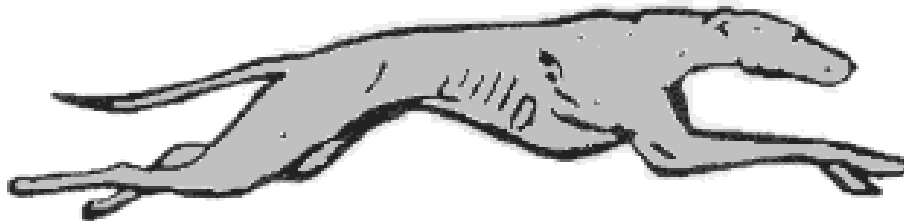


# **SHIPPENSBURG AREA SCHOOL DISTRICT**



## **2015-2016 ATHLETIC HANDBOOK**

Board Approved: 8/10/15

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The Shippensburg 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, ancestry, national origin, marital status, pregnancy, genetic information, or handicap/disability in activities, programs or employment practices as required by Title VI, Title IX, Section 504, the Americans with Disabilities Act, and all other applicable state and federal laws.

For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to an useable by handicapped persons, contact the Office of the Superintendent, title IX Coordinator or Susan Martin, Section 504 Coordinator, at 317 North Morris Street, Shippensburg, PA 17257 or at (717) 530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).

## **FORWARD**

This handbook is designed to help all athletic personnel in the Shippensburg Area School District. This handbook should outline and explain the policies and procedures, which should be used by all coaches and athletes. Any exceptions to these guidelines will be handled on an individual basis with the principal and/or the athletic director at the middle or the senior high school.

This handbook contains general information in procedural matters relating to the athletic programs at the middle and senior high schools. The intent is to bring about a more efficient operation of the interscholastic athletic program in the middle and senior high schools. All coaches and athletic personnel are expected to read this handbook carefully and follow the guidelines provided to develop consistency in our athletic programs.

## SHIPPENSBURG AREA ATHLETIC DEPARTMENT STAFF

District Athletic Committee

Herb Cassidy  
Bruce Levy  
Greg McMullen  
Mike Montedoro  
Kevin Plasterer  
David Rice  
Matt Strine  
Charlie Suders

District Athletic Director  
High School Assistant Athletic Director  
Middle School Assistant Athletic Director  
Athletic Trainer  
Equipment Manager  
Athletic Department Secretary

Mike Montedoro  
Kevin Plasterer  
Jennifer Flinchbaugh  
  
Paul Tornow  
Jan Nye

### HIGH SCHOOL COACHES

Baseball Head Coach  
Baseball Assistant Varsity Coach  
Baseball Assistant Coach/JV Coach  
Baseball Assistant JV Coach  
Baseball Assistant JV Coach

Nathan Rosenberry  
Travis DeShong  
Wyatt Mowery  
Andrew Koser  
Beau Zach

Boys Basketball Head Coach  
Boys Basketball Assistant/JV Coach  
Girls Basketball Head Coach  
Girls Basketball Assistant Coach/JV Coach

Ray Staver  
Levi Cressler  
Andrew Markel  
Sean Kolanowski

Cheerleading Head Coach  
Cheerleading Assistant Coach

Cara Varholy  
Nicole Nehf

Cross Country Head Coach  
Cross Country Assistant Coach

Stan Line  
Nicole Sunderland

Field Hockey Head Coach  
Field Hockey Assistant Coach/JV Coach

Angela Boardman Hostetter  
Victoria Whitbred

Football Head Coach  
Football Assistant Coach  
Football Assistant Coach  
Football Assistant Coach  
Football Assistant Coach

Eric Foust  
Nathan Rosenberry  
Kevin Gustafson  
Mike Heefner  
Joshua Sprenkle

Boys and Girls Golf	Brad Horgos
Boys Soccer Head Coach	Warren Jones
Boys Soccer Assistant Coach/JV Coach	Kyle Meixell
Girls Soccer Head Coach	Mary Miller
Girls Soccer Assistant Coach/JV Coach	Mike Swartz
Softball Head Coach	Mike Peters
Softball Assistant Coach	Rebekkah Funk
Softball Assistant Coach/JV Coach	Coral Parson
Softball Assistant JV Coach	Courtney Kane
Swimming/Diving Head Coach	Jeff Kaminski
Swimming Assistant Coach	Deb Hoffman
Diving Assistant Coach	Joy McFadden
Track & Field Head Coach	Mike Sassin
Track & Field Assistant Coach	Chuck Bailey
Track & Field Assistant Coach	Suwan Kongkeattikul
Track & Field Assistant Coach	Stan Line
Track & Field Assistant Coach	TBA
Volleyball Head Coach	Suwan Kongkeattikul
Volleyball Assistant Coach/JV Coach	Wendy Holtry
Wrestling Head Coach	Tony Yaniello
Wrestling Assistant Coach	Joey Finkey

**MIDDLE SCHOOL COACHES**

Basketball Boys Varsity Coach	Greg Reed
Basketball Boys JV Coach	Corey Kauffman
Basketball Girls Varsity	TBA
Basketball Girls JV Coach	Heather Cunningham
Cheerleading Head Coach	Janelle Wilcox
Assistant Cheerleading Coach	TBA
Cross Country	Lynn Reinhart
Field Hockey Head Coach	Megan Gustafson
Field Hockey Assistant Coach	Courtney Craig

Football Head Coach – Varsity  
Football Assistant Coach  
Football Assistant Coach

Chris Yonish  
Chase Rhodes  
TBA

Boys Soccer Head Coach  
Boys Soccer Assistant Coach

Kyle Meixell  
Nate Gulnac

Girls Soccer Head Coach  
Girls Soccer Assistant Coach

Mary Miller  
Tim Carey

Volleyball Head Coach  
Volleyball Assistant Coach

Wendy Holtry  
Grace Hockenberry

Wrestling Head Coach  
Wrestling Assistant Coach

George Blessing  
Nathan Coldsmith



## **Philosophy of Interscholastic Athletics in the Shippensburg Area School District**

The purpose of interscholastic athletics as they relate to the participant and coach in this District is to:

1. Develop good sportsmanship and appropriate standards of behavior.
2. Develop an environment that teaches self-control, self-discipline, cooperation, fairness, and honesty; respect for individual associates and opponents; and leadership and the acceptance of the leadership of others.
3. Encourage the highly skilled to compete with opponents of comparable skill.
4. Develop higher levels of vitality, endurance, strength, and physical conditioning.
5. Develop desirable health habits and avoid injury.
6. Develop courage, tenacity, resourcefulness, alertness, and maximum effort.
7. Develop social expression, feelings of self-worth, life-long recreation skills, and self-expression.

The purpose of interscholastic athletics as they relate to the student body in this District is to:

1. Create an atmosphere of unity; to foster school spirit that will make the educational process more effective.
2. Allow the student body to become better acquainted with athletics and to better appreciate the role of spectator.
3. Motivate wider sports participation of the student body by providing examples of superior performances.
4. Promote good sportsmanship.

The purpose of interscholastic athletics as they relate to the community in this District is to:

1. Provide wholesome objectives of recreational interest.
2. Create interest and support for the total school program.
3. Educate the community regarding the educational and social values of athletics.
4. Support and encourage the will to excel.

## **ATHLETIC CODE OF ETHICS/CONDUCT**

Inherent in interscholastic athletics are such principles as athletic courtesy, ethics, conduct, and player and spectator decorum. Through example, each person associated with athletics should exemplify and advocate these principles. The following are guidelines governing the conduct of schools, principals, athletic directors, coaches, students (players and other performers and spectators), and adult spectators.

- A. The school community should strive for sportsmanlike conduct, such as:
  - the development of pride in school and community is a primary goal of the interscholastic program.
  - sportsmanship like and fair standards are to be exhibited.
  - the rules of the game are to be regarded as mutual agreements.
  - visiting teams are honored guests of the home team and should be treated as such.
  - abiding by all decisions of officials.
  
- B. The principal should provide the leadership in enforcing the athletic code of conduct and should:
  - heartily endorse the provisions of the code and transmit the same (by appropriate means) to the student body, athletes, coaches and spectators.
  - issue verbal and written instructions to the athletic director to assist in carrying out these provisions.
  - remind coaches that the athletic area is his/her classroom as an extension of the educational program.
  - be visible at athletic events to indicate support of the program as well as a readiness to take immediate action should the situation warrant.
  - properly plan for crowd control before, during, and after interscholastic contests.
  - ensure the hiring of competent officials on the basis of their ability.
  - directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.
  
- C. The athletic director should develop all arrangements to insure that each contest is conducted in the proper atmosphere, including:
  - having a definite and mutual understanding for operations with the principal and the respective coaches.
  - arranging for contests which are educationally and physically sound for the athlete.
  - ensuring the proper game management of all home athletic events.
  - striving to cooperate with all district, school, community and league entities to maintain a wholesome athletic program.
  - treating visiting teams and officials as guests.
  - meeting before the game with game officials to review game operation procedures, and providing facilities and privacy for officials.
  
- D. The coaches should serve as models not only for those participating in the program but also for those assuming the spectator role. All coaches should:
  - adhere to PIAA standards, rules and regulations.
  - demonstrate professional attitude in the conduct of classroom performance and

- coaching, in this priority order.
- be people of integrity whose primary concern is for the welfare of the athletes.
- strive to make each athlete's experience a positive one, never sacrificing the safety or welfare of an athlete in an effort to win.
- operate the athletic program within the guidelines of the Shippensburg Area School District.
- support the athletic success of all teams and remember that each coach is an integral member of the school and district "team."
- be instrumental in crowd control. The coaches' behavior must be of the highest caliber so it does not induce a negative reaction from the players and/or spectators.
- develop a code of conduct for players which is administered in a fair and consistent manner and which has been approved by the administration and explained to athletes prior to the season.
- be knowledgeable of the rules of the game, attending rules interpretation meetings as required.
- maintain positive relationships with parents and other supporting groups.
- respect the privacy of the officials before and after the game.

- E. The student athlete should exhibit leadership in the school system and community. Since athletic participation is voluntary and is a privilege, those chosen to participate must adhere to a code of conduct which operates within a framework of rules and regulations. Those athletes whose conduct falls outside this code will place themselves in a position to be excluded from the athletic program. Athletes will strive to:
- behave according to all rules and regulations adopted by the coach or supervisor of the activity.
  - exhibit leadership qualities, both in the classroom and in the athletic endeavor.

### **An Athlete**

- will adhere to PIAA standards, rules and regulations.
- will not consume, possess, or distribute alcoholic beverages, mood-altering substances, or tobacco products as defined by School District Controlled Substances Policy and Smoking Policies.
- will attend every practice session and meeting unless excused by the coach or absent from school with an acceptable excuse.
- will be neat, clean, and well-groomed.
- will treat coaches, players, team managers, and officials with respect.
- will not use profanity or illegal tactics.
- will always display good sportsmanship in victory and defeat.
- will be responsible for all equipment. Any obligation for equipment lost or misused must be paid for at the end of the athlete's season. It is the athlete's responsibility to return all equipment at that time.
- will not use the athletic area for horseplay or loitering.
- will be expected to maintain locker rooms, team rooms, and training rooms in a clean and healthy manner.
- will follow team training rules as stated on the student athlete and parent contract.
- will not be involved in hazing of any type.

The following activities are considered athletic programs and are governed by the above listed rules:

**High School Sports**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Cheerleading	Baseball
Cross Country	Boys Basketball	Softball
Field Hockey	Girls Basketball	Boys Track & Field
Golf	Boys Swimming/Diving	Girls Track & Field
Football	Girls Swimming/Diving	
Boys Soccer	Wrestling	
Girls Soccer		
Volleyball		

**Middle School Sports**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Cheerleading	Boys Soccer
Cross Country	Boys Basketball	Girls Soccer
Field Hockey	Girls Basketball	Volleyball
Football	Wrestling	

\* Cheerleading is unique, in that the school and the athletic department govern it. While Cheerleading is not considered a sanctioned “sport” as defined by the Pennsylvania Interscholastic Athletic Association, due to its unique nature all members involved in this athletic activity named “cheerleading” will adhere to the above listed items and the items listed below as they apply to “an Athlete”.

**Hazing**

According to School Board Policy #247, 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 organization recognized by the Board. Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance or other forced physical activity that could adversely affect the physical health or safety of the individual. Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individuals. 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 Board does not condone any form of initiation or harassment known as hazing, as part of any school sponsored student activity. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violated this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

## Complaint Procedure

- When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the administration or closest staff member.
- The administration shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
- The administration shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.
- If the investigation results in a substantiated finding of hazing, the administration shall recommend appropriate action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

## **CODE OF CONDUCT FOR CHEERLEADERS**

The sportsmanship of cheerleaders is very important. Cheerleaders are important leaders within the school and as such should have a strong influence in guiding student conduct at games. Cheerleaders occupy a conspicuous place in the public eye during athletic contests; and, as a result, our schools, their students and faculties are judged to a large extent by the behavior of these leaders. Cheerleaders will demonstrate academic achievement by adhering to the academic eligibility standards, being punctual, respecting teachers and classmates, completing all classroom requirements on time, and avoiding discipline problems.

## **ORGANIZATIONAL STRUCTURES**

The athletic programs of the Shippensburg Area School District are governed by policies established by the Board of School Directors, the Pennsylvania Interscholastic Athletic Association (PIAA), District III, and the Mid-Penn Conference.

Since Shippensburg schools are members of these agencies, adherence to the established principles of each in the conduct of interscholastic athletics is paramount. As members, district schools are obligated to adhere strictly to all the rules and regulations of these four agencies. It is the responsibility of the principals and the athletic directors to see that athletic programs meet all requirements. To this end, a copy of the PIAA Handbook which contains the Constitution, By-Laws, and Rules and Regulations of the PIAA is on file in the office of the athletic director. The document is available for review by all coaches. Likewise, a copy of the Constitution, By-Laws, and Sport Guidelines of the Mid Penn Conference is on file in the office of the athletic director. This material is available for review by all members of the school community. Further, a copy of the Conference's updated sport guidelines and copy of the district's athletic manual shall be given to the coaches of each respective sport by the athletic director.

The PIAA and the Mid Penn Conference conducts mandatory rules meetings in each sport on an annual basis. It is the head coach's responsibility to attend the mandatory meeting. The district will not accept any liability for non-attendance; i.e., the head coach shall be responsible for any non-attendance fee levied by PIAA.

It is recommended that a member of the coaching staff for each boys' and girls' sport from the

middle school attend at least one PIAA mandatory rules meeting each year. When a member of the coaching staff for a particular sport does not attend the annual mandatory rules meeting, it is required that a coach in that sport meet with the respective senior high school coach or appointed representative in that sport for the purpose of obtaining all of the information that was presented at the annual mandatory rules meeting.

## **HOME SCHOOL/CHARTER/CYBER SCHOOL STUDENTS**

Home School, Charter School and Cyber School students are eligible to participate in interscholastic athletics at Shippensburg Area High School and Shippensburg Area Middle School. Each student should contact the athletic office in order to complete the necessary process to participate. Each student must be registered prior to the beginning of the sports season they plan to participate. The Home School, Charter School, and Cyber School student athlete's grades and attendance will be checked on a weekly basis and a weekly report must be submitted to the Athletic Director by noon on Friday of each week in order to continue to remain eligible for participation. Report cards are required to be submitted to the athletic director throughout the participation period. For questions please contact the athletic director.

