

**Mt. Lebanon School District
Athletic Department**

THE PURPOSE OF THIS HANDBOOK

The purpose of this Coaches Handbook is to serve as a guideline for all coaches to follow in carrying out their designated responsibilities as coaches in the Mt. Lebanon School District. It is imperative that all guidelines be observed; this is an inherent professional obligation undertaken with the appointment to the coaching position.

SPECIAL NOTICE

This document may be subject to additions and amendments subject to Administrative approval. Written copies of such revisions will be made available for inclusion in the handbook.

ATHLETIC PHILOSOPHY

Mt. Lebanon School District believes that a dynamic program of student activities is vital to the educational development of the student. The Athletic Program of Mt. Lebanon High School provides a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life in a democratic society. The Athletic Program functions as an integral part of the total curriculum and offers students opportunities to serve the school, to assist in the development of fellowship and good will, to promote self-realization and all-around growth and to encourage the qualities of good citizenship.

EMERGENCY PHONE NUMBERS

Please find below critical phone numbers that you might need during your season:

Mt. Lebanon High School	344-2003
Mellon Middle School	344-2121
Jefferson Middle School	344-2123
Mt. Lebanon Athletic Office	344-2008
Mt. Lebanon Stadium	344-2075
Mt. Lebanon Training Room (stadium)	344-2078
Press Box	344-2074
Pool	344-3170
Building Rentals - Mrs. Chris Sambolt	344-2052
Maintenance	344-2090
Mt. Lebanon Police	343-3400
Ambulance	173911 (in building) 911 (outside building)
Website	athletics.mtlds.ort

Building administration should be immediately notified during emergencies. Their numbers are listed below:

Dr. Joel Thompson	HS Principal	724-953-6844(c)	
Mr. Chris Wolfson	Mellon Principal	412-215-8110 (c)	
Mrs. Sarah Shaw	Jefferson Principal	412-327-8609 (c)	
Mr. John Grogan	Athletic Director	724-926-33899(h)	412-215-5211(c)

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATING IN ATHLETICS

The following guidelines have been developed by the Mt. Lebanon School District to monitor the academic performance of students on athletic teams:

At the beginning of a particular sports season, initial academic and attendance eligibility shall be governed by the P.I.A.A.

In-season weekly monitoring of an athlete's eligibility shall be as follows:

1. If a student is not earning a passing grade, that student shall be referred to the Athletic Director by 12:00 Noon on Thursday.
2. The Athletic Director shall chart students by courses as they are submitted by teachers.
3. Coaches shall be officially informed by the Athletic Director of all such referrals by Friday.
4. Any student athlete who is not passing four full credit courses will be ineligible to practice and play for one week. This student will remain ineligible until they have achieved a passing grade in four full credit classes.

Any penalties or sanctions imposed on students will begin on Mondays.

It is important that the entire athletic department stay on top of all our athletes. Together, we can show our students the importance of a quality education as well as superior athletic programs.

ATHLETIC ACTIVITIES ACCOUNT AND PURCHASES

1. The athletic director will keep a record of all receipts and approve all disbursements. Subsequent approval of disbursements must also be made by the business manager.
2. No purchases will be made by a coach without the written authorization from the athletic director.
3. Even in an emergency, the coaches will not pick up any item unless the coach has a copy of a purchase order or written authorization from the athletic director to present to the vendor. **If the coach purchases any item, regardless of the amount, the coach will be responsible for the payment of it.**

ATHLETIC INSURANCE - RESOLUTION AND COVERAGE

The district maintains a special \$1,000 deductible excess accident policy. If a student receives medical services for a sports related injury, the parent must submit all claims to their personal insurance carrier for payment. Costs in excess of the family's insurance plan that are paid by the family and exceed \$1,000 should be submitted to the plan carried by the district. The claim form to submit these costs can be obtained in the Principal's Office and must be submitted to the insurance carrier within 90 days from the date of the injury.

