

# Homer-Center School District



## Athletic Handbook

Revised Summer 2015

## **Purpose**

This handbook has been established to provide the guidelines for which the Homer-Center School District athletic program is to be administered and supervised. All athletic personnel are expected to be familiar with the contents, and must carry out all responsibilities, policies, and procedures. If any discrepancy between the Homer-Center School District Athletic Handbook or PIAA guidelines exists, the PIAA guidelines will prevail.

## **Philosophy**

The philosophy of the Homer-Center School District is that athletics are an integral part of the total educational program and are designed to have a positive influence on our students. Our programs support student participation in multiple sports and promote equal opportunities for all students. These activities are viewed as a privilege, therefore students must fulfill all academic and school requirements in order to participate.

## **PIAA and H-CSD Policies of Eligibility**

All athletes must adhere to the policies of the PIAA handbook and By-Laws, which are available in full context at [www.piaa.org](http://www.piaa.org).

### Standards of Eligibility

1. Age—You may not have reached your 19<sup>th</sup> birthday by June 30 immediately preceding the school year for varsity competition. In competition limited to grades 7 and 8 (Middle school), you may not have reached your 15<sup>th</sup> birthday by June 30<sup>th</sup>. In competition limited to grades 7 through 9 (junior high), you may not have reached your 16<sup>th</sup> birthday by June 30<sup>th</sup>.
  
2. Amateur Status and Awards—You must be an amateur in the sport. You will lose your eligibility for one year if:
  - You, your school, an organization that you represent, or your parent or guardian receives money or property for or related to your athletic ability, performance, participation, or services.
  
  - You accept compensation for teaching, training, or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities or for serving as a lifeguard at swimming areas.
  
  - You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.
  
3. Attendance—You must be enrolled in your school of assignment and in full-time capacity. If you are absent from school during or at the end of a

semester for a total of 20 or more days, you will not be eligible to participate in games, competitions, or contests until you have been in attendance for a total of 45 days following the 20<sup>th</sup> day of absence. Medical circumstances may be considered as a waiver and will require submission of documents to justify the need to be absent. Eligibility reinstatement for medical reasons will be made on a case by case basis. Medical waiver requests and documents must be presented to the AD and principal for review.

Period of Attendance and Participation--A student may not represent the student's school in interscholastic athletics if the student has:

- A. Reached the end of the student's fourth consecutive year (8<sup>th</sup> consecutive semester or the equivalent) beyond the 8<sup>th</sup> grade year, without regard to the student's period of attendance;
- B. Participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport; or
- C. Completed the work of grades nine, ten, eleven and twelve, inclusive

Any student participating in extra-curricular activities must be present at school, or be signed in no later than 9:00 AM in order to practice or play that day. A legitimate medical excuse, provided by a medical provider, must accompany the student if they sign in after 9:00 AM. Only emergencies and authorized absences approved by the principal or AD can override this rule.

4. Consent of parent—No student shall be eligible for practice or participation in any sport unless there is a certificate of consent (CIPPE forms) signed by his parent/guardian on file in the principal's office.
5. Physical Examination—Physical Forms must be completed and turned in prior to the mandatory start of the season for the athlete to be guaranteed clearance to participate. Only the Comprehensive Initial Pre-Participation Evaluation (CIPPE, sections 1-6) form will be valid for sports participation.

This is found at the PIAA website or the high school office. Only CIPPE's performed on or after June 1 of each year will be valid for sports participation, and will remain effective until the completion of the spring sports season of that same school year. Prior to subsequent participation in another sports season, Section 7 of the CIPPE form must be completed to ensure proper health. If you answer yes to any of the supplemental health history questions on the Section 7 form (Re-Certification by Parent/Guardian), you must have a physician review the CIPPE forms and complete the Section 8 form (Certification by a Licensed Physician of Medicine or Osteopathic Medicine) so the child can compete in another sport in the same school year. In all cases, the authorized medical examiner's signature is required.

In order to better manage concussions, all athletes will utilize a software tool called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam used in many sports programs across the country to successfully diagnose and manage concussions.

6. Academic Requirements—Homer-Center has a grade policy more stringent than the PIAA. The PIAA policy states that for each weekly eligibility check, which will occur on Friday or the last student day of the week, an athlete must be passing at least 4 full credit courses. The H-CSD mandates that each athlete not have any two (or more) course grades below 70%. This includes weighted courses as well. Weights assigned will only apply to marking period grades, or final grade, but not for week to week eligibility purposes. When a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the H-CSD standards stated above, the student shall be ineligible from the immediately following Sunday through the following Saturday. Under this policy, the student can approach teachers to determine if the failing grade can be rectified. If the failing grade is rectified within the time period of ineligibility, the teacher will notify the principal and AD. The principal and AD will consider reinstatement of eligibility at that time, and notify the student and coach of

that decision. During the time of ineligibility, the athlete may not practice or participate in games/contests. The athlete will remain present at the practice time, by either participating in the Evergreen Boys/Girls Club Power Hour or an acceptable study area approved or arranged by the coach, in order to use the extra time to rectify the situation and complete necessary coursework.

