



McGuffey Athletic Manual



Adopted July 25th, 2013

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INTRODUCTION

The purpose of this manual is to provide guidance and direction to all persons associated with the Athletic Department of McGuffey School District. Unless directed by proper authority or in the event of emergency, all provisions will be adhered to until such time as they are changed.

1. This manual has been established through experience, by consultation and with the concurrence of the Board of Education, the Building Administration, the Superintendent, the Athletic Director, the Head Coaches and Assistant Coaches of the McGuffey School District.
2. Changes of the manual may be accomplished as follows:
 - a. By action of the Board of Education through the recommendations of the Superintendent, Building Administration and Athletic Director.
 - b. By a majority of the coaches concurring in a need for change and submitting their request through the Athletic Director to the Administration.
3. Prudent implementation of this manual is the major responsibility of the Athletic Director.
4. Failure to follow the rules and regulations of the athletic manual will result in disciplinary action being taken by the athletic director and/or administration.
 - a. The first offense will result in a written warning from the Athletic Director and/or Administration
 - b. The second offense will result in administrative action by the Athletic Director and/or Administration.
 - c. The third offense will result in written referral to the school board for action.

NOTE: The Athletic Director and the Building Administration reserve the right on any severe offense to bypass all steps and immediately submit a referral for board action.

JOB DESCRIPTION – ATHLETIC DIRECTOR

(Revised March 17, 2011; Effective July 1, 2011)

TITLE:	Athletic Director
QUALIFICATIONS:	Bachelor's Degree Coaching experience and/or athletic director experience is preferred. Must have basic skills in the use of the computer technology, WORD, and EXCEL
REPORTS TO:	Superintendent and/or Assistant Superintendent
RESPONDS TO:	Superintendent, Assistant Superintendent, Business Administrator, and Secondary Building Administrators
SUPERVISES:	Coaches, Assistant Coaches, Site Coordinators
JOB GOALS:	It is the duty and responsibility of the athletic director to guide and direct all matters related to interscholastic sports in accordance PIAA regulations, WPIAL regulations, and in accordance with the directives of the McGuffey School District Board of Directors in consistency with the school philosophy.
TERMS OF EMPLOYMENT:	Salary and work year as defined in the Act 93 Agreement.
EVALUATION:	Performance will be evaluated in accordance with the Act 93 Agreement.
EMPLOYEE STATUS:	The Athletic Director will be classified as a full time supervisor in the Act 93 Agreement.

DUTIES AND ESSENTIAL FUNCTIONS OF THE ATHLETIC DIRECTOR:

1. Represent the school district at the request of the Building Administration as the representative to all athletic meetings involving the interest of the school.
2. Prepare the annual budget for the athletic program.
3. Administer effective budgetary controls.
4. Supervise the preparation of the schedules in all sports. Head coaches of the various sports will assist in the development of the schedules by recommending schools for athletic relationships.
5. Select officials (with assistance from coaches and assignors) for all the athletic contests between schools and insure that officials fulfill their duties and are paid according to agreements in place for the various sports.
6. Provide schedules to the Administration in a timely manner.
7. Select and purchase, after proper bidding (with the help of the various coaches) the equipment and supplies needed for the various athletic teams of the school district.
8. Provide for the proper secure storage and care of equipment by coaches, players, and managers.
9. Communicate with the Facilities Supervisor to insure the proper maintenance of all athletic fields and gymnasiums in preparation for athletic contests and/or practices to insure the safety of participants and attendees.
10. Manage issues affecting the possible cancellation of contests due to weather or other conditions. This authority may be delegated.
11. Serve as an official host of the school district to insure that the physical resources of the school are available to visiting teams.
12. With the aid of the coaches, insure that lists of all players eligible for athletic contests are prepared under the rules of the PIAA.
13. Remove a player temporarily from a team when the regulations pertaining to his eligibility have not been met, make-up work, attendance, behavior, medical, etc.
14. Arrange for transportation to away games and offsite practices through the Director of Transportation.
15. Establish a system of arranging for medical or hospital care of all injured athletes through the athletic trainer.

16. Maintain a composite of statistics and comprehensive records of all interscholastic contests including scores, names of players, and substitutes from records furnished by the coaches of the various sports, and information pertaining to each player's eligibility, scholarship, date of birth, semesters of participation, etc. Organize and file these records for reference purposes.
17. Receive and screen all applications for coaching positions in collaboration with Secondary Building Administration.
18. Schedule and conduct first round interviews for head coaching position in collaboration with Secondary Building Administration.
19. Advise the Superintendent of second round candidates for head coaching positions and schedule second round interviews in collaboration with the Superintendent, Assistant Superintendent, and Secondary Building Administration.
20. Evaluate head coaches in collaboration with the Secondary Building Administration and make recommendations to the Board of School Directors according to the schedule in the athletic manual.
21. Make recommendations for hiring and/or rehiring coaches in collaboration with the Superintendent and Secondary Building Administration.
22. Supervise the preparation for "the press" all sport news of games played or other pertinent information regarding school sports.
23. Carry out other duties as so directed by the high school and middle school building Administration or the Superintendent.
24. Conduct orientation meetings with all head coaches prior to the start of each sport season, upon the hiring of a new coach, or as needed.
25. Maintain current emergency contact information for all coaches and athletes.
26. Initiate AlertNow messages, as needed.
27. Assist coaches to facilitate acceptance of student athletes in colleges
28. Assist coaches to provide timely information to student athletes and parents regarding the college recruiting process
29. Assist coaches in the development of recruiting highlight film to showcase student athletes and facilitate communication with college recruiters
30. Assist coaches in preparing student athletes for college interviews