## **SCHOOL ATTENDANCE REQUIREMENTS**

High School student athletes arriving to school after 8:18 a.m. and Middle School student athletes arriving to school after 9:00 a.m. **will not** be permitted to participate in any activity including practice, contests or etc. on that day unless the student athlete has a doctors' note from an appointment or unless some other extenuating circumstances have occurred as determined by administration. Students who are sent home by the school nurse shall be excused for that day and are not permitted to practice or play in a competition.

## **TIME LINE FOR PARTICIPATION**

After the second event into the sport's schedule, a student may no longer try out for that sport. Exceptions to the rule will be looked at on a case by case basis due to injury, transfer into the school district or an exchange program student.

## **ACTIVITY REGULATIONS**

The administration discourages participation in two sports during the same sports season due to academic, health, and team morale concerns. However, if the athlete or parent(s) seek such an arrangement, the parent(s) must put the request in writing to the athletic director before the first scheduled official event of either sport. Any activity which requires an extended series of shared rehearsal, practice times, or games over a period of weeks will require special cooperation among the coach(es), player(s) and advisor(s). A review of the request will be conducted regarding the appropriateness of and conditions governing dual participation. Both coaches must agree, and a written plan of cooperation must be in place before the student is permitted to take on the extra responsibility.

## ATHLETIC ELIGIBILITY

To be eligible to participate in Shippensburg Area School District interscholastic sports, all students must abide by the following PIAA and SASD rules.

The student athlete:

1. Must be less than nineteen years of age on July 1 to participate in athletics for the school year.
2. May participate only twelve semesters beyond the sixth grade.
3. Must never have played any games as a professional.
4. Must have parental consent.
5. Students must meet the requirements for PIAA and Shippensburg Area School District. This includes the following academic eligibility requirements: **High School** – Take and maintain a passing grade in five units per week each week during the season of participation and each marking period. Since the Modified Block can be divided into eight units each day (one unit for skinny classes, two units for full blocks), a High School student athlete must be passing at least five units per week to be academically eligible. High School student athletes that are failing a course(s) during a weekly grade check are required to attend the After School Homework Help Sessions for the failing courses until they are passing all of their courses. Student athletes must have passed five (5) credits the previous year. **Middle School** –Middle School student athletes must adhere to the District eligibility requirements. Student athletes cannot be failing one core/major (Language Arts, Math, Science, Social Studies) and one exploratory subject (Music, Art, Computer Technology, Health, Physical Education) each week during the season of participation. Student athletes must have passes 5 courses the previous semester (5 per year if prior to the beginning of the school year or new semester. Upon notification of ineligibility, students will be issued an academic checklist from the Middle School Assistant Athletic Director. Student athletes are required to show completion of missed and incomplete assignments. Checklists must be initialed by the teachers and returned to the Middle School Assistant Athletic Director. Academic improvement is necessary prior to reinstatement.
6. Grade checks are conducted each week of the season. If the student is found to be academically ineligible he/she is ineligible for one (1) week, Sunday through Saturday. If the student did not meet the grade requirements listed above for the nine week marking period, he/she is ineligible for fifteen school days beginning with the day the report card is issued. If a student is academically ineligible, he/she may not be in uniform for the event, or sit with the team for the event. Middle School student-athletes may not travel to away events with the team. Franklin

County Career and Technology Center students must have passed their course of study during the previous marking period/semester/year to be eligible. All student-athletes are permitted to practice unless otherwise indicated by their coach. If a student athlete is failing any course(s) during weekly grade checks please refer to the requirements listed above in #5.

7. Be examined each year by a physician before beginning to practice and re-certified by a physician no earlier than six weeks before the start of a new sport season.

The following forms are needed for the physical examination:

- A. PIAA Comprehensive Initial Pre-Participation Physical Evaluation Card**
- B. SASD Insurance Waiver Form (waiver of school insurance)**

**These will be kept on file in the athletic office.**

Dates for physicals will be announced in school and will be given after June 1 and near the end of the school year. A \$10 physical will be given **only** at that time. Recertification dates will be announced in school and will be given prior to the start of each sport season. Students who are late turning in forms and miss the announced dates for physicals will need to make arrangements for their own physicals. These physicals will be at the parent's expense.

Prior to the first practice all coaches will receive from the athletic director, a list of all players who can and cannot practice based on completed obligations, physicals, insurance waivers, social probation and grades.

Forgery of any signature on any school form is cause for dismissal from athletics for that sport's season for any involved student.

8. Student Athletes must be protected by insurance. Any student participating in athletics that is not covered by health insurance must purchase a school-sponsored insurance policy. No student may participate with a team unless protected by insurance. The SASD Insurance Waiver form must be completed and returned to the athletic office prior to participation. Football players will be covered by a mandated PIAA insurance policy purchased by the school district.
9. Student must have completed the on-line Impact Concussion test.
10. Must have a signed student/parent contract before the athlete's name will be placed on an eligibility sheet.
11. An activity fee for anyone participating in sports is required prior to the first competition. The fee for the MS is \$40 for the entire year. The fee for the High School is \$60 for the entire year. If you receive reduced lunch your fee is cut in



half. If you receive free lunch, there is no fee.

12. Student Athletes on social probation are not permitted to practice or play until all detention hours are served.

## **ATHLETIC EQUIPMENT/DRESS CODE**

Each student participating in Shippensburg athletic events will receive the proper equipment which is provided for his/her health and safety. The equipment manager will distribute equipment at the beginning of the season and collect equipment at the end of the season. All equipment for one season must be returned before any athlete may practice for any other sport or season. If for any reason an athlete fails to return his/her equipment, he/she will be held financially responsible. The equipment manager will compile an end-of-season inventory of equipment and supplies on hand for each sport which will be given to the coach and athletic director. Coaches should assist in retrieving equipment. Report cards will be withheld for any student who owes an equipment obligation.

School uniforms and equipment may not be used or worn at home or away from school unless it is the day of the event or special event. The uniform may be worn in school only to publicize the event on game day.

The importance of a dress code is to promote team unity and school pride. The athlete is representing the school first and the athlete second. All athletes should wear the designated school uniform without the addition of personal items or non-uniform items such as T-shirts, hats, head bands, jewelry, ribbons, cut-offs, etc. All athletes should be fully clothed during practices and games. Any modifications other than the minimum standards of the PIAA codes or items of apparel that call attention to an individual separate from the other members of the team should be prohibited. If an individual does not abide by the above rules then he or she can be suspended from the team by the coach until the situation is remedied.

## **UNIFORMS**

Selection of uniforms, warm-ups and wind suits must be approved by the Athletic Director prior to purchase. Colors for SASHS or SAMS uniforms, warm-ups and wind suits should be maroon and gray, or may have white as an accent color. (6/10)

## **GAME ASSISTANCE**

The athletic director will attempt to get adults to serve as scorers, timers, etc. during the sports season. Coaches will be informed of the game assistance.

## **ORDERING OF EQUIPMENT**

The head coach of each sport and the equipment manager are responsible for requesting all equipment and supplies for that particular sport. A list of prioritized equipment and supplies needed is submitted to the athletic director at the end of the season. The athletic director will review and order approved items. Coaches can request and receive copies of the approved budget

items.

## **SCHEDULES**

The athletic director schedules all interscholastic contests. When the sports schedule is completed, the athletic director will submit the schedules to the principal and coaches for approval. As a member of the Mid-Penn Conference we are obligated to play the conference schedule. Any schedule changes or additions requested by the coach will be given every consideration. No coach is authorized to schedule or reschedule an athletic event except scrimmages.

## **SUNDAY PRACTICES**

No team shall practice or participate in an interscholastic contest or scrimmage on Sunday. This includes team meetings, films, etc. School Board approval is required for all Sunday activities involving students in the Shippensburg Area School District.

## **SCRIMMAGES**

All scrimmage sessions must be approved by the athletic director prior to their being held. Coaches are encouraged to make the initial arrangements for the scrimmages and then confirm the details with the athletic director. PIAA limits the number of scrimmages to two per pre-season.

## **POSTPONEMENT OF GAMES AND PRACTICES**

If a game is postponed due to weather or any other factors, the following procedures will be followed:

1. The principals and athletic directors of the two schools, with input from the coaches when possible, will confer as to whether the game will or will not be played. The athletic director/designee will inform the superintendent of any postponement.
2. The athletic director will notify the coaches involved and attempt to find a suitable make-up date. The Mid Penn Conference states that the game should be rescheduled for the first agreed upon playable date for both schools.
3. The athletic director will notify game help, transportation personnel, special police, athletic trainer, cheerleader advisor, radio and newspapers, and anyone else involved in the game.
4. If school is canceled or is dismissed early because of weather conditions or other extraordinary circumstances, there will be no practice or events for athletic teams that day. The principal may make an exception to this rule.

## **PRIVATE TRANSPORTATION**

In order to support team spirit and morale and to provide appropriate supervision of all athletes, no athlete will be permitted to travel to or from an event in a private car, under most circumstances. Exceptions may occur during away events to accommodate student safety in an emergency

situation such as bad weather or a bus breaking down. In these or similar cases, a coach may make an exception.

All other exceptions must be approved in advance by the administration. Such exceptions will be granted only in cases of family emergency, school-related activity, and convenience excuse during an all-day event, or other important need (serious circumstances.) Student athletes must be transported by a parent/guardian in all exceptional cases. \*See the supplement section for a blank form.

## **ATHLETIC TRANSPORTATION**

The athletic director will order all transportation. The head coach will work with the athletic director/assistant athletic director prior to the start of the season to set the times needed for the transportation for each away event. It is the responsibility of the coach to have the team ready to board the transportation at the designated time. The coach must exercise control and maintain proper supervision of his/her team during the trip. If a coach desires to stop to eat with the team, there must be written approval by the administration prior to the trip. A form stating such agreement by the administration must be carried by the coach and presented to the bus driver. Only team/school personnel may ride the team bus. \*See the supplement section for a blank form.

## **TRANSPORTATION SAFETY PROCEDURES**

### **Procedures for Transportation for Sporting Events:**

*The purpose of these procedures is to have an updated list of team members and coaches that are on the bus for every away game. This information is important in case there is an accident. This provides the administrators with exactly who was on the bus for every game.*

Coaches must provide an updated copy of their team rosters to the Athletics Office. This roster should include the names of student athletes, managers, all coaches, including paid, volunteer and interns that may travel with the team.

The Athletics Office will post the team roster in a shared database, so building administrators, athletic director, and transportation director will be able to view and access the file.

Upon leaving the school coaches must text the names of students and coaches that are **not traveling** with them on the bus. This should be completed as soon as possible on their return trip as well.

**High School** coaches should text this information to:

Bruce Levy – HS Principal - 717-360-4806

Mike Montedoro – Director of Athletics & Transportation - 717-658-1969

**Middle School** coaches should text this information to:

David Rice – MS Principal – 717-729-3985

Mike Montedoro – Director of Athletics & Transportation - 717-658-1969

Coaches will be provided copies of their team rosters. Copies of these rosters should be provided to the bus driver and all assistant coaches on any away sporting event. Any player or coach **not traveling** with the team that day should be crossed off.

## **DISMISSAL TIME FOR GAMES**

It is the policy of the Shippensburg Area School District to minimize the number of times a student is given permission to leave class for extra-curricular activities. The time that students are to be dismissed for athletic activities will be decided by the principal after conferring with the athletic director. Coaches will be permitted by the principal to leave the classroom prior to away games. These arrangements should be made by the coach, with the principal prior to the day of the game. Any 9<sup>th</sup> grade student athlete playing on a Middle School team will be allowed five additional minutes when meeting the bus at the Middle School. \*See supplement form for coverage for coach.

## **OUT OF SEASON PLAY**

In season athletes should obtain permission from out of season coaches to participate in open gyms. Forms are available in the Athletic Office.

## **SENIOR HIGH AWARDS AND LETTERS**

All head coaches should submit to the athletic director or his/her assistant, a complete list of all award winners at the conclusion of their season. Awards and letters should be in accordance with the following criteria:

### **General Requirements**

1. A certificate will be awarded to all athletes completing the season.
2. A varsity "S" will be awarded to an athlete the first season he/she meets the prescribed requirements. Only one felt letter will be given during the high school career of a participant.
3. An injured player may receive a varsity "S" if he/she was meeting requirements for the letter at the time of injury.
4. A service letter may be awarded to a senior player who participate two years of a three-year varsity program or three years of a four-year varsity program but did not qualify for a varsity letter. (A service letter is not equivalent to a varsity "S".)
5. Senior Award Plaques will be awarded to seniors who have earned a varsity "S" for three years in a sport or have earned a varsity "S" in more than one sport.
6. A varsity jacket will be available for purchase to an athlete after receiving one varsity letter.
7. Managers will be awarded a varsity "S" after two years of service.
8. Students eligible for and desiring a varsity jacket will be responsible for the cost of the jacket.
9. Requirements for a junior varsity "S" are the same as for a varsity "S" but in junior varsity competition.
10. All awards must have the recommendation of the head coach.
11. Cheerleaders must complete one sport seasons to have the opportunity to purchase a

cheerleading jacket.

### **Letter Requirements**

1. **Baseball:** A player must participate in at least one-half of the total number of innings played that season. Pitchers must pitch in at least one-fourth of the total innings played.
2. **Basketball:** A player must participate in at least one-half of the quarters of the scheduled games for the season. It is suggested that to receive credit for playing a quarter, a player must be in the game at least one minute of playing time during that quarter.
3. **Cheerleading:** A team member must participate and complete a full season in the fall and/or winter seasons.
4. **Cross Country:** A runner must place or displace in one-half of the meets.
5. **Field Hockey:** A player must play in one-half of all scheduled games.
6. **Football:** A player must participate in at least one-half of the quarters of the scheduled games for the season. It is suggested that to receive credit for playing a quarter, a player must be in the game at least one minute of playing time during that quarter.
7. **Golf:** A player must participate in at least one-half of the matches scheduled for the season.
8. **Soccer:** A player must play in one-half of all scheduled games.
9. **Softball:** A player must participate in at least one-half of the total number of innings played that season. Pitchers must pitch in at least one-fourth of the total innings played.
10. **Swimming:** A participant must score an equivalent of 3 points per scheduled meet.
11. **Track:** A participant must score as many team points as the number of dual meets scheduled for that season.
12. **Volleyball:** A player must participate in at least one half of all played games.
13. **Wrestling:** A participant must compete in one-half of the matches or one less than half of the matches plus one tournament.

### **MIDDLE SCHOOL AWARDS**

All middle school varsity players and managers who complete the season will receive an award and/or a certificate of participation provided by the middle school.

### **GAME INFORMATION SHEETS**

Game information sheets are sent by athletic directors of the competing schools. These sheets will be checked by the athletic director for correct date, time, place, etc. If a coach finds a mistake, it is his/her responsibility to notify the athletic director immediately.

## **SENIOR HIGH SEASON RECORDS**

The Mid-Penn Conference requires that all senior high athletic won-lost records be submitted to the conference. Head coaches are required to submit these records to the athletic director at the conclusion of their seasons. \*See supplement section for the blank form.

## **REPORT OF SCORES**

According to the Mid Penn by-laws, the senior high head coach is responsible for reporting the scores of all varsity home games to the Harrisburg Patriot News. For the sake of our athletes and their parents, all coaches should report the scores to the News -Chronicle, the Public Opinion, and the Carlisle/Shippensburg Sentinel. Phone numbers will be provided by the athletic director. Fax machines are available for use on the copiers. Coaches need to report their scores to the athletic director within twenty four hours for the purpose of updating District 3 power ratings, the Schedule Star/High School Sports.net website and for yearbook recording.

