

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.:	151
Section:	PROGRAMS
Title:	STUDENT ATHLETICS
Date Adopted:	6/15

R151 STUDENT ATHLETICS

Interscholastic Sports

Recognition of New Interscholastic Sports Teams

1. Any team seeking status from the Lower Merion School District (“the District”) as an interscholastic sports team must submit a request using the form attached as Attachment A no later than October 1 of the school year prior to the school year for which the recognition is sought.
2. A completed Application for Interscholastic Sports Team Status must include the following:
 - a. The previous fiscal year’s financial statements if the team existed as a club during the previous fiscal year; and
 - b. Affirmation that any required submissions for the previous fiscal year have been completed and submitted to the Athletic Director.
3. The Athletic Director is responsible for initial review of the Application for Interscholastic Sports Team Status for completeness and compliance with the criteria established in the Board Policy on adding a new interscholastic sports team.
4. Once the Athletic Director has reviewed the application for completeness and compliance, the Athletic Director will forward the Application to applicable building principal(s) for final review.
5. The principal(s) will forward the application to the Assistant Superintendent or designee, who will then forward the application to the Superintendent with a recommendation for approval or denial of the Application.
6. If the Superintendent determines that the Application meets the criteria on adding a new interscholastic sports team established in the Board Policy, this regulation and as otherwise established from time-to-time by the Superintendent, and also fits within the budgetary constraints of the District, the Superintendent shall forward the Application to the Board for approval. Approval shall be at the sole discretion of the Board.

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7. The following criteria shall be considered with respect to the establishment of a new interscholastic sports team:
- a. Whether the sport is governed by the Pennsylvania Interscholastic Athletic Association (PIAA);
 - b. Duration as a club sport team;
 - c. Equity among District schools at the secondary and middle school levels;
 - d. Student interest;
 - e. The effect on participation levels of existing sports; and
 - f. Cost.

Staff Development

The Athletic Director shall be responsible for developing and distributing to coaches a manual that sets forth the applicable District policies and procedures governing District coaches. This manual shall include, but not necessarily be limited to, the following:

1. The applicable coaches' code of ethics;
2. Lower Merion School District's Rules Against Drug, Alcohol and Tobacco Activity by Participants in Interscholastic Athletics and Other Performance Activities;
3. Eligibility of students;
4. Guidelines for Equipment Collection;
5. First aid, including care and prevention of athletic injuries and the scientific principles relating to training and conditioning for sports;
6. Policies prohibiting sexual harassment against students and employees;
7. Prohibitions against hazing; and
8. Policies regarding Student discipline.

The Athletic Director shall be responsible for ensuring that coaches receive periodic training relative to these topics listed above and other relevant topics.

Eligibility Standards

The Administration shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; and be free of injury, as determined by the District physician.

The academic standards are set forth in Attachment B.

Students must also meet those eligibility standards set by the Constitution of the PIAA.

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No student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility;
2. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement;
3. Attended school regularly;
4. Been in required attendance as reflected in the student handbook on the day of the athletic event or practice;
5. Returned all school athletic equipment previously used or compensated the District for its loss; and
6. Other requirements as listed on the District website for participation in athletic events.

Scheduling of Athletic Events

Within the confines of the PIAA-established season and scheduling requirements, reasonable efforts shall be made to schedule athletic contests after regular class hours so that students will not have to be excused from class or have their examination schedules unduly interrupted.

The Athletic Director must approve, prior to the date of the first team tryout, all team commitments for tournaments, games and practices during breaks from school and over holidays.

Parents shall be informed of the expectations for commitments for tournaments, games and practices during breaks from school and over holidays prior to, or at the time of, team selection.

Transportation

The District will provide transportation of interscholastic athletic teams, including transportation to competitions that require longer than usual travel distances. Such provision of transportation will be supplied to both male and female students based upon considerations other than the gender of their respective athletic teams and may depend on a number of factors including, but not limited to, athletic and/or competitive opportunities presented. Overnight trips require Board approval.

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Club Sports

Requirements for Recognition of Club Sports

Athletic clubs seeking school recognition and club status from the District must meet the following requirements:

1. Each club must designate an advisor/coach, who must be approved by the applicable building principal(s), Athletic Director and a club president. Both the athletic club advisor/coach and the club president must sign a written agreement with the District. See Attachments C and D.
2. The District reserves the right to designate a particular employee as an advisor/coach to a particular club or to reject a proposed candidate in a manner consistent with the terms of any applicable collective bargaining agreement.
3. The club president must be a resident adult (21 years old or older), but need not be an employee of the District. The individual must agree to serve as club president without additional compensation from the District. The advisor/coach may not serve as club president.
4. District financial support for a club will be determined on an annual basis in accordance with the District's overall budgetary limitations. Notwithstanding any prior agreements to the contrary, the club must normally be privately funded at least to some extent and should not expect full financial support from the District.
5. Only students enrolled in the District who meet academic eligibility requirements as established by the PIAA and the District may participate in the club unless otherwise required by law.
6. Club teams may include students from multiple District schools.
7. Transportation to club functions shall be provided on a case-by-case basis as determined by, among other things, District budgetary limitations.
8. The club will be responsible for adoption and implementation of its own rules and regulations governing all aspects of the activity. A copy of those rules and regulations must be submitted annually to the applicable building principal(s).
9. Advisors/coaches must provide satisfactory Act 34 and Act 88 clearances for themselves as well as any other clearances as required by law.

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10. Each club participant shall be required to submit a completed "Physician's Certificate" and "Parents' Certificate" in the form required by PIAA, as well as any other medical or emergency information required of participants in interscholastic athletics.
11. Insurance - The District recognizes the exposure to losses through liability that may result from school athletics. With this in mind, the club shall purchase and maintain, at club expense, both of the following:
 - a. Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the District shall deem sufficient but no less than \$1,000,000 in the aggregate for each occurrence for bodily injury and property damage combined. These policies shall be on an occurrence basis only.
 - b. Maximum aggregate limit directors and officers insurance coverage in the amount of \$500,000 per occurrence or \$1,000,000 for all claims made during a policy year.

Policies shall name the District as an additional insured. The club shall submit annually certificates evidencing such coverage to the District's Business Manager. This certificate shall contain a provision that coverages afforded under the policies shall not be canceled or changed unless at least 30 days' prior written notice has been given the District. **WAIVERS IN LIEU OF INSURANCE ARE NOT PERMITTED.**

12. The advisor/coach and club president are jointly responsible for submitting financial information regarding the club's operations containing, at a minimum, the information listed in the template report provided with this regulation (Attachment E);
13. The advisor/coach and club president are jointly responsible for the club's compliance with the rules stated above and are responsible for providing all necessary notices or other documentation required above before the activity begins. The District reserves the right at any time to review club status and to revoke club status for any club that fails to remain in compliance with the rules stated above.
14. School recognition and club status are valid for a maximum of one year and must be renewed annually through submission of an Application for Athletic Club Status at least two months before the expected starting date.
15. Clubs that engage in hazardous activities as determined by the Superintendent or designee shall require their student members and their parents to sign a Permission Form and Release for Participation in Club Engaged in Potentially Hazardous Activities in the form attached as Attachment F. Such clubs may be granted permission to use the District or school name but typically shall not be eligible for financial support or transportation.

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Recognition and club status entitle a club and its participants to the following:

1. The school will award varsity letters and/or certificates if club participants meet participation requirements of officially sanctioned District athletic teams.
2. The club may use the District facilities, subject to availability, with the understanding that established interscholastic and intramural programs are given priority. The club is responsible for any damages caused or incurred during the time the club is using the District facilities or equipment.

Administrative Procedure for Recognition Renewal of Athletic Clubs

1. By August 1 of each year, the Athletic Director is responsible for notifying the school community that beginning with the 2011-2012 school year all athletic clubs seeking renewal of school recognition and club status must submit an Application for Athletic Club Status. See Attachment G.
2. A completed Application for Athletic Club Status must include the following:
 - a. A copy of the current club rules and regulations;
 - b. The previous fiscal year's financial statements if the club existed during the previous fiscal year; and
 - c. Affirmation that all required submissions for the previous fiscal year have been completed and submitted to the Athletic Director.
3. The Athletic Director is responsible for initial review of the Application for Athletic Club Status for completeness and compliance with the District Requirements for Recognition of Athletic Clubs, including confirmation that any required insurance certificates have been submitted by the club to the Business Manager.
4. Once the Athletic Director has reviewed the application for completeness and compliance, the Athletic Director will forward the Application to applicable building principal(s) for final review.
5. The principal(s) will forward the application to the Assistant Superintendent or designee, who will then forward the application to the Superintendent.
6. The Athletic Director is responsible for ensuring yearly compliance on the part of all athletic clubs with the District Requirements for Recognition of Athletic Clubs. This includes annually, no later than August 1, notifying each president and each advisor/coach of existing clubs of

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the need to resubmit an Application for Athletic Club Status at least two months before the expected starting date.

Intramural Sports

A variety of after-school athletic programs shall be offered to students in all grades beginning in fourth grade. These include team-based intramural sports and fitness-themed clubs.

The building principal or designee shall be responsible for approving and publicizing intramural sports in the same manner as other school based activities.

The Superintendent designates the Assistant Superintendent to oversee intramural sports in all buildings to ensure overall equity of programming within the District.