POSITION SPECIFICATIONS:

Physical Demands	Frequent travel to school district offices, classrooms Frequent walking throughout various buildings Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying-up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone, interview job candidates, conduct staff meetings Ability to speak clearly and distinctly
Work Environment	Generally, office setting year round
Temperament	Ability to work as a manager and member of a team Must be courteous and able to effectively manage people Must be cooperative, congenial, service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions Position holder must have a friendly, helpful, caring personality
Cognitive Ability	Ability to follow written and verbal directions and give direction to others Ability to create and delegate assignments Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to use correct grammar, sentence structure and spelling Ability to compose clear, concise sentences and paragraphs Ability to organize office setting to efficiently accomplish task Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks, directing staff, and problem solving Ability to communicate effectively at all organizational levels
<p>Note: All abilities above must be performed at a professional management level, as expected from the required educational level of the position (i.e. Bachelor's, Master's and above) and previous experience.</p>	
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently Must appropriately handle confidential information Ability to manage a complex department with varied and changing, service demands.
License	Maintains a Valid Driver's License
Comments	Position holder has relatively unrestricted access to confidential LEA information and management/operational activities. As such, confidentiality and security of this information must be maintained.

COACHES

I. PHILOSOPHY

An athletic coach in the McGuffey School District is first a teacher and then a coach. In keeping with this tradition, all student athletes should address coaches as “Coach, Mr., Mrs., Miss, Ms.”, to demonstrate those attributes and high ideals that the teaching profession embraces. Student athletes are not to address a coach using the first name or nickname of a coach, despite familiarity that may exist due to a family or community relationship. It is the coach’s responsibility to enforce this protocol.

The coach will, at one and the same time, assume the role of teacher, coach, confidant, and counselor. Because he/she will be held in high regard by his/her team and students, his/her conduct must be beyond reproach for these highly impressionable young people to follow. A coach can help immeasurably in the personal growth and maturity of a student and this may well be of far greater importance than the physical skills and athletic ability which the young person may acquire. Effective coaching requires good, thoughtful planning. Practice sessions, as well as every phase of the sport activity, must be carefully planned and executed.

II. CODE OF ETHICS

- A. Coaches shall exemplify all that the district is attempting to develop in its students through the athletic program. Their behavior must be exemplary of sportsmanship and of the wholesome lifestyles that are to be promoted through participation in athletics.
- B. Coaches shall demonstrate positive behavior in their conduct during practices and contests. Positive behavior should also be displayed when disciplining or reprimanding a student/athlete.
- C. Coaches shall be responsible for the preparation of the student athlete for all events. This can be accomplished by utilization of all allowed practice times.
- D. Coaches shall not use any tobacco or alcoholic products while performing the duties of their assignments.
- E. Profanity by coaches in the performance of their duties will not be tolerated.
- F. Coaches of our district teams shall cooperate with each other. They shall not be critical of one another.
- G. Coaches shall read and understand the McGuffey Athletic Manual. Coaches must sign a log confirming they have read the athletic manual.

III. DEFINITION OF COACHES

- A. Full Time Coach: A person who is a certified staff member of the McGuffey School District.
- B. Part Time Coach: A person who is not a certified staff member of the McGuffey School District, and is being monetarily compensated.

IV. PROCEDURES FOR HIRING COACHES

It is the intention of the McGuffey School District to hire the most qualified coach with consideration given to the following priorities.

- A. Priorities for hiring coaches
 - 1) Certified staff of the district
 - 2) Certified staff of another school district or intermediate unit.
 - 3) Part time coach
- B. All applicants shall complete a coaching application and provide the necessary clearances. First round interviews will be conducted by the Athletic Director and secondary building administration. Second round interviews will be conducted by the Superintendent, Assistant Superintendent, Athletic Director, secondary building administration and available School Board Directors.
- C. All coaching contracts are for one year.

V. COACHING SUPERVISION AND PROCEDURES

The following are rules and regulations which should help to insure a well-organized practice and event.

- A. **Punctuality:** Coaches shall be on time. Coaches shall arrive early for practice and contests. Athletes will follow the example of the coaches. Instruct your team members as to when they should arrive for practice or competition. Instruct them not to arrive before that time.
- B. **Security:** Coaches shall assure responsibility for equipment, supplies, and the welfare of all school properties during the period in which his/her team is using them. Active supervision is imperative.
 - 1. Coaches should not open student lockers for any reason without a witness, preferably an adult.
 - 2. Coaches shall periodically remind students of the need to lock their lockers.
 - 3. Coaches may provide a safe storage place for students' valuables during practice and contests.
 - 4. Students should be encouraged not to carry large sums of money or wear valuable jewelry.
- C. It is the responsibility of the coach to ensure that the facility is well lit and properly equipped. If there is a need for repairs, please contact the Athletic Director immediately.

- D. Supervise your team members during practice or scheduled activity. Be in a position to maintain eye contact with them during this time. Do not permit students to roam the building away from the practice/competition area without supervision.
- E. Running will be permitted only in the hallway around the outside of the auditorium. Coaches or supervisors should be placed at the two diagonally opposite corners so that they can monitor the running. No running during any events in either gym or auditorium.
- F. Do not permit students in teachers'/coaches room unsupervised. There is often confidential information in these areas.
- G. Those who allow unsupervised students in a building assume responsibility for their behavior.
- H. Do not leave a practice/competition or locker room area until all of your team members have left.
- I. Showers: Coaches shall encourage students to shower following practices and contests.
- J. Secure facilities (or building when appropriate) when you have finished using them.
- K. Compliance with the above rules will eliminate damage to school property during periods of use by department programs and liability possibility related to injury to unsupervised students.

