

**SOUTHERN HUNTINGDON COUNTY
HIGH SCHOOL/MIDDLE SCHOOL**

**COACHES
ATHLETIC HANDBOOK
2023-2024**

It is the policy of the Southern Huntingdon County School District not to discriminate on the basis of gender, disability, race, color or national origin in its education programs, activities or employment. Services and facilities area accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

PURPOSE OF THE ATHLETIC HANDBOOK

This handbook has been prepared to provide a reference under which the athletic programs of Southern Huntingdon High School/Middle School are to be organized, administered and supervised. All staff members in the athletic programs are expected to know the provisions of this handbook and are to adhere to their responsibilities. The policies and procedures set forth will continually be evaluated so that the athletic programs can be improved.

TABLE OF CONTENTS

Page	4-5	Philosophy, Objectives
Page	5-6	Head/Volunteer Coaches
Page	7	Curriculum Objectives
Page	7-8	General Guidelines
Page	8-10	Pre-Season Policies
Page	10-12	Season Policies
Page	13	Equipment
Page	13-16	Responsibilities of the Coach
Page	16-17	Role Model Responsibilities of the Coach
Page	17-18	Coaches Code of Ethics
Page	18	Parental Issues
Page	18-21	Code of Conduct and General Rules for Athletes
Page	21-23	Transportation Policies
Page	23-24	Miscellaneous (Facilities Set-Up, Repair Work, Overnight Trips)
Page	25-26	Pre-Season and Post-Season Checklists
Page	27	Game Manager Duties
Page	28	Contact Information
Page	29	Coaching Positions per Sport

PHILOSOPHY OF ATHLETICS

The athletic program should be an integral part of the educational process of Southern Huntingdon County High School/Middle School. It shall promote greater desire in the student body and community to take an active part in our sports program, either as participants or spectators. Our aim is to develop highly competitive athletics, but not to lose sight of educational values such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other subjects or activities and to aid in promoting fine school morale.

OBJECTIVES OF ATHLETICS

Sports should have as its chief purpose friendly rivalry, new friendships, playing skills, good sportsmanship and improved relations. The specific objectives for athletes are:

1. Opportunity to learn games to improve playing skills.
2. Development of physical vigor and desirable habits in health, sanitation and safety.
3. Opportunity to make real friendships with squad members and widen the circle of friends by acquaintance with members of opposing teams.
4. A chance to observe and exemplify good sportsmanship.
5. Realization that athletic competition is a privilege that carries definite responsibilities.
6. A chance to learn that violation of a rule brings a penalty and that this same sequence follows in the game of life.

SCHOOL AND STUDENT OBJECTIVES

1. Athletics should occupy a position in the curriculum comparable to that of other subjects or activities.
2. Athletics should be educational.
3. Athletics should be used to promote school morale.
4. Proper student interest should be created.
5. All visiting schools should be treated as guests.
6. Athletic programs should be organized, and they are an aide to school administration rather than a source of trouble.

7. The school policy should be definite, so that athletes will not expect special privileges.
8. Sportsmanship, fair play and good school citizenship shall be objectives of all athletes.

COMMUNITY OBJECTIVES

1. The community should realize that control of and responsibility for school athletics rests entirely with school authorities.
2. School athletics should furnish a recreational opportunity for the general public, in so far as a community is willing to see that the program is conducted solely for the benefit of student competition.
3. The community should judge success of the season on the number of participants and spectators, new skills acquired and good citizenship and sportsmanship taught, rather than on the number of games won or lost.
4. The community constantly should keep in mind the fact that primarily; an athletic contest is part of a school program.

HEAD/VOLUNTEER COACHES

1. At the end of each Varsity season, the Head Coaching position will be "opened" (all Head Coaching contracts are for one year). If the "Coach" has performed satisfactorily that year and there are no concerns/questions from the Administration and/or School Board, the Athletic Director, through a directive from the Superintendent, will then ask that individual Head Coach if they are interested in continuing as Head Coach for that particular sport. If the response is in the affirmative, that "Coach" will then be recommended to the Board for their approval.

If there are concerns/questions about that individual's performance, that "Coach" will have a meeting with the Administration and Athletic Committee of the School Board. After this meeting, it will be recommended to the Board to either re-hire or open the position."

2. The Southern Huntingdon County School District and the Athletic Department appreciate the presence and help of volunteer personnel. Due to state law, a potential volunteer must secure a Criminal Record Check, Child Abuse History Clearance and an FBI clearance must be obtained prior to employment. The volunteer is responsible for the cost of all clearances. Forms are available from the Athletic Director.
3. The Board will approve volunteer coaches/advisors based on the Superintendent's recommendation. The head coach/advisor maintains the authority to eliminate an individual's volunteer status by notifying the volunteer, building principal and board

secretary in writing. Also, all volunteer coaches must be at least 21 years of age for the junior high, junior varsity and/or varsity sport and activities. However, volunteer coaches at the elementary level must be, at least, between the ages of 18-20. The elementary volunteers must be a high school graduate, or no longer a high school student. In addition, another coach over the age of 21 must be present.

