and timely presentation of a budget for his/her sport. A procedures memo and detailed budget form will be presented to the head coach in time to meet the athletic department deadlines as well as the district deadlines for budget presentation.

## **X. COLLEGE RECRUITING**

Coaches are to provide assistance to athletes in their sport who have indicated a desire to participate in athletics at a post-secondary institution. All students deserve the best guidance possible in making college and/or career plans. The student/athlete belongs to a special population because the assistance he/she needs must be provided by coaches, counselors, prospective college coaches, and parents.

Videos and handbooks from Dynamite Sports, Inc. are available in the Athletic Directors office. These resources provide Division I, II, and III scholarship information, as well as discussion of the “walk-on” option.

Please be aware that collegiate recruiting personnel will contact you and the coach seeking information about BASD student-athletes. In compliance with the FERPA (Federal Educational Rights and Privacy Act), directory information about a student (name, address, phone number, honors and awards, etc.) may be disclosed to college recruiters as requested. However, if an athlete or his/her parents wish NOT to have this information given out, they may request so in writing to the BASD athletic office prior to the first day of official practice for your sport.

## **XI. BOOSTER CLUBS**

The Bellefonte Area School District recognizes the contributions that booster groups make to the quality of a student’s school life in the Bellefonte Area School District. The purpose of the booster group is to support the activities of the school district. All booster groups must adhere to the [BASD Policy 915 ATHLETIC BOOSTER CLUBS](#). In addition to Policy 915 coaches should also be familiar with [BASD Policy 229 COMMUNITY RELATIONS AND FUNDRAISING IN THE SCHOOL](#).

Coaches are encouraged to work with booster groups in a cooperative way and should become familiar with the BASD ATHLETIC BOOSTER CLUB HANDBOOK. Concerns and issues of members of an athletic booster group should first be directed through the coach and then the Athletic Director.

## **XII. DUAL RELATIONSHIP**

It is possible that a coach may be asked to provide private instruction to an athlete either on a voluntary or compensatory basis. If a coach enters into such a relationship while also being in a position or potentially being in a position, to make decisions regarding that athlete’s selection to a District interscholastic team or that athlete’s assignment of playing time on that team, a “dual relationship” would exist. It should be apparent that such a relationship is ripe with potential dangers



for any coach. Certainly, at the very least, having such a relationship with an athlete on a private basis would leave the coach open to charges of favoritism in regard to treatment received by the athlete while a member of a District team. Therefore, such private coaching relationships – either voluntary or compensatory – are highly discouraged.

Coaches are also discouraged from coaching teams outside of the District in their sport as a conflict of interest may occur.

### **XIII. OPEN GYM/FIELD/POOL/TRACK OPPORTUNITIES**

Coaches may work with athletes who may come under their charge in open, off-season activities. Participation in these activities must always be available to all potential athletes through communications directed to the general student body.

When open activities are scheduled for early morning, pre-school hours, coaches should have a plan in place to communicate with athletes when open-activities are canceled due to school closure or a delayed start.

### **XIV. CAMPS/CLINICS**

Coaches may serve as staff members for camps and clinics attended by their athletes or potential athletes for which fees are charged and for which the coaches receive remuneration for their efforts. However, coaches are responsible to make clear public communication to athletes and their parents stating that attendance in any such camp or clinic will not guarantee an athlete any privilege in regard to their relationship with the coach's BASD sports team. In addition, it is recommended that BASD booster clubs assume overseeing authority for camps/clinics and only compensate coaches for their services rather than placing the coach in the primary sponsorship role.

### **XV. PLAYOFF POLICY**

Coaches must notify the Director of Athletics *in writing* as to *whether or not* their team will participate in District VI post season playoffs. This written notification must be done at least one week prior to the cutoff date for entrance to ensure proper entry paperwork and checks can be submitted on time. Entrance to all other District VI tournaments requires the team to have a winning record at the time of entry, the coach's recommendation and Director of Athletics approval.

## **INJURY MANAGEMENT**

### **I. COACHES ROLE WITHIN THE EMERGENCY ACTION PLAN**

Emergency action planning is the essential key to effective management of all athletic related injuries. As we continue to develop our plans it is extremely important that all head and assistant coaches understand their roles in the management of athletic injuries.

#### **A. PROTOCOL 1**

**Practices and games without Certified Athletic Training Coverage:**

1. Provide appropriate First Aid.
2. Activate EMS if necessary.
3. Contact ATC as soon as possible.
4. Contact parents/guardians as soon as possible.
5. Fill out an appropriate injury report in a timely manner.

## **B. PROTOCOL 2**

### **Practices with Certified Athletic Training Coverage:**

1. Notify ATC of athletic injury.
2. Exercise management of the team away from injured athletes.
3. Assist ATC in activation of EMS.
4. Assist ATC with advanced emergency care upon request.