VI. CRITERIA FOR A HEAD COACH

A. Priority of certification

- 1. A qualified teacher who is or is willing to accept a teaching position in the McGuffey School District
- or
- 2. A qualified teacher in another school district or the Intermediate Unit,
- or
- 3. A qualified person who is willing to accept the position as a part time coach.

B. Priority of Coaching Experience

- 1. Previously a head coach in public school, a parochial school, or a college.
- 2. Previously an assistant coach in a public school, a parochial school, or a college.

C. Competencies

- 1. in first aid
- 2. in care and prevention of athletic injuries and rehabilitation following injury
- 3. in impact of sport upon the behavior of the athlete and his or her relationship with the culture and society
- 4. in theory and technique necessary to coach a sport or sports at the interscholastic levels
- 5. in anatomical and mechanical principles of sport skills
- 6. in scientific principles as applied to strength, muscular, and cardio-respiratory endurance in training and conditioning for sports.

VII. PROCEDURE FOR THE SELECTION OF A HEAD COACH

- A. All applications must be submitted to the Athletic Director.
- B. All applicants shall submit a letter of interest, resume and provide the necessary clearances.
- C. An initial screening and interview will be held by:
 1. the High School Principal
 2. the Assistant Middle or Assistant High School Principals
 3. the Athletic Director
- D. Candidates for a second interview will be submitted to the superintendent.
- E. Any future interviews will be held by:
 1. Superintendent and/or Assistant Superintendent
 2. Secondary Building Administration
 3. Board of School Directors
 4. Athletic Director
- F. Final decision is made by the Board of School Directors at a public meeting.

VIII. RENEWAL OF COACHING CONTRACTS/COACHING RECOMMENDATION

A. HEAD COACH

The Athletic Director, in collaboration with the Secondary Building Administration, will evaluate the Head Coaches and make recommendations to the Board of School Directors according to the following schedule.

NOTE: The following schedule is recommended; however, the lack of action by the Board of Directors on the recommended dates does not result in the automatic renewal of any coach.

Coaching recommendations will be presented to the Board of School Directors according to the following schedule:

- Fall sports coaching recommendations are due by the December Board meeting
- Winter sports coaching recommendations due by the April Board meeting.
- Spring sports coaching recommendations due by the July Board meeting.

The Board of School Directors will take action whether or not to retain a current coach for the ensuing sports season according to the following recommended schedule:

- Fall sports coaches prior to or at the January school board meeting.
- Winter sports coaches prior to or at the May school board meeting.
- Spring sports coaches prior to or at the August school board meeting.

NOTE: The above noted schedule is recommended; however, the lack of action by the Board of Directors on the recommended dates does not result in the automatic renewal of any coach.

B. ASSISTANT COACHES

The Head Coach will evaluate the Assistant Coaches and shall recommend to the Athletic Director the assistant coaches they wish to have as part of their staff for the upcoming season. The Athletic Director will present these recommendations to the administration for board approval.

IX. DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

- A. Responsible for correlating a program for the training of athletes of the Middle, Junior and Senior High Schools in his particular sport;
- B. Responsible to see that athletes participate and games are played in accordance with the rules of the P.I.A.A., the W.P.I.A.L., and the School District;
- C. Responsible to see that each athlete has had a medical examination for the current season by the school physician or family doctor. Also, see that each athlete is covered by the required insurance.
- D. All parent consent forms, insurance forms, etc., must be turned over to the Head Coach before allowing the student to participate in game or practice.
- E. Prepare and submit to the Athletic Director and/or the school nurse a written accident report form on all injuries whether or not a doctor or hospital care was required.
- F. Know the rules of the game and keep abreast of coaching activities so that the teams are trained in the safest, most efficient manner, and in accordance with good educational practice.
- G. Cooperate with the Athletic Director in the proper care and cleanliness for lockers and dressing rooms, both at home and away athletic events.

- H. Remain with or designate an assistant coach to remain with athletes until the last one leaves the school after a practice or game.
- I. See that all practice sessions are organized and properly supervised.
- J. Exercise supervision over school sponsored transportation and see that all participants get transportation after practice, games or when otherwise required. (No athletic team will be transported in private cars unless the driver receives approval by the Building Administrator for each athletic event. Buses will be chartered for all games and practice sessions. Students, who are members of the athletic teams going to practice or games, will return on the bus or approved private car. It is the responsibility of the coach in charge of the squad to see that this regulation is carried out.)
- K. To ride with the team to and from an athletic contest or designate this duty to an assistant when necessary.
- L. Maintain proper control over the team both going to and from games and/or practice sessions, in locker room or elsewhere.
- M. Complete an evaluation form for each assistant coach and make recommendations to the Athletic Director as to coaching assistants.
- N. Be responsible and accountable for the delegation and performance of the duties of his assistant coaches in his sport regardless of grade level.
- O. Be responsible for the proper use and return of all equipment checked out to him and/or his players.
- P. In conjunction with the Athletic Director, a complete inventory of all equipment and supplies for his sport will be made and submitted to the Athletic Director no later than three weeks after the last scheduled athletic event.
- Q. Cooperate with the Athletic Director, in requisitioning by type and make all the equipment and supplies for his sport at all levels. These requisitions should be submitted to the Athletic Director in accordance with the respective schedule for each sport as stated in this manual. Since these requisitions are used in the preparation of the athletic budget, prudent care should be given to their preparation.
- R. Make recommendations for awards to the Athletic Director in accordance with the athletic award regulations.
- S. Use the chain of command on matters pertaining to athletes.
- T. A Head Coach is responsible for his eligibility list which must be handed into the office at least one week before his first contest.