## **REFEREES AND OFFICIALS**

Officials will be assigned dressing facilities away from both teams if at all possible. These dressing facilities are "off- limits" to coaches, press, players, and fans.

## **VOLUNTEER PERSONNEL**

Any coach who recommends a volunteer coach must have the volunteer applicant complete the SASD Volunteer Coach Application packet. A volunteer applicant must be out of high school a minimum of one year prior to the date of consideration. The administration will recommend volunteer coaches to the Board of Directors only after receiving clearances including Acts 34 (State Police Background Check) & 151 (PA Child Abuse History) and FBI Fingerprinting. Volunteer Coaches are also required by the State of PA to complete certification in Sudden Cardiac Arrest and Concussion Management. Volunteer Coaches are also required to obtain a TB Test prior to beginning to work with student athletes. The clearances and the certifications must be forwarded to the athletic office when received. No volunteer coach recommendations will occur until the above procedure has been completed and the administration has given him/her permission.

## **ATHLETIC BUDGETS**

The budget for each sport is developed at the end of the season by the athletic director. All equipment, supplies, transportation costs, scouting costs, cost of officials, etc. must be included in the budget development. The budgetary requests are prepared by the head coach, equipment manager, trainer and athletic director. The overall athletic budget will be presented to the Business

Manager and approved by the SASD Board.

### **CPR AND FIRST AID TRAINING**

All paid coaches in the middle and senior high school must have current certification in CPR and FIRST AID. It is the responsibility of the coach to see that this training is kept up-to-date. This is a requirement for employment as a coach. Newly hired coaches must receive the training at the earliest possible time. Coaches must provide a copy of the signed/dated American Red Cross or American Heart Association CPR and First Aid cards to the athletic director showing they have completed the appropriate certification.

### **TB TESTING**

All paid and volunteer coaches are required to have a TB test prior to working with student athletes. This test can be scheduled and completed at no charge by the high school nurse.

### **ACT 126**

All paid coaches must complete the free online 3 hour course to recognize and identify Child Abuse. Contact Nicole Weber, at the administration office for online authorization.

### **CONCUSSION MANAGEMENT CERTIFICATION**

It is a PA State requirement that all paid and volunteer coaches be certified in concussion management on an annual basis. This is required prior to the beginning of the coaching season. Free certification can be obtained at [www.NFHSLearn.com](http://www.NFHSLearn.com). This should be completed after July 1<sup>st</sup> of each year.

### **SUDDEN CARDIAC ARREST CERTIFICATION**

It is a PA state requirement that all paid and volunteer coaches be certified in Sudden Cardiac Arrest certification on an annual basis. This is required prior to the beginning of the coaching season. Free certification can be completed at <http://www.sportsafetyinternational.org/content/cardiacwise-pats> . This should be completed after July 1<sup>st</sup> of each year.

### **FOOTBALL PRE-SEASON HEAT-ACCLIMATIZATION GUIDELINES**

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Having a scripted practice plan with breaks from activity as well as scheduled hydration and cooling off periods will be of great assistance in preparing student-athletes for the football season.

### **Core Principles:**

**1. Acclimatization Period:** All schools sponsoring high school football are recommended to institute the heat acclimatization program on Monday or Tuesday (August 10 or 11, 2015) for 5 consecutive days prior to the Monday starting date (August 17, 2015) for the 2015 football season. If a school opts to institute heat acclimatization during this period, the intent is to have all members of the team be present and participate in all 5 consecutive days of the heat acclimatization period, but minimally, a player must be present for 3 consecutive days of these first 5 days of heat acclimatization to satisfy the requirement. A school must have 5 consecutive days of heat acclimatization prior to their first contact drills and contact drills may not be initiated before Monday, August 17, 2015 (the first legal practice date of fall sports).

The practices for this week are limited to a 5-3-5-3-5 hours of practice daily for the 5 days of heat acclimatization. Practice sessions may be no longer than 3 hours in length and teams must have 2 hours of rest (recovery period) between sessions. Days 1, 3 and 5 are limited to 5 hours per day and Days 2 and 4 are limited to 3 hours per day.

Helmets and shoulder pads with shorts are permitted the first 5 days of heat acclimatization. Full gear and contact may not be worn until Monday, August 17th after the completion of the five consecutive day heat acclimatization period.

If a school starts heat acclimatization on Monday, August 10th, if they choose, they may practice on Saturday, August 15th, but there may be no contact on this day the same as the previous 5 days of heat acclimatization since it is prior to the first contact day of Monday, August 17th. If a school starts heat acclimatization on Tuesday, August 11th, then Saturday August 15th is their 5th consecutive day of heat acclimatization and no contact is permitted.

If a school starts heat acclimatization on the first practice day, Monday, August 17th, they must have 5 consecutive days of heat acclimatization with helmets, shoulder pads, shorts, prior to their first legal practice with contact. If starting on August 17th, a school must have 5 heat acclimatization days, plus the 5 regular practice days (where contact and full gear is permitted) before their first scrimmage. If they are scheduled to play on the first play date of the fall season, this schedule may limit them to only 1 scrimmage. Schools are advised to be cautious in scheduling a second scrimmage if starting heat acclimatization on August 17th.

**2. Scrimmages:** A team shall not participate in a scrimmage prior to the first available scrimmage date as provided in Article XVI: Season and Out-of-Season Rules and Regulations of the PIAA By-Laws.

**3. Participation Limitation:** No Team, no individual member or members of such Team, and no individual representing any PIAA member school, may Practice or participate in an Inter-School Practice, Scrimmage, Contest, and/or Open Gym on more than six days in any Calendar Week during the Regular Season.

**4. Out-of-Season Activities:** General conditioning provides only partial heat acclimatization. Therefore, student-athletes should be exposed gradually to hot and/or humid environmental conditions to provide better heat acclimatization. Each exposure also should involve a gradual increase in the amount of exercise that is undertaken over a period of days to weeks until the exercise intensity and duration is comparable to that likely to occur in competition. If conditions are extreme, training or competition should be held during a cooler time of the day.

When protective gear and clothing is authorized by the school Principal outside of the defined season, frequent rest periods should be scheduled so that the gear and clothing can be loosened to allow evaporation of sweat and other forms of heat loss. During the acclimatization process, it



may be advisable to use a minimum of protective gear and clothing and to Practice in T-shirts, shorts, socks and shoes. Excessive tape and outer clothing that restrict sweat evaporation should be avoided. Rubberized suits should never be used.

**Maximum Practice Time:** The maximum allotted time per day for practice is 5 hours and teams must have 2 hours of rest between sessions.

**Minimum Practice Time:** The minimum practice time for the first five days is 3 hours per day.

**Practice:** The time a player engages in physical activity. It is defined that any practice session be no greater than three (3) hours in length. Warm-up, stretching, conditioning, weight training and 'cool-down' periods are all considered practice.

**Recovery Period:** A minimum of a two (2) hour recovery period must be provided after any session.

**Walk-through:** No protective equipment or strenuous activity permitted. Only balls and field markers (cones) may be used.

Prevention of Heat Illness from the Sport Medicine Guidelines of the PIAA Handbook should be observed. These include regular measurements of environmental conditions. See Sports Medicine Guidelines for more detail or consult with your athletic trainer and/or team physician.

JUNIOR HIGH SCHOOL/MIDDLE SCHOOL FOOTBALL PRACTICE CANNOT BEGIN PRIOR TO AUGUST 17, 2015. The first three (3) days of mandatory football Practice for junior high/middle schools shall be non-Physical Contact. Players may wear helmets, shoulder pads, and football shoes; however, all other contact pads are PROHIBITED during the first three (3) days of mandatory football Practice for junior high/middle schools.

## **BUILDING SAFETY AND SECURITY FOR ATHLETIC COACHES AFTER HOURS SAFETY AND SECURITY PROCEDURES**

- All Coaches need to inform their student athletes of the following information at the beginning of each season. Coaches may want to provide their cell phone numbers to student athletes so they have a contact if they are late to practice. It is recommended to have coaches communicate to parents the importance regarding their student athletes arriving at practice on time and being picked up at a designated time.
- Exterior doors will remain locked. Exterior doors must not be propped open by coaches or student athletes.
- Any coach or player found propping exterior doors may result in disciplinary action.
- All head coaches may need to assign assistant coaches to monitor the exterior door if practices are held indoors, particularly on days when school is not in session, on Saturdays and holidays.

- For fall and spring practices the only door at the High School that will be open/unlocked will be the exterior door down by the Training Room. This door will remain open for one hour immediately after school. The Trainer is responsible to lock the interior and exterior door when he leaves the Training Room. After this time the Coaches will need to contact the Trainer by cell phone if a student athlete needs to be seen by him. Coaches will need to accompany any student athlete that will need to gain access to the school building.
- At the High School the Wellness and Fitness Teachers are to make sure the locker room doors and the main gym doors by the locker rooms are unlocked at 2:30 p.m. on regular school days. The teachers are there contractually until 2:45 p.m. The coaches should be at the gym by no later than 2:45 p.m. Then the coaches should then be responsible to lock both gym doors and the locker rooms when the gym is not in use upon leaving that area.
- The MS and HS coaches are responsible to lock any interior doors upon leaving that area. Coaches must check all gym doors when leaving the gyms unattended.
- Port-a-johns are available outside so athletes should not have to come back into the building to use the facilities. Student athletes should be with the coaches when returning to the buildings from the fields and the coach can open the doors at that time.
- Students should not be left alone in the building before or after practices. They are to be supervised at all times inside the building, i.e. if waiting for practice to begin, waiting for a ride after a contest or practice.

## **NINTH GRADE ATHLETES PLAYING HIGH SCHOOL SPORTS**

The only ninth grade athletes who may play on a high school team are those for whom there is no ninth grade team unless the following conditions are met:

1. The athlete's parents agree to the move to senior high competition.
2. The high school coach will provide rationale for the move.
3. Both secondary principals agree to the move.
4. The move is made prior to the 21<sup>st</sup> day of the season. Student may not compete in interscholastic competitions until the move has been finalized.
5. The senior high head coach may appeal a lack of agreement with the principals.
6. Once a ninth grader has competed in the ninth grade competition, they are not eligible to move up to this next level for that season.

\*See supplement for ninth grade transfer form.

## **ATHLETE / PARENT CONTRACT**

A student's participation in interscholastic athletics is deemed to be a privilege, not a right, to that student. Because of this privileged status as a participant, standards of behavior both on and off the field are higher for athletic participants than for other students. To insure that this privilege is understood by both student-athletes and parents, each head coach must distribute to each player & parent/guardian a written contract, governing training and team rules. This contract must be signed

by the player and parent/guardian of the player and returned to the coach before participation will occur. A copy of these rules must be approved by the athletic director and principal and kept on file in the athletic director's office.

In developing a contract and a team management plan the following information is relevant:

1. As per the school district's Controlled Substance Policy #227 the definition includes narcotics, dangerous drugs, marijuana, alcoholic beverages, or any pill, capsule, powder, liquid or other substance of whatever form or texture which may adversely affect the health, safety or welfare of any student, including but not limited to stimulants, depressants, and substances commonly known as "look-a- likes", which may contain caffeine. Any athlete that the coach becomes aware of using or possessing any of the above substances during the season, in or out of school, may be suspended and, upon confirmation, will be dismissed from the team for that particular season in which the athlete is participating. The student will not be eligible for any letter or a jacket if he/she is dismissed from the team due to alcohol/drug use.
2. Discipline for all tobacco violations/use is dismissal from the team for that particular season in which the athlete is participating. The student will not be eligible for any letter or a jacket if he/she is dismissed from the team due to tobacco use/possession.
3. All level four offenses as found in the Student Code of Conduct will require appropriate review for possible team discipline in addition to the school disciplinary sanctions.
4. Discipline for hazing violations is dependent upon the severity of the offense and could result in immediate dismissal from the team for that particular season in which the athlete is participating.
5. The ultimate disciplinary sanction is dismissal from a team. A committee comprised of the coach, the athletic director, and the assistant principal must review any serious or cumulative infractions before an athlete can be dismissed from a team. This review must take place within 5 school days of the most recent incident and must include communication with the student. The student will not be eligible for any letter, certificate or jacket if he/she is dismissed from the team.

## **SCHOOL SUSPENSION AND EXPULSION**

Suspension is defined as follows: (Student Exclusion for Practice/Participation in Extra Curricular Activities)

**Out-of-School Suspension (OSS)** – If a student has been assigned OSS, they may not participate from the time assigned until the day of the reentry to school.

**In-School Suspension (ISS)** -If a student has been assigned ISS, they may not participate in the next school days activities after suspension is assigned, lasting the number of days assigned.

## **MEDIATION PROCEDURES**

1. Levels for intervention in Mediating Athletic Problems

The following sequence should be followed in attempting to resolve any misunderstandings related to the administration of the athletic program:

- Athlete - coach conference
- Parent(s) and athlete - coach conference
- Parent(s) and athlete, coach, athletic director and/or assistant principal conference.

## 2. Procedures for Disciplining Student Athletes

All middle and senior high school head coaches are responsible for administering disciplinary sanctions to their athletes. General and specific rules and standards of behavior must be provided in writing to all participants as part of the athlete/parent contracts. Whenever a coach determines that an athlete has violated team rules to the extent that a suspension from participation in games or practices is in order, the coach must file a disciplinary report. This report must include a narrative on the incident or incidents, an explanation of the violation, and details of any action taken by the coach previously to remediate the student's misbehavior. The report must be given to the athletic director and assistant principal of each building within 24 hours for appropriate review and approval. A copy of the contract should accompany the report. The parents of the athlete must also be given a copy of the report, and a conference will be held if one is requested.

All coaches should avoid mass punishment techniques as an attempt to build team spirit. Fair and reasonable disciplinary standards should be implemented which are compatible with SASD policy. Due process should be afforded which allows the opportunity for the athlete to be heard and present his/her version of the incident. Policy 906 will be administered if appropriate and requested.

### **ATHLETIC PHOTOGRAPHS FOR INDIVIDUALS/TEAMS**

All individual/team and athletic photographs for picture packets and for yearbook for the High School and Middle School Athletic programs are to be taken by Pictures Plus Studio. They have entered into a signed contract with the Shippensburg Area School District and have exclusive rights to be the District photographer for those two areas. All High School and Middle School coaches will receive a schedule for their individual/team picture days.

### **STARTING THE SEASON - A COACH'S CHECKLIST**

It is strongly recommended that each coach develop a written hand-out covering the essentials of the season, i.e., practice schedules (holidays, in particular), team rules, required documents, parent information, etc. Copies of these are to be given to the athletic director prior to the start of the season.

The following, in outline form, may suggest topics you would want to include in your hand-out:

1. Parent Awareness
  - a. Practice Schedules
  - b. Team Rules
  - c. Parent Activities
  - d. Transportation Policy
  - e. Insurance Information
  - f. Physical Exam Information
  - g. Permission Forms
  - h. Eligibility Rules
  - i. Booster Club information
  - j. Impact Concussion Management Completion
2. PIAA, District, and School Regulations

- a. Participation
- b. Physical Exams
- c. Medical Insurance
- d. League Rules-Re:  
Practice and Games
- e. Scrimmage-Definitions  
Limits
- f. Practice days allowed and required
- g. Practice Prohibitions – age level, sport
- h. Game Limits
- i. Non-PIAA Contests
- j. Supervision at Contests

3. Eligibility Requirements

- a. Academic
- b. Age
- c. All Star Competition
- d. Amateur Standing
- e. Awards
- f. Enrollment/Semesters/  
Participation
- g. Exhibitions and Skills Contests
- h. Ineligibles cannot compete
- i. Outside Competition
- j. Residential and Transfer Rules
- k. Senior Privileges (no such thing)
- l. Unofficial Competition (illegal!)
- m. School rules

4. Meet with parent and athletes as a group before practice begins and explain the risks involved in the sport.

- a. Stress that you have done everything possible to reduce those risks.
- b. Advise that equipment cannot totally eliminate risks.
- c. Despite all your efforts and the efforts of all coaches across the nation, a few boys or girls will be seriously injured in almost every sport every year.