## **C. PROTOCOL 3**

### **Games with Certified Athletic Training Coverage:**

1. Notify ATC of athletic injury.
2. Exercise management of the team away from injured athletes.
3. Assist ATC in the activation of EMS.
4. Assist ATC with Advanced emergency care upon request.

## **II. ADDITIONAL RESPONSIBILITIES OF COACHES**

- A. All athletic teams will be provided with a fully stocked medical kit by the athletic training department. **It will be the responsibility of the head coach that each team's medical kit must be present at all practices and athletic contests (home and away). This is mandatory and vital for the successful execution of the emergency action plan.** The kit may be returned to the athletic training department to be restocked as needed.
- B. The head coach is responsible for assuring the presence of each participating student-athletes insurance form. These forms must be readily accessible at all games (home and away) and practices in the event of an emergency.
- C. **It is highly recommended that all coaches maintain current First Aid and CPR certification.**
- D. All coaches should be familiar with and understand their school district's emergency action plans (EAP's) for each practice and game venue that will be used throughout their respective season.
- E. Assistant coaches are required to accompany any BAHS/BAMS athlete to the emergency room, until the injured athlete is released or the coach is relieved by a Certified Athletic Trainer, AD, Parent or other qualified school district representative.
- F. In the absence of the Certified Athletic Trainer, the coaches will be responsible for the care and well being of the athlete. **At no time should critical decision-making be left to the college athletic training students or high school student aides.**

- G. It is the responsibility of the coaching staff to report all injuries to the athletic training staff in a timely manner. Attempts by coaches to evaluate and manage injuries other than providing First Aid and Emergency Care will not be tolerated.
- H. At no time should any coach distribute or facilitate the use of medication other than individual prescription rescue medication previously registered, labeled and inserted into each appropriate medical kit by the ATC.

### **III. COACHES ROLE IN ATHLETIC INJURY CARE AND MANAGEMENT**

#### **A. CHAIN OF COMMAND:**

A chain of command exists within all Drayer affiliated school districts in relation to the eligibility of injured student-athletes. This chain-of-command is as follows: attending physician, Drayer ATC, coach, college student athletic trainer, and high school athletic training student aide.

#### **B. AFFILIATED ATHLETIC TRAINING STUDENTS:**

Keeping in mind the experiences which the student athletic trainers has had, Drayer's Preceptors recommend that the coach plays a supervisory role to the student athletic trainers as they work with the student-athletes. In evaluating injuries and determining the eligibility of an injured athlete, the coach should decide based on the information and recommendation of the student athletic trainer. Student athletic trainers are to report all injuries to their Drayer Preceptor and inform them if the coach disagrees with their recommendations. Likewise, the coaches also have the responsibility to ensure that the ATC is notified of all injuries and that any questionable actions performed by the student athletic trainer are reported immediately.

#### **Athletic Training Student Aides Responsibilities and Regulations**

- A. ATSA's daily responsibilities may include assisting the ATC in the maintenance of medical kits, general first aid, taping, stretching, maintenance of water coolers and bottles, rehabilitation of athletes and specified record keeping.
- B. ATSA's must be familiar with their school's emergency action plan (EAP) and understand their role by functioning as a part of the sports medicine team.
- C. ATSA's will be responsible to understand and carry out the implemented EAP communication system. (ie- cell phones)
- D. ATSA's will assist in the daily maintenance and organization of all rehab equipment, athletic training supplies, treatment tables, water coolers and bottles, and whirlpools etc. in an effort to keep a clean and safe environment. Each of these maintenance tasks may be a part of a closing procedure in a given athletic training room.
- E. ATSA's will assist the ATC in game preparation for home events including getting water coolers and bottles/cups, ice chest with ice bags, the team medical kit and anything else necessary to cover a given event.
- F. ATSA's may at no time evaluate, treat or make decisions on any athlete's status for participation.

- G. ATSA's will observe and comply with all rules of confidentiality and ethical considerations regarding all athletes' personal health information as outlined by the Health Insurance Portability and Accountability Act (HIPAA).
- H. ATSA's may travel to away contests with a respective team with the permission of their parents/guardians and that team's head coach, who will provide supervision. ATSA's will abide by all rules set by the head coach during travel.
- I. ATSA's will introduce themselves to the opposing teams ATC and coaches at away contests. In the case of an injury, the ATC evaluates all injuries regardless of severity. Report all injuries back to the ATC in an efficient manner.
- J. ATSA's (depending on school district requirements) must fill out and turn in a past medical history form, insurance form, and have parents/guardians sign them prior to each participating season.