4. All coaches must be approved each year.
5. All assistant and volunteer coaches must be selected by the head coach and approved by the Athletic Director.
6. All coaches must be certified through an accredited concussion awareness program and have certification on file before being able to coach.
7. All coaches will signify that they have read and understand the signs and symptoms of Sudden Cardiac Arrest as explained on the PIAA form, and will notify the appropriate personnel immediately, by signing said form.

CURRICULUM OBJECTIVES

1. To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved as a full-time curriculum by the principal.
2. A student-athlete will become ineligible if he/she is not passing four (4) full credit subjects or the equivalent.
3. Eligibility shall be reported on a weekly basis and shall be cumulative from the beginning of the grading period.
4. On any Friday that a student is found to be ineligible, that student shall be ineligible from the succeeding Sunday through the following Sunday. Work that is to be counted on that week's eligibility, needs to be turned in no later than 3:00 p.m. on that Thursday, so that teachers may have grades on Classroll by 8:00 a.m. on that Friday.
5. In cases where a student's work in any preceding grading period does not meet eligibility standards, the student will be ineligible for at least fifteen (15) school days of the next grading period beginning on the first day report cards are issued.
6. At the end of the school year, the student's final credits will be used to determine eligibility for the next grading period.
7. If a student attends summer school and corrects the deficiencies, that student shall be eligible upon completion of work.

GENERAL GUIDELINES

The Board of Education establishes policy with regards to the athletic programs of the Southern Huntingdon High School/Middle School. The following shall provide guidelines for the overall administration of the athletic program. In cases where action must be taken and the Board has not provided guidelines for administrative action, the Superintendent shall have the power to act.

1. The School Board accepts the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association and delegates the Principal to be responsible in all manners pertaining to interscholastic athletics.
2. Practice sessions and games are to be scheduled so as not to interfere unduly with the regular school programs.
3. Practice sessions must be of the intensity and duration compatible with the physical limitations of the players.
4. The program must be designed to promote desirable school citizenship and sportsmanship in both the participants and spectators.

5. The athletic program will supplement and not supplant the physical education program.
6. The program shall be so organized and supervised so that the player's physical and mental welfare is protected and fostered.
7. Ample training periods shall be provided before actual participation in competition begins.
8. The general welfare of the student shall be paramount in determining whether or not permission is granted to participate in athletics.
9. No student will be permitted to participate in a second sport until all equipment from the previous sport has been returned or payment has been made.
10. If a coach willfully or persistently violates school policy regarding athletics, he/she shall be required to explain his/her actions at a hearing with the Athletic Director, Principal and Superintendent. If the hearing body sustains the coach's violation(s), the coach may be taken to a hearing held before the School Board.
11. The School Board prior to the start of the season must approve all volunteer coaches. All volunteer coaches must have an official Act 34, Act 151 as well as an FBI clearance on file in the District Office. Also, see volunteer coaching guidelines, Page 5.

PRE-SEASON POLICIES

1. PARTICIPATION

- A. Students in grades 7-8 must participate in junior high programs.
- B. It will be at the Head Coaches' discretion where 9th grade students participate; along with the approval of the athlete's parents.
 1. A 9th grade student may participate in the senior high program in the following circumstances:
 - a. Student is eligible for extra curricular activities, but not eligible for Junior High, because of age or semesters of attendance.
 - b. As stated previously, Coach and Parents agree to the move.

By PIAA rules, this move is irreversible if the student competes in an interscholastic competition.
- C. Students in grades 10 through 12 must participate in senior high programs.

D. A student loses eligibility in the following situations:

1. Turns 16 years of age before July 1st at the Jr. High level, or turns 19 years of age before July 1st at the Sr. High level.
2. Has participated for 3 years or attended 6 semesters after grade 6 at the Jr. High level, or participated for 4 years or attended 12 semesters after grade 6 at the Senior High level.
3. Does not meet or maintain the Curriculum Objectives.

2. **PARENT PERMISSION**

No student will be eligible to practice or play until the coach has on file, a parent permission form properly completed and signed by the parent/guardian.

3. **PHYSICAL**

No student will be eligible to practice or play until the athletic trainer has on file, certification that the player passed a comprehensive physical given by the doctor. A student may, at his/her expense, be examined by their family doctor who will complete and sign the comprehensive physical form. The student shall obtain the physical form from the school and return it to the school after the doctor has completed the examination.