Cross Reference: Policy No. 132, Homework

Attachment A

Lower Merion School District

Request for Interscholastic Team Status

Directions

Any team seeking interscholastic team status from the Lower Merion School District must complete this form and agree to comply with and abide by the attached Administrative Regulation. Completed applications must be returned no later than _____ of the school year prior to the school year for which the recognition is sought.

A completed Application for Interscholastic Sports Team Status must include the following:

- a. The previous fiscal year's financial statements if the team existed as a club during the previous fiscal year; and
- b. Affirmation that any required submissions for the previous fiscal year have been completed and submitted to the Athletic Director.

Information Required

- a. Type of Sport _____
- b. Name of Advisor/Coach _____

I hereby affirm that all required submissions for the previous fiscal year have been completed and submitted to the Athletic Director.

Signature of Club Advisor/Coach

ELIGIBILITY DESCRIPTIONS BY SCHOOL

HARRITON AND LMHS

C. ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

1. GENERAL PRINCIPLES

A student's grade-point average at the end of a quarter will determine the student's eligibility the next marking period. A grade-point average of less than the one specified at the end of each quarter will make the student ineligible to participate in interscholastic athletic activities for a period of 15 school days. After this time period, the School will evaluate the student's academic record for the current quarter. If the student has achieved a grade-point average the same or higher than the one which is required, the student becomes eligible to participate in Interscholastic Athletics. On the Wednesday of each succeeding week of the quarter, teachers will report the student's letter grade in order that a determination can be made as to whether the student has maintained the required grade-point average. Any student whose average falls below the required grade-point average becomes ineligible for the next week.

To prevent eligible students from falling below the required grade-point average during a quarter, any student who receives three warning notices at the midpoint of any quarter will be subjected to weekly evaluation.

2. ELIGIBILITY STANDARDS

Eligibility standards are as follows:

- a. First quarter
 1. Ninth grade students must have passed at least the equivalent of four major courses of school work determined from their final grades of the previous school year and must maintain that standard during the first quarter of the following school year. The eligibility status of the students shall be monitored during the first 15 school days of the first quarter.
 2. Tenth, eleventh and twelfth grade students must have earned a 1.5 grade point average based upon their final grades of the previous school year, may have only one failing grade, and must maintain that standard during the first quarter. The eligibility status of the students will be monitored after the first 15 days of the first quarter. (Please note that the GPA minimum for NCAA eligibility is 2.0—please keep this in mind if you plan on submitting through the NCAA clearinghouse.)
- b. Second, Third and Fourth Quarters
 1. Ninth, tenth, eleventh and twelfth grade students must have earned a 1.5 grade point average, may have one failing grade for the preceding quarter and must maintain that standard during the current quarter. The eligibility status of students shall be monitored after the first 15 days of each quarter and during the remaining weeks of each quarter for those students who are found to be ineligible and those who are “at risk.”

Attachment B

Scale for Determining Grade-Point Average

Honors College Prep		
Grade	Course	Course
A	5.0	4.0
B+	4.3	3.3
B	4.0	3.0
C+	3.3	2.3
C	3.0	2.0
D+	2.3	1.3
D	2.0	1.0
F	0	0

BCMS AND WELSH VALLEY

1. ELIGIBILITY STANDARDS

Academic eligibility is achieved by maintaining good standing (64.5% or higher) in scheduled classes during the course of the current athletic season. A student's academic eligibility will begin one full week into the given athletic season. A preliminary list will run on Wednesday for the purpose of notifying the student-athlete. A student's academic progress is evaluated each week. The final list will be generated on Friday and any student who is deemed ineligible will be so from Saturday of that week until Saturday of the following week. Students will have an opportunity during the course of the week to improve their academic standing and become academically eligible for subsequent week. Students not meeting district eligibility standards repeatedly during the course of a season may be dismissed from the team in order to focus on making academic progress.

2. INELIGIBILITY

One failing grade in a core course or any course that meets 6/6 days in a cycle (Math, Science, English, Social Studies, or World Language)

A failing grade in two or more personal development courses

If an athlete fails the quarter, under PIAA regulations, she/he is ineligible for the first 15 school days of the next quarter.

Attachment C

Lower Merion School District
Athletic Club Advisor/Coach Agreement

I, Advisor/Coach for _____,
have received and reviewed the Lower Merion School District Requirements for Recognition of
Athletic Clubs attached to this application and agree to abide by those requirements.

Advisor/Coach

Commonwealth of Pennsylvania

County of _____

On this the _____ day of _____, 20____, before me, _____,
the undersigned officer, personally appeared, _____
known to me to be the person whose name is subscribed to this document, and acknowledged that she/he
executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

Notary Public

Attachment D

Lower Merion School District
Athletic Club President Agreement

I, Club President for _____,
have received and reviewed the Lower Merion School District Requirements for Recognition of
Athletic Clubs attached to this application and agree to abide by those requirements.