In cases where a student's work in any preceding grading period does not meet the above standards, the athlete shall be ineligible to participate in interscholastic athletics for at least 15 school days of the next grading period, beginning on the first day report cards are issued. The student then must be passing all courses once the 15 days has elapsed in the next grading period.

At the end of the school year, the student's final grades in full credit courses rather than the grades from the last grading period shall be used to determine eligibility for the next grading period. Summer school progress, as approved by the principal, will result in summer participation in open gyms, conditioning, etc.

## **Responsibilities**

### **Principal's Responsibilities to Athletics**

"The Principal of the high school, on all matters pertaining to the interscholastic athletic relations of the school, is responsible to the PIAA. He/she may delegate some of these powers, but such delegations shall not relieve the principal of the responsibility for any infraction by the school of the constitution and by-laws of the PIAA." (PIAA Constitution and By-Laws)

1. The high school principal or his/her designee (athletic director) is the responsible administrator for the total athletic program, as defined by the PIAA, and to the superintendent and board of school directors.

2. The principal is the official host to visiting schools and officials of each athletic event. The principal, AD, or approved game manager will be present at all athletic events.
3. The principal authorizes the AD to open negotiations with other schools for game contracts. Such contracts will be reviewed by the high school principal, and upon approval, schedules will be submitted to the superintendent's office as requested.
4. Game officials will be under contract duly signed by them, or as assigned by any PIAA approved officials chapter, as well as the principal or AD.
5. The principal will determine the athletic meetings or conferences to which Homer-Center will send representatives to attend.
6. The principal will be responsible for appropriate publicity to the local media and for public relations.
7. The principal will determine the necessity of canceling or postponing an athletic event due to weather or for other pertinent reasons. In the event of the absence of the principal, the superintendent or AD will make such decisions.
8. The principal shall validate the financial reports from gate sales and forward copies to the superintendent or business office in a timely manner.
9. The principal, along with the AD, shall be the direct liaison between the high school, the superintendent, and the board of school directors in all matters pertaining to athletics.
10. The principal shall call and conduct periodic meetings with the athletic department of the H-CSD.
11. The principal shall validate inventory reports supplied by the coaches and the AD.
12. The principal will be responsible, with the AD's recommendations, for proper post-season evaluation of all contracted head coaches and assistants.
13. The principal will be responsible, with the AD's assistance, for the interviewing and recommendation of personnel hirings of vacant supplemental athletic positions.

14. The principal will obtain proper security for all home athletic events when needed.

### **Athletic Director's Responsibilities**

1. Will be responsible to the principal for all matters involving interscholastic athletics.
2. Represent the H-CSD at all meetings involving the athletic interests of the district.
3. Implement and enforce all athletic policies of the H-CSD.
4. Arrange the scheduling of all athletic events.
5. Prepare, along with the principal and facilities director, all practice and workout schedules for the use of all athletic fields and gymnasiums.



6. Ensure that the maintenance staff keeps all athletic fields and gymnasiums in proper condition for practices and game events, as well as reporting any problems or poor conditions.
7. Schedule transportation for all away athletic events.
8. Be responsible for the care, maintenance, repair and storage of equipment.
9. Maintain accurate records to ensure all athletes have parental permission, a physical exam, and emergency information.
10. Maintain records, both electronically and on paper, to certify the eligibility of all athletic participants in regards to academics and attendance to comply with state and school district guidelines.
11. Prepare an annual budget for athletics
12. Arrange for trainer services on a contractual basis
13. Arrange for ambulance service for all home football games, as well as an attending physician for home varsity games.
14. Provide all arrangements necessary for home athletic contests.
15. Attend as many events as possible, or have a representative (game manager) present.
16. Assist the principal in determining the best personnel needed to run successful programs, including selection and evaluation of all coaches.
17. Work with the principal to facilitate public relations in regards to the athletic programs.
18. Arrange for the ordering of pins, letters, certificates, and plaques that are awarded to student-athletes.
19. Arrange for final payment of supplemental contracts with the Payroll office.
20. Serve as a liaison with all athletic booster organizations.
21. Maintain accurate records, in cooperation with the business office, of all income deposits (gate receipts), and withdrawals.
22. Supervise the sale of all tickets of paid spectator athletic events.
23. Provide worker assistance at all athletic events.
24. Provide for the ticket needs of visiting schools.
25. Maintain accurate ticket sales records of all games.

26. Supervise the preparation of check authorization forms of payment of officials, and any other payments made from the Athletic Activity Fund.
27. Make and approve all contracts for games and officials for each contest.
28. Make recommendations to the school board regarding ticket prices and officials' fees.
29. Communicate with the school nurse and main office on physical exam dates each year.
30. Revise the athletic handbook as needed.
31. Supervise and evaluate all staff members associated with the athletic program.