4. **ORIENTATION MEETINGS**

In accordance with PIAA regulations, an orientation meeting will be held with all players and one for all parents prior to the first practice. This is to explain expectations required of each player. Individual coach's regulations will be signed in writing and will need prior approval from the Athletic Director. Student athlete handbooks will be issued to each athlete and they are required to verify they received by signing off on the appropriate form.

5. **EXPENDITURES**

Under no circumstances will the school make payment for items without an approved purchase order.

6. **INVENTORY**

Each coach will be responsible for the inventory for his/her activity. After checking the inventory of all equipment, the coach will return the sheet to the Athletic Director. The same procedure shall be followed after the season has completed.

7. **SCRIMMAGES**

All interscholastic scrimmages will be made with the prior approval of the Athletic Director. A coach may have as many home practice games as the PIAA rules permit. Head Coaches are responsible for the scheduling of a scrimmage team. The Athletic Director will help with the arrangements.

8. **EQUIPMENT ISSUE**

The coach will record all equipment issued to athletes. It is the coach's responsibility to see that all equipment is returned in good condition. The coach shall report player's names to the Athletic Director for equipment, which has been damaged, lost, or not returned.

9. **PRINTING SCHEDULES**

The Athletic Director will arrange for the printing and distribution of athletic schedules. Copies shall be mailed to local media.

SEASON POLICIES

1. **ATTENDANCE**

A student is ineligible if he/she has been absent from school twenty (20) or more days in a semester. The student will remain ineligible until he/she has been in attendance for forty-five (45) days following the twentieth (20th) day of absence. Exceptions are where there are five (5) or more consecutive days of absence due to illness, as certified by a doctor, or other reasons as specified by the PIAA and the district committee waives the absence.

2. **ABSENCES ON DAY OF GAME**

A student shall not participate in athletics on the day he/she has been marked absent without just reasons (dr. appts., education field trip, etc.) and/or prior approval as determined by the building principal. Athletes will follow the same tardy policy as non-athletes. Athletes must be in attendance by 11:30 a.m. in order to participate. If a student is too ill to attend class, he/she is too ill to participate in athletics. Permission to participate under special circumstances may be granted by the principal.

3. **DRUGS, ALCOHOL AND TOBACCO**

A student will not use, or have in his/her possession, tobacco, alcohol or illegal drugs. Violations will result in immediate actions by the principal in regards to school policy. Other penalties may be imposed on the athlete by the head coach of that sport.

4. SCHOLARSHIP

A student must be passing four (4) full credits or the equivalent. Weekly eligibility is cumulative from the beginning of a grading period, and runs from Sunday to Sunday at midnight of the week following his/her ineligibility. At the end of each nine (9) weeks, grades will be used to determine PIAA eligibility for the next nine (9) weeks. At the end of the school year, the final grades will be used to determine eligibility for the next school year.

5. DISCIPLINE

The school administration reserves the right to revoke the privilege of participation at any time for disciplinary reasons. Flagrant misconduct, poor sportsmanship, excessive absenteeism or failure to meet scholastic standards is some examples. When an athlete is given out-of-school suspension, that athlete may not participate in extracurricular activities on the day of the suspension. If an athlete accumulates multiple hours of detention in an academic eligibility week, that athlete shall meet with the Athletic Director and Principal to discuss a team suspension from 1 to 3 competitions. All student athletes are also responsible for following all rules of the individual programs. Athletes must adhere to all student handbook policies.

6. INJURIES

It is the responsibility of the coaching staff to work with the Trainer/EMT for the health and safety of all our athletes. All injuries should be reported to the Trainer/EMT. If an injury/accident occurs, the coach shall take immediate steps to care for the injured athlete. The Trainer/EMT should handle all serious injuries if possible. The Trainer/EMT should be notified as soon as possible, if at another site. If an injury is serious, the Trainer/EMT/Coach will attempt to contact a parent. If a parent is not available, the Trainer/EMT/Coach should call a doctor and/or ambulance. The Trainer/EMT will have an emergency plan to cover injury/accident situations for home and away events.

7. ACCIDENT REPORTS

An accident report form is to be completed following each injury and given to the Athletic Trainer. The trainer will process all injury paperwork.

8. POSTPONED GAME

The Principal and/or Athletic Director will postpone games. Factors to be considered in making the decisions are:

- A. Playing conditions
- B. Safe travel
- C. Financial losses

D. Damage to equipment and facilities

The Athletic Director will reschedule all postponed events after consulting with the Head Coach and Principal. If school is cancelled games may be played with the approval of the Superintendent and/or Principal, as per School Policy.