5. Help to ensure that your equipment is safe, sound, in good condition and meets all national standards and specifications. (Example: football helmets meet NOCSAE specifications.)

6. Help to ensure that you're playing surface and facilities are safe, sound, and in good condition.

7. Distribute to each player a written contract governing training and team rules and signed by player and parent or guardian of the player. No athlete will be placed on an eligibility list until this contract is on file in the athletic office. School rules will also govern the sport, including alcohol and other drug usage. A signed copy of these rules will be given to the athletic director. \*See supplement for a sample contract.

8. Give special attention to specific exercises and conditioning programs that have been proven to prevent injuries in your sport.

## INJURIES

The athlete must report all injuries to the coach and the athletic trainer. The trainer will complete documentation and forward it to the nurse, athletic director and/or principal. Insurance may not cover any treatment for unreported injuries. Also see Emergency Medical Procedures below.

## EMERGENCY MEDICAL PROCEDURE

1. Make an immediate preliminary examination of the injury. If no emergency exists, contact the trainer when convenient. In case of emergency, contact the trainer immediately.
2. If the injury is serious but not life-threatening, give comfort and necessary first aid until the trainer arrives. Never panic!
3. All coaches are required to have phone contact with the athletic trainer at every practice and home competition. In the event that immediate medical attention is required for a serious injury and the trainer is not on site, it is the responsibility of the coach to locate the nearest phone and dial 911. If possible, two people should be designated to help; one should locate the trainer and get them to the injury site, the other should call 911 and follow this procedure:
  1. Dial 911
  2. Give your name
  3. Listen and follow directions
  4. Remain calm
  5. Give your exact location
  6. Stay on the line until told to hang up
  7. Notify the athletic trainer immediately
4. Coaches should review and rehearse this procedure.
5. Parents need to be notified immediately by the athletic trainer or the coach or his/her designee.
6. Emergency medical cards should be located in each emergency kit so as to be readily available to emergency personnel.
7. At away games, the head trainer at the host school will make decision regarding injury or illness. If there is not a trainer available, refer to #3. Coaches will notify parents immediately. The Shippensburg Area School District trainer should be notified by the coach within 24 hours of any injury or illness that occurs during away competitions.
8. The coach must write an immediate narrative detailing the events surrounding a 911 call. This must be done before details are forgotten. If the trainer is on the scene or arrives on the scene, he/she must write a similar narrative. Copies should be on file with the nurse, athletic director, and trainer. A final report must be filed by the trainer for insurance purposes.
9. Shippensburg Area School District AED (automated external defibrillator) locations
  - a. High School – Athletic Trainer and main lobby
  - b. Middle School – Main lobby

- c. Shippensburg Area Intermediate School – Main lobby hallway towards bus ramp
- d. James Burd - Hallway by room 109
- e. Nancy Grayson – Outside of nurses office in main lobby

**GENERAL PROCEDURES**

1. You should not leave other athletes unattended even to take an injured athlete to the hospital.
2. Have access to phone at all times. (All coaches, intramural sponsors, and teachers responsible for after-school activities should make advance arrangements such as obtaining any key required).
3. Make certain that there are two exits available for use during any function in a school building.
4. Always know location of nearest fire extinguisher.
5. Know first aid for emergencies. All other aid should be performed by the athletic trainer.

**EMERGENCY NUMBERS**

To call an outside number from the SASD telephone system, dial “8”, then dial the desired number. It is also necessary to dial “8” before dialing 911 (EMERGENCY).

**AMBULANCE**

**911**

**NURSES’S OFFICE**

Senior High School	530-2730 ext. 4030
Middle School	530-2750 ext. 3530
James Burd School	530-2780 ext. 2030
Nancy Grayson School	530-2770 ext. 2530
Intermediate School	530-3189 ext. 3172
Grace B. Luhrs	477-1612

**TRAINER**

530-2730 ext. 4191  
360-3326 Cell Phone

**ADDITIONAL NUMBERS**

Senior High AD	530-2730 ext. 4049 658-1969 Cell Phone
Middle School AD	530-2750 ext. 3549
Senior High Fax	530-2835
Middle School Fax	530-2757

**SASD FACILITIES RESERVATION INFORMATION**

**How to Register/Login**

Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Press the Enter key or click on **Go**. Enter the account

number **1742843392** then click on **Submit Organization**. Or you can use the following link to access the login page:

[http://www.myschoolbuilding.com/myschoolbuilding/myschedulnew\\_wiz1.asp?acctnum=1742843392](http://www.myschoolbuilding.com/myschoolbuilding/myschedulnew_wiz1.asp?acctnum=1742843392)

**HELPFUL INFORMATION:** You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

**TROUBLE SHOOTING:** If you are not successful in the first step, try a different browser.

You will be prompted to enter your email address then click **Submit**. **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to “How to submit a request”.**

If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

Enter your first name then click **Submit** (Phone/Cell Number and the Pager fields are optional).

### **How to Submit a Request**

Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.

When entering a schedule, any field with a red checkmark  beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** to select the spaces that are needed.
- Choose your **Event Dates** by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
- Click on the  button to verify you are not double booking a room.

**NOTE:** The boxes beside **Duration** and **Spans over** (shown below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are selecting **AM** or **PM** for the correct time of day.

Enter any **Additional Information**, **Organization Information**, **Insurance Information**, **Setup Requirements**, and **Rental Requests** that may appear on the form. Remember; make sure to fill in all required fields marked with a red checkmark .

At the bottom of the page you will be prompted to enter the **Submittal Password** of **greyhound**. Click **Save** to submit your request.

You can review any requests that you have entered into the system. Click on the **My Requests** tab then hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will



be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the printer icon.

### **How to View the Calendar**

You can view an event calendar while in the **My Requests** section. Hover your mouse over **Related Links** (next to the Shortcuts link) then click on **Month Calendar, Day Calendar, or Week Calendar**.

When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by clicking on the blue down arrows. The calendar will not display any events at first. Select from the **Location** drop down menu then click **Refresh Calendar**. You can also filter your calendar view according to room, organization, etc. The more items you select, the more your calendar will be filtered.

The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

### **Need Help?**

There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.

Once you click on Help link you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the FSDirect Requester Manual as well as being able to access the Online Help page.

If you select the **FSD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page. In the **User Guides** section you will find an interactive help movie which will walk you through the steps of entering in a new request.

## **SENIOR HIGH PIAA PLAYOFF APPLICATION PROCEDURE**

The following procedures will be employed in all sports whenever a SASHS Athletic Team will possibly be involved in PIAA Playoff Competition:

1. Upon receiving application information and any other PIAA directives from District Committee Chairman, the principal shall give the information to the Athletic Director for interpretation, distribution, and discussion whenever it is appropriate.
2. The Athletic Director will forward copies of the appropriate information to the head coaches as the PIAA directives dictate. It will be the responsibility of the Athletic Director to complete the application process once it has been forwarded to him by the principal.

3. In cases in which applications for State Championships are involved, the same general procedures will be followed.

**SHIPPENSBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION OF ATHLETIC DIRECTOR**

1. Organizing and administering an overall integrated program of interscholastic athletics for the students of Shippensburg Area School District.
2. Working cooperatively with the buildings and grounds supervisor in coordinating and scheduling the use of the District's facilities for the purpose of athletics and recreation.
3. Developing and presenting seasonal budgets for each sport or criteria, and administering the approved athletic budgets for the District.
4. Assuming the responsibility for the organization, scheduling and confirming of high school interscholastic athletic events (300+ events).

5. Assuming the responsibility for postponing and rescheduling high school interscholastic athletic events.
6. Serves as a liaison between the athletic booster clubs and the school district.
7. Representing the Shippensburg Area School District in all athletic business at conferences, Mid Penn Conference, District and State meetings (15+ meetings).
8. Placing into operation appropriate rules and regulations governing the conduct of coaches, athletes and athletic activities of the Mid Penn Conference (MPC), The Pennsylvania Interscholastic Athletic Association (PIAA), the Pennsylvania Department of Education (PDE), and the Shippensburg Area School District.
9. Assuming the authority, after a hearing with the student-athlete, coach, and assistant principal, to remove a player (temporarily or permanently) from a team when the regulations pertaining to the student's eligibility, student/parent contract, medical or conduct, have not been met or have been violated.
10. Assuming the responsibility of arranging and informing coaches about meetings between them and the PIAA interpreters for each sport.
11. Attending home events or arranging for proper coverage when not able to be in attendance.
12. Working cooperatively with news media in promoting good public relations and the promotion of Shippensburg Area School District athletes and athletic program.
13. Informing necessary personnel and media immediately after an event postponement.
14. Maintaining an evaluation program for all coaches.
15. Updating and interpreting the Athletic Handbook.
16. Assuming leadership in the development of athletic programs.
17. Presenting recommendations for changes in athletic policies to the Athletic Committee.

**SHIPPENSBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION OF  
HIGH SCHOOL ASSISTANT ATHLETIC DIRECTOR  
MIDDLE SCHOOL ASSISTANT ATHLETIC DIRECTOR**

1. Perform the function of game manager by paying officials, hosting the visiting team and assisting in spectator supervision.
2. Distributing, collecting and maintaining all athletic equipment.
3. Sport-by-sport inventory of all athletic equipment.

4. Cover home athletic events.
5. Assist in providing leadership in the selection, assignment, evaluation and rehiring of athletic coaches and staff members and participating in the interviewing of prospective coaches.
6. Assist with scheduling and supervising parents' orientation night before each sport season.
7. Assist with monitoring weekly grade checks from teachers to determine if student-athletes are academically eligible.
8. Perform any other duties as directed by the athletic director and/or the principal.

**SHIPPENSBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION OF  
ATHLETICS AND TRANSPORTATION SECRETARY**

**QUALIFICATIONS:** High school diploma or equivalent. Post high school education in business and/or secretarial training desirable. General office skills including the use of personal computers, filing and copying, and the ability to use or learn to operate various types of office equipment. Two (2) years bookkeeping/accounting experience; one (1) year secretarial experience; school district experience preferred. Excellent writing, communication, organizational and interpersonal skills to deal effectively and confidentially with a diverse group of District staff, contractors and the public. The ability to work independently and to plan and carry out assignments with frequent

interruptions and minimal supervision within the approved policies and procedures of the District. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### REPORTS TO: DIRECTOR OF ATHLETICS AND TRANSPORTATION

**JOB GOAL:** To assist the Director of Athletics and Transportation in the efficient operation of the Athletics and Transportation Office so that the office's maximum positive impact on the community, the staff, and the education of children may be realized.

#### PERFORMANCE RESPONSIBILITIES:

Specific tasks and/or activities under each of the following responsibilities will be assigned by the supervisor.

##### Transportation Duties:

1. Coordinates all transportation for sports trips.
2. Participate in ongoing staff development programs.
3. Perform other duties and assumes other responsibilities as may be assigned by the Director of Athletics and Transportation.

##### Athletic Duties:

1. Checks daily attendance of athletes and runs weekly eligibility reports.
2. Maintains athletic website to include informational items as well as schedule changes.
3. Keeps records of all interscholastic athletic contests, sport expenditures, and demographic data to be included in the State Disclosure Report.
4. Arranges and coordinates the purchases of Varsity Jackets.
5. Distributes athletic schedules and season passes.
6. Works with the school nurses, doctors, and coaches in arranging physicals for athletes.
7. Maintains an eligibility list as directed by PIAA.
8. Informs students and faculty of changes in current events by way of announcements or handouts.
9. Maintains scores of contest, players' names, semesters of participation, and eligibility in cooperation with the head coaches.
10. Secures all game officials and executes contracts for same.

11. Submits check requisitions for all game officials and confirms they are paid.
12. Prepares the plaques, programs, and nominations for the Athletic Awards Assembly.
13. Schedules all support personnel (timers, scorers, announcers, clock operators, track, ticket sellers, ticket takers, computer operator, etc.) for athletic contests.
14. Arranges for ambulance coverage at all levels of football games.
15. Provides written/oral directions to parents for away contests or to guests for home events and maintain this information in athletic software.
16. Provides an end of season packet to the coaches to help them properly close their season.
17. Types certificates to recognize participants.
18. Handles phone calls, including postponement of events.
19. Assists with maintaining athletic funds, including receipts and disbursements of all athletic funds and record keeping for the athletic funds.
20. Performs other tasks and responsibilities as may be assigned by the Director of Athletics and Transportation and the building principal.
21. Communicate with Equipment Manager to maintain an up to date inventory of equipment/uniforms.

**Ticket Manager Duties:**

1. Prints reserved seat football tickets.
2. Sells pre-season reserved seat books. Deposits monies into high school athletic fund.
3. Purchases necessary supplies and stocks necessary equipment in ticket booths.
4. Schedules appropriate staff, including ticket takers for all paid-admission sporting events.
5. Deposits game receipts after each athletic event into the correct athletic fund.

**TERMS OF EMPLOYMENT:**

1. Twelve month position – Bargaining Unit
2. Compensation as per District guidelines.

**EVALUATION:**

Performance of this position will be evaluated annually by the Director of Athletics and Transportation in accordance with the Board's policy on evaluation of support staff.

Revised: June 2015

### **SHIPPENSBURG AREA SCHOOL DISTRICT JOB DESCRIPTION OF THE HEAD COACH**

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches. These should be delegated by the athletic director or principal.

#### **THE HEAD COACH:**

1. Organizes and coordinates the entire middle and senior high school program. A pre-season staff meeting should be mandatory for the entire staff.
2. Plans and administers staff responsibilities, staff plans, seasonal plans, and scouting

- duties, if applicable.
3. Assists in the recruitment, screening, hiring, training, and assignment of coaching staff.
  4. Emphasizes safety precautions and is aware of the best training and injury procedures. Each coach is required to maintain current First Aid, CPR and Concussion Management certifications.
  5. Responsible for the general upkeep and protection of equipment and facilities being used under his/her jurisdiction. In addition, all equipment and players equipment/uniforms must be turned in prior to submitting a pay sheet.
  6. Applies discipline to a student athlete in a firm, positive, and consistent manner as outlined in the Athletic Handbook and files a report with the athletic director and assistant principal concerning any disciplinary actions resulting in suspension or dismissal.
  7. Responsible for keeping practice periods for his/her sport within the confines of the time specified by the athletic director and is to keep the athletic director informed of practice schedules during any holiday period.
  8. Reviews all transportation times of departure and makes recommendations concerning any time or date changes.
  9. Attends or designates a staff member to attend at least one PIAA mandatory rules meeting each year for each boys' sport and for each girls' sport.
  10. Attends any Mid Penn League coaches' meeting called by the sports chairman.
  11. Designates who, when, and where members of his/her staff will attend sports clinics according to the local teachers' contract agreement.
  12. Reports a summary of all contests, team and individual records and awards to the athletic director and provides any publicity or information that would aid his/her program and his/her athletes. (This includes mandatory, immediate reporting of each sport's results to the Patriot newspaper.)
  13. Responsible for submitting a list of varsity awards in accordance with approved criteria.
  14. Recommends and lists through the equipment manager to the athletic director equipment and supplies needed to be purchased or repaired.
  15. Initiates applications with the athletic director concerning post season participation of his/her team or team members.
  16. Has a well-organized annual plan.
  17. Maintains liaison and active participation with other community activities, i.e. midget leagues, etc.
  18. Assists the athletic director and building principal in the ongoing evaluation of the coaching staff and athletic program.
  19. Provides information for the eligibility and game information sheets.
  20. Must document in a written narrative within twenty (24) hours any disciplinary situation which could result in the suspension or dismissal of an athlete.
  21. All post season report and paperwork should be completed within ten (10) days.
  22. All keys issued to the head coach and all assistants, as well as all equipment issued to the team and players will be turned in and inventoried prior to E-Sheets being submitted for pay purposes.
  23. Understands that all sports have a defined season and that no sport shall operate to the detriment of any other sport.
  24. Provides students the opportunity to participate in as many interscholastic athletic experiences



as is reasonably possible. The Head Coach understands that anything that serves to prevent this opportunity is contrary to the philosophy of the Shippensburg Area School District.