#### **IV. DRAYER CLINICAL HOURS**

Each athletic trainer will observe clinical responsibilities at Drayer in our physical therapy clinic each morning. This clinical schedule, however, is not observed during the two week preseason period. Each athletic trainer can be reached anytime during their clinical hours with any concern, injury advice, scheduling for physician visits, or to report an injured athlete by contacting our Drayer office at (814)355-5660, or by contacting the athletic trainer on their cell phone.

#### **V. DISTRIBUTION OF PRESCRIPTION/OTC MEDICATION POLICY**

The Drayer Athletic Training staff should at no time have in their possession or distribute prescription medication other than those provided to them by a parent, guardian or athlete for the purposes of treating a potentially hazardous medical condition.

If an athlete chooses to utilize the services of Drayer for the care of their athletic injury or condition and in the course of treatment of the impairment is given samples of a prescription medication, arrangement can be made for additional samples if the treating physician deems it necessary. The samples must be picked up at the physician office by the patient or their parents/guardians.

The Drayer athletic training staff may not possess or distribute over the counter medications other than topical agents used to prevent infection and promote healing of wounds. An athletic training staff member may possess and distribute over the counter medications provided to them by a student's parent/guardian for the treatment of a potentially hazardous medical condition.

#### **VI. SPECIAL MEDICAL CONSIDERATIONS AND RESCUE MEDICATION**

Special medical considerations are health-related concerns of athletes that can affect their performance and may cause the need for an emergency response action to be taken ranging from rescue medication to advanced medical assistance. Rescue medication enables an athlete with a SMC to recover and aid in the return to baseline for a given condition.

## VII. EVENT AND NON-EVENT DAYS COVERAGE

In the event of a conflict due to simultaneous scheduling of events, the certified athletic trainer, in consultation with the District's athletic director, will determine priority coverage. During the term of the agreement weekly athletic training services will be provided as defined in Table I.

**Table I**

Sunday	No Coverage
Monday	Event coverage, practice coverage until 7:00pm
Tuesday	Event coverage, practice coverage until 7:00pm
Wednesday	Event coverage, practice coverage until 7:00pm
Thursday	Event coverage, practice coverage until 7:00pm
Friday	Event coverage, practice coverage until 7:00pm
Saturday	Event Coverage

### **Priority of Event Coverage and Level of Care Guidelines**

All attempts will be made by each school district's athletic training staff to provide athletic training coverage for all home events as well as away varsity football games in their entirety. Priority of athletic training event coverage will be determined by each school district's head athletic trainer and the athletic director. In the event of multiple home event coverage on any given day, the certified athletic trainer, in consultation with the athletic director, will provide coverage consistent with the protocols determined in cooperation with the school district's team physician. A coverage schedule will be prepared by the Sports Medicine Team for the district's fall, winter and spring sports programs in accordance with the predetermined priority of care. The schedule will establish coverage arrangements for selected interscholastic teams and events and is included in each school district's Athletic Training Services Agreement Contract. Identification of coverage and the scope to which it will be provided will be based on the following level of care:

- Level I**      Direct on-site sports medicine coverage by the certified athletic trainer, team physician or physician assistant
- Level II**     Direct on-site coverage by the certified athletic trainer
- Level III**    On-site coverage by the certified athletic trainer
- Level IV**    Off-site consultation by the certified athletic trainer

See each school district's "Athletic Training Services Agreement" for each individual sports level of care with regard to priority of event coverage.

## **VIII. CONCUSSION VITAL SIGNS BASELINE TESTING (CVS)**

CVS is a valid, reliable neuropsychological test that can be given as a baseline or post-concussion test. These tests are made available and administered by our Drayer athletic training staff at each of our affiliated schools. This test serves as an objective tool for properly diagnosing and managing sports-related mild traumatic brain injuries (concussions). Drayer affiliated ATC's will schedule and administer CVS baseline testing prior to each sports season for student-athletes. (See Concussion Management: Protocol)

## **IX. COMPLIANCE WITH ATHLETIC TRAINING PROTOCOLS**

It is the responsibility of all head, assistant and volunteer coaches to be familiar with and comply with all Drayer protocols as they relate to the certified athletic trainer's care and management of all sports medicine injuries and special medical considerations.

## **X. ATHLETIC TRAINING ROOM FACILITY HOURS**

The Athletic Director, coaches and student-athletes should be aware of the Certified Athletic Trainers preseason and season hours which should be given out during each preseason coaches meeting. These hours will meet with those hours outlined in the Drayer Athletic Training Services Agreement for each affiliated school district. It is also important to have hours posted in the training room, so that the athletes may be aware. In the event any changes to this schedule are made it is the responsibility of the certified athletic Trainer to communicate these changes to the Athletic Director in a timely manner.