9. **PRACTICES**

The practice schedule for the season will be set up and approved by the Athletic Director. Practice times should be established and adhered to.

- A. Should poor weather cause cancellation of classes (early dismissals) no practices shall be held.
- B. If school is cancelled, practice or games, may be played with the approval of the Superintendent and/or Principal, as per School Policy.
- C. Students are not required to attend "optional" practices.
- D. Athletes are expected to attend all practice sessions. Head coaches will establish rules that cover attendance and discipline issues.

10. **POST-SEASON POLICY TO ENTER DISTRICT PLAYOFFS**

Teams will be allowed to enter District playoffs on the recommendation of the Principal and Athletic Director. Factors to be considered will be: competitiveness, record, injuries, etc.

11. **STUDENT ACCESS TO BUILDING**

Students are not permitted to enter the school building after scheduled practices or events. All students should have rides and leave school property within a reasonable amount of time.

12. **SCOUTING**

The Board recognizes the importance of scouting activities in the overall scope of the athletic program and will support scouting activities. All scouting activities should be designed to meet the needs of the sport involved and be scheduled through the Head Coach and Athletic Director.

13. **WEARING OF EQUIPMENT**

Athletic equipment/uniforms issued by the school may not be worn except for practice or game situations unless the coach has received permission from the Athletic Director.

EQUIPMENT

1. When preparing a budget request, the coach will list the item, size, color, quantity, company, catalog, item number and page number.
2. Each coach will sign for all equipment.
3. Each coach is responsible to inventory, issue and account for all equipment.
4. No equipment is to be taken from the school property, except for use at away games, without permission from the Athletic Director.

RESPONSIBILITY OF THE COACH

1. **GENERAL**

A member of the coaching staff must be present fifteen (15) minutes before a scheduled practice/game to supervise his/her athletes.

Plans and directs sports program for which he/she has been hired.

Organizes and supervises all practices to teach fundamentals and skills.

A coach must be the last person to leave school grounds after practice or game. If custodians are not on duty, the coach will also make sure that all windows are closed, doors are locked and alarm system is activated.

Issues equipment and files School Property Issuance Card.

Demonstrates behavior which will serve as an appropriate model.

Promotes the program with news releases. Coaches are responsible for calling local media.

Conducts practices and games consistent with PIAA regulations and school policies.

Develops and perpetuates a two-way communication system with parents.

In the absence of the Principal or Athletic Director, the coach is the action authority for the school.

Creates a feeling of team loyalty.

Be fully aware of legal responsibilities of your activity, take precautions against negligence and keep your staff and players fully informed.

All coaches must be certified through an accredited concussion awareness

program and have certification on file before being able to coach.

All coaches will signify that they have read and understand the signs and symptoms of Sudden Cardiac Arrest as explained on the PIAA form, and will notify the appropriate personnel immediately, by signing said form.

Performs all duties as delegated by the administration.

2. **PRE-SEASON**

Attends PIAA rules interpretation meeting.

Selects and instructs scorekeeper and managers and provides names to the Athletic Director.

Establishes discipline, attitude and training rules that are conducive to individual and team success. A coach will consider at all times the welfare of the student, but uppermost, the welfare of the entire team and school.

Develop a security system to prevent theft, defacing and property destruction.

Hold pre-season meetings with parents and athletes.

Establish written rules/policies that team members must adhere to. (These need to be kept on file with the Athletic Director).

Issue and have student athlete sign off that they received the student athletic handbook.

Review student athletic handbook with your athletes.

Issues school provided equipment or makes athletes aware of equipment they will need.

Strongly encourage athletes from a preceding sport to attend any league or all-star event dealing with that season. No coach will prevent any athlete from attending a previous sports season ending activities.

Communicate with the transportation secretary to arrange transportation and leave times for away games.

3. **SEASON**

Inspects the locker room before and after each practice/game. Any excessive messes made by the team should be cleaned up immediately by players and coaches before leaving the premises. The athletic director and building principal

determine what is considered excessive.

Locks all doors after practice.

Locks all doors during practice, if practicing after school hours.

Counsels players whose attitude, behavior or performance is unsatisfactory.

Instills in players a manner that reflects a positive image for the Southern Huntingdon County High School/Middle School.

Follow up on injuries or accidents to a player.

Instruct players on the game rules.

Prepares a phone relay system to convey messages.

Adheres to the practice time schedule so those students arrive and leave as scheduled.

Will instruct players as to which areas of the school they are permitted.

Constantly checks for unsafe equipment.

Make arrangements with the Athletic Director for all practices.

Will not permit any practice without the presence of a coach.

Instruct squad members as to seating area on the bus, behavior and cleanliness.