### **Head Coach Responsibilities**

1. Understand and enforce all policies and regulations covering school athletics, and communicating them to athletes and parents.
2. Report directly to the principal and AD in all matters. In doing so, establish a chain of command for their program where assistants report or request any program needs and concerns directly to the head coach. The head coach, if deemed necessary, brings forth the needs or concerns to the AD and principal.

3. Supervise athletes at all times—before, during and after all practices, on buses, at meetings, and game contests. Coaches should never leave until all athletes have vacated.
4. Supervise the athlete's care of the fields, gymnasiums, locker rooms, equipment and supplies as assigned to the team for its use and activities.
5. Plan, coordinate, and direct the training program, practices, and scheduled competitions/games for the team within the established policies.
6. Teach the fundamentals as well as proper techniques of the sport. Prepare practice plans that develop the individual and collective skills of all members of the team.
7. Promote the safety and well-being of all athletes through the teachings and policies set forth by the coaching staff.
8. Initiate a team meeting, and a parent information meeting. This should be used to communicate all PIAA policies, team rules and district policies that must be followed. Outline all consequences for failure to adhere to the rules. Develop a positive way for parents and coaches to communicate about the team.
9. Establish good public relations in and out of the school through cooperation with the media. This includes reporting results from home games, win or lose, to the appropriate local media, including but not limited to—Indiana Gazette, Renda Broadcasting, Blairsville Dispatch, and posting of statistics on MaxPreps.
10. Complete, or have the athletic trainer complete all accident/injury report forms.
11. Prepare budget requests for equipment and supplies, with a quote sheet provided and submitted to the designated athletic secretary in the main office so the purchase order process can be initiated. These can only be done with proper funds remaining in the budget for that sport.
12. Direct, supervise and counsel assistant coaches in their assigned responsibilities.

13. Provide leadership and coordination of your sport at every level of competition in our school—varsity, JV, junior high, as well as open communication with booster or elementary feeder programs. While delegating responsibility to assistant coaches with certain duties is permissible, this does not relieve the head coach of his/her responsibility of total program management.
14. Attend or have a paid assistant coach attend all mandatory rules interpretation meetings. Failure for our school to not have proper representation results in a \$100 fine from the PIAA, which will be personally assessed to the head coach to pay. The PIAA website, [www.piaa.org](http://www.piaa.org) has complete listings of all rules interpretation meetings for each sport.
15. Keep records of the inventory, distribution and collection of all equipment used in your sport. An inventory report must be submitted to the Principal/AD within one week of the end of the season. Supplemental pay checks may be withheld until this is complete. The main office or AD office will not be the collection site. Submit obligation list of any late, damaged or lost equipment that individual athletes were responsible for.
16. Submit a post-season report to the AD which includes the following:
  - Number of players starting the season
  - Number of players ending the season
  - List of letterwinners and list of general participation (didn't letter)(also, list criteria for earning a letter)
  - Scores of each game, in order
  - Inventory of all equipment/supplies
  - Special awards won by athletes
  - Possible requisition of equipment for the following season
  - Evaluate the contracted assistant coaches (paid)
  - Summary of the season

17. Make a practice schedule request, with the approval of the principal and AD, well in advance so facilities may be reserved. This includes practice schedules for varsity and the jr high squads. It also includes all pre-season and off-season requests. Do not use or schedule facilities for without prior request made to principal or AD.
18. Develop procedures for team selection and consult with the AD on any potential cuts that may be made. This criteria should be made available to administration, as well as the athletes and parents.
19. Complete the required PIAA certifications prior to the start of the season. These include, but are not limited to: Sudden Cardiac Arrest webcast, Concussion webcast, Coaching course certifications, and First Aid certifications.
20. Prepare a roster for game programs, for home and away use, as well as a list of athletes to be logged into the PIAA eligibility listings. This is mandatory. This should be done within the first two weeks of the pre-season. Emergency listings of each athlete should accompany the coach at all times. This list is to include the athlete's name, parent name, parent contact number, and secondary contact name and number. This list is to be submitted to the principal, AD, and athletic secretary.
21. Serve as a role model for the athletes in areas of demeanor, language and conduct during practices and game contests. Athletes are to be reminded of the importance of their academic work and behavior as they represent our school at all times.
22. Report problems to the athletic director and principal.
23. Adhere to all the guidelines established in this handbook.
24. Consult with the AD and principal throughout the season on all team matters, as necessary.

## **Assistant coach**

The assistant athletic coach reports directly to the Head coach of that sport and is under the direct guidance and supervision of the head coach.