## **XI. PRIORITY OF TEAM TREATMENT AND CARE**

The Drayer athletic training staff will provide treatment and care to our affiliated school districts student athlete population by the following priority:

### **A. In-season student athletes**

1. Varsity- Full treatment and care
2. JV- Full treatment and care
3. 9<sup>th</sup> Grade- Full treatment and care
4. Middle School- Full treatment and care

### **B. Out-of-season student athletes injured during a preceding season**

Secondary priority, full in-house treatment and care until complete

### **C. In-season student athletes injured in non-school sponsored events**

First aid care, injury consultation and refer out until cleared to return to athletics. Treatment and care may continue as directed by physician or other allied health care professionals for the purposes of participation in school-sponsored events.

### **D. Out-of-season student athletes injured in school-sponsored IM open gym**

First aid care, injury consultation and refer out until cleared to return to athletics. Treatment and care may continue as directed by physician or other allied health care professionals for the purposes of participation in school-sponsored events.

**E. Intramural student athletes (including weight room)**

First aid care, injury consultation and refer out for all treatment and care.

**F. Student-athletes who suffer a non-athletic related injury**

First aid care, injury consultation and refer out for all treatment and care.

**G. Club sport student athlete**

Consultation and refer out for all treatment and care.

## **XII. LIGHTNING SAFETY PROTOCOL**

Lightning is consistently one of the top three causes of weather-related deaths in the United States each year. Approximately 100 people are killed each year, while hundreds of others are injured secondary to lightning strikes. The purpose of this policy is to prevent the risk of injury from a lightning strike to our athletes, coaches, officials, umpires, athletic trainers, game managers, and fans. The guidelines presented in this policy pertain to all outdoor activities as well as indoor swimming activities (NATA, 2000).

### **Chain of Command**

- The Athletic Director will monitor local storm systems via radio, television, weather app or internet and will notify the Sports Medicine team of any severe storm watches or warnings for both competition and practices.

### **During Competition**

- A certified Athletic Trainer or Game Manager will actively monitor the weather using a weather app, such as WeatherBug, determine the distance of lightning, notify coaches and officials of threatening conditions, and recommend suspension of activity.
- The game officials at all competitions will be responsible for suspending play in dangerous conditions.

### **During Practices**

- A certified Athletic Trainer will actively monitor the weather using a weather app, determine distance of lightning, notify coaches of threatening conditions and suspend activity for any lightning within 8 miles.
- In the absence of a certified Athletic Trainer, the head coach assumes the responsibility to monitor and suspend activity in dangerous conditions using either a weather app or the “Flash to Bang” Method.

### **Criteria for Suspension of Activity**

The use of a weather app or the “Flash To Bang” method will be used to detect imminent danger and determine suspension of activity.

### **Flash to Bang Method**

1. Begin counting when a lightning strike is sighted
2. Stop counting once the associated thunder is heard
3. Divide the number of seconds by 5 to determine the distance in miles to the lightning strike

**Example:** A count of 30 seconds is obtained from the time a lightning strike is seen until a clap of thunder is heard. Thirty divided by five equals six, which indicates that the lightning strike was six miles from the observer at the time it was sighted

**\*ACTIVITY WILL BE SUSPENDED FOR LIGHTNING WITHIN 8 MILES OR AT A COUNT OF 30 SECONDS OR LESS.**

### **Resumption of Activity**

Activity may resume **30**-minutes after the **last** lightning strike

- The 30-minute clock is to be reset each time a lightning strike is observed.
- Game officials will be responsible for monitoring the 30-minute wait period during competition
- A certified Athletic Trainer or Head coach is responsible during practices to monitor the 30 minute wait period

### **Lightning Safe Locations**

Each school district's emergency action plan will identify "lightning safe locations" for each athletic venue. These lightning safe locations will serve as a safe shelter for all student athletes participating at a given athletic venue. A safe shelter should be a fully enclosed substantial building which has plumbing, electric wiring, and telephone service. Locker-rooms would be an unsuitable shelter since lightning can travel through plumbing lines.

## **XIII. COLD WEATHER SAFETY PROTOCOL**

Cold injuries are a common result of exposure to cold environments during physical activity or occupational pursuits. The occurrence of these injuries depends on the combination of 2 factors: low air or water temperatures (or both) and the influence of wind on the body's ability to maintain a normothermic core temperature, due to localized exposure of the extremities to cold air or surfaces.

### **Criteria for Suspension of Activity**

The following guidelines can be used in planning activity depending on the wind-chill temperature. Conditions should be constantly reevaluated for change in risk, including the presence of precipitation:

**30 F and below** – be aware of the potential for cold injury and notify appropriate personnel of the potential.



**25 F and below** – provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for re-warming.

**15 F and below** – consider modifying activity to limit exposure or to allow more frequent chances to rewarm.

**0 F and below** – consider terminating or rescheduling activity.

#### **XIV. EXERTIONAL HEAT ILLNESSES**

Heat illness is inherent to physical activity and its incidence increases with rising ambient temperature and relative humidity. Proper hydration and rest breaks are key to prevention of heat related illnesses.