Instruct squad as to seating areas at games.

Keep persons not associated with the team out of the locker rooms, dugouts, bench and the field of play.

All practicing teams must clear the gym floor/locker room one (1) hour prior to a scheduled event.

Track game participation for use in determining Varsity letter winners.

These standards need to be on file with the Athletic Director for each sport.

4. GAME DAY

For away games, the coach/coaches check the locker room upon entering and leaving a school to ensure that no destruction/defacing of property is found.

Equipment should be kept under supervision. Spectators are not to have access to equipment.

Takes roll on the bus prior to departure to and from games.

5. **POST-SEASON**

Submits budget request to the Athletic Director.

Collects all equipment. (Submit list of all athletes not returning equipment).
Inventories all equipment.

Meet with Athletic Director and/or Principal to review head coach and staff observations, if needed.

Submit list of Varsity letter winners to the Athletic Director.

ROLE MODELING AND RESPONSIBILITY FOR COACHES

1. Teach athletes to avoid physical or verbal confrontations with members of the other team.
2. Instruct players that should, one of their teammates become involved in a physical or verbal confrontation, that all others are to avoid becoming involved in that confrontation.
3. The coach should instruct his players that if a confrontation does occur on the field or court, the officials would separate the involved individuals.
4. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench and otherwise not involved in the physical confrontation, in order that they have someone directly supervising them and keeping them from becoming involved. For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to stay in their seats.
5. Dignity and self-control must at all times mark the behavior of the coach. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks, which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.

6. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.
7. Coaches must control their emotions by eliminating any show of outrages or discontent over an official's call.
8. Never seek out an official during half-time or at the conclusion of a contest.
9. The coach should be with his team at all times.
10. All coaches are expected to submit their team rules in writing to the athletic director and building principal prior to the beginning of each school year. All team rules will be printed in the coach and student athletic handbooks. Coaches are responsible to review team rules with student athletes prior to the beginning of their respective seasons.

CODE OF ETHICS FOR COACHES

1. Set an example of good conduct for his/her team members, students and general public.
2. Act in a sportsmanlike manner at all times.
3. No smoking, drinking or profane language while supervising players. The use of tobacco products at games, practices or on trips is prohibited.
4. Maintain complete control of players at all practices and games.
5. Respect the decisions of officials and remain undemonstrative in accepting their decisions.
6. Be courteous to visiting teams and officials.
7. Strive for a good working relationship with opposing coaches and school.
8. Achieve a thorough knowledge and understanding of the rules (and a spirit of the rules) of the game.
9. Have a fair, unprejudicial relationship to players.
10. Teach athletes to win through legitimate means only, striving to win at any cost is unethical.
11. Give opponents full credit when they win.
12. Control his/her temper at all times.

13. Discourage profanity and obscene language.
14. Not criticize the actions or decisions of officials in the presence of players or fans.
15. Not solicit players from other schools or sports.
16. Each head coach will be evaluated each school year by the athletic director and/or the building principal. Each assistant coach will be evaluated each school year by the head coach and the Athletic Director.

PARENTAL ISSUES

If a parent inappropriately addresses you or the coaching decisions you are making, follow the steps below so that the Administration and Athletic Director can assist you in solving the problem.

1. Give written explanation of all that occurred to the Athletic Director the following day.
2. The Athletic Director will set up a meeting with the parent and the Principal to discuss the issue.
3. The coach will receive written notification of the results of the meeting and may at times participate depending on circumstances.
4. It is the belief of Administration and the Athletic Director that we are here to help you through these circumstances and support you.

SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT ATHLETIC CODE OF CONDUCT 2023-2024 SY

The Southern Huntingdon County School District views its extra-curricular athletic programs as extensions of the classroom. While these programs are also recreational, we hope students will learn worthwhile lessons of teamwork, discipline, hard work, cooperation, and physical fitness. The coach is considered first as a teacher, teaching skills and reinforcing the other qualities that we hope to see in participants. He/she has authority similar to that of a teacher in the classroom. Likewise, students and their parents also have an obligation to conduct themselves appropriately. Since participation in extra-curricular activities is a privilege provided by the District, there is no such thing as a “right” to participate in interscholastic athletics. As such, the school has the authority to establish the parameters for the expectations for all those involved in the activities. The school holds these expectations for the athletic programs in the interest of maximizing the programs’ benefits to students and for their smooth operation.

We expect coaches and advisors to:

- *Be positive role models at all times.
- *Be knowledgeable of their activity and be able to demonstrate and reinforce its skills.
- *Always exemplify the very best courtesy, manners, and sportsmanship.
- *Be able to effectively work with the students on their teams in promoting harmony and cooperation.
- *Exhibit the highest possible level of fairness in dealing with all participants and parents.
- *Ensure the safety of all participants to the best of their ability
- *Communicate effectively with participants and parents/guardians in matters related to the activity.
- *Assume responsibility for the direction of the program at every level.
- *Follow and support school policy with respect to hazing, attendance, academics, and overall operation of their program.