Club President

Commonwealth of Pennsylvania

County of _____

On this the ____ day of _____, 20 __, before me, _____,
the undersigned officer, personally appeared, _____

known to me to be the person whose name is subscribed to this document, and acknowledged that she/he
executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

Notary Public

Attachment E

TEMPLATE FINANCIAL STATEMENT

BEGINNING BALANCE (A)	\$ _____
Add: Revenue	
Fundraisers	\$ _____
Parent Fees	\$ _____
Interest Earnings	\$ _____
Other Revenue	\$ _____
TOTAL REVENUE (B)	\$ _____
Less: Expenses	
Fundraising Costs	\$ _____
Materials for Students	\$ _____
Banquets or Celebrations	\$ _____
Other Expenses	\$ _____
TOTAL EXPENSES (C)	\$ _____
ENDING BALANCE (A + B - C)	\$ _____

Attachment F

NOTIFICATION LETTER OF PARTICIPATION
IN CLUB ENGAGED IN POTENTIALLY HAZARDOUS ACTIVITIES
(For use with clubs not formally recognized as Athletic Clubs
under Administrative Regulation 151)

Dear Parents:

This letter is to notify you that your son/daughter has elected to participate in the following club:

Name of club

Name of Advisor

Phone no. of Advisor

Because of the potentially hazardous nature of the activities in which this club is engaged, the School District requires that you sign and return the attached consent form in order for your child to participate in the club's activities. Parents/guardian must sign this permission form in the presence of a school employee (i.e. secretary, teacher, administrator). The school employee will sign as the witness to your signatures. Please be aware that if your son/daughter currently resides with both parents, each parent must sign the permission form and be witnessed.

If you have any questions regarding the status of this club, please contact the club advisor listed above.

Sincerely,

Assistant Principal

cc: Club Advisor

PERMISSION FORM AND RELEASE
FOR PARTICIPATION IN CLUB ENGAGED IN
POTENTIALLY HAZARDOUS ACTIVITIES

Section I. Parent Permission Form

_____, grade _____, homeroom _____, has my permission to participate in the following club:

NAME OF CLUB

Section II. Release and Indemnity Agreement

In consideration for the Lower Merion School District's permitting my child to participate in the club identified above, I agree:

1. **to release** the Lower Merion School District and its directors, administrators, employees (in particular any advisors identified above who are employees of the Lower Merion School District) from any liability for **personal injury to my child** or **damage to the personal property of my child** unless such is caused by intentional misconduct by the directors or administrators of the Lower Merion School District and to **indemnify and hold harmless** the Lower Merion School District, its directors, administrators and employees for any claims asserted of the nature described in this paragraph; and
2. **to indemnify and hold harmless** Lower Merion School District, and its directors, administrators, employees (in particular any advisors identified above who are employees of the Lower Merion School District) from any and all liability for any claim or damages asserted against them individually, jointly or severally as a result of any **injury to any other person** or damage to that **person's property** resulting from the actions of **my child**.
3. **Liability** includes any loss, damage, expense, causes of actions, lawsuits, claims or judgments, including attorney's fees.

Attachment F

Intending to be legally bound, I agree to the terms and conditions set forth in **Section I (Parent Permission Form), Section II (Release and Indemnity Agreement)** above.

If the child currently resides with both parents, this form must be signed by both.

If my child is over the age of eighteen (18) years, he/she assents to the **Release and Indemnity Agreement** contained in **Section II** above as witnessed by his/her signature.

Witness: _____
(father)

Address:

Signed: _____

Witness: _____
(mother)

Address:

Signed: _____

Witness: _____
(guardian, if applicable)

Address:

Signed: _____

Witness: _____
(child/over age of 18 only)

Signed: _____

Attachment G

Lower Merion School District

Annual Application for Recognition and Athletic Club Status

Directions

Any athletic club seeking recognition and club status from the Lower Merion School District must complete this form and agree to comply with and abide by the attached Lower Merion School District Requirements for Recognition of Athletic Clubs.

Completed applications must be returned at least two months before the expected starting date accompanied by the following:

1. A copy of the current club rules and regulations;
2. The previous fiscal year's financial statements if the club existed during the previous fiscal year.

Information Required

- a. Name of Club _____
- b. Name of Advisor/Coach _____
- c. Name of Club President _____
- d. Name of Activity or Sport _____
- e. Name of general liability insurance carrier (if applicable) _____

- f. Name of directors' and officers' insurance carrier (if applicable) _____

I hereby affirm that all required submissions for the previous fiscal year have been completed and submitted to the Athletic Director.

Signature of Club President

Date