25. Shall not require an athlete to participate in a sport or a training program for a sport outside of the PIAA defined sport's season. The participation of students in any sports activity that occurs outside of its defined season is strictly voluntary.

**SHIPPENSBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION OF THE ASSISTANT COACH**

**PRIMARY RESPONSIBILITIES:**

- A. Before the Season
- Has understanding & knowledge of rules and regulations regarding the sport.
  - Keeps abreast of all rules and rule changes.
  - Keeps abreast of new developments, innovative ideas and - techniques by attendance at clinics, workshops and reading in his/her field of specialization.
  - Assists head coach in carrying out assignee responsibilities.
  - Assists head coach in proper registration of all athletes.
  - Assists head coach in providing accurate information needed to compile eligibility lists and other reports.
  - Meets with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.
  - Must maintain First Aid, CPR and Concussion Management certifications.
- B. During the season
- Assists in implementing athletic objectives outlined in Coaches' Handbook.
  - Assumes responsibility for constant care of equipment and facilities.
  - Assumes supervisory control over athletes and teams assigned and over all athletes when such control is needed.
  - Is in regular attendance at all contests and practice sessions.
  - Applies discipline in a firm and positive manner.
  - Emphasizes safety precautions; is aware of the best training procedures and injury prevention action.
  - Conducts self and teams in an ethical manner during contests and practice.
  - Instructs players in rules of the game, rule changes, new developments and innovative ideas.
  - Carries out all "Regulations for Coaches" as described in the handbook.
  - Assists in scouting of opponents.
- C. End of Season
- Recommends athletes for awards.
  - Recommends facility maintenance and improvements.
  - Recommends equipment to be purchased.
  - Recommends schedule improvements.
  - Makes reports if requested by head coach and athletic director.
- D. Additional responsibilities may be assigned by the head coach as needed.

## **SHIPPENSBURG AREA SCHOOL DISTRICT GUIDELINES FOR VOLUNTEER COACHES**

1. All head coaches have the option of selecting qualified individuals to supplement the contracted coaching staff. The application and interview process must be completed and the recommendations must be ready to be passed on to the Athletic Committee based on the following schedule each year:

July 1 for Fall Sports Volunteer Coaches  
October 1 for Winter Sports Volunteer Coaches  
February 1 for Spring Sports Volunteer Coaches

This gives ample time for the names to be submitted to the Athletic Committee and the School Board for the approval process.

2. The prospective volunteer coach must submit a letter of interest, a resume and the Volunteer Coach Application. Applicant must be out of high school a minimum of one year prior to the date of consideration. They must also submit the signed Athletic Coaches Volunteer Contract to the Athletic Director.
3. The volunteer coach must have all clearances submitted to the Athletic Office prior to having their name placed on the School Board agenda for approval. The three required clearances, (ACT 34, ACT 151 and the FBI Criminal Background Fingerprinting). These will be at the volunteer's cost. They will also sign a waiver for workers' compensation.
4. The volunteer coach must maintain Concussion Management certifications. [www.nfhs.learn.com](http://www.nfhs.learn.com)
5. The volunteer coach must maintain Sudden Cardiac Arrest certifications. [www.sportsafetyinternational.org/content/cardiacwise-pats](http://www.sportsafetyinternational.org/content/cardiacwise-pats)
6. The volunteer coach must have a TB test. This can be done through the high school nurse.
7. The prospective volunteer coach must be interviewed by the head coach of that particular sport and the athletic director or building administrator.
8. If a volunteer coach has a relative participating in the sport for which they wish to coach, the following conditions apply:
  - a. The volunteer coach may not take part in the selection of the team.
  - b. The volunteer coach will not be allowed to follow their relative from year to year.
9. A volunteer coach may be removed from the position immediately for any violation of policy or any incidence of improper conduct.

10. All volunteer coaches will be evaluated by the head coach at the conclusion of each season. The evaluation must be presented to the athletic director and the Athletic Committee as part of each coach's End of Season Report.
11. If a volunteer coach completes a season successfully, based on the head coach's evaluation and the recommendation of the administration, then the volunteer coach may be retained for the following season in that respective sport. If retained, it is not necessary for the individual to repeat the interview process for that sport.
12. Volunteer coaches shall receive no financial remuneration from the District.
13. The volunteer coach may serve only in a support capacity under the direction and immediate supervision of the head coach and/or assistant coach who is employed by the District.
14. Volunteer coaches must clearly understand their duties and responsibilities including the duty to comply with all District rules, policies and regulations.
14. Volunteer coaches must exercise discretion in disclosing any confidential student information that they may become aware of. They have an obligation to disclose any information of a serious and confidential nature to the head coach and/or the athletic director and/or administration.

Please return the completed Volunteer Application and Contract to the Head Coach for their signature or mail to:

SASD  
Athletic Department  
317 N. Morris Street  
Shippensburg, PA 17257

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ATHLETIC COACHES VOLUNTEER CONTRACT**

I, \_\_\_\_\_, understand and agree that my involvement with the Shippensburg Area School District's \_\_\_\_\_ team is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services and eligibility for any benefits for my services.
2. I waive any and all claims for workers' compensation for my services.
3. I will familiarize myself with all District policies, rules and regulations established by the Athletic Committee and the School Board.
4. I understand that as a volunteer coach, I must have been out of high school for a minimum of one year prior to date of consideration.
5. I will familiarize myself with all policies, rules and regulations established by the head coach of the respective sport in which I am volunteering.
6. I understand that my role is that of a volunteer, where I will support the head coach, assistant coach (es) and athletic director.
7. I understand that I must exercise discretion in disclosing any confidential student information that I may become aware of as a result of my volunteering responsibilities. I agree that I will disclose any information of a serious and confidential nature to the head coach, the athletic director and/or the administration.
8. Prior to my employment, I understand that I must acquire all the District required clearances at my expense in order to volunteer in the respective sport.
9. I understand that I must have current Concussion Management certification.
10. I understand that I must have current Sudden Cardiac Arrest certification.
11. I understand that I must complete the TB test.
12. I understand that I may be removed from the position immediately for any violation of policy or any incidence of improper conduct.
13. I understand that I shall be approved for one season at a time with the understanding that my appointment is limited to that particular sport and season for which I was approved.
14. I understand that if I complete the season successfully, I can be recommended for the following season in that same sport.

_____ Signature of Volunteer Coach	_____ Date
_____ Signature of Athletic Director	_____ Date
_____ Signature of Principal	_____ Date

**SHIPPENSBURG AREA SCHOOL DISTRICT  
GUIDELINES FOR INTERN COACHES**

1. All head coaches have the option of selecting qualified individuals to supplement the contracted coaching staff. The application and interview process must be completed and the recommendations must be ready to be passed on to the Athletic Committee based on the Intern's schedule each semester.
2. The prospective intern coach must submit a letter of interest, a resume and the Volunteer Coach Application. They must also submit the signed Athletic Coaches Volunteer Contract to the Athletic Director.
3. Prior to employment, the intern coach will need to submit their three required clearances, (ACT 34, ACT 151 and the FBI Criminal Background Fingerprinting). These will be at their cost and should be sent to the Athletic Director's Office. They will also sign a waiver for workers' compensation.
4. Prior to working with student athletes, intern coaches must complete a TB test.
5. The intern coach will maintain current Concussion Management certification ([www.nfhs.learn.com](http://www.nfhs.learn.com)) and Sudden Cardiac Arrest certification ([www.sportsafetyinternational.org/content/cardiacwise-pats](http://www.sportsafetyinternational.org/content/cardiacwise-pats)).
6. The prospective intern coach must be interviewed by the head coach of that particular sport and the athletic director or building administrator.
7. If an intern coach has a relative participating in the sport for which they wish to coach, the following conditions apply:
  - a. The intern coach may not take part in the selection of the team.
  - b. The intern coach will not be allowed to follow their relative from year to year.
8. An intern coach may be removed from the position immediately for any violation of policy or any incidence of improper conduct.
9. All intern coaches will be evaluated by the head coach at the conclusion of each season. The evaluation must be presented to the athletic director and the Athletic Committee as part of each coach's End of Season Report.
10. If an intern coach completes a season successfully, based on the head coach's evaluation and the recommendation of the administration, then the volunteer coach may be retained for the following season in that respective sport. If retained, it is not necessary for the individual to repeat the interview process for that sport.
11. Intern coaches shall receive no financial remuneration from the District.

12. The intern coach may serve only in a support capacity under the direction and immediate supervision of the head coach and/or assistant coach who is employed by the District.
13. Intern coaches must clearly understand their duties and responsibilities including the duty to comply with all District rules, policies and regulations.
13. Intern coaches must exercise discretion in disclosing any confidential student information that they may become aware of. They have an obligation to disclose any information of a serious and confidential nature to the head coach and/or the athletic director and/or administration.

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ATHLETIC COACHES INTERN CONTRACT**

I, \_\_\_\_\_, understand and agree that my involvement with the Shippensburg Area School District's \_\_\_\_\_ team is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services.
2. I waive any eligibility for any benefits for my services.
3. I waive any and all claims for workers' compensation for my services.
4. I will familiarize myself with all District policies, rules and regulations established by the Athletic Committee and the School Board.
5. I will familiarize myself with all policies, rules and regulations established by the head coach of the respective sport in which I am volunteering.
6. I understand that my role is that of a volunteer, where I will support the head coach, assistant coach (es) and athletic director.
7. I understand that I must exercise discretion in disclosing any confidential student information that I may become aware of as a result of my volunteering responsibilities. I agree that I will disclose any information of a serious and confidential nature to the head coach, the athletic director and/or the administration.
8. I understand that prior to my employment I must acquire all the District required clearances at my expense in order to volunteer in the respective sport.
9. I understand that I must have current Concussion Management Certification and Sudden Cardiac Arrest Certification.
10. I understand that I must have a current TB test.
11. I understand that I may be removed from the position immediately for any violation of policy or any incidence of improper conduct.
12. I understand that I shall be approved for one season at a time with the understanding that my appointment is limited to that particular sport and season for which I was approved.
13. I understand that if I complete the season successfully, I can be recommended for the following season in that same sport.

\_\_\_\_\_  
Signature of Intern Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**Date Received** \_\_\_\_\_



**SHIPPENSBURG AREA SCHOOL DISTRICT  
VOLUNTEER AND INTERN COACH APPLICATION FORM**

Position applying for: \_\_\_\_\_ Level: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please explain why you would like to coach and why at this particular level:  
\_\_\_\_\_  
\_\_\_\_\_

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Do you have a child that participates in athletics in the Shippensburg District?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes indicate what level(s) and what sport(s): \_\_\_\_\_

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High School Attended: \_\_\_\_\_ Yrs. \_\_\_\_\_

	<u>Sports Participation</u>	<u>Years</u>	<u>Letters Earned</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

College Attended: \_\_\_\_\_ Major \_\_\_\_\_

<b><u>College Sports Participation:</u></b>	<b><u>Years</u></b>	<b><u>Letters Earned</u></b>
_____	_____	_____
_____	_____	_____

<b><u>Coaching Experience:</u></b>	<b><u>Years</u></b>	<b><u>Organization/School</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**List any paid experiences in sports, recreation or physical activities:** \_\_\_\_\_ **Years** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a valid First Aid Certification? If so, date \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid CPR Certification? If so, date \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Concussion Management certification? If so, date \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Sudden Cardiac Arrest certification? If so, date \_\_\_\_\_ No \_\_\_\_\_

Do you have a current TB Test? If so, date \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed by the Shippensburg Area School District? \_\_\_\_\_

**REFERENCES: Give name, addresses and phone numbers.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OFFICE USE ONLY**

Head Coach Recommendation: \_\_\_\_\_

Athletic Director Recommendation: \_\_\_\_\_

Principal Recommendation: \_\_\_\_\_

## **JOB DESCRIPTION OF THE SENIOR HIGH EQUIPMENT MANAGER**

1. To inventory all sports equipment at the senior high school.
2. To distribute athletic uniforms (practice and game) to student athletes at the start of the season.
3. To be available after school for adjustments, repairs and replacement of athletic equipment during each season as coordinated with the head coaches of all sports.
4. To collect equipment at the end of each sport season.
5. To inventory and repair (when possible) equipment at the end of each season.
6. To work with the coaches and athletic director in the ordering of new equipment.
7. To inspect equipment for safety.
8. To attempt to properly size and fit all athletes.
9. To help the athletic director make long range goals for the purchasing of new equipment.
10. To be responsible for disposal of unusable equipment.

## **COACHES' EVALUATION**

A coaching evaluation process and appropriate procedures were implemented by the Shippensburg Area School District Board of School Directors action in 1994. All coaches are evaluated on an annual basis by the administration and approved by the Shippensburg Area School District Board of School Directors annually. The coaches rating form and the specific procedures to be followed are located in the supplement.

## **STUDENT MANAGERS, BALL BOYS & GIRLS, WATER BOYS & GIRLS**

### **Managers**

Student managers at the High School must be high school students selected by the head coach. Managers' names will be submitted to the athletic director when rosters are completed. The athletic director will include the managers' names on the team roster as a manager. The coach will indicate on the end-of-season report if the manager is to receive a varsity letter or participation letter in accordance with the varsity letter guidelines.

Student managers at the Middle School may be in grades 7-12 selected by the head coach. If high school students are selected, they are not permitted to be released early to travel with the MS teams for competitions.

### **Ball Boys & Girls, Water Boys & Girls**

These helpers must be a student in the Shippensburg Area School District. These students are selected by the Head Coach and /or booster club. These students' names must be submitted to the athletic director for free admittance to the game.

### **Guidelines**

Managers, ball boys & girls, water boys & girls are recognized as a valuable addition to the athletic program. These students should be easily distinguished from the team they are working with. At no time are these students permitted on the field of play or court during competition. The head coach will provide additional guidelines as suited for their sport.

## **ADMINISTRATIVE PROCEDURE FOR ACCEPTABLE USE OF THE INTERNET**

### **Authorized Websites**

The Shippensburg Area School District Website includes several official "home" pages. These pages are designed with deliberate consistency to aid a new visitor in his/her navigation of the Shippensburg Area School District website.

The following persons and organizations will be allowed to author information for the Shippensburg Area School District website: Administrative offices, official committees, teachers, district organizations and district clubs.

Author will refer to a person who creates the design and content of the Web page, which needs to be compliant with Shippensburg Area School District policies. Web pages, which are created by authors who are students, school volunteers, need to have a sponsoring staff member to verify the accuracy of the content.