BUDGET

All head coaches will present a complete list of equipment and medical supplies that the team will need for the next season when the bid process begins. Each item should be written with complete specifications so that all vendors will understand the quality of items desired. This will insure the school district of receiving the quality it desires. Please list no sub on items that you want a specific brand or style. Complete specifications will also aid the vendors when they bid on the items. Please include catalog numbers with each item. Catalogs may be secured from the athletic director. Computer printouts will be provided by the athletic office.

BUILDING PERMITS

1. All scheduling of buildings and grounds should be arranged with the Athletic Director. The Athletic Director will be responsible for scheduling the event with the Building Rentals Secretary.
2. Discuss with the athletic director what building or parts of building will be needed for your athletic team.
3. Do not permit athletes to enter any other part of the building other than the part that has been assigned through a building administrator. This procedure must be followed because athletes in other parts of the building may disturb the cleaning staff and with the open classrooms, theft may occur.

CANCELLATION OF PRACTICE AND GAMES WHEN SCHOOL IS CLOSED DUE TO INCLEMENT WEATHER

1. All practices are canceled unless administrative approval is given.
2. Students can't be required to attend an approved activity/practice during a school closing. Participation must be voluntary.
3. All home activities involving spectators are canceled unless administrative approval is given.

4. If an early dismissal occurs all activities are canceled.
5. Thunder and Lightning - See Thunder and Lightning Guidelines

COACHING ETHICS

The coach should exemplify all that he/she is attempting to develop in those who are affiliated with his team. The coach should serve as the prime example of good sportsmanship for his/her team.

There should be harmony among the entire coaching staff regardless of what sport or sports you are coaching. Coaches should cooperate with each other, not compete against each other.

Conduct: Coaches must be the example of the good sportsmanship they are trying to teach. Defend the rights of your team at all times, but do not overdo your differences with officials. Disagreements with officials should be in a professional, calm manner. This will prevent inciting both athletes and spectators. Avoid engaging in an exchange of words with spectators. Be discreet when reprimanding an athlete.

No smoking or tobacco products will be permitted on the field or in the gymnasium at any time by members of the coaching staff.

Profanity by coaches will not be tolerated. It will in no way improve the team's performance. It will only lose respect and encourage your team members to use the same language.

Once the athletic contest begins, it is in the hands of the officials. Any abnormal disturbances, examples of rowdiness, etc., during the game should be brought to the attention of the officials, whose duty it is to restore order.

COACHES AND STUDENTS DRESS

1. Coaches should be properly dressed at all times. Whether in practice sessions or at contests, you are in the public eye at all times. The impressions you make reflect upon you, your team, and the school.
2. Suitable practice attire will, of course, depend upon the nature of the sport, weather conditions, etc.
3. At regularly scheduled contests, the coach should dress properly. Suitable sport clothing or professional attire may be worn.
4. Wearing spike or cleats in school buildings is prohibited. The coaches must set the example for this. This is a matter of maintenance and safety.

5. It is the coach's responsibility to see that students on his/her team dress properly. On all away trips when students do not suit up at home, proper wearing apparel shall prevail.

COLLEGE RECRUITING

The process of recruiting a high school athlete for a collegiate sport can often be a confusing and time consuming process. Any questions or concerns regarding the recruitment process, should be referred to the Director of Guidance or the Athletic Director.

COMMUNICATION AND CHAIN OF COMMAND

It is your responsibility to address any concerns relative to the operation of the athletic office first and foremost to the athletic director. By-passing the established chain of command may cause delays in response, as well as possible misunderstandings and communication gaps. Also, when possible, put your concerns and suggestions in writing.

DISMISSAL TIMES

1. Bus departure times will be assigned by the athletic director on the original competition schedule.
2. When athletic events are to be played in the afternoon all home games will not start before 3:45 P.M.
3. Every effort will be made to keep the athletes in class as much as possible.

ELIGIBILITY

- The list submitted by the coach will be used to send our eligibility to the other schools that we compete against.
- All athletes have their academic progress checked weekly during their season. Athletes declared ineligible will not be permitted to play from Sunday through the end of the next Saturday.
- To participate in an athletic contest, a student must be present for the entire school day, i.e., the student must report to school by 8:00 AM.
- In order for students to be excused for classes during the school day for athletic events, they must be present in school from the beginning of the school day.