- U. A team roster is also to be turned in to the office at least one week before the first contest.
- V. The head coach is responsible for all press releases and publicity pertaining to his/her team. This includes both home and away contests.
- W. He will cooperate with the Athletic Booster Association and any other community projects which are related to his/her sport.
- X. Provide the Athletic Director with a year-end summary including all statistics for the season.

X. DUTIES AND RESPONSIBILITIES OF ASSISTANT COACHES

- A. Junior High School and Middle School Coaches:
 - 1. Shall work closely with the Senior High School Head Coach of his/her sport and follow his prescribed program of drills, offenses, defenses, and skill development.
 - 2. Shall have the same duties and responsibilities as head coach as set for the under Section IV where applicable to his position.
 - 3. Shall be in attendance at all practice sessions after the start of the season as required by the head coach.
- B. Assistant Coaches
 - 1. Shall work under the supervision for the head coach of the particular sport in his school and be directly responsible to him/her for duties which may be assigned.
 - 2. Shall observe all general regulations which do not specifically apply to head coaches.
 - 3. Shall be in attendance at all practice sessions after the start of the season as required by the head coach.

ATHLETIC SQUAD REDUCTION & DUAL SPORT SEASONAL ATHLETE

The McGuffey School District believes that athletic participation is extremely beneficial to the student athlete. In working with this philosophy, we encourage our coaches to keep as many athletes on their squads while maintaining the integrity of their sport. The school district acknowledges that there are situations in which keeping all the candidates for a team could cause serious problems in the areas of safety, supervision or instruction. Other factors such as time, space, facilities, equipment, personal preference, athletes that are not able to meet the minimum expectations and safely compete at the appropriate level of competition may cause the need for squad reductions.

Squad Reduction:

The coach in charge of each individual team is ultimately responsible for the selection of the members of that team. The coaching staff can choose to evaluate talent on their own, with a designated group of people, and/or hire outside professionals to aid in the process.

It is the coach's responsibility to inform the athletes and parents of the tryout process prior to the first official day of practice.

The following should be addressed with the athletes interested in your sport.

1. The number of days (minimum of three), or the range of days for the try-out period.
2. Criteria used to evaluate and then select the squad.
3. The number or range of number of players to be kept on the squad that season.
4. The method of notification for those who made the squad and those who did not.
5. Practice commitment for those who make the squad.
6. Game and seasonal commitments for those who make the squad.

At the conclusion of try-outs, the coach should privately meet with or call the home of each individual who did not make the squad. The list should not be posted. The coach should also discuss alternative possibilities for participation in the sport such as manager, statistician or videographer.

If a student or parent has a concern or an improvement idea for the tryout process, they should follow the chain of command as set forth in the athletic manual, prior to the beginning of tryouts.

A student is permitted to play multiple varsity sports in the same season only with the agreement of the two head coaches of the varsity sport and the athletic director prior to said students participation. It is also understood the difficulties for a student to manage the demands of two varsity sports in the same season, however in small circumstances (eg. Soccer player/football kicker) it is understood this could benefit student athlete and teams if conditions can be agreed upon.

COACHES' EVALUATIONS

All coaches will be evaluated annually to determine their effectiveness. The evaluation will be completed by the athletic director in collaboration with the building principal(s). It shall be the responsibility of the Head Coach to conduct an evaluation of the assistant coaches. These evaluations will be utilized to provide input for improving individual coaching performance and for determining end of season coaching recommendations. The coaches will be rated to determine whether their performance is **outstanding**, **meets expectations**, **needs improvement**, or **unsatisfactory** based on the following scale.

OUTSTANDING	12-15
SATISFACTORY	8-11
NEEDS IMPROVEMENT	5-7
UNSATISFACTORY	4 OR BELOW

SCHEDULES

1. Except where this function is performed in part by the W.P.I.A.L., all schedules will be arranged by the Athletic Director. These matters will be coordinated with the head coaches and the building administration.
2. The reproduction of all schedules on cards, placards copies or wall charts will be coordinated by the Athletic Director.
3. Effort will be exerted to arrange schedule which:
 - a. Will attract the interest of the students and local public.
 - b. Are commensurate with best traditions and established policies of the school.
 - c. Do not impose undue requirements on our athletes and coaches.
 - d. Are not likely to provoke unpleasant incidents
4. The maximum number of games, matches, or meets will be determined by the Building Administration and Athletic Director.

POSTPONEMENTS AND RESCHEDULING

1. The Athletic Director will handle all major details of postponing games after consultation with the head coach and Building Administration when appropriate.
2. In the event a coach becomes primarily involved in postponing an athletic event, the matter shall be brought to the attention of the Athletic Director as soon as possible so that all necessary details may be properly coordinated.
3. School closing because of weather will usually postpone all home events. The decision of participating in an away event will be up to the Superintendent in concurrence with the Building Administration, the Athletic Director, the W.P.I.A.L., and the host school.