### **Website Development**

The following general content guidelines are listed for prospective authors/editors:

- Before beginning to design a page for the Shippensburg Area School District website, investigation of what already exists on [www.shipk12.org](http://www.shipk12.org) should occur.
- Pages from divisions or administrative offices are the responsibility of the appropriate supervisor.
- The first page for any department/office must be developed in collaboration with the Technology Coordinator and follow the guidelines for official pages provided by designated Shippensburg Area School District templates.
- Classroom, committee, or club pages are the responsibility of the principal, department chair/club advisor or committee chair. Classroom pages should be developed in collaboration with the departmental chairperson or supervisor to reflect educational goals of that department.
- All information must be factually correct and be updated frequently.
- All subject matter should relate to curriculum, instruction, school authorized activities, and general information that is appropriate or of interest to others.
- Pages may not contain inappropriate material or point (link) to objectionable material. Inappropriate material is defined as any material or subject matter that does not comply with the guidelines established in the Shippensburg Area School District Acceptable Use Policy, #815.
- Business or commercial links, that are educational, provide technical support, or are germane to the philosophy of the Shippensburg Area School District, may be included.
- Commercial advertisements are prohibited, including banner ads and promotions.
- No personal pages for staff or students will be published on the Shippensburg Area School District website.
- Pages may not contain pictures of students or student names.
- Pages may not contain pictures of staff without their written permission.

### **Page Approval and Upload**

- The building administrator must give written approval of the content and design of web pages for organizations within each building. Permission must be granted prior to upload.
- Exclude all pictures of students on website.

### **Page Maintenance and Updates**

- Authors creating pages are responsible for the timely updating of the text and images on their respective pages. Minor content changes such as calendar assignment dates do not require building administrator's approval.
- The Technology Coordinator should be informed of any files required to be

removed from the web server, (indicate name(s) and location(s) of these files(s).

## **SHIPPENSBURG AREA SCHOOL DISTRICT WEB PAGE PROCEDURES**

The district's web site provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web. These websites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and the district.

Employees that create web pages must comply with the following guidelines or they may lose privileges to maintain a website or receive disciplinary actions depending on the website.

### Content standards

1. Building principals must approve the posting of a web page. If at any time the principal, district technology coordinator, or any central office administrator feels the site does not meet the standards approved by the district, the site will lose its district privileges.
2. Web page documents may include the first name of the student but not the last name.
3. Student's phone number, address, names of other family members, or names of friends may not be posted on the website.
4. Only employee's district e-mail addresses may be posted.
5. Decisions on publishing student pictures (video or still), audio clips or student work are based on the supervising teacher and the building principal's judgment. The teacher who is maintaining the site must retain written permission on file from the parents using the attached form.
6. Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.
7. Students may not have direct access to update web pages. Only district employees may save files to the web site.
8. Users must exhibit care when creating web pages with extensive backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers.
9. Every reasonable attempt must be made to ensure that web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of this policy.
10. Student work or photos may not be published without signed parental consent.

## Other

- Material on web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.
- Given the rapid change in technology, some of the technical recommendations outlined in these standards may require change throughout the year. The District Administration will make such changes.
- Personal pages or links to personal pages cannot be linked to the district site.
- Advertising for businesses cannot be part of the district site, unless the business links are educational, provide technical support, or are germane to the philosophy of the Shippensburg Area School District.

## Copyright Information

- Every person who writes a document published on the Internet, who creates a graphic or icon, who scans his own photograph or who creates a document for a newsgroup or who designs a web page owns the copyright to his creative work.
- Web-based material is copyrighted just as other forms of communication are and notification of copyright status is not required. Websites must have the proper rights for the graphics, designs, logos, and photos you use. Permission must be gained not only from the photographer, but also from any recognizable person in the photograph.
- Students own the copyrights to their own works. Before publishing original student work, or posting it on the web, permission from the parents of the student must be gained. If a student is a minor, parental approval is required.
- An administrator who knowingly or unknowingly allows copyright infringement to occur is likely to be named among the defendants in any legal action. Penalties can be stiff. The administrator need not actually participate in the infringement to be considered responsible, at least in part, for the violation.
- UNLESS THERE IS A CLEAR STATEMENT THAT ART, PHOTOS, AND TEXT ARE "PUBLIC DOMAIN" AND AVAILABLE FOR FREE USE, ONE SHOULD ASSUME THAT THEY ARE COPYRIGHTED. This material should not be used for replication on a local area network, a wide area network or a website unless permission is granted from the owner.

# SUPPLEMENTS



# “BE A SPORT”

## GOOD SPORTSMANSHIP: THE CORE OF INTERSCHOLASTIC ATHLETIC PROGRAMS

National Federation, responding to the concerns expressed by PIAA and other state athletic associations concerning sportsmanship, has developed a program entitled, “BE A SPORT”. The following are additional excerpts from “BE A SPORT” and are offered as guidelines to be considered by PIAA member schools.

### “Who Is Responsible for Good Sportsmanship”

“The Sportsmanship, Ethics and Integrity Committee has identified the following target groups within the high school community that are responsible for conducting themselves in a sportsmanlike manner. Expectations for these groups are listed below:”

#### “Expectations of Coaches”

- “Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coach in public.
- Develop and enforce penalties for participants who do not abide by the sportsmanship standards.”

#### “Expectations of Student Participants”

- “Treat opponents with respect; shake hands prior to and after contest.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to high standard of sportsmanship established by coach.”

### “Expectations of Parents and Other Fans”

- “Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches and participants.
- BE A FAN.....NOT A FANATIC”

### “Expectations of Spirit Groups”

- “Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performance on either side of the playing field or court.
- Know rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure, serving as a role model.”

### “Expectations of Media”

- “Promote ideals and fundamentals of good sportsmanship.
- Report acts of sportsmanlike behavior without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments toward participants, coaches or officials.
- Recognize efforts of all who participate in the contest.
- Report facts without demonstrating partiality to either team.”

### “Expectations of Officials”

- “Accept role in an unassuming manner. Showboating and over- officiating are not acceptable.
- Maintain confidence and poise, controlling contest from start to finish.
- Know rules thoroughly and abide by established Code of Ethics.
- Publicly shake hands with coaches of both teams before contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.”

### “Expectations of School Administrators”

- “Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.”

### “Expectations of Local Board of Education”

- “Adopt policies that promote the ideals of good sportsmanship, ethics and integrity.
- Serve as a positive role model and expect the same for parents, fans, coaches and other school personnel.
- Support participants, coaches, school administrators and fans who display good sportsmanship.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.”

## SPORTSMANSHIP BROCHURE

The National Federation of State High School Associations has published a new sportsmanship brochure, “The Case for Sportsmanship, Ethics and Integrity in High School Activities”, to help everyone involved in interscholastic activities understand the important and vital role that sportsmanship plays.

Expectations of coaches, students, parents, fans, spirit groups, media, officials, administrators, state association executives and board of education members in the area of sportsmanship as listed above are included in the brochure.

The brochure is the creation of the National Federation Sportsmanship, Ethics and Integrity Committee.

## COACH'S START OF SEASON CHECKLIST

- ❑ CPR/First Aid cards, and certificates for Concussion Management and Sudden Cardiac Arrest copies submitted to athletic office.
- ❑ Practice Schedules and Team rules submitted to athletic office. Please include date, times (start and stop) and place.
- ❑ Student-athlete and Parent Contract must be returned by student before student may participate in that sport, copies must be provided to the athletic office.
- ❑ Class coverage forms submitted to the main office (if needed) for early dismissals.
- ❑ Completed Coach's Information Form turned in to the athletic office.
- ❑ Return updated roster with student athlete's uniform number and position and weight if applicable.
- ❑ Return Request of Ninth Grade Athlete to compete in the senior high forms.
- ❑ Hand in names of Managers.
- ❑ Hand in names of ball boys/girls or ball runners and their contact information in case of emergency.
- ❑ If a team wants to have warm-up music to play prior to starting a contest, the Athletic Office must receive the cd with the music and a printed playlist including the artist by no later than a week prior to the contest.

**2015-2016**  
**Shippensburg Area School District Coaches Information Form**

**Coach's General Information**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Team Website** \_\_\_\_\_

**Sport You Coach** \_\_\_\_\_ **Years Coaching** \_\_\_\_\_

**Person to Contact In Case of Emergency** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Alternate Person to Notify** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Medical Information**

**Doctor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Dentist** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Preferred Hospital** \_\_\_\_\_

**Known Allergies/Medical Conditions** \_\_\_\_\_

**\*Please note that the medical information is confidential and will only be used if an emergency occurs. The Coach's General Information will be used for contact information by the High School Administration and the Athletic Department.**

**\*\* Please call the Athletic Director at 530-2730 ext. 4049 if any information changes. My signature on this form indicates: I have received and will read the Athletic Handbook and agree to abide by and enforce its provisions and policies.**

**Signature of Coach** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SHIPPENSBURG AREA SCHOOL DISTRICT  
STUDENT ATHLETE AND PARENT CONTRACT  
2015-2016**

**STUDENT NAME** \_\_\_\_\_ **SPORT** \_\_\_\_\_

**\*\*\* Required S= Student initials P= Parent initials**

**Justification:** Participation in an extracurricular activity in the Shippensburg Area School District and the Mid Penn Conference is regarded as a privilege and should be treated accordingly. S \_\_\_\_\_ P \_\_\_\_\_

**PIAA Curriculum Requirements:** Student Athletes must meet the requirements for the PIAA and the Shippensburg Area School District, which includes maintaining a passing grade in five credits/courses the previous semester. Grades are monitored weekly during each season as well as at the end of each marking period. S \_\_\_\_\_ P \_\_\_\_\_

**Rules of Conduct:** Rules will apply at all times during the term of the season. Violations may include, but are not restricted to:

1. Use of Alcohol and/or Tobacco. S \_\_\_\_\_ P \_\_\_\_\_
2. Use of illegal or un-prescribed drugs or controlled substances. S \_\_\_\_\_ P \_\_\_\_\_
3. Insubordination or the use of profanity to any coach, faculty, staff, administrator, sports official, or any other individual. S \_\_\_\_\_ P \_\_\_\_\_
4. Flagrant misconduct and misbehavior in school such as missing practice due to being assigned detention. S \_\_\_\_\_ P \_\_\_\_\_
5. Misbehavior or misconduct in the community. S \_\_\_\_\_ P \_\_\_\_\_
6. Maintaining scholastic eligibility as determined by the School District and PIAA. S \_\_\_\_\_ P \_\_\_\_\_
7. Unsportsmanlike conduct. S \_\_\_\_\_ P \_\_\_\_\_
8. Unexcused absences. S \_\_\_\_\_ P \_\_\_\_\_
9. Miscellaneous problems that are detrimental to the morale, cohesion or character of the team. Violations of Rules on Conduct #1 or #2 will result in dismissal from the team. Violations of #3 through #9 will result in disciplinary action ranging from a conference to suspension to dismissal from the team. S \_\_\_\_\_ P \_\_\_\_\_

**Mediation:** The following sequence should be followed in attempting to resolve any misunderstandings related to the administration of the program:

1. Athlete-Coach conference. S \_\_\_\_\_ P \_\_\_\_\_
2. Parent(s) and Athlete-Coach conference. S \_\_\_\_\_ P \_\_\_\_\_
3. Parent(s) and Athlete-Coach-Athletic Director and/or Assistant Principal/Principal conference. S \_\_\_\_\_ P \_\_\_\_\_

**Athletic Fee:** All athletes must pay a fee before the first competition. The fee for Middle School athletes is \$40 for the entire year. The fee for High School athletes is \$60. If you receive reduced lunch the fee is cut in half. If you receive free lunch there is no fee.  
S \_\_\_\_\_ P \_\_\_\_\_

**Attendance Requirements:** High School student athletes arriving to school after 8:18 a.m. and Middle School student athletes arriving to school after 9:00 a.m. **will not** be permitted to participate in any activity including practice, contests or etc. on that day unless the student athlete has a doctors' note from an appointment or unless some other extenuating circumstances have occurred as determined by the principal, assistant principal or athletic director. Students who are sent home by the school nurse shall be excused for that day and are not permitted to practice or play in a competition.

S \_\_\_\_\_ P \_\_\_\_\_

**School Suspension and Expulsion:** Suspension is defined as follows (Student Exclusion for Practice/Participation in Extra Curricular Activities). S \_\_\_\_\_ P \_\_\_\_\_

**Out of School Suspension (OSS):** If a student has been assigned OSS, they may not participate from the time assigned until the day of the reentry to school. S \_\_\_\_\_ P \_\_\_\_\_

**In-School Suspension (ISS):** If a student has been assigned ISS, they may not participate in the next school days activities after ISS is assigned and lasting the number of days assigned.

S \_\_\_\_\_ P \_\_\_\_\_

**Grade Requirements:** Students must meet the requirements for PIAA and Shippensburg Area School District. This includes the following academic eligibility requirements: **High School** – Take and maintain a passing grade in five units per week each week during the season of participation and each marking period. Since the Modified Block can be divided into eight units each day (one unit for skinny classes, two units for full blocks), a High School student athlete must be passing at least five units per week to be academically eligible. High School student athletes that are failing a course(s) during a weekly grade check are required to attend the After School Homework Help Sessions for the failing courses until they are passing all of their courses. Student athletes must have passed five (5) credits the previous year. **Middle School** –Middle School student athletes must adhere to the District eligibility requirements. Student athletes cannot be failing one core/major (Language Arts, Math, Science, Social Studies) and one exploratory subject (Music, Art, Computer Technology, Health, Physical Education) each week during the season of participation. Student athletes must have passed five (5) courses the previous semester (five (5) per year if prior to the beginning of the school year or new semester).

Upon notification of ineligibility, students will be issued an academic checklist from the Middle School Assistant Athletic Director. Student athletes are required to show completion of missed and incomplete assignments. Checklists must be initialed by the teachers and returned to the Middle School Assistant Athletic Director. Academic improvement is necessary prior to reinstatement. S \_\_\_\_\_ P \_\_\_\_\_

**Private Transportation:** If there is a necessity for private travel to or from a game, the parent/guardian must make such a request in writing on the approved SASD Private Transportation Form to the principal/assistant principal or athletic director at least two days prior to the trip, and receive written approval. These forms will be forwarded on to the coach prior to the trip. S

\_\_\_\_\_ P \_\_\_\_\_



**Uniforms:** Athletes are responsible for all uniforms and equipment that is issued to them. They must pay for any lost, damaged or stolen items. All student athletes shall wear the designated school uniform without modifications unless medically approved. Any item of apparel that calls attention to an individual or to separate from any other members of the team is prohibited under PIAA rules. All athletes will be required to attend a MANDATORY equipment return session as scheduled by the coach after the final season contest. Athletes who quit or are dismissed from the team prior to the end of the season must return their uniform(s) and equipment within 2 days.