- Coaches must notify the athletic director **before** adding a new student to the squad.
- An athlete may be declared ineligible at any time by the school board, school superintendent, or school principal for any behavior or conditions which may warrant such action after such behavior or conditions have been reviewed by the administrator, the athletic director, and the head coach of the activity involved.

ELIGIBILITY OF ATHLETES

1. Only full-time students, regardless of age, may participate in scholastic athletics. (W.P.I.A.L. and P.I.A.A. rules included)
2. Semester Rule - A pupil shall not represent his or her school in interscholastic athletics if he or she has:
 - a. Been in attendance more than 8 semesters beyond the 8th grade.
 - b. Participated in six seasons beyond the 6th grade or four seasons beyond the 8th grade in any sport.

3. Age Rule - A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception:

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

A pupil of a junior high/middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in interscholastic athletic contests upon attaining the age of fifteen years, with the following exceptions:

If the age of fifteen is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

If the age of sixteen is attained on or after July 1, the pupil shall be eligible, age-wise, to compete with pupils in the ninth grade.

4. Amateur Status - A pupil must be an amateur in order to be eligible to participate in any P.I.A.A. sponsored interscholastic athletic contest. An athlete loses his amateur status for purposes of participation in any P.I.A.A. sport whenever:
 - a. He or she competes in an athletic contest in which prizes not permitted are given. (see athletic director for list)

- b. He or she sells or pawns his or her athletic achievement awards.
 - c. He or she accepts prizes for his or her athletic ability.
 - d. Competes under a false name.
 - e. Plays, or has played, on a team any of whose players have received, directly or indirectly, compensation for their athletic services.
 - f. He or she plays on a professional team or as an individual professional.
 - g. He or she receives consideration for becoming a member of an athletic organization or school.
 - h. He or she signs a contract whereby he or she agrees to compete in any athletic competition for consideration.
5. Physical Examination and Recertifications - To be eligible to represent Mt. Lebanon High School in any interscholastic athletic contest, a student must be examined (on or after June 1st) by a licensed physician of medicine or osteopathy or a certified registered nurse practitioner before his or her first sports season of the academic year. The parent is responsible for this examination, and the student must submit to the Athletic Office a report of the examination on the form provided by the school (CIPPE).

No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless, the student has completed a comprehensive initial pre-participation physical evaluation (CIPPE) performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form (CIPPE).

Any student who (1) previously participated in PIAA interscholastic athletic competition pursuant to a CIPPE; and (2) is seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must, prior to participation in the next sports season, complete and turn in to that student's Principal the PIAA Re-Certification by Parent/Guardian form. The Principal, or Principal's designee, of that student's school must review the Supplemental Health History of that student and make a determination as to whether that student should be re-evaluated and re-certified by an Authorized Medical Examiner.

6. A pupil who has been absent from school during a semester for a total of twenty days (20) shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty five (45) following his twentieth day of absence. Attendance at summer school does not count toward the sixty days.

7. Eligibility regulations include W.P.I.A.L. and P.I.A.A. standards as well as local rulings included herein.
8. To be eligible for interscholastic athletic competition a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in such approved curriculum, as certified by the principal.
9. Any athlete declared ineligible may practice during the period of ineligibility but may not participate in scrimmages or sanctioned contests.
10. All students must be in compliance with not only the W.P.I.A.L. and P.I.A.A. rules, but also with the Academic Eligibility Requirements for Participating in Athletics.
11. All athletes must be in school by 8:00 AM to be eligible to practice or play.
12. Any new student in the district that wishes to participate in athletics should be sent to the athletic director for information concerning their eligibility.
13. Coaches wishing to move a junior high student to a different grade level to compete must be aware of the P.I.A.A. Rules and Regulations on page 25, Article XVII, Section 6.