We expect participants to:

- *Respect the position and the requests of the coach.
- *Always exemplify the very best courtesy, manners, and sportsmanship with coaches, teammates and opponents.
- *Adhere to and willingly follow school policies and the rules imposed by the coach, understanding that you represent your school and community.
- *Be faithful in attending practice and contest or performances.
- *Cooperate fully with the coach and show respect to the coach and teammates in striving to achieve the team's goals.
- *Give the very best effort and performance possible, both in practice and in contests.
- *Maintain acceptable behavior during both school and non-school hours.
- *Support team fundraisers as asked.
- *Maintain academic eligibility
- *Follow the school's attendance policy. In order to participate in any after-school extracurricular activity including practice or games, a student must be at school for a least a half of the school day.

We expect parents/guardians to:

- *Be positive role models at all times.
- *Support the position and authority of the coach/advisor as the person in charge of the activity.
- *Realize that the coach has authority with the team similar to that of the teacher in the classroom.
- *Help their child fulfill the expectations stated above.
- *Realize that participants may be disciplined or removed from the team for such acts as missing practices, unacceptable behavior, or failure to follow team or school rules.
- *Arrange a private meeting with the coach/advisor apart from the time of practice and before/after contests to discuss matters which may be confrontational.
- *Realize that participants may be expected to involve themselves in fund raising projects in support of the activity.
- *Expect and encourage their daughter/son to always exemplify the best effort and performance possible.

*Respect the coach's decisions regarding their son/daughter's playing time and game time strategies, understanding that playing time will only be a discussion held between the coach and player, not the coach and parent/guardian.

*Conduct themselves in a courteous manner when dealing with a coach, opposing players, or fans.

*Realize that parents/guardians and others are not permitted in the locker rooms and/or dugouts before, during, or following a contest or a practice except by invitation of the coach.

Complaint Policy

The Southern Huntingdon County School District has taken great steps to hire quality individuals to direct our extra-curricular programs of the district. The Board feels that these individuals are competent and should perform their duties with limited distractions. However, the Board recognizes that concerns do arise between parents/guardians and coaches/advisors. The Board, therefore, has created an organized, sequential complaint process to address these concerns. The Board feels that strict adherence to this policy will bring proper and immediate closure to any such concerns.

The procedure for processing complaints will be as follows:

1. Parents/guardians will request a face to face meeting with the coach/advisor. This meeting will not occur on the day of a contest.
2. In the event the parents/guardians are not satisfied with the results of Step 1, the parents/guardians may arrange a meeting with the athletic director or the principal and the coach/advisor.
3. In the event that the issue is not resolved in the above steps, the parents/guardians shall schedule a meeting with the principal, athletic director, and coach/advisor to discuss the concerns.
4. If the issues are still not resolved, the superintendent may meet with the parents/guardians to discuss these concerns. Issues of game strategy, appointment of captain(s) and playing time will not be addressed by a parent to a coach or advisor; nor may they be addressed through the complaint procedures.

Any action or activity that undermines the integrity of any extra-curricular activity cannot be tolerated. For all parties, egregious violations of these policies will result in a one week ban from attending events at the school for which the violations occurred. For subsequent violations, violators of the above are subject to discipline, including the possibility of being banned from attending home Southern Huntingdon County School District athletic events for a period of one calendar year or longer.

The following points must be practiced by all parties in all situations:

*Be respectful of all parties, refraining from using inappropriate and confrontational language with anyone: opposing players, coaches or fans; SHC players, coaches or fans; and contest officials.

*Recognize that there is a time and place for difficult conversations. Any such conversation needs to occur when tempers are not high, and should be conducted in a mature, adult-like manner.

*Be positive and respectful to build a positive athletic community.

- *Understand that it is never acceptable to publicly criticize others.
- *Properly use chain of command procedures and never use social media to express displeasure.
- *Never discuss player issues with anyone but the player/parent or guardian/coach involved.
- *Derogatory comments in person, in public or on social media toward anyone are never acceptable.
- *Playing time will only be discussed between the coach and player, not with the parent/guardian.
- *Any coach, player or parent/guardian that is removed from a PIAA contest, must complete the NFHS Sportsman course before being permitted to attend any further PIAA contests.

TRANSPORTATION RULES

The purpose of the following is to ensure that health, safety and welfare of every student is protected and that the school district can continue to economically provide efficient, adequate and safe transportation to athletic events. It is the duty of each coach and/or driver to enforce each rule and regulation.