RELEASE TIME

If an event must be scheduled for the afternoon:

1. Home events will not begin before 3:30 p.m.
2. For away events the students will be dismissed from school no earlier than 2:00 p.m.

3. If students must be dismissed before 2:00 p.m. the Athletic Director and building administration must approve the dismissal time.

OFFICIALS

1. Approved lists of officials will be compiled by the respective head coaches and maintained as part of the athletic files. Said lists will be revised as the occasion demands. The Athletic Director will use these lists to select the most competent officials.
2. It is expected that the services rendered by all officials be of the highest caliber. Although it is reasonable to assume that differences of opinion relative to the officiating of athletic contests will develop, castigation of officials by coaches or any other persons associated with McGuffey School District athletics will not be condoned.
3. Notifications of postponement or cancellation will be made by the Athletic Director. Whenever possible these will be made sufficiently in advance so as not to inconvenience the person providing transportation. Such notifications will be posted on highschoolsports.net and the school phone event listings.
4. Persons performing scouting services, attending meeting or clinics, etc., will utilize their own vehicles. A travel expense voucher to support this type of transportation will be secured in the Athletic Office and submitted to the Athletic Director for approval and payment. After being approved by the Athletic Director, reimbursement will be made on the basis of the rate approved by the School District.
5. Transporting athletes and managers to and from contests in privately owned vehicles will be kept to an absolute minimum and must be sanctioned by the Athletic Director or Building Administration. Contracted transportation or vehicles owned and operated by the School District will be used to transport small groups when it is not deemed feasible to hire a bus.
6. When transportation is provided to and from athletic contests, it is expected that all athletes utilize this mode of transportation. Any deviation from this policy other than an emergency must be sanctioned by both the parent and the Athletic Director or Building Administration. This will be in the form of a statement signed by the parent releasing the school from all responsibility.
7. The Athletic Director will schedule transportation for daytime contests so as to create as little inconvenience as possible.
8. The school van will be used whenever possible to transport athletic groups.

9. Only authorized personnel are permitted to ride any team bus. This includes coaches, players, managers, statisticians, cheerleaders, cheerleader sponsors, or anyone approved by the Athletic Director.

BUDGET

I. BID REQUEST SHOULD BE SUBMITTED:

- A. For Spring Sports to the Athletic Director during the month of March for the following school year.
- B. For Fall Sports to the Athletic Director during the month of November for the following school year.
- C. For Winter Sports to the Athletic Director during the month of February for the following school year.
- D. Requests for equipment and supplies will be reviewed by the Athletic Director and bid within the constraints of the athletic budget.

II. REQUESTS OTHER THAN BIDS:

- A. Except for emergency conditions there will be NO expenditures for supplies or equipment without first being coordinated with the Athletic Director. Refusals on the part of the Athletic Director may be appealed to the Building Administrator.
- B. No expenditures in excess of \$4000.00 may be made without submitting it to bid.
- C. If any emergency equipment is needed, the head coach should notify the Athletic Director in writing of their needs.

III. THE ATHLETIC DIRECTOR WILL SUPPLY THE FOLLOWING ITEMS FOR EACH SPORT:

- A. Protective equipment
- B. Medical supplies
- C. Practice equipment
- D. Game uniforms

- E. Game equipment
- F. Game expenses

IV. The student will purchase his/her own shoes and any item which the student keeps after the season. Example: socks, athletic supporters, and practice t-shirts.

The Athletic Department will not provide:

- A. Trophies
- B. Sweaters
- C. Jackets
- D. Dress shirts
- E. Individual t-shirts
- F. Coaches uniforms
- G. Braces

TOURNAMENTS

- A. Transportation
 1. School vans or rental vans will be used for sectional, regional and state events. They will also be used for transportation to and from the motel, arena, and /or field. (No private autos to be used for the transportation of students unless agreed upon by the coach and approved by the Athletic Director and/or Building Administration.)
 2. The team should leave the day prior to the event if the mileage is in excess of 150 miles one way.
 3. If an event extends into the late afternoon or evening of the last day, at the coaches and athletic director's discretion, the team may remain overnight and depart the next morning.
 4. Funds may be allocated for gas and general maintenance of vehicle(s) (receipts are to be attached to a Request for a Travel Advance (RTA).
- B. Room and Meal Allowance

1. Rooms are to be acquired by the school's Athletic Office with the Athletic Director's approval; payment will be made via purchase order or check.
2. Meal allowance per day is to be awarded to each coach, participant and manager. These allowances are not to exceed \$30.00 per day per individual. Money advancement is to be given to the head coach for disbursement. Receipts are to be attached on returned voucher.
3. For local post season tournaments (sectionals, regionals, etc.) where the team is away for the entire day, the Athletic Department will provide one meal for the coaches, participants, and managers. The arrangements for this meal will be made by the Athletic Director.

C. COACHES

1. ALL SPORTS – The head coach and varsity assistants will have the responsibility to accompany and supervise the team at all tournament sites.
2. CROSS COUNTRY – GOLF – RIFLE – WRESTLING – TENNIS – TRACK – The head coach and varsity assistants will have the responsibility to accompany all boys or girls who qualify for the state tournament. Discretion will be used based on the number of participants and the conditions of the tournament.