EMERGENCY MEDICAL PLAN

Athletic Trainers: Dan Steckley, ATC, MT
 Tony Turchetta
 Jess Falvo
 Sarah Sismondo, MS, ATC

Phone Numbers:	Field House Training Room	- 412-344-2078
	School Training Room	- 412-344-3275
	Dan Steckley- stecde@upmc.edu	- 724-263-3188(c)
	Sarah Sismondo – sismondos@upmc.edu	- 724-344-9115(c)
	Mt. Lebanon Athletic Office – Mary Jo	- 412-344-2008
	UPMC (Center for Sports Medicine)	- 412-432-3770
	John Grogan, Athletic Director	- 412-344-2008
	John Grogan - Cell Phone	-412-215-5211

Team Physician: Dr. Volker Musahl

School nurse:

High School – Janet McGeough	412-344-2031
Mellon MS –	412-344-2128
Jefferson MS – Lauren Suess	412-344-2127

Athletic training is the prevention and care of athletic injuries. While this may seem like a simple procedure, it is sometimes very difficult to carry out. There are many factors, both physical and emotional, that must be considered when dealing with injured athletes. In dealing with these factors, one must be able to perform a procedure as simple as putting a Band-Aid on a small scratch or as difficult as dealing with a star athlete who is depressed because he/she did not perform up to his/her expectations.

As a coach, you are a member of the athletic health care team. This team consists of the athletic training staff, student trainers, the team physicians, members of the school administration, the school nurse and you, the coach. Each member of this team is as important to the athletic program as the quarterback or pitcher is to his respective teams. Everyone must perform his/her job accordingly and fulfill his/her responsibilities in order for the athletic program to be successful.

When a player who is under your supervision is injured, you have the duty to provide reasonable medical assistance to the injured participant as soon as possible under the prevailing circumstances. This medical assistance does not require that you have the skills and training of a physician or an emergency medical technician, but it does require basic first aid skills and an organized system of quickly obtaining more medical personnel.

You do have the responsibility to administer first-aid and put the emergency action plan into operation.

Anyone who coaches a sport should be able to administer first-aid, including cardio-pulmonary resuscitation.

You have four basic duties as a coach/student trainer:

1. Protect the individual from further harm and do so judiciously. Do not drag an injured player away from the practice field so that practices may continue, especially if he or she is unconscious or you suspect a head, neck, or back injury.
2. Attempt to maintain or restore life to the injured player.
3. Comfort and reassure the individual. Keep him or her quiet, speak to the person in reassuring tones, and keep any panic spreaders away from the scene of the injury.
4. Immediately activate the emergency action plan.

Keys for Mount Lebanon High School Training Facilities

Field house: 1AAX27 Master key main entrance door
 AA51 Master Key inside doors
 A1454 Masterlock key for brown cabinet
 Gold unnumbered key for grey cabinet

High school: AG1 Training room key
 AT Athletic directors' office

- ✓ All high school door locks are stamped with numbers for easy identification

Emergency Plan for Mt. Lebanon School District

In the event of a medical emergency on the field of play:

- ✓ It is the responsibility of the athletic trainer (home or visitor) to make all decisions regarding the initial evaluation and management of any athletic injury/illness that may occur on the field of play.
- ✓ This policy will allow the athletic trainer to:
 - Quickly determine the severity of an athletic injury/illness
 - Activate the Emergency Medical System
 - Provide immediate and proper medical treatment to the athlete
 - Coordinate efforts of all involved parties
- ✓ Depending on the severity of the injury/illness, the athletic trainer will instruct the coach to perform the following actions:
 - Notify EMS / Call 911
 - Coach or team member directs EMS to injury site
 - Entrance to the playing field can be accessed from Stadium Drive at gate D
 - Although prompt removal of a player is paramount; **No player will be removed until he/she is stable enough to do so. In the event of a complex fracture and or**

dislocation, any open wound will be dressed and the limb immobilized before ANY attempt is made to remove the player

- In event that there are simultaneous injuries on the field and in the stands: the EMS crew will treat the spectator and request a second ambulance. The athletic training staff will stabilize the injured athlete and wait for the second EMS crew to arrive
- ✓ Athletic trainer notifies parent or guardian
- ✓ Athletic trainer notified Athletic Director 412-215-5211
- ✓ Athletic trainer notifies school nurse 412-344-2031
- ✓ Athletic trainer assists parent/guardian in obtaining proper medical referral
- ✓ Returning athlete must follow-up with the athletic trainer
- ✓ Athlete return to play requires clearance from a physician, **Please note, clearance from a doctor of chiropractic medicine, physical therapist, or nurse is not sufficient for an athlete who has been transported by an EMS crew**