1. The coach and/or driver are in charge of all students.
2. Students are to be at their designated pick up spot on time.
3. Classroom conduct is to be observed on the bus.
4. Students may eat and/or drink soda on the bus with the driver's permission. All waste is to be deposited in the trash container on the bus.
5. Students are not to open windows unless granted permission by the driver. Under no conditions are students to shout or yell out the windows.
6. Ipods, etc. will be permitted on the bus.
7. Any and all damage to a bus is to be reported immediately to the driver.
8. Any student, who causes damage to a bus while on or off the bus, intentionally or unintentionally, will pay for the damage.
9. No student is permitted to open the emergency door except upon the direction of the driver or in an emergency when the driver is incapacitated.
10. Each student must travel to and from the athletic contest in the transportation provided by the school. A coach may grant permission for a student to return home with his/her parents (ONLY) when the request is made personally by a parent, or written permission has been given previously and approved by an

administrator.

11. Any conduct deemed unacceptable and not specifically covered in these regulations or the Southern Huntingdon High School/Middle School Handbook will be referred to the principal. Violations will be acted upon in the same manner as stated in the Southern Huntingdon High School/Middle School Handbook.
12. Only team personnel will be permitted to ride on the team bus. This would include players, managers, coaches, volunteer coaches, statisticians and training staff.
13. The Southern Huntingdon County School District is responsible for contracting all transportation needs for all Extra-Curricular activities. Any request for a change in transportation must be presented to the Athletic Director before the season begins.
14. Only in a matter of extreme extenuating circumstances may an athlete travel to an away game by private transportation with prior approval from the principal.

EARLY DISMISSALS

The Athletic Director in conjunction with the head coaches will arrange all early dismissals and departure times. Each head coach is responsible for providing a transportation list to the main office the day of the scheduled event. Coaches are responsible for providing work and notifying the principal's secretary for obtaining coverage for any class they may miss due to early dismissals.

TRANSPORTATION POLICY

VAN USAGE

1. Coaches Request
2. Two vans will carry all team personnel
3. Tournaments

It is the coach's responsibility to supervise their athletes when utilizing the vans. The vans should be cleaned of paper and/or articles the athletes brought with them. Use proper handles to close doors. Do not allow athletes to deface the vans.

BUS USAGE

School buses will be assigned for all regular and post-season trips in which school vans are not utilized. Participation in a district championship game will allow the

team to travel on a charter bus. Also any participation in the state playoffs will facilitate the use of a charter bus.

CHARTER BUS USAGE

Charter buses may (with administrative approval) be assigned and the school district will pay its share of mileage costs as if a school bus was being taken. A team booster club will be responsible for any additional costs that would be incurred over and above what the district would normally pay.

FACILITIES SET-UP

Any team practicing before a scheduled event must vacate the floor and locker rooms, one (1) hour before the scheduled start time of the event.

REPAIR WORK ORDERS

Complete work order forms, and turn the form into our Athletic Director. Support personnel will talk with you if they have additional questions. We may have to prioritize if time is an issue; however, you will be informed if your request for repair is delayed.

OVERNIGHT ACCOMMODATIONS

All requests for overnight accommodations must be presented to the Athletic Director as soon as the head coach knows the need. The meal reimbursement policy will be in effect for all overnight trips.

CLASS COVERAGE

Coaches are responsible for arranging class coverage with the Principal's secretary. Coverage reimbursement is provided within the professional contract.

PROCEDURES FOR OVERNIGHT TRIPS

The Southern Huntingdon County School Board has always supported our athletic teams when requesting overnight trips. These trips many times allow for greater competition and the opportunity for our athletes to improve their skills. We also understand that there are many more risks for our student's safety. In order to help keep our student athletes safe the following guidelines will always be in effect. On any overnight trip all coaches, bus drivers, chaperones and others shall observe the following guidelines to help ensure the student's safety. The head coach is responsible for securing the necessary supervision for the trip and providing orientation regarding what is required of all making the trip.

1. RULES

All school rules apply during overnight trips. Review these rules with students before the trip departs. Remind students that they must respect each other and that there must be no bullying, harassment, hazing, fighting or other misconduct. Ask all students to report any misconduct immediately to a coach. Warn students that the staff will be even more vigilant about enforcing school rules on the trip and that students will face serious disciplinary action for any misconduct. Warn everyone that their property can be subject to searches.

2. SUPERVISION

The head coach and their assistants/chaperones must supervise students whenever possible during the trip, including in the middle of the night. Do not schedule any unsupervised time for students.