EQUIPMENT

1. The head coach has primary responsibility for all equipment used in his/her sport during the season.
2. During the off season the Athletic Director has primary responsibility for all equipment.
3. Each head coach will be responsible for completing an Equipment Inventory Report Form at the termination of each season and returning it to the Athletic Director.
4. Athletes who misuse, destroy, lose or are negligent with issued equipment will be required to pay for said equipment. The equipment's value will be determined by the coach and Athletic Director. The original cost and the replacement cost amount or usage involved will be key factors in determining the value of the equipments.

Athletes who fail to make restitution for lost, damaged or destroyed equipment will be placed on the financial bad standing until restitution has been made, this will result in the following disciplinary actions:

- A. The student will not be allowed to participate in any school related activity.

- B. Final grades will not be issued to seniors, nor will they receive diplomas.
- C. Underclassmen will be placed on financial bad standing and will not be permitted to participate in, and/or attend any school sponsored activities, clubs or events.
- D. All awards will be withheld.

CONFERENCES AND CLINICS

- A. The Athletic Director will be eligible to attend the annual athletic directors' state convention as funds permit.
- B. The head coach and varsity assistants will be eligible to attend one conference or clinic as funds permit.
- C. The Athletic Department will provide reimbursement for registration, transportation, room and meals as provided for by School Board Policy.

INJURY OR ACCIDENT PROCEDURES

Each head coach is responsible for addressing all injuries in the following manner:

1. Instruct athletes to report all injuries to a coach regardless of the degree.
2. Complete accident reports and submit them to the Athletic Director and/or nurse.
3. Apply first aid as needed.
4. If immediate transport to a medical facility is required, the coach or assistant coach will accompany the athlete to the hospital and stay until a member of the family arrives. It is the head coach's responsibility to notify the parents of the injured athlete.
5. If immediate hospitalization is not necessary, the head coach or a coach designated by him must call the parents and take the athlete to a doctor or hospital of their choice. It is the parent's responsibility to seek medical assistance.
6. If an athlete is injured but does not require immediate transport, make sure the injured athlete understands the first aid procedure you prescribe.
7. If an athlete is seriously injured at an athletic event/practice and misses school, the coach is advised to call the athlete's home to inquire as to the well being of the athlete.
8. An athlete who was injured and under a doctor' care must have a written release from that doctor before being permitted to practice and/or participate.
9. If an athlete is injured at an away event, refer the athlete to the available medical staff, athletic trainer, of the host school.

PROCEDURE FOR STARTING A NEW PROGRAM

Any person who is interested in starting a new athletic program should submit a written request to the Athletic Director. The written request shall include a rationale and statement of resources necessary to facilitate the program.

The Athletic Director will present to the administration and the School Board of Directors with a feasibility study. This study will include:

1. Situation Analysis
2. Statement of objective
3. Identification / alternatives
4. Constraints
5. Analysis of cost
6. Summary
7. Suggested action
8. Evaluation (How to)

INSURANCE POLICY

1. The McGuffey School District is not legally liable for medical or hospital expenses resulting from athletic injury received through participation in interscholastic sports.
2. Parents are responsible for their son'/daughter's medical and hospital insurance.
3. The school district will provide a school accident insurance policy. This policy will insure the student for the entire school year for accidents in any school-sponsored athletic activity. Parents will have the option to purchase voluntary accident insurance.

PHYSICAL EXAMINATION

1. No pupil shall be eligible to participate in any interscholastic practice, scrimmage or athletic contest unless he/she has completed a Comprehensive Initial Pre-participation Physical Evaluation (CIPPE) before his/her first sport season of the academic year, each participant shall complete a PIAA re-certification by parent/guardian before participating in a subsequent sport(s) season.
2. The matter of having physical examinations accomplished requires advance planning on the part of the head coach concerned. This will be coordinated so as to have the exams completed prior to the start of practice sessions. Even though more athletes may be examined than the total actually reporting for the initial practice session. This situation is preferred over not completing the physicals in advance.

3. Physical examination forms will be provided by the Athletic Office. These forms are available in the middle school and high school offices and on the district's website.
4. The forms are to be completed by the athlete's parent or guardian and taken to the physical examination. Once signed by the physician the form will be collected by the nurse or head coach and given to the athletic office to be recorded. All physical forms will be filed with the athletic trainer. It is the head coach's responsibility to ensure that all athletes have completed the forms.

ELIGIBILITY

1. Prior to the start of each season of athletic competition the head coach will submit to the Athletic Director an alphabetical list of all potential squad members.
2. This list will be verified on the student accounting system to determine academic eligibility. Any athlete who is determined to be academically ineligible at the end of a year will not be permitted to participate until the 21st school day of the following school year.
3. As soon as possible after the start of practice sessions, the head coach will provide the Athletic Office with the names of those athletes who are to appear on the eligibility list. This information must be provided in sufficient time for the Athletic Director and Building Administration in order to provide the form to opponent schools in a timely manner.
4. Until such time that all members of a particular squad have participated during a season, it will be the responsibility of the head coach to notify the Athletic Director of changes in seasons of competition as they occur so that these changes may be made prior to the submission of the form for the next contest. Head Coach shall provide an updated roster to the Athletic Director throughout the season.
5. The Athletic Office will submit this information to the Building Administration's Office so that it may become a part of the student's records.
6. The Athletic Office will conduct all scholastic eligibility checks in accordance with P.I.A.A. and/or W.P.I.A.L. rules or as the Building Administrator may direct.
7. A master list of all squad members and managers will be prepared by the Athletic Office and a copy of this list will be given to all teachers. The teachers will be instructed to submit to the Athletic Office, by a designated time **each week**, the names of those athletes who are failing. The Athletic Office will determine which athletes, if any, are academically ineligible and will forward this information to the Building Administrator. The coach concerned will be informed that said athlete(s) are academically ineligible and will not be permitted to participate in any athletic contest(s) for a minimum period of one (1) week.
8. Athletes who have been determined to be academically ineligible will remain so until such time as it has been determined they have corrected deficiencies and are not failing more than one major subject. The Building Administrator and coach concerned will be informed when such changes occur.