Emergency Equipment present at the stadium:

- ✓ Emergency supplies (rapid form vacuum splints, SAM splints, cervical collar) are present on the field. Additional supplies such as spine board and AED are located inside the field house

Emergency Equipment present at Mellon Middle School:

- ✓ Emergency supplies: All coaches are supplied a medical kit at the start of each season. This kit will be stocked with supplies for basis first aid. It is the responsibility of the coaches to notify the athletic training staff when the kit needs restocked or is lacking any necessary supplies.

Emergency Equipment present at Jefferson Middle School:

- ✓ Emergency supplies: All coaches are supplied a medical kit at the start of each season. This kit will be stocked with supplies for basis first aid. It is the responsibility of the coaches to notify the athletic training staff when the kit needs restocked or is lacking any necessary supplies.

Emergency Equipment present at Seymour Field:

- ✓ Emergency supplies: All coaches are supplied a medical kit at the start of each season. This kit will be stocked with supplies for basic first aid. It is the responsibility of the coaches to notify the athletic training staff when the kit needs restocked or is lacking any necessary supplies

Emergency Equipment present at Bird Park:

- ✓ Emergency supplies: All coaches are supplied a medical kit at the start of each season. This kit will be stocked with supplies for basic first aid. It is the responsibility of the coaches to notify the athletic training staff when the kit needs restocked or is lacking any necessary supplies

Emergency Communications at the stadium:

- ✓ The certified athletic trainer will have a cellular phone present at all times. In addition, at least one coach should have access to a cell phone. There is a land line inside the field house in the athletic training room. To get an outside line, dial 8 then 911

Stadium Address:

Mount Lebanon High School Stadium
Stadium Drive
Gate D
Mount Lebanon, PA 15228

Emergency Communications at Mellon Middle School:

- ✓ The certified athletic trainer will have a cellular phone present at all times. In addition, at least one coach should have access to a cell phone. There is a land line inside the school. To get an outside line, dial, 8 then 911.

Mellon Middle School

11 Castle Shannon Blvd.
Pittsburgh, PA 15228

Emergency Communications at Jefferson Middle School:

- ✓ The certified athletic trainer will have a cellular phone present at all times. In addition, at least one coach should have access to a cell phone. There is a land line inside the school. To get an outside line, dial, 8 then 911.

Jefferson Middle School Address:

21 Moffett Street
Pittsburgh, PA 15243

Emergency Communications at Seymour Field:

- ✓ The certified athletic trainer will have a cellular phone present at all times. In addition, at least one coach should have access to a cell phone. **There is not a land line available at Seymour.**

Seymour Field
Cedar Boulevard
Pittsburgh, PA 15228

Emergency Communications at Bird Park:

- ✓ The certified athletic trainer will have a cellular phone present at all times. In addition, at least one coach should have access to a cell phone. **There is not a land line available at Bird Park.**

Bird Park
Beadling Road
Pittsburgh, PA 15228

In the event the certified athletic trainer is not present

If the certified athletic trainer is not present, the coach determines the status of the injured athlete and determines if it is an emergency or life threatening. If the coach determines the injury is significant, then he/she should immediately notify EMS. Do not hesitate, or if in doubt, Call EMS. It is the responsibility of the coach to maintain and have parent contact information and emergency telephone numbers available at all times. Coaches should notify the certified athletic trainers of any injuries.