1. Have thorough knowledge of the fundamentals of the sport.
2. Supervise students at all times while involved in school sponsored activities.
3. Share responsibility for any athlete or equipment.
4. Serve as a role model for the athletes in areas of demeanor, language, and conduct during contests, practices and all other functions.
5. Maintain confidentiality.
6. Assume complete charge of the team and its operation in absence of the Head coach.
7. Assist the head coach in preparing athletes, equipment, supplies, fields and/or gymnasiums, as well as instructional training and practice sessions.
8. Possess interpersonal skills needed to have effective relationships with staff, students, parents, game officials, and the public.
9. Follow all school district and PIAA guidelines.
10. Complete the required training as mandated by the school district and PIAA before the start of the official season.
11. Exercise complete loyalty to the Head coach and administration.
12. Perform other duties as assigned by the principal, AD or Head coach.

## **Volunteer coach**

Volunteer coaches will only be approved if the need for extra help is justified and approved by the principal, AD and school board. If needed, only the head coach will approach individuals to volunteer. If requesting approval of a volunteer, this request must be put in writing to the AD and principal, with the specific reason/area of coaching responsibility included in the request. Volunteers report directly to the head coach and are under their guidance and supervision. Their specific duties and responsibilities mirror those of the assistant coach, with the exception of #6.

Each head coach should have his staff in place, and in writing, denote the need and specific responsibility of each assistant coach, especially in the case of volunteers. This should be submitted to the principal and AD by the following timelines prior to each sport season:

Fall sports, submission to request board approval by June 1<sup>st</sup>.

Winter sports, submission to request board approval by October 1<sup>st</sup>.

Spring sports, submission to request board approval by February 1<sup>st</sup>.

This allows administration to review the lists prior to the planning and board meetings in those months. All documents or evidence of formal request for clearance must accompany the volunteer request. This includes mandatory coaching certifications as mandated by the PIAA.

## **General Guidelines, Policies, and Code of Ethics**

Each coach is responsible for the actions of members of their team from the time they report to the locker room/facility for practice or games until they leave the building/facility after practices or games.

At least one coach will be in the building prior to athlete arrival, and will remain in the building/facility until all athletes have departed. This can be done on a rotating basis among coaches of that particular sport, but the head coach is ultimately responsible. "First to arrive, last to leave."

Effective security will be maintained. To deter incidents of theft, or property destruction, the locker room doors should be locked at all times during practices. Have athletes lock up valuables in their gym lockers. Do not prop open outside doors in the gym area—this includes the back locker room doors.



At the conclusion of practices/games, all equipment should be properly stored and locked up. The locker rooms should be inspected for neatness/garbage/equipment , and showers/toilets should be checked. Locker room and outside doors should be locked/secured once the team is gone. This inspection should also occur before using and when departing locker room facilities when we visit other schools.

Keys issued to coaches, including fobs for building entrance, should not be given to athletes or other people at any time. Equipment managers may periodically use the coach's keys during to prepare for the practices/games. If any key is lost, this will be reported to the principal or AD immediately.

It is the responsibility of the head coach to see that building or field permission is secured well in advance of the season or as determined by the AD or principal. Head coaches of the same sport season sharing facilities should work together to produce a fair practice schedule for all teams in their programs. This scheduling between coaches sharing locations should happen well in advance of the season.

Injuries do occur in athletics, however, these safety precautions will be maintained: safe playing conditions, proper coaching techniques, appropriate equipment that is safe, and the required warnings of any potential risks of the sport.

The trainer will have the responsibility of administering to all injured athletes and making the proper recommendations regarding return to practice or contest participation.

The trainer, in coordination with the head coach, is responsible for proper reporting and filing of injury reports with the athletic secretary, AD, and school nurse. This must be filed within the next day of the incident. The trainer shall list the injury on a log that is kept in the athletic training room.

Coaches and/or the trainer should personally follow up any injuries by contacting the parents as soon as possible.

Athletes who have been out of action due to injury/illness and were under the treatment of a physician, must have a slip signed by the physician before returning to action.

Any coach and/or contestant ejected from a regular or post-season interscholastic athletic contest by a recognized sports official in that sport for unsportsmanlike conduct or flagrant misconduct shall be disqualified from coaching or participating for the remainder of the day and in the next contest on the next play date at the same level. If this happens in the last contest of the season in that sport, he/she will be disqualified from coaching or participating in the first contest in the subsequent sport season, at any level. Whenever a coach is ejected, there will be a hearing before the principal and AD the next school day.

Because of the many groups seeking to use facilities, all practices and contests must be coordinated through the principal or AD.

It is expected that practice periods be scheduled on days when school is in session. However, if practices are held on non-school days, such as Saturdays or over vacation days, arrangements must be made through the principal or AD, so proper entry to the school grounds or building can be arranged.

Practices will not be held on snow days or other emergency days, as well as days when school is dismissed early due to weather or emergency.

Sunday practice sessions, including game preparations, conditioning, film or any meetings involving student-athletes, are not permitted. In accordance with PIAA by-laws, athletic teams may not practice or play more than six

consecutive days without a break. The only exception to this procedure would be if a team is playing in district or state competition and plays a Monday game. If this occurs, another day off must be scheduled during the week. Coaches wishing to exercise this exception must request this in advance from the school administration.