##### **Guidelines for Hydration and Rest Breaks**

Wet Bulb Globe Temperature Guidelines

WBGT	Activity & Rest Break Guidelines
Under 82°F	Normal activities: provide >3 separate rest breaks per hour (3 min. duration)
82.0-86.9°F	Use discretion for intense or prolonged exercise. Watch at risk players carefully. Provide >3 separate rest breaks per hour (4 min duration)
87.0-89.9°F	Maximum practice time: 2 hours. Football: helmet, shoulder pads and shorts only during practice. All protective equipment to be removed for conditioning activities. All sports: provide >4 separate rest breaks per hour (4 min each)
90.0-92.0°F	Maximum practice length: 1 hour. No protective equipment may be worn during practice time and no conditioning activities are allowed. Must be 20 min of rest Breaks provided during hour of practice.
Over 92.1°F	No outdoor workouts, cancel exercise, delay practice until a cooler WBGT

#### **XV. RETURN TO ACTIVITY PROCEDURE**

Any student athlete under the direct medical care of a Drayer certified athletic trainer, physician, or other medical professional must meet predetermined criteria in order to return to activity in his or her sport.

Medical criteria will be subject to specific injury protocols set forth by the school district's supervising physician and enforced by the certified athletic trainer. In the event a student athlete is referred to or individually seeks medical consultation by a physician or other allied health care professional, the student athlete must present a written release from that medical professional in order to return to his or her sport. This written release should include any restrictions, instructions, or recommendations made by the physician or allied health care professional to be followed by the student athlete and enforced by the certified athletic trainer. Without this written release, the student athlete is not permitted to participate in any athletic events or practices. Once the proper written approvals have

been obtained by the overseeing medical professional and passed on to the certified athletic trainer, the student athlete will be cleared to participate in his or her sport.

In the event the student athlete is under the care of a Drayer certified athletic trainer without direct treatment from a physician or other allied health care professional, return to activity is at the discretion of the certified athletic trainer. The proper documentation of treatment and progress made by the student athlete will be completed by the certified athletic trainer. Once all return to activity criteria is met, the student athlete will be released to his or her sport by the certified athletic trainer.

It will be the responsibility of the coaches to enforce this policy. If a coach has knowledge of an injured student athlete attempting to participate in an event or practice without proper medical clearance, the coach should remove the student athlete from activity until proper written clearance is obtained.

The Drayer certified athletic trainer has the authority to remove an athlete from activity if he or she is not medically cleared, or a physician or other medical professional's instructions and/or rehabilitative responsibilities are being neglected.

All final return to play decisions will be made in cooperation with the team physician and the certified athletic trainer.



Drayer Physical Therapy Inst.  
Cell Phone: (717) 414-1194  
Athletic Training Room: 355-4833 ext. 8161  
[athletictrainer@basd.net](mailto:athletictrainer@basd.net)

## **XVI. ADHERENCE TO FERPA REGULATIONS**

Pre- participation physical exam materials may be shared with other BASD employees and offices. The Certified Athletic Trainer will not release medical records or injury information without the consent of the athlete (over 18 years of age) or parent/guardian.

## **XVII. ADHERENCE TO HIPPA REGULATIONS**

Information pertaining to an athlete's injury may be released to coaches from athletic trainers/physicians on a limited basis; for example:

- Whether an injury occurred
- What body part was involved

- What limitations are imposed on the athlete's participation

Any questions from media sources regarding an athlete's health should be referred to the athletic trainer.

## **COACH/ATHLETE/PARENT RELATIONS**

### **I. INTRODUCTION**

An effective working relationship with the "athletic triangle" of coach, athlete and parent benefits the quality of each experience with the athletic endeavor and contributes significantly to the success of the entire team. Establishing this relationship requires that each of the three individuals understands his/her role in the process and communicates openly and honestly with the other persons.

To open the communication channels the coaching staff is responsible for staging a pre-season orientation meeting at which time they will cover topics such as the following:

- A. Introductions and related background experiences of the coaching staff and program support staff.
- B. General plans for the upcoming season.
- C. PIAA, district, school, department and team philosophies, procedures, rules and expectations as covered in the BASD Athletic Handbook and team handouts.
- D. Locations and times of practices and competitions.
- E. Helpful tips on how parents can best support their child during the season.
- F. How best to reach the coach by phone or email and a confirmation of how to best reach each parent.

Athletes and their parents are responsible for asking questions to clarify understanding of the topics discussed at the meeting or introduced in any other printed material such as the "Athletic Handbook", confirming address, phone and email information; and for informing the coaches of any expected conflicts in the schedule.

With this foundation in place, it is anticipated that two-way or three-way communication between any of the parties can easily and respectfully be conducted throughout the season about a variety of topics. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or a previous understanding.