- ✓ Any of the following should be considered an emergency
 - Any head, neck, or spinal injury with
 - Numbness or tingling
 - Loss of sensation
 - Loss of consciousness even for a brief period
 - Environmental injuries such as
 - Hyperthermia (heat illness, heat exhaustion)
 - Hypothermia (cold related injuries, frostbite)
 - Concussions
 - Confusion
 - Dizziness
 - Visual problems
 - Loss of consciousness

- Chest pain
- Asthma or breathing difficulties
- Diabetic related complications
- Severe or uncontrolled bleeding
- Suspected fractures (especially compound, bone through skin)
- Allergic reactions

COACHES FOLLOW-UP

1. An accident report should be completed and returned to the athletic director and trainer immediately following an injury.
2. Life threatening situations should be reported immediately to the trainer, athletic director, and/or building principal.
3. If a life threatening injury occurs, a faculty meeting will be scheduled immediately to discuss the needs of the students. The building administrator will handle all press releases and scheduling of appropriate psychologists, counselors, and social workers.
4. Get written eye witness accounts immediately and in as much detail as possible.
5. Keep everything no matter how insignificant it seems at the time. This includes all memos, press clippings, reports, copies of phone calls, notes, time lines. (Time, Place, How)
6. Maintain contact with the family.

Roles of the First Responders:

- ✓ The certified athletic trainer assesses the situation and begins immediate care of the injured or ill athlete. If present, athletic training students assist the certified athletic trainer under direct supervision and direction of the certified athletic trainer
- ✓ Certified athletic trainer directs retrieval of emergency equipment. Student athletic trainers or student helpers will retrieve requested equipment
- ✓ Certified athletic trainer contacts EMS or directs student athletic trainer or coach to activate emergency medical system (EMS) via cellular phone or land line

- ✓ 911 call (provide name, address/location telephone number, number of athletes injured, condition of injured, first aid administered, specific directions, other information as requested)

Emergency Medical Services Notification Protocol:

State the following information:

- ✓ Identify yourself
- ✓ Location of the incident: street address, entrance to facility, location of the field
- ✓ Type of injuries and number of athletes involved
- ✓ Status of injured athlete: pulse blood pressure, temperature, pain, skin color, description of injured area, past medical history
- ✓ Directions to field for emergency response vehicles
- ✓ Designated person to meet at entrance to field
- ✓ You hang up last; EMS will tell you to hang up the phone

Directing the EMS to the scene

- ✓ A student athletic trainer or coach will be instructed to wait at gate D off Stadium Drive and flag down the ambulance
- ✓ The student athletic trainer or coach will direct the EMS to the scene
- ✓ Scene control: available athletic trainers and coaches will limit the scene to medical providers and move bystanders and players away from the area

EMERGENCY CARE INFORMATION

All Emergency Care Information is available on Family ID reports. A link to those reports will be made available from the Athletic Office.

INJURIES AT AWAY CONTESTS

Follow the emergency action plan. If the injury requires emergency medical assistance, a responsible school employee should accompany the athlete if a parent is not available. The trainer will assume all responsibilities if he/she is present. Efforts should be made to contact parents by the accompanying employee with the use of the emergency care information. The coach should immediately upon completion of the event, return the remaining contestants to the home school. Arrangements should be made to retrieve the school employee at the hospital or to help with the medical plan. If the school employee is the only responsible employee present, then the medical emergency plan should be initiated by giving the arriving medical personnel the athlete's emergency care information. The coach should continue to attempt to notify the parents before leaving the game site. If the parents cannot be

reached, then the coach should stay on the home school site until the parents have been notified.

FIRST AID KIT

The athletic trainer will have available a first-aid kit for your use. This kit will be stocked with all the items which may be necessary for treating injuries. Be sure to know the kit's contents and return to the trainer periodically to be rechecked and restocked. The first-aid kit should be taken to all practices and games if an athletic trainer is not present.

END OF SEASON OBLIGATIONS

I. Policy

All coaches within the Mt. Lebanon School District must complete certain end of season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments.

II. Annual Sports Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity, and ninth grade coaches must submit an annual sports report.

These reports should be completed within a 15-day period after your season is over. The head coach should include a complete inventory with the final report.

ISSUING EQUIPMENT (COACH OR HIS/HER DESIGNEE)

1. Arrange a date for issuing equipment to all athletes so they are aware when equipment will be distributed.
2. Have athletes know well in advance of equipment issuing date so they plan their schedule accordingly.
3