Coaches should work to follow the assigned schedule. No arbitrary change in the athletic schedule or rescheduling of contests will be made by the coaches without the consent or approval of the AD. Any scheduled contest not played at the scheduled time must be reported to the AD or principal immediately upon return of the coaches from the scheduled contest. This includes any forfeited contests by either team. Our coaches will never remove our team from the field or floor. Once the contest begins, it is in the hands of the officials.

Accurate rosters, including emergency lists, with correct names and jersey numbers, must be emailed to the athletic secretary, AD, or principal within 2 weeks of the start of practices. Please contain all coaches, managers and statisticians as well. This will also be used to enter all names into the eligibility lists for the PIAA.

Freshman participation: In many of our sports, Freshmen may participate on the varsity level, and not remain at the junior high level. In this event, the following factors should be considered:

Physical skills/stature

Emotional maturity

Social competence

Playing time factor

Health/Attitude of the student-athlete

This move may be made with the understanding that within 21 days the participant may return to the junior high level of competition provided he/she has not competed in any event against another team, or scrimmages at the varsity or JV level.

For the purchasing of equipment, the head coach must submit a Purchase Order (P.O.) request through the athletic secretary. This must be done after obtaining a quote sheet for desired items, and with the appropriate funds available in the school budget for that particular sport. The coach will be advised as to what his/her budget amount is, and will not exceed this amount. The office staff will then proceed with the P.O. request to be approved by the principal and district business personnel.

Any uniform purchases must be school-board approved and initiated through the principal and AD. The principal and AD will institute a rotating basis for all sports teams to have updated uniforms over a reasonable number of years. This would include booster groups wanting to purchase new uniforms.

Head coaches will be responsible for the care, issuing, and storage of all equipment, supplies and uniforms for their programs. A final inventory must be submitted to the principal or AD within one week of the season ending. All equipment at the end of the season must be stored appropriately. Failure to do this in a timely manner may result in withholding of the supplemental pay.

The main office or AD office will NOT collect late equipment from individual players. This must be done between player and coach. If you issued it, you collect it.

Any player not turning their equipment in on time will have their name turned into the office, and will NOT be permitted to participate in any following sports season in that year until he/she has returned the equipment from the previous sport or the bill is paid in full for that equipment.

Coaches, players, and team personnel are to be properly dressed at all team activities. Each group is a reflection of our school and community.

Coaches should be dress appropriately for all game contests. For away trips, have teams in appropriate attire that reflects pride in our team and sportsmanship.

All H-CSD Handbook policies cover conduct and behavior on team activities and bus trips. Any violations will be subject to the assignment of administration consequences. Multiple detentions or suspensions may result in Activity Probation, which is at the discretion of school administration and may lead to suspension from playing.

The head coach will work with the AD and principal prior to the start of the season to set departure times for each away contest. It is the responsibility of the head coach to have the team ready to depart at the scheduled time. Head coaches are charged with assigning a paid coach to chaperone every trip. Upon returning from an away contest, coaches must remain until all players have departed. Team members may ride home with a parent/guardian per team rules or policy. A signed note must accompany this request and the coach should acknowledge the parent prior to the student leaving. Each coach should have a sign-out policy with written forms or documentation that the parent will sign.

The facilities are available for use for school-related activities and should be scheduled through the respective building office. Participants must be supervised at all times when using district facilities and must remain in the assigned area. There are numerous school and community groups that request use of the school facilities. First priority will be given to in-season events; other school related groups will be given next priority, followed by non-school-related activities. If no custodian is present in the building, the coach is responsible to make sure all doors used to enter and exit the building are secure before leaving. In addition, coaches/team members should check locker room areas and clean up floors, flush toilets, and secure storage areas.

**Team/Parent Meeting**—This must be done to communicate the coach's rules and expectations. All School district and PIAA policies will be enforced. Students will be instructed on the student handbook by administration during the first week of school. Expectations should be communicated and outlined on paper for points of interest such as, but not limited to: team rules, try-outs/cuts, criminal activity, use of alcohol, drugs, performance enhancing drugs (PED's), practice times, equipment care, grade eligibility, attendance, school suspensions/detentions/Saturday detentions, parent-coach communications, resolution of potential conflicts, etc.

**Playoff Entry**—For teams that don't have qualifying standards to enter District 6 playoff competition, the H-CSD policy will be that the team must be at a .500 record or better at the time records are to be submitted by the District 6 deadline for that particular sport. Only extreme circumstances will be considered for team records under .500. The principal and AD will consider any extreme circumstances. "Future experience" or "we should beat X amount of teams after the deadline" are not extreme circumstances.

**Out of season activity**—Outside of the defined sports seasons, member schools may not sponsor teams, but schools may be involved with activities such as training programs, open gyms, conditioning workouts, camps and clinics, provided the school does not sponsor teams and provided that participation by coaches and/or students is voluntary.