### **II. TOPICS APPROPRIATE FOR DISCUSSION**

- A. The athlete's academic performance.
- B. The athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation.

- C. The athlete's role on the team.
- D. The application of PIAA, district, department and team philosophies, procedures, rules and expectations to an athlete.
- E. Suggestions to improve an athlete's acquiring of skills, knowledge and attitudes relevant to the sport.
- F. Information about recruiting and recommendations about an athlete's suitability for play at different collegiate levels.
- G. Management of injuries incurred by the athlete.

### **III. TOPICS NOT APPROPRIATE FOR DISCUSSION**

- A. Other player's roles on the team.
- B. Selection, placement and determination for playing time of personnel.
- C. Establishment and enforcement for all guidelines and training rules related to the activity.
- D. Appointment of practice times, dates and procedures.
- E. Preparation and execution of all travel arrangements for the team.
- F. Creation and enactment of competition strategies.
- G. Management of all awards.

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in attempting to reach a resolution to the problem:

### **IV. RESOLUTION**

- A. Avoid telephone and email discussions if possible. Speak face-to-face with the other individual(s) so that the most complete communication takes place.
- B. The first level of contact should always be between the athlete and coach at a time other than during an actual practice or competition. Speaking privately in the coach's office or in a place away from other team members is preferred.
- C. If the problem is not resolved at this primary level meeting, a conference among the coach, athlete and parent is in order. However, never attempt to confront a person immediately before or after a practice or contest to discuss the matter; always call or email to set up an appointment. If a coach cannot be reached in this manner, contact the Athletic Director for assistance in reaching him/her.
- D. If resolution is not gained after this conference, contact the Athletic Director for his/her input as to how to proceed. He/she will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable resolution.

## **ATHLETIC APPEALS PROCESS (NOT RELATED TO PARTICIPATION)**

### **I. INTRODUCTION**

Each student-participant shall have the right to an appeal and hearing of a decision made by the coach and administrative staff. It is preferable that problems be solved by the persons involved in the appeal and that the Athletic Appeals Board not be asked to rule on such problems until all efforts by the parties involved have been exhausted.

### **II. INITIATION OF AN APPEAL**

#### **A. Declaration of Appeal**

The student athlete must submit in writing to the Director of Athletics a request for appeal no later than 14 days after the day on which the incident occurred. Failure to comply with the time limit will result in automatic denial of the appeal.

#### **B. Informal Discussion**

After the written request has been submitted to the athletic administrator, there shall be an informal discussion by the person appealing a decision and the person who made the decision that is being appealed in an attempt to resolve the problem.

#### **C. Informal Meeting**

If the appeal is between a student athlete and a coach, the parties involved shall meet informally with the athletic director in an attempt to reach an agreement.

#### **D. Formal Appeal**

If a settlement cannot be reached informally, the appeal shall be filed with the chairperson of the Athletic Appeals Board.

#### **E. Formal Hearing**

- A. When possible, a hearing shall be conducted within 14 days of the receipt of the request. If the 14-day schedule cannot be met, the hearing shall be held at the earliest possible date thereafter.
- B. Both individuals involved in the appeal shall be present at the hearing to present their cases and to refute invalid information, which might be presented by the other party.
- C. After each party involved in the appeal has presented her/his case, members of the Appeals Board shall meet in private to render a decision.
- D. The parties involved shall receive, in writing, the decision of the Appeals Board within ten (10) days of the completion of the review.

## **DENIAL OF PARTICIPATION IN ATHLETIC ACTIVITIES**

### **I. SUSPENSION/APPEALS PROCEDURE**

The following regulations shall be observed in the administration of the athletic program:

## **General**

General rules shall be developed that are consistent for all athletic organizations. In addition to these general rules, each coach may develop additional rules for his/her sport. These rules must be on file in the Athletic Administrator's Office. Students and parents must be notified in writing of both general rules and the specific rules of the sport by the coach.

The coach in consultation with the Athletic Director and Principal is responsible to administer reasonable disciplinary action for violation of all specified rules including suspension from the sport for a temporary period or removal from the team altogether.

Violation of athletic general rules may result in immediate suspension or removal from the team by the coach. In response to violations of general rules, the coach must follow the procedures outlined below.

Violation of the coach's specific rules may result in suspension from the sport only; before denying participation in the sport, the coach should communicate with the parents, discuss the situation with the student and administer lesser forms of disciplinary action.

## **II. TEMPORARY DENIAL OF PARTICIPATION**

Temporary denial is defined as any suspension less than a permanent denial of participation.

When a coach or Administrator denies participation for a student member of a team, the student must be informed of the intended action by completing form 1-DP. When the student is denied participation, the coach/advisor must complete form 2-DP.