9. Age Determination – If the age of 19 is attained on or after July 1, the pupil shall be eligible to compete through that school year.

INTER-SCHOLASTIC ELIGIBILITY POLICY

1. The student must be in “good standing.” Students who are in bad standing at the beginning of the particular activity season will be ineligible to try out for the activity. Students who are placed in “bad standing” will not be permitted to participate for the duration of the disciplinary action. (The minimum length of “bad standing” is five school days.)
2. The student must pass the required physical examination. This refers to athletes only.
3. The student must submit a permission-to-participate form signed by a parent or guardian to the head coach, sponsor, or the Athletic Director.
4. The McGuffey School District cannot assume any medical responsibility for any injury occurred with its students while engaged in any activity sponsored by the district.
5. The student must meet all P.I.A.A. minimum eligibility rules.
6. A student must pass at least four full subjects *(full=5 periods per week) and may not fail more than one subject or subjects totaling more than seven periods per week. In cases where a student’s work does not meet these requirements the said student shall be ineligible for the first 20 school days of the next grading period.
7. A student must earn at least four credits of academic work and may not fail more than 1.4 credits or academic work for their final marks to be eligible to participate for the first 20 school days of the following year.
8. A student must be in school by 11:30 a.m. in order to participate in an athletic contest / practice that day.
9. A student can participate in more than one activity per season as long as the Head Coaches can agree and one sport is designated the major.
10. If a student withdraws from a sport without the consent of the head coach or Athletic Director, he is ineligible to participate in another sport that is operating concurrently.
11. Athletic-academic eligibility will be pulled from Power School and all athletes will be informed by Thursday at 12 noon and be given until Friday by 12 noon to remedy and academic failures. If that has not been done the student will not be eligible to participate in any contest or scrimmage the following week from Sunday at midnight through the following Sunday at midnight.
12. Any athlete suspended from school (out of school) will be ineligible for the length of the suspension. EXAMPLE: If a student is suspended out of school, he/she is not eligible to practice or participate until the school day following the suspension. A meeting with the parents, administration, Athletic Director and head coach will determine if there should be any further discipline.
13. If an athlete is in possession of alcoholic beverages or drugs on the school property or at any school activity, he/she is automatically suspended from the team. All incidents will be referred to Administration for further disciplinary action.

14. The above rules apply to the following groups: All athletic teams; performing bands and component organizations; and cheerleaders.
15. These rules are subject to modification if situations arise that may warrant the change.

DISCIPLINE

1. The basic policy of discipline will be established by the head coach of the activity concerned and will be in general agreement with the established policies of the district and this manual. This policy should be written and a copy must be submitted to the Athletic Director.
2. Matters deemed minor in nature will be handled by the coach concerned.
3. Matters deemed major in nature will be brought to the attention of the Athletic Director and the Building Administration, and a final decision will be rendered after all available facts are compiled and a proper course of action is decided.
4. During any sport season, if any athlete commits and act or becomes involved in any incident which reflects discredit to the school or the sport he represents or produces unfavorable publicity, he may be immediately suspended from further participation during the sport season.
5. Athletes who become involved in incidents at school, which are deemed by the administration to be grave in nature, may be subject to both scholastic and athletic suspension. Each case will be judged on its own merit.

ATHLETIC AWARD POLICY

FOOTBALL

Letter – A player must play in 40% of the quarters to earn a varsity (M). If, however, a player is injured in practice or in a scheduled game, the coach may see fit to award the injured player his letter.

BOYS BASKETBALL

Letter – A player must play in half of the scheduled quarters to earn a varsity (M). It will be left to the discretion of the coach in case a player has obtained an injury in practice or in a regularly scheduled game which would cause him to be lacking the required number of quarters for receiving his award.

WRESTLING

In order to receive a letter in wrestling, one must gain 30 points using the following scale:

- 6 - Pin
- 4 - Win by Decision
- 3 – Loss

The coach's discretion will be used for injured players and for certain situations.

MANAGERS

First Year Mangers will receive a certificate of achievement.

Second Year Managers will receive a letter.

TRACK

At the beginning of the season each member has a letter and gains points for attendance, it is his to lose. For every unexcused absence from practice the athlete loses 1 point. If they have an unexcused absence from a meet they lose 5 points. To make up these points they must score in a meet under the guidelines of first place you gain 5 points, second place 3 points and third place 1 point. At the end any athlete with no points against them letters. Example if an athlete misses 2 practices they must take two 3rd places or one 2nd place in a meet to make up the deducted points. Letters for injured players will be at the coach's discretion.

CROSS COUNTRY

The season is 53 weekdays long, therefore 53 points for attendance plus 20 placement points from the 10 meets determines the 73 points needed to letter. Placement points range from 8 points to 1 point, depending on the runner's placement within the McGuffey team or by beating opposing team runners. Letters for injured players will be at the coach's discretion.

GIRLS BASKETBALL

A player must participate in half of the quarters of the scheduled games to receive a letter. Letters for injured players will be at the coach's discretion.