A coach should make every effort to encourage more students to participate in his/her sport. There should, however, be no effort to recruit or lure students away from other sports of the same season to your team, or to restrict a student's participation to a certain sport. No one coach should monopolize an athlete's training time, especially in the summer months. All coaches should encourage students to participate in as many sports as possible.

Coaches “out of season” should not be asking athletes in another sports season to participate in their voluntary workouts. This allows the athlete to focus on the sport that is in season.

Coaches will be evaluated at the end of each season. The head coaches will be evaluated by the principal and AD. As part of the evaluation, the post-season checklist provided in the back of this handbook will be followed. Self evaluation will be part of the process as well. The assistant coaches will be evaluated by the head coach, with the approval of the principal and AD. All evaluations will be kept on file in the AD office. The forms are contained in the back of this handbook. The forms will also be available in the main and athletic offices of the high school.

Parent/Booster groups may desire to sponsor fundraisers. Coaches are not to participate in the fundraisers by receiving or handling money. Coaches should work closely with the booster groups so they may provide additional financial support above and beyond school district funds. The function of booster groups should be to support the direction the coach determines and communicates for the program. Booster groups should not influence that direction.

**Hazing**—Hazing is defined as an action or situation, which recklessly or intentionally dangers the mental or physical health or safety of a student; any situation, which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with any organization; or any action or situation that establishes as a condition for continued membership in, any athletic organization, athletic club or sport. Any of these actions or situations will not be tolerated. Any activity that as a condition for continued membership that includes any of the above definitions will be considered a forced activity, even if the student willfully participates. If it is determined that hazing has occurred, appropriate disciplinary actions will be taken in accordance with school board policy and established public law. It will not be part of any athletic program as

controlled by the H-CSD. The H-CSD directs that no administrator, coach, sponsor, volunteer, district employee, or any person working under the auspices of the H-CSD shall permit, condone or tolerate any form of hazing. Incidents shall be reported by any of the above workers to the principal. The school district shall annually inform students, parents, coaches, sponsors, volunteers, staff or any person working under the auspices of the H-CSD that hazing is prohibited, by one or more of the means listed:

1. Publication in handbooks
2. Presentation at the discipline assembly
3. Verbal instructions by coaches and sponsors at the start of each season

### **Student Code of Conduct—Athletics**

The following guidelines serve as a framework for all athletes participating in athletics in the H-CSD. Each coach will address all concerns and establish a direct line of communication with the AD and principal as appropriate.

- Athletes will follow all rules of discipline that are outlined in the Student Handbook provided by the High School Administration in school and during all school sponsored activities/events/games
- Athletes will follow all rules established by the specific coach (examples—practice, curfew, school policies, violation of code of conduct)
- Athletes will refer to coaches by their proper name (i.e. Mr., Mrs., Ms., or Coach)
- Athletes must meet the academic requirements of the high school and the PIAA, on a weekly basis, as outlined in this handbook
- Athletes must attend school as a prerequisite to participate in practices or games. Students must be signed in to school no later than 9:00 AM to participate, unless a legitimate medical excuse is presented or administration approves an absence.



- Athletes shall follow all drug and alcohol rules as defined in the student handbook in addition to the rules set forth by each individual coach of the sports they participate in.
- Good sportsmanship is mandatory at all times. Insubordinate conduct and inappropriate behavior such as fighting, profanity, and obscene gestures will result in disciplinary action by the school or coaching staff.
- Athletes and participants must not react to or respond to negative fan conduct. The coach, game manager, security, principal or designee will address all concerns relative to the fans and game atmosphere.
- Students shall leave all locker rooms (home and away), classrooms, meeting rooms, and buses in the proper condition.
- Athletes shall respect the rules of the game/contest, and the officials who administer the rules and decisions that are made during the game/contest. This includes all game workers who have a role in the contest.
- Athletes shall respect opposing players, coaches, team personnel and acknowledge them for striving to do their best and play the game properly.
- Athletes will win or lose with dignity, by playing hard within the rules, and accepting the outcome by offering sincere congratulations afterwards.
- Athletes will respect and take proper care of all equipment, supplies and uniforms that they use, and will return all equipment at the proper time when requested by the coaches , AD or principal. Failure to follow these guidelines could result in fines to replace any damaged equipment.

## **Parent Code of Conduct**

The following guidelines serve as a framework for parents whose children are participating in extra-curricular activities. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of the position, we are better able to accept the actions of the other and provide the best benefit to the students. As parents, when your child becomes involved with our programs, you have a right to understand the expectations placed on your child. This begins with clear communication from the coach of your child's team/program.

- Conduct at all contests will reflect good sportsmanship
- Cheering should be positive and offer encouragement to all participants
- Discussions to be held with coaches are to be held in a professional manner. Do not talk to the coach after games—this is an emotional time for both parents and coaches. Do not call the coach at home. After practice or a mutually agreed time is the best way to approach the situation.