The student may appeal the denial of participation within 72 hours of the action to the Bellefonte Area School District Athletic Appeals Committee. Such appeal deliberation must be conducted within 24 hours after the appeal is received, unless an extension in the time is granted by mutual agreement.

Procedures for conducting the appeal hearing are as follows:

The principal shall serve as chairperson of the appeals committee.

The coach or Athletic Administrator who is denying participation will present reasons for the denial.

The student and/or parents may then present evidence or reasons why the student should not be denied participation.

The student has the option of being represented at the appeal hearing; however, the hearing is not a legal process.

The appeal committee shall make its decision within 24 hours of the hearing to uphold, modify or repeal the denial of participation.

During the appeal process the student shall not participate with the organization.

The decision of the appeal committee will be based upon generally accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to uphold disciplinary action.

The appeal committee is responsible for notifying the student in writing of its decision and the reasons for the decisions by using form 3-DP. A copy of the report shall go to the principal, the coach and the superintendent.

There is no school-based provision for appeal beyond the committee in the case of temporary denial of participation in athletics.

### **III. PERMANENT DENIAL OF PARTICIPATION**

If a student is to be permanently denied participation in extracurricular activities, the coach or Athletic Administrator shall notify the student in writing on form 4-DP.

If the student or parent requests a hearing concerning the possible permanent denial, the athletic appeals committee will conduct a hearing with the coach and student. If the student attends such a hearing, the steps outlined above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the committee shall prepare a written recommendation. It is then the responsibility of a building-level principal to uphold denial, modify or reinstate the student to the athletic program. If the building-level principal modifies or reinstates the student a written rationale shall be presented.

A building-level principal is responsible for evaluating the report of the committee and rendering a decision within 24 hours after receipt of the report.

The building principal shall then notify the student's parent/guardian, the student's coach, the committee and the Superintendent of his/her decision in writing by using form 5-DP.

## **PIAA PHILOSOPHY**

### **I. PIAA ATHLETIC PHILOSOPHY**

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

### **II. PIAA ATHLETIC COURTESY**

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

- A. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.
- B. No advantages are to be sought over others except those in which the game is understood to show superiority.
- C. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
- D. Visiting teams are to be honored guests of the home team, and should be treated as such.
- E. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- F. Remember that a student spectator represents his/her school the same as does the athlete.
- G. Any spectator who continually evidences a poor sense of fair play should be requested not to attend future contests.

- H. Decisions of officials are to be abided by, even when they seem unfair.
- I. Officers and opponents are to be regarded and treated as homes in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.
- J. Good points in others should be appreciated and suitable recognition given.
- K. The practice of “booing” is regarded as discourteous and unsportsmanlike

### **III. PIAA ETHICS PERTAINING TO HIGH SCHOOL ATHLETICS**

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, the coach, officials, athletic directors, principals, and the public.

#### **Section 1. The School should:**

- A. Conduct itself in a sportsmanlike manner.

#### **Section 2. The Coach should:**

- A. Have a fair, unprejudiced relationship with players.
- B. Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- C. Give opponents full credit when they win.
- D. Control his/her temper.
- E. Discourage profanity and obscene language at all times.
- F. Recommend the use of competent officials and support their decisions. He/she should not criticize the actions or decisions of officials before players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors he/she should refer them directly to the authorities of the school concerned.
- H. Not solicit players from other schools.

#### **Section 3. The Official should:**

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

#### **Section 4. The Athletic Director should:**

- A. Arrange only schedules which are educationally and physically sound for the athlete.
- B. Have a definite and mutual understanding with other athletic directors regarding officials.
- C. Treat visiting teams and officials as guests.



- D. The Athletic Director and the community should cooperate in developing a wholesome athletic program.

**Section 5. The Principal should:**

- A. Be honest in certification of players, refusing certification of a 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 which call in question the eligibility of any of their players.
- D. Encourage the school's support of its teams, but never at the expense of friendly relations.

**Section 6. The Public should:**

Realize that gambling and drinking in connection with athletic contests are detrimental to the best interests of athletics and the standards which the P.I.A.A. is endeavoring to foster.

## **PIAA SEASON AND OUT-OF-SEASON RULES AND REGULATIONS**

### **I. ADHERENCE AND ENFORCEMENT**

The initial responsibility for adherence to and enforcement of the P.I.A.A. by-laws by the member "Bellefonte Area School District" and their students and other personnel rests with the principal of each school. However, all athletics Department employees are bound to conduct themselves in accordance with the by-laws and earnestly advocate them before others.

The P.I.A.A. Handbook, including all of the by-laws, is available at [www.piaa.org](http://www.piaa.org) or in text form in the athletic office. All coaches are encouraged to become familiar with matters related to their duties.