S \_\_\_\_\_ P \_\_\_\_\_

**Expectations of Parents/Guardians:**

1. Parents recognize that it is a privilege to attend and observe a contest and to demonstrate support for one's team and school athletics in general. P \_\_\_\_\_ P \_\_\_\_\_
2. Parents will support the efforts of coaches to teach and implement sportsmanship standards. P \_\_\_\_\_ P \_\_\_\_\_
3. We encourage parents to learn the rules of the game. Expand your understanding of their importance in controlling rough play and preventing any team from gaining an unfair advantage. P \_\_\_\_\_ P \_\_\_\_\_
4. Parents understand that verbal harassment of opponent players, coaches and officials is strictly prohibited. Parents respect the integrity and decisions of the officials. P \_\_\_\_\_ P \_\_\_\_\_
5. Parents join the School's administration and coaches in an effort to make sport citizenship a high priority. Parents should demonstrate positive sport citizenship in every aspect of attendance. P \_\_\_\_\_ P \_\_\_\_\_
6. Parents respect opponent performances despite the outcome. They recognize that mistakes are sometimes made. Parents also recognize improvement and hard work. P \_\_\_\_\_ P \_\_\_\_\_
7. Parents will respect that practices are especially important for the team, the players and the coaches. Parents are discouraged from attending practices. Practice time is critical to the success for each team. P \_\_\_\_\_ P \_\_\_\_\_
8. Parents will respect that after tryouts coaches will discuss behavior type problems concerning your student-athlete, but will not discuss the issues of playing time, play calling, etc. P \_\_\_\_\_ P \_\_\_\_\_

**Players Pledge and Team Rules:**

1. The purpose of our team is to have each member acquire the sense of team, family and friends. I will put the team first after faith, family and school. I will treat each team member and the coaching staff as family. I will be a friend by being dependable, reliable and responsible to and for my teammates. S \_\_\_\_\_ P \_\_\_\_\_
2. If there are any problems or questions, I will see my coach first and if they are not available, see the captains and if they are not available, I will talk with a senior. S \_\_\_\_\_ P \_\_\_\_\_
3. I will display responsible behavior both in and away from competition. I will be in school and I will be on time for classes and ready to practice at the designated time. If I have an unexcused or missed practice the day before a game, I will not play in the game the next day. S \_\_\_\_\_ P \_\_\_\_\_

4. If I am not in school the day following a game, I realize I may not play or may not start in the next game. S\_\_\_\_\_ P\_\_\_\_\_
5. I will ride the bus to away games and back from away games. S\_\_\_\_\_ P\_\_\_\_\_
6. While traveling on the bus to away contests, the volume of my conversation will be kept at a low level. S\_\_\_\_\_ P\_\_\_\_\_
7. I will be respectful. I will treat people the same way that I would want to be treated both in competition and out of competition. S\_\_\_\_\_ P\_\_\_\_\_
8. I will believe in, be honest with, and be loyal to the SASD Athletic Program.  
S\_\_\_\_\_ P\_\_\_\_\_
9. I will display a great work ethic. S\_\_\_\_\_ P\_\_\_\_\_
10. I will learn to play smart. S\_\_\_\_\_ P\_\_\_\_\_
11. I will put my team before myself. I understand that playing time is not guaranteed, but earned. S\_\_\_\_\_ P\_\_\_\_\_
12. I will maintain a positive attitude at all times by lifting up my teammates and coaches. I will speak positive about teammates and coaches and will not join in or listen when others are criticizing my teammates and coaches. I can expect the same from my teammates and coaches.  
S\_\_\_\_\_ P\_\_\_\_\_
13. I will maintain positive communication with my teammates, coaches, officials, administrators, teachers, fans and opponents. S\_\_\_\_\_ P\_\_\_\_\_
14. I will learn and accept my role as a member of my team and the SASD Athletic Program. I will support my teammates in good and bad times. Whatever happens, good or bad, win or lose, we will do it together. S\_\_\_\_\_ P\_\_\_\_\_
15. I will influence our opponents by doing the best that I am capable of, by communicating with my team during games and by being aggressive. S\_\_\_\_\_ P\_\_\_\_\_
16. I will strive to become a great competitor. S\_\_\_\_\_ P\_\_\_\_\_
17. I will follow all team rules. S\_\_\_\_\_ P\_\_\_\_\_
18. I will limit all electronic device, (especially cell phones) use to emergency calls only during athletic activities. S\_\_\_\_\_ P\_\_\_\_\_
19. I will follow good dietary and safety practices throughout the season.  
S\_\_\_\_\_ P\_\_\_\_\_

**SHIPPENSBURG AREA SCHOOL DISTRICT  
STUDENT ATHLETE AND PARENT CONTRACT AGREEMENT**

Any violations of the expectations and team rules for the players as listed above or other team rules listed here or established during the season will result in discipline. S \_\_\_\_\_ P \_\_\_\_\_

As a Shippensburg Area School District student athlete you are expected to strive to excel both in the classroom and in your athletic endeavors. Your attitude in the classroom directly reflects your maturity in athletic competition. You will be expected to accept constructive feedback from your coaches while maintaining a positive attitude. In and out of competition behaviors that are detrimental to your coach, team and school will not be tolerated. You are expected to attend every practice, game or other team function as required. If you are unable to attend any of these events, you should personally contact your coach before the event occurs. You are expected to practice good nutritional habits.

Only a healthy and well-conditioned athlete can make a contribution to a team and the SASD Athletic Program. All injuries should be reported immediately to your coach and the athletic trainer. S \_\_\_\_\_ P \_\_\_\_\_

There are many benefits to this contract for the student athletes. There is power in numbers and the more student athletes that operate within the terms of this contract the more power and success the teams will have. Teammates will learn to look out for each other, to protect and comfort each other. Leadership will be provided and we will be successful both in and out of competition. Student athletes will acquire the tools to be successful in athletics and most important game of all, the game of life. S \_\_\_\_\_ P \_\_\_\_\_

This contract was developed by the athletic director/coaches and approved by the administration to govern the student athletes participating in SASD athletic teams. The coaches are working to develop team unity that is very important in every sport and feel that these rules play an important role in that development. Both the student athlete and parent/guardian must sign and date the contract and return it to the coach before the student athlete may participate in that sport.

We have read, understand and will support this contract.

\_\_\_\_\_  
**STUDENT ATHLETE NAME – PLEASE PRINT**

\_\_\_\_\_  
**STUDENT ATHLETE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT SIGNATURE**

\_\_\_\_\_  
**DATE**

Rev. 06/2014

**SHIPPENSBURG SENIOR HIGH SCHOOL**

**Request of Ninth Grade Athlete to  
Compete in the Senior High Program**

The only ninth grade athletes who may play on a senior high school team are those for whom there is no ninth grade team unless the following conditions are met:

- 1) The athlete’s parents agree to the move to senior high competition.
- 2) The ninth grade and senior high school coaches will provide rationale for the move.
- 3) Both secondary principals agree to the move.
- 4) The move is made prior to the 21<sup>st</sup> day of the season. Student may not compete in interscholastic competitions until the move has been finalized.
- 5) The senior high head coach may appeal a lack of agreement with the principals.

**Ninth Grade Participation Form**

In accordance with PIAA By-Laws, I give my consent for \_\_\_\_\_, a ninth grade student at Shippensburg Senior High School to participate in athletic contests at the Senior High during the \_\_\_\_\_ school year in the following sport \_\_\_\_\_.

I understand that my son or daughter, \_\_\_\_\_, after practicing with and competing with the Senior High School may not return to the ninth grade program at the Middle School.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Rationale \_\_\_\_\_

\_\_\_\_\_  
Ninth Grade Coach \_\_\_\_\_ Date \_\_\_\_\_

Middle School Principal \_\_\_\_\_ Date \_\_\_\_\_

Senior High Coach \_\_\_\_\_ Date \_\_\_\_\_

Senior High Principal \_\_\_\_\_ Date \_\_\_\_\_

## **DURING THE SEASON CHECKLIST**

- ❑ Submit scores promptly to the athletic office for morning announcements and report to yearbook staff.
- ❑ Report scores to media immediately following the completion of the contest. (See copier to email instructions).
- ❑ Continue to update the office of any new class coverage needed (rain dates, post season play, etc.)
- ❑ Continue to update the athletic department in writing or via email of any student athlete that is no longer on the roster and the reason for that change.
- ❑ Continue to communicate with the athletic director with team progress, etc.
- ❑ Coaches must text their Building Principals, District Athletic Director and the District Director of Transportation who is not riding the bus for each away event. This is required to be done when departing to and returning from each trip throughout the season. If your roster changes at all please notify the Athletic Secretary and Athletic Director so they can update the rosters.

## MEDIA CONTACT INFORMATION

According to the Mid Penn League by-laws, all varsity Mid Penn sporting event's scores must be called or faxed into the Patriot News. Please follow-up on this request. Reporting scores is necessary for statistical compilation for Mid Penn records, information, etc.

It is imperative to maintain consistent and timely communication with the local news media, print, radio and television.

A fax machine is available in the high school office. Please consider contacting the following sources:

<b>Patriot News</b>	Sports Office: 255-8180 Sports Fax: 257-4747 Email: <a href="mailto:scoreline@pnco.com">scoreline@pnco.com</a>
<b>News Chronicle</b>	Office: 532-4101 Fax: 532-3020 Email: <a href="mailto:nceditor@gmail.com">nceditor@gmail.com</a>
<b>The Sentinel</b>	Shippensburg Office: 530-2444 Carlisle Office: 243-2611 Carlisle Fax : 243-3121, Attn: Sports Shippensburg Fax: 530-0310, Attn: Sports Email: <a href="mailto:sportsdoor@cumberlink.com">sportsdoor@cumberlink.com</a>
<b>Public Opinion</b>	Office: 264-6161 Sports Desk: 262-4749 Fax: 264-0377, Attn: Sports <a href="mailto:sports@publicopinionnews.com">sports@publicopinionnews.com</a>
<b>Channel 25</b> WHAG (NBC)	240-527-2452, ext. 2455 (leave message) Fax: 301-745-4093
<b>Channel 8</b> WGAL (NBC)	Office: 383-5851 <a href="mailto:sports@wgal.com">sports@wgal.com</a> Fax – 717-295-7457, Attn: Sports
<b>Channel 21</b> WHP (CBS)	Sports Office: 238-2100, ext. 275 <a href="mailto:JasonBristol@cbs21.com">JasonBristol@cbs21.com</a>
<b>Channel 27</b> WHTM (ABC)	580-6026 (report Football, Soccer, and Basketball) Fax: 232-5272 <a href="mailto:sports@abc27.com">sports@abc27.com</a>

## How to: Create PDF files from the Copy Machine

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If you want to scan Worksheets or create pdf files from items that are not currently stored on your computer, you can use the copy machines.

- 1 Press the e-mail icon on the copy machine. If you are already copying items, the e-mail button is in the upper right hand corner of the screen.
- 2 Press To
- 3 Spell the last name of the person that you want to send the document to, probably yourself.
- 4 Press Add
- 5 If you are only sending the document to one person, press Done.
- 6 Place the documents you wish to scan in the copy machine and press Start
  - a. Note: If you each sheet individually, you will get a separate file for each sheet. If you put multiple papers in the feeder, then you will get one file with all your sheets showing up as separate pages.

To open your scanned files:

1. You will receive an e-mail with your file attached.
2. Right click on the attachment and choose Open or Open With
3. The file will be opened by Adobe Reader or Adobe Professional
4. Once it is opened, save the file and make sure you rename it... the copier will simply number it, so you will need to name it something descriptive.
5. You can now post this document to your website, display it on an interactive whiteboard, or e-mail it to someone else.... You cannot edit it. It is a pdf file, not a Word document.

**SHIPPENSBURG SENIOR HIGH SCHOOL**

TO: COACHES  
FROM: OFFICE  
SUBJECT: CLASS COVERAGE

Please list all the necessary information needed to provide class coverage for you due to athletic responsibilities. If an event is postponed and/or rescheduled, it is your responsibility to notify the office as soon as possible concerning updated class coverage.

COACH \_\_\_\_\_ SPORT \_\_\_\_\_

Date	Class	Room #	Period	Time Needed	<b>(OFFICE USE)</b> Teacher Assigned

Notes:



**REQUEST FOR  
PRIVATE TRANSPORTATION FORM**

The present school policy states that under most circumstances, a student will not be transported in private cars for any reason. If there is a necessity for private travel to or from an event the **parent or guardian** must make such a written request to the Principal prior to the trip and receive written approval. The student will only be released to a parent or guardian for private transportation. This approval must be presented to the principal before they can release the student to the parent(s).

Student \_\_\_\_\_ Date of Event \_\_\_\_\_

Parent(s) or Guardian(s) \_\_\_\_\_ Sport \_\_\_\_\_

Parent(s) Phone Number \_\_\_\_\_

Location of Event \_\_\_\_\_

Who will be the designated person transporting your son/daughter?  
\_\_\_\_\_

Reason for requesting private transportation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s)/Guardian(s) signature \_\_\_\_\_ Date \_\_\_\_\_

Approved    Disapproved    (circle one)

Principal/Athletic Director \_\_\_\_\_

Date \_\_\_\_\_

## SASD OUT OF SEASON PLAYER PARTICIPATION FORM

Player's Name	Activity
---------------	----------

The player above wishes to voluntarily participate in "out of season" training for another SASD sport, while maintaining his/her eligibility to participate in the current sport. Signatures of the Head Coach from each involved sport must sign off before a player is eligible to participate in the "out of season" activity. Activities represent any program that is directed by or in conjunction with an "out of season" program.

\_\_\_\_\_ may participate in "out of season training with the  
\_\_\_\_\_ team/program with the following limitations:

(List limitations or permissible activities)

\_\_\_\_\_ In Season Coach's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Out of Season Coach's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Reviewed and signed by Athletic Director \_\_\_\_\_ Date

## END OF THE SEASON CHECKLIST

- ❑ Fill out the Record Sheet and return to the Athletic Office.
- ❑ Make arrangements with the equipment manager to store equipment.
- ❑ Prepare and present your athletic budget requests and recommendations for next year.
- ❑ Help the equipment manager collect equipment and uniforms from your athletes.
- ❑ Submit a list of letter winners, managers, and participation letters.
- ❑ Check your CPR, First Aid and Concussion Management certifications, update if necessary.
- ❑ **Within 10 days of the last event**, submit an end of season report.
- ❑ Turn in building keys to the athletic office.
- ❑ After all items have been completed, submit pay in either School Stream (Payment Request – Sports) or go to the District website [www.shipk12.org](http://www.shipk12.org), Athletics Page, right screen, Coaches Payment Request (fill out and submit post-season forms if needed).

### **Coaches not returning should also:**

- ❑ Return Staff ID Card
- ❑ Return Mid Penn Conference Card
- ❑ Return all scorebooks, Trophies, Plaques or Awards the team may have received.

## **END OF SEASON COACH'S REPORT**

Due within 10 days after the last contest

### Season Portfolio:

1. Team record for the season.
2. Number of participants at the beginning and end of the season. Include an explanation for any difference.
3. Highlights of the season. (Awards won by players or team, records set, etc.)
4. Strength of the team or program.
5. Media communication procedures.

### Recommendations:

1. Facility improvements.
2. Individual plans for improvement. (self-assessment)
3. Your sport program improvements.
4. Total sports program improvements.
5. Administrative improvements.

### Status Update:

1. Booster Club.
2. Parent relationships.
3. Administration-coach communications.
4. Middle School-Senior High cooperation and communication.

### Plans:

1. Off-season for coaching staff.
2. Off-season for next year's players.
3. Communication on behalf of seniors to colleges, etc.
4. Your employment plans for next year.
5. CPR and First Aid status.