- Discussions with coaches are not to take place in the presence of team members
- Parental attendance at practices will be at the discretion of the coach. It is highly recommended for sports in the gym, that parents wait in the hall outside the gym, or in the parking lot until practice is completed. For sports using the track/practice field area, parents will wait behind the fence surrounding the track area, or in the parking lot.
- Any fan removed from a contest due to unsportsmanlike conduct or misconduct may be prohibited from attending home events in that sport for the remainder of the sport's current season, depending on the severity of the actions.
- Parents must follow the chain of command when a concern arises—  
Head coach > AD > Principal > Superintendent > Board of school directors

Communications parents should expect from a coach:

- Philosophy of the coach
- Expectations the coach has for members of the team
- Locations and times for all practices and contests
- Team requirements (special equipment, needs, etc)
- Procedure should your child be injured during participation
- Requirements to earn a letter

Communications coaches should expect from parents:

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

Appropriate concerns to discuss with coaches

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

Issues not appropriate to discuss with coaches:

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

- Playing time
- Team strategy
- Play calling
- Other student-athletes







**HOMER-CENTER SCHOOL DISTRICT  
SUPPLEMENTAL CONTRACT OBSERVATION FORM**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_

**D—Distinguished      P—Proficient      NI—Needs Improvement      U—Unsatisfactory**

D   P   NI   U   N/A

Initiative						
Coaching or Directing Skills						
Technology of Activity						
Skill Demonstration						
Punctuality						
Dependability						
Protocol						
Equipment Care						
Facility Care						
Cooperativeness						
Detailed Work Attention						
Tact and Diplomacy						
Intra and Inter Staff Relationship						
Student Response						
Student Understanding						
Impact on Students						
Student Control						
PR and Parent Relationship						
Final Season Report						
Job Description						

COMMENTS:

\_\_\_\_\_  
Signature of Evaluator (Principal)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**TO: HEAD COACHES**  
**RE: END OF SEASON CHECKLIST**  
**DATE:**  
**FROM: PRINCIPAL**

The following checklist must be completed by the head coach, properly initiated by athletic director / principal and returned to the principal before payment of any supplemental contract will be approved.

\_\_\_\_\_ All uniforms collected and/or a list of outstanding items – **AD**

\_\_\_\_\_ Inventory turned in – **AD**

\_\_\_\_\_ Keys returned – **PRINCIPAL**

\_\_\_\_\_ Copy of final statistics – **AD**

\_\_\_\_\_ Final roster with letter winners noted – **AD**

\_\_\_\_\_ Evaluation signed – **PRINCIPAL**

\_\_\_\_\_ Meetings have been held with all assistant for personal evaluations – **PRINCIPAL**

\_\_\_\_\_ Athletic Handbook returned – **AD**

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEAD COACHES:** Additional forms are attached. Please make them available to your assistants and volunteers at the personal evaluation meeting you are to conduct with them.

**TO: ALL ASSISTANT COACHES AND VOLUNTEERS**

**RE: END OF SEASON CHECKLIST**

**DATE:**

**FROM: PRINCIPAL**

The following checklist must be completed by all assistants and volunteers at the end of each season. Payment for assistants will not be authorized until this form is completed, properly initialized by principal / head coach / athletic director and returned.

\_\_\_\_\_ Helped with uniform collection and inventory – **HEAD COACH**

\_\_\_\_\_ Evaluation signed – **PRINCIPAL**

\_\_\_\_\_ Keys turned in – **PRINCIPAL**

\_\_\_\_\_ Meet with head coach for personal evaluation – **HEAD COACH**

\_\_\_\_\_ Athletic Handbook returned – **AD**

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

# Emergency Action Plan

- 1) **NOTIFY** the Certified Athletic Trainer of injured athlete as quickly soon as possible. **Cell Phone # Trainer Bob 724-388-0955**
- 2) **DETERMINE** if the injury is life threatening.
  - Absence of breathing or pulse?
  - Severe Bleeding?
  - Going into shock?
  - Unconscious, head or neck pain?
- 3) **CALL 911 IMMEDIATELY** if life threatening and Athletic Trainer is not present.
  - Don't hang up until the 911 operator tells you to!
  - Be sure to tell operator the exact location of injured athlete as well as what help is being given.
- 4) **DO NOT MOVE INJURED ATHLETE** until help arrives.
- 5) **PARENT (S) / GUARDIAN (S)** of injured athlete must be notified as soon as possible.\*

\*All coaches must have medical treatment information with them at all times with emergency phone numbers.