## **NCAA DIVISION I OR II AND NAIA ELIGIBILITY REQUIREMENTS**

### **I. INFORMATION**

Information regarding current NCAA eligibility standards are available on-line at the following sites:

- [www.ncaa.org](http://www.ncaa.org)
- [www.naia.org](http://www.naia.org)

In addition, the Athletic Director or guidance office can provide details about collegiate eligibility, recruiting and the N.C.A.A. clearinghouse

## **PROCEDURE FOR EVALUATION OF COACHES IN THE BELLEFONTE AREA SCHOOL DISTRICT INTERSCHOLASTIC ATHLETIC PROGRAM**

### **I. PURPOSE OF EVALUATION**

Individuals involved in activities of high public visibility can expect to be continually evaluated. Peers, athletes, parents, reporters and fans all may assess a coach's performance. It is the

purpose of the athletic department's formal evaluation to identify in each coach effective performance and areas for further growth. This process is altogether in keeping with the role of the interscholastic program within the educational framework of the Bellefonte Area School District.

## **II. EVALUATOR(S)**

Head coaches at the varsity level will be evaluated by the Athletic Director. The assistant coach(s) will be evaluated by the head coach of that particular sport. Jr. High head coaches will be evaluated by the varsity head coach of that particular sport. Jr. High head coaches will be responsible for evaluating assistant Jr. High coaches of their sport.

## **III. PERFORMANCE CRITERIA**

Each coach will be assessed in the areas of skills, knowledge, performance, self and team management, administration, and leadership and communication skills. Professional and personal performance standards are identified in the BASD Coaches' Handbook, the P.I.A.A. By-laws, and each sport federation and league rules. A varsity head coach's evaluation will be based on observations by the Athletic Director and other related data gathered during the season. An assistant varsity coach's evaluation and a head Jr. High coach's evaluation will be based on observations by the head coach of that sport as well as other related data gathered during the season. A Jr. High assistant coach's evaluation will be based on observations by the head Jr. high coach of that sport as well as other related data gathered during the season.

## **IV. EVALUATION TOOL**

The evaluation form used to evaluate coaches in the BASD athletic program is located on the coaches [corner website](#).

## **V. EVALUATION SCHEDULE**

Every coach will be formally evaluated every year. These steps in the process will be followed:

- A. A pre-season evaluation meeting for all head, assistant and Jr. High coaches will be scheduled approximately two weeks prior to the first legal starting date for the sports season in which the coach is being evaluated.
- B. Within two weeks after the season concludes, the head coach should meet with the assistant(s) to discuss his/her assessment of the assistant's performance. The evaluation form will be signed by the assistant coach and the head coach.
- C. Within four weeks following the season, including post-season play, an individual post-evaluation conference will be held between the head coach and the Athletic Director. At that time the Athletic Director's assessment of the head coach will be shared. Also the Athletic Director and head coach will discuss assessment of the assistant's performance. The evaluation forms will be signed by the Athletic Director and the head coach. Copies of all documents will be forwarded to the HS Principal and then the Superintendent for final approval where they will become part of the coaches file.

## **VI. OUTCOMES OF EVALUATION**

Coaches deemed "Satisfactory" in all areas of performance will have their names recommended to the board of school directors for contract renewal.

A coach who has received “major areas in need of improvement” will have his/her name recommended to the board, provided an understanding can be reached in areas where improvement is suggested. When an area for improvement of a head coach is identified, the Athletic Director will work with the coach to address the concern through a planned course of action. When an area for improvement of an assistant coach is identified, the head coach will work with the assistant to address the concern through a planned course of action.

A coach who has received an “Unsatisfactory” rating will be recommended for termination in that sport. The principal shall approve and sign all evaluation forms with an “Unsatisfactory” rating on them.

## **VII. APPEAL PROCEDURE**

After the final evaluation meeting, if a coach is not in agreement with the assessment, the following steps must be taken. The action taken by the coach may be terminated at any step. Any action taken must be initiated within a ten day period of the post-evaluation meeting.

Step 1- The coach will prepare a written statement identifying the areas of the evaluation in which there is no agreement. Duplicate copies, signed by the coach and the evaluator(s) will become part of the evaluation record and submitted with the evaluation form to the principal.

Step 2 - The coach may request a meeting with the principal and the evaluator(s) to review the evaluation. Minutes of this meeting, signed by the participants, will be prepared in duplicate. One copy will be attached to the evaluation records; the second is for the coach’s records.

Step 3 - Step 3 will be a duplication of Step 2 but involving the Superintendent. The Superintendent and the Athletic Director will make the final decision regarding the evaluation.

## **EQUAL OPPORTUNITY**

*The Bellefonte Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin or disability in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1975, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.*

*Information relative to special accommodations, grievance procedure and designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained either by contacting our Human Resources Department at 814-355-4814 ext 3002 or by emailing [hruser@basd.net](mailto:hruser@basd.net) or by contacting the office of Superintendent at 355-4814, Ext. 3005*