### Assistant Coaches Review:

1. Level of Support and cooperation.
2. Delegation of responsibilities.
3. Strengths and areas for improvement.

**Mid Penn Conference Records  
Shippensburg Senior High School**

Sport \_\_\_\_\_ Year \_\_\_\_\_ Division \_\_\_\_\_

	Won	Lost	Tied
<b>Conference Record</b>			
<b>Season Record</b>			

**Conference Records**

Home School Score		Opponent	Opponent Score	Won	Lost	Tied
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					
	vs					

**Conference Playoffs**

Home School Score		Opponent	Opponent Score	Won	Lost	Tied
	vs					
	vs					
	vs					
	vs					

**Non-Division League Records**

Home School Score		Opponent Score	Won	Lost	Tied
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				

**District or State Playoffs**

Home School Score		Opponent Score	Won	Lost	Tied
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				
	VS				

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ATHLETIC OFFICE  
COACH'S POST SEASON PAY WORKSHEET**

Coach's Name \_\_\_\_\_ Sport \_\_\_\_\_

**Events Name & Location** \_\_\_\_\_ **Date** \_\_\_\_\_

Travel Time to Event (start/arrival) \_\_\_\_\_ / \_\_\_\_\_

Event Time Begins \_\_\_\_\_ / Event Time Ends \_\_\_\_\_

Travel Time Home (start/arrival) \_\_\_\_\_ / \_\_\_\_\_

**Events Name & Location** \_\_\_\_\_ **Date** \_\_\_\_\_

Travel Time to Event (start/arrival) \_\_\_\_\_ / \_\_\_\_\_

Event Time Begins \_\_\_\_\_ / Event Time Ends \_\_\_\_\_

Travel Time Home (start/arrival) \_\_\_\_\_ / \_\_\_\_\_

**Total hours for post season competition is** \_\_\_\_\_ **x Hourly Post Season Pay (\$** \_\_\_\_\_ **) = \$** \_\_\_\_\_

\*Contract Employees post season pay start time begins at 2:45 (HS/MS) or 3:30 (Elementary) on school days. Any additional information, such as program of events or time schedules should be attached.

The above is a correct statement of my total countable hours.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

This form should be completed and returned to the Athletic Director. The coach should also submit the pay online through School Stream, Request for Pay – Sports or [www.shipk12.org](http://www.shipk12.org), Athletics page, Coaches Payment Request.

**BUDGET REQUEST**

**SHIPPENSBURG AREA SCHOOL DISTRICT ATHLETIC BUDGET REQUEST**

<b>Vendor:</b>
<b>Telephone No.:</b>
<b>Fax No.:</b>

<b>DATE:</b>
<b>COACH:</b>
<b>SPORT:</b>

<b>Athletic Director Approval</b>

\*\*\* Please Print or Type \*\*\*

ITEM/PART NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT (ea, doz, pkg)	UNIT COST	TOTAL COST
1.					-
2.					-
3.					-
4.					-
5.					-
6.					-
7.					-
8.					-
9.					-
10.					-
11.					-
12.					-
<b>TOTAL THIS PAGE</b>					
<b>TOTAL CONTINUATION PAGES</b>					
<b>ORDER TOTAL</b>					-
<b>EST. SHIPPING &amp; HANDLING 15% OR ACTUAL QUOTE</b>					-
<b>GRAND TOTAL</b>					

**PLEASE NOTE:**  
**SPECIFIC ITEMS NUMBERS ARE REQUIRED**  
**RANK ITEMS AS NEEDED**



**SHIPPENSBURG AREA SCHOOL DISTRICT  
ASSISTANT COACH PERFORMANCE REVIEW & EVALUATION  
FORM**

Coach:

Date:

School:

Sport/Position:

Time in Present Position:

**MISSION STATEMENT:**

The success or failure of athletic programs has a direct bearing on how community members view the entire school system. Community and parental pressure must be balanced with the objectives of good sportsmanship and good mental health. Coaches continually face risks, such as, player injury and legal predicaments. It is imperative that these are weighed against the pressures of winning or losing. Exercising common sense and good judgment are pre-requisites to final decisions. There are those who do not fit the model of a successful coach and the successful coach is not always the one who wins every game. A successful coach needs a broad spectrum of behavioral competencies and should be judged accordingly.

**GOAL STATEMENT:**

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

This instrument will be used to evaluate the head coach of an athletic activity. The form is to be completed by the building principal who, in turn, submits a copy to the personnel office. Appeal and legal procedures of points in question are to be conducted according to School Board Policy.

## SHIPPENSBURG AREA SCHOOL DISTRICT ASST COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

Rating Scale: NA - Not Applicable 1 – Definite Weakness 2 – Improvement Needed 3 – Satisfactory 4 - Outstanding

I. PROFESSIONAL AND PERSONAL RELATIONSHIP

	CIRCLE RATING				
	NA	1	2	3	4
1. Understands and follows rules and regulations set forth by the School District as well as the PIAA.					
2. Works cooperatively with Athletic Director.					
3. Keeps Athletic Director informed of any or all problems before, during, or after all sporting events.					
4. Respects and supports other coaches and athletes.					
5. Shows rapport with head coach and assistants before, during and after the coaching season for program development.					
6. Public Relations – cooperates with newspaper, media, Boosters' Club.					
7. Accepts and implements athletic department decisions and policies.					
8. Maturely accepts criticism and/or recognition.					
9. Shows proper sideline conduct at games toward players, officials, fans, etc.					
10. Fosters school spirit by promoting and supporting all extracurricular school activities.					
11. Makes recommendations for athletic awards and participates in selection of recipients.					
12. Develops rapport with other teachers, coaches and administrators.					
13. Cooperates and communicates with parents during the sports season.					
14. Is appropriately dressed at practices and games.					

Total: \_\_\_\_\_/56

## SHIPPENSBURG AREA SCHOOL DISTRICT ASST COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

### II.COACHING PERFORMANCE

1. Develops respect by example in appearance, manner, behavior, language and conduct during athletic contest.	NA	1	2	3	4
2. Provides proper supervision and security of locker rooms and practice areas.	NA	1	2	3	4
3. Maintains individual and team discipline and control.	NA	1	2	3	4
4. Is well-versed and knowledgeable in matters pertaining to the sport.	NA	1	2	3	4
5. Provides supervision and control on bus trips.	NA	1	2	3	4
6. Understands written rules and regulations of coach's expectations for athletes during the sports season.	NA	1	2	3	4
7. Develops a well-organized practice schedule which utilizes his or her staff and team to its maximum potential.	NA	1	2	3	4
8. Understands scouting responsibilities.	NA	1	2	3	4
9. Is innovative using new coaching techniques and ideas in addition to sound, already-proven methods of coaching.	NA	1	2	3	4
10. Is prompt and consistent in meeting team for practices and games.	NA	1	2	3	4
11. Shows an interest in athletes in off-season activities and academic achievement	NA	1	2	3	4
12. Provides leadership and attitudes that produce positive efforts by participants.	NA	1	2	3	4
13. Is familiar with each student's physical examination and is aware of the student/athlete's medical history.	NA	1	2	3	4
14. Utilizes current technology along with providing quality instruction on coaching techniques.	NA	1	2	3	4
15. Provides an atmosphere of cooperation in being receptive to suggestions and criticism.	NA	1	2	3	4
16. Understands team performance should be consistent with quality of athletes available.	NA	1	2	3	4

Total: \_\_\_\_\_/64

## SHIPPENSBURG AREA SCHOOL DISTRICT ASST COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

### III. RELATED COACHING RESPONSIBILITIES

- |   |    |   |   |   |   |
|---|----|---|---|---|---|
| 1. Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.   | NA | 1 | 2 | 3 | 4 |
| 2. Is cooperative in sharing facilities.  | NA | 1 | 2 | 3 | 4 |
| 3. Works and shows interest in middle-school and youth programs.  | NA | 1 | 2 | 3 | 4 |
| 4. Follows proper procedure for purchase of equipment.  | NA | 1 | 2 | 3 | 4 |
| 5. Has team fund raisers to supplement District, Sports Boosters' Club, and school funds allotted for team needs.   | NA | 1 | 2 | 3 | 4 |
| 6. Is cooperative in scheduling non-league and scrimmage games.   | NA | 1 | 2 | 3 | 4 |
| 7. Works with Athletic Director prior to notifying Athletic Booster Club of his or her program's needs.   | NA | 1 | 2 | 3 | 4 |
| 8. Cooperates with the Athletic Director in regards to submitting participant and eligibility lists, medical evaluation forms, academic awards, year-end reports, and other information relative to his or her coaching assignment. | NA | 1 | 2 | 3 | 4 |
| 9. Attends coaches' meetings pertaining to his or her sport.  | NA | 1 | 2 | 3 | 4 |

Total: \_\_\_\_\_/36

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ASST COACH PERFORMANCE REVIEW & EVALUATION FORM**

**EXPLANATION AND COMMENTS**

Indicate the major strengths of the contract holder. (Be specific)  
Must be completed by evaluator and by self.

Indicate the major areas in need of improvement. (Be specific)  
Must be completed by the evaluator.

**TOTAL NUMERICAL VALUE  
SCORE**

- A. Professional and Personal Relationships \_\_\_\_\_
- B. Coaching Performance \_\_\_\_\_
- C. Related Coaching Responsibilities \_\_\_\_\_

**OVERALL RATING TOTAL POINTS \_\_\_\_\_**

Rating Scale:	140-156	Exceeds Expectations	_____	Rehire
	126-139	Satisfactory	_____	Rehire
	113-125	Needs Improvement	_____	Possible Rehire w/Plan
	39-112	Unsatisfactory	_____	Terminate

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ASST COACH PERFORMANCE REVIEW & EVALUATION FORM**

Coach:

Position:

**SIGNATURES**

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

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Returning - \_\_\_\_ Yes \_\_\_\_ No

Rehire - \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

**SHIPPENSBURG AREA SCHOOL DISTRICT  
HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM**

Coach:

Date:

School:

Sport/Position:

Time in Present Position:

**MISSION STATEMENT:**

The success or failure of athletic programs has a direct bearing on how community members view the entire school system. Community and parental pressure must be balanced with the objectives of good sportsmanship and good mental health. Coaches continually face risks, such as, player injury and legal predicaments. It is imperative that these are weighed against the pressures of winning or losing. Exercising common sense and good judgment are pre-requisites to final decisions. There are those who do not fit the model of a successful coach and the successful coach is not always the one who wins every game. A successful coach needs a broad spectrum of behavioral competencies and should be judged accordingly.

**GOAL STATEMENT:**

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

This instrument will be used to evaluate the head coach of an athletic activity. The form is to be completed by the building principal who, in turn, submits a copy to the personnel office. Appeal and legal procedures of points in question are to be conducted according to School Board Policy.

# SHIPPENSBURG AREA SCHOOL DISTRICT HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

Rating Scale: NA - Not Applicable 1 – Definite Weakness 2 – Improvement Needed 3 – Satisfactory 4 - Outstanding

I. PROFESSIONAL AND PERSONAL RELATIONSHIP

CIRCLE RATING

	NA	1	2	3	4
15. Understands and follows rules and regulations set forth by the School District as well as the PIAA.					
16. Works cooperatively with Athletic Director.					
17. Keeps Athletic Director informed of any or all problems before, during, or after all sporting events.					
18. Respects and supports other coaches and athletes.					
19. Shows rapport with head coach and assistants before, during and after the coaching season for program development.					
20. Public Relations – cooperates with newspaper, media, Boosters' Club.					
21. Accepts and implements athletic department decisions and policies.					
22. Maturely accepts criticism and/or recognition.					
23. Shows proper sideline conduct at games toward players, officials, fans, etc.					
24. Fosters school spirit by promoting and supporting all extracurricular school activities.					
25. Makes recommendations for athletic awards and participates in selection of recipients.					
26. Develops rapport with other teachers, coaches and administrators.					
27. Cooperates and communicates with parents during the sports season.					
28. Is appropriately dressed at practices and games.					

Total: \_\_\_\_\_/56



# SHIPPENSBURG AREA SCHOOL DISTRICT HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

II.COACHING PERFORMANCE

13. Develops respect by example in appearance, manner, behavior, language and conduct during athletic contest.	NA	1	2	3	4
14. Provides proper supervision and security of locker rooms and practice areas.	NA	1	2	3	4
15. Maintains individual and team discipline and control.	NA	1	2	3	4
16. Is well-versed and knowledgeable in matters pertaining to the sport.	NA	1	2	3	4
17. Provides supervision and control on bus trips.	NA	1	2	3	4
18. Understands written rules and regulations of coach's expectations for athletes during the sports season.	NA	1	2	3	4
19. Develops a well-organized practice schedule which utilizes his or her staff and team to its maximum potential.	NA	1	2	3	4
20. Understands scouting responsibilities.	NA	1	2	3	4
21. Is innovative using new coaching techniques and ideas in addition to sound, already-proven methods of coaching.	NA	1	2	3	4
22. Is prompt and consistent in meeting team for practices and games.	NA	1	2	3	4
23. Shows an interest in athletes in off-season activities and academic achievement	NA	1	2	3	4
24. Provides leadership and attitudes that produce positive efforts by participants.	NA	1	2	3	4
13. Is familiar with each student's physical examination and is aware of the student/athlete's medical history.	NA	1	2	3	4
14. Utilizes current technology along with providing quality instruction on coaching techniques.	NA	1	2	3	4
15. Provides an atmosphere of cooperation in being receptive to suggestions and criticism.	NA	1	2	3	4
16. Understands team performance should be consistent with quality of athletes available.	NA	1	2	3	4

Total: \_\_\_\_\_/64

## SHIPPENSBURG AREA SCHOOL DISTRICT HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach:

Date:

### III. RELATED COACHING RESPONSIBILITIES

- |  |    |   |   |   |   |
|--|----|---|---|---|---|
| 10. Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.   | NA | 1 | 2 | 3 | 4 |
| 11. Is cooperative in sharing facilities.  | NA | 1 | 2 | 3 | 4 |
| 12. Works and shows interest in middle-school and youth programs.  | NA | 1 | 2 | 3 | 4 |
| 13. Follows proper procedure for purchase of equipment.  | NA | 1 | 2 | 3 | 4 |
| 14. Has team fund raisers to supplement District, Sports Boosters' Club, and school funds allotted for team needs.   | NA | 1 | 2 | 3 | 4 |
| 15. Is cooperative in scheduling non-league and scrimmage games.   | NA | 1 | 2 | 3 | 4 |
| 16. Works with Athletic Director prior to notifying Athletic Booster Club of his or her program's needs.   | NA | 1 | 2 | 3 | 4 |
| 17. Cooperates with the Athletic Director in regards to submitting participant and eligibility lists, medical evaluation forms, academic awards, year-end reports, and other information relative to his or her coaching assignment. | NA | 1 | 2 | 3 | 4 |
| 18. Attends coaches' meetings pertaining to his or her sport.  | NA | 1 | 2 | 3 | 4 |

Total: \_\_\_\_\_/36

**SHIPPENSBURG AREA SCHOOL DISTRICT  
HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM**

**EXPLANATION AND COMMENTS**

Indicate the major strengths of the contract holder. (Be specific)  
Must be completed by evaluator and by self.

Indicate the major areas in need of improvement. (Be specific)  
Must be completed by the evaluator.

TOTAL NUMERICAL VALUE  
SCORE

- D. Professional and Personal Relationships \_\_\_\_\_
- E. Coaching Performance \_\_\_\_\_
- F. Related Coaching Responsibilities \_\_\_\_\_

**OVERALL RATING TOTAL POINTS** \_\_\_\_\_

Rating Scale:	140-156	Exceeds Expectations	_____	Rehire
	126-139	Satisfactory	_____	Rehire
	113-125	Needs Improvement	_____	Possible Rehire w/Plan
	39-112	Unsatisfactory	_____	Terminate

**SHIPPENSBURG AREA SCHOOL DISTRICT  
HEAD COACH PERFORMANCE REVIEW & EVALUATION FORM**

Coach:

Position:

**SIGNATURES**

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

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Returning - \_\_\_\_ Yes \_\_\_\_ No

Rehire - \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position