## INFORMATION FOR THOSE REQUESTING THE USE OF HOMER-CENTER FACILITIES

1. School buildings and grounds may be used free of charge by groups such as Faculty, Parent-Teacher Associations, Scouts and mother groups that are directly associated with the school program, when custodians are on the job. If custodians are not working, a fee will be charged for opening/locking up the building, and keeping an employee on the premise at all times that the building is in use.
2. School buildings and facilities may be used by approved non-school related groups or organizations. A rental fee shall be charged as per the schedule listed. Payment shall be made directly to the Homer-Center School District Board Secretary in advance. In addition, outside organizations who are renting school facilities **MUST** furnish proof of liability insurance to the Board Secretary.
3. The use of buildings and facilities shall not directly or indirectly interfere with the school program. The school reserves the right to cancel or reschedule a practice/event of a community group if there is a conflict with an existing school program.
4. In order to provide for handling of approvals, one application form must be completed and submitted to the appropriate school office 15 days prior to use, but no longer than 30 days in advance. Major one day events (e.g., a dinner) will be exempt from this regulation.
5. No permits shall be granted for religious, political or subversive meetings, or meetings in any manner sectarian or partisan or for meetings for propaganda or disputed questions or for private use. Exceptions to this rule may be considered by the Board of Education on an individual basis.
6. Any group or organization holding a meeting in school shall be responsible for damage to buildings or grounds. **The sponsor who signs the application and the group or organization who uses the school property are accountable and they agree to hold the Homer-Center School District harmless from any and all damages or claims whatsoever in regards to their use of the school district's property.** All performances, exhibitions or clubs connected with the school shall be under the immediate supervision of someone connected with the school in a professional capacity.
7. The possession and/or use of alcoholic beverages/controlled substances are prohibited at all times. Smoking and/or use of any tobacco products is strictly prohibited on any school property.
8. No outside equipment shall be brought into the school without permission of the Building Principal, Supervisor of Buildings and Grounds, and/or the School Board.
9. Chaperones, attendants, scoutmasters, etc., shall supervise cleaning of areas used (these areas must be left cleaned and in original condition) and remain in the building until all persons have left. **The building shall be vacated at the time indicated on the permit.**
10. Organizations must confine themselves to the rooms and corridors assigned to their use.
11. No use of buildings and grounds on Sundays will be granted except as approved by action of the Board of School Directors. **Sunday use, if approved by the Board of School Directors, would be limited to a time period from 1:00 p.m. – 9:30 p.m.**
12. Permits for the use of the buildings will be issued to the non-athletic organizations when properly approved by the building principal, supervisor of buildings and grounds, athletic director, and/or the Board. Groups who want to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. If applicable, invoices shall be issued to cover the period of occupancy and the time required for cleaning. Insurance may be required by organizations for activities which may involve potential safety concerns. Continued use of the school facilities shall be contingent upon the strict adherence of the rules and regulations. Any permit may be summarily revoked by school officials with due cause.
13. No parking is permitted in the circle or loading dock areas of the schools. The circle areas are fire lanes and are to be used as a drop off/pick up point and for emergency vehicles only. Groups and/or organizations using the school facilities are reminded that **they are responsible for keeping the circle and loading dock areas open and free of vehicles.**
14. Generally, permits will be granted for practice periods which do not exceed a maximum of two hours. On evenings that precede a school day, facilities must be vacated by 9:30 PM. It is the responsibility of the person filing the building permit or his/her representative to insure that this regulation is upheld. Violations of this regulation may result in the suspension of building privileges.
15. The school provides no supervision or security for practices/events scheduled by community groups. No students are permitted to practice without a sponsor in attendance. The person signing the permit for that group is responsible to notify parents/guardians of this regulation. The school cannot be held liable for any lost or stolen articles or injuries incurred during these practices/events.
16. If a kitchen is used by an organization, the following must be adhered to:
  - A food service employee must be present to supervise the use of the kitchen, equipment and the proper cleanup of same. Kitchen equipment may only be operated by a food service employee.

If a cafeteria is used by an organization, the following must be adhered to:

  - Vending machines are not to be disabled or unplugged for any reason.
  - A maximum of four (4) outlets (marked concession) may be used for roasters, crock pots, heating units, etc. so as to ensure uninterrupted electrical service to the kitchen/cafeteria areas at all times.
  - Ice is available if a food service employee is scheduled during the event. If a food service employee is not scheduled, ice may be obtained before 1:30 p.m., Monday through Friday, if prior arrangements are made with the food service director.
  - Garbage cans and liners will be provided by the maintenance staff upon request.

**Any loss or damage of product from the cafeteria due to failure to follow these instructions will be charged to the organization.**

### PLEASE NOTE:

It is the responsibility of the person requesting the use of the building to make sure that he/she has a signed permit prior to the scheduled practice/event. **NO ONE WILL BE PERMITTED TO USE ANY FACILITY WITHOUT A SIGNED PERMIT.** If you do not receive a signed permit within one week prior to the practice/event, please contact the school for verification of your request.

**ALL SCHOOL DISTRICT POLICIES AND RULES/REGULATIONS REMAIN IN EFFECT AT ALL TIMES.**