GOLF

A player must participate in at least one half of the W.P.I.A.L. scheduled matches to receive a letter. Letters for injured players will be at the coach's discretion.

TENNIS

Letter – Based upon a point system.

- a) 1 point for winning a match.
- b) ½ point for participation in a match.
- c) Based upon a 10 game schedule – 6 points are required to be awarded a letter.

Letters for injured players will be at the coach's discretion.

BASEBALL

In order to receive a letter in this sport, the following criteria are to be met:

- a) Participation in either 75% on the innings or 80% of the games.
- b) Letters for injured players will be awarded on the coach's discretion.

RIFLE

Rifle team members can receive a varsity letter by:

- a) 1,000 points
- b) 8 perfect scores of 100
- c) These requirements are based on a match season of 16 matches. The coach's discretion may be used for player injuries and individual situations.

VOLLEYBALL

A player must participate in at least one half of scheduled varsity matches. Letters for injured players will be at the coach's discretion. The coach's discretion may be used in individual situations – example: foreign exchange student.

SOFTBALL

In order to receive a varsity letter in softball a player must play in at least ½ of the varsity scheduled games. The coach's discretion may be used in individual situations and injuries.

BOYS SOCCER & GIRLS SOCCER

Players must play in 10 halves of varsity soccer to be awarded a varsity letter. One minute of a 40 minute half will be counted as playing in one half of a match. Letters for injured players will be at the coach's discretion.

VARSITY JACKET

The student will be eligible for a varsity jacket as soon as he/she earns a varsity letter. A manager is eligible for a jacket after he/she has been a manager for two (2) years in one sport. Any player who participates in the same varsity sport for three (3) years will be eligible.

FUNDRAISING

Any athletic team planning to raise money for any project must meet the following criteria.

1. The item or method of raising money is profitable and legitimate;
2. The sale does not conflict with another project;
3. The purpose of the fundraising is to buy an item for the players or to improve the program.
4. All fundraisers must be in compliance with McGuffey School District Wellness Policy.

COMPLAINT PROCEDURE

The rationale of the complaint procedure is to attempt to resolve athletic issues in an efficient and effective manner. All complaints must be addressed at the appropriate levels in order to effectively resolve the issue. It is essential that the participants in this process communicate in a respectful and cooperative manner. The meetings at each level should be pre-arranged and scheduled at mutually agreed upon times. It is not recommended that the issues are addressed immediately prior to, during or after an athletic contest. Any complaint which goes beyond the Head Coach level must be submitted in writing.

1. Player and involved Coach
2. Player involved Coach and Athletic Director
3. Player, Parent , and involved Coach
4. Player, Parent, involved Coach and Athletic Director
5. Player, Parent, and Assistant Building Administrator
6. Player, Parent, and Building Administrator

Parental/student athlete concerns regarding playing time are not to be addressed directly with the **Head Coach** and will **not** progress beyond the level of the **Athletic Director**.

BOOSTER CLUB

The McGuffey School District encourages the parents to become involved with our athletic programs. The Athletic Department will work with any parent organization whose purpose is to improve our program.

1. The club should understand the school's philosophy and objectives for the athletic program.
2. The club and the Athletic Director should cooperate on all issues.
3. Before any money is spent for equipment or supplies for the athletic program, the club should obtain permission from the Athletic Director.
4. All equipment or supplies, which are donated to the school, become the property of the school district.
5. The Athletic Director will aid the club in any arrangements or detail for their meetings.
6. The Athletic Director will aid the club in making any purchases for the McGuffey athletic program.

YOUTH GROUPS

The McGuffey School District encourages the youth groups of our community to use our facilities. The following are rules that these groups must obey:

1. Be familiar with and obey all the rules of the Facility Use Form.
2. Submit to the Building Administration a Facility Use Form and coordinate the events and practices with the Athletic Director.
3. Submit to the Athletic Director a list of the organization officers and coaches responsible for conducting games, meets, meetings, and practices.
4. If school is cancelled or dismissed early **ALL** practices or events for that day will be postponed.

FACILITY USE

The use of facilities and grounds will be governed by the McGuffey School District Policy # 707- Use of Facilities and Grounds

Appropriate Use of Electronic Communication between Staff and Students

Coaches must abide by the following procedures outlined in Policy # 450.1 and/or #550.1

The Board recognizes the importance of communication in learning and instruction. The Board also recognizes its obligation to provide a safe and healthy environment for teaching and learning; therefore, the Board believes it is reasonable to place restrictions on the content and setting of communication between staff and students. Students are protected, and teachers, coaches and other staff members can protect themselves from misunderstandings and false accusation, by adhering to the district's policies. For this purpose, the Board has established guidelines regarding the appropriate use of electronic communication between district staff members and students. Adherence to this policy is intended to protect the well-being of both the students and the staff.

It is expected that the majority of communication between district staff members and students should take place during the school day, scheduled practices and/or game times; however, situations may develop when changes or information must be communicated in a timely manner.

Under these circumstances, teachers and staff may use McGuffey School District-provided e-mail or other district-provided communication devices to communicate with students regarding education-related issues.

If it becomes necessary to communicate with students electronically regarding school-related issues, teachers and staff are encouraged to communicate with students only through the McGuffey School District-provided e-mail or other district communication devices.

Teachers and staff are advised against using other forms of personal electronic communication with students. Educators and other school district staff shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication.

ADD FOLLOWING LANGUAGE

If it becomes necessary or more efficient to communicate with students using personal electronic devices, the building principal and assistant principal must be included in the communication.