3. SEARCHES

You may conduct searches of student's personal property, purses, briefcases, backpacks and bags if you have reasonable suspicion that a student is violating school rules or the law. These searches may occur at any time during the trip, including in hotel rooms or before boarding buses. Only school employees (coaches) may conduct a search.

4. RELEASE OF STUDENT

If a student violates school policy or the law, notify the school immediately. If this is not possible you will notify the parents. If a student has violated the law, such as by possessing drugs or a weapon, also call the police. Under no circumstances should you ever release a student from your trip to anyone other than a school official or his/her parents. Never send a student home alone.

5. REQUIRED FORMS

The following forms are required to be completed and on file before a student is permitted to accompany a trip:

- a. Parent consent
- b. Medical history
- c. Medication permission
- d. Consent to search
- e. Itinerary/contact information
- f. Trip roster

PRE-SEASON CHECKLIST FOR COACHES

- ___ 1. Meet with athletic director to discuss objectives, responsibilities and player handbook.
- ___ 2. Check out keys for locker room and coach's office.
- ___ 3. Check all equipment and facilities for safety.
- ___ 4. Review league official handbook and rules for your sport. Pay special attention to new rule changes.
- ___ 5. Check time and date of rules interpretation meetings.
- ___ 6. Review conference policies and procedures.
- ___ 7. Review eligibility procedures regarding physical exams, insurance and participation. Do not allow participation of an athlete until all requirements are met.
- ___ 8. Hold a pre-season meeting with squad members and coaching assistants.
- ___ 9. Submit space use needs to Athletic Director.
- ___ 10. Submit a practice, game and scrimmage schedule to the Athletic Director.
- ___ 11. Provide pre-season information to the media as requested.
- ___ 12. Communicate with potential players via individual letters, posters and school public address announcements or other personal contacts.
- ___ 13. Hold a pre-season meeting with parents.
- ___ 14. Submit a travel schedule with leave times for away contests to the Athletic Director and to the secretary that arranges bus transportation.

POST-SEASON CHECKLIST FOR COACHES

- ___ 1. Check in all equipment.
 - ___ Collect all gear, including locks.
 - ___ Inventory all equipment and supplies.
- ___ 2. Inform Athletic Director of equipment needing repair.
- ___ 3. Follow up on all obligations incurred by your athletes in your sport.
- ___ 4. Notify athletic office of players eligible for lettering.
- ___ 5. Notify athletic office of any special honors earned by athletes in your sport.
- ___ 6. Notify Principal and Athletic Director of any banquet plans.
- ___ 7. Complete all final reports.
- ___ 8. Hold a post-season evaluation conference with the Athletic Director and/or Principal, as needed, or when requested by an administrator.
 - ___ Discuss future equipment and capital outlay needs.
 - ___ Review past season.
 - ___ Discuss evaluations of the head coach and his/her staff.
 - ___ Make recommendations for the coming season.

GAME MANAGER DUTIES

1. Arrive one (1) hour before the start of scheduled event (two (2) hours for varsity football)
2. Check locker rooms before and after games (cleanliness, damage, etc.).
3. Set-up ticket booth(s); see Athletic Director before-hand to receive tickets and starting cash.
4. Have game workers sign pay sheets (security, etc.).
5. Take (show) visiting teams to locker room.
6. Assist in setting up scoreboard (scorer's table) and PA system (football announcing, music for pre-game, National Anthem, etc.)
7. Show officials to locker rooms (escort and half-time (water) and after game). Athletic Director will be responsible for this at varsity football games.
8. Collect tickets and money during the third (3rd) quarter of the game.
9. Prepare game report (tickets sold, cash received, etc.).
10. Pay will be at a Board approved rate.
11. Duties may be subject to change.

CONTACT INFORMATION

Superintendent – Mr. Dwayne Northcraft (814) 447-5529, Ext. 2606

High School Principal – Mr. Sean Cummins (814) 447-5529, Ext. 2507

Athletic Director - Mr. Tracy Cornelius (814) 447-5529, Ext. 2217

COACHING POSITIONS PER SPORT

Football - Head Coach and four (4) paid assistant positions

Boys' Basketball - Head Coach and two (2) paid assistant positions

Girls' Basketball - Head Coach and two (2) paid assistant positions

Wrestling - Head Coach and two (2) paid assistant positions

Baseball - Head Coach and two (2) paid assistant positions

Track - Head Coach and two (2) paid assistant positions

Softball - Head Coach and two (2) paid assistant positions

Field Hockey - Head Coach and one (1) paid assistant position

Cheerleading - Head Coach and two (2) paid assistant positions

Cross Country-Head Coach and one (1) paid assistant position

Girls Soccer-Head Coach and two (2) paid assistant positions

Bocce Ball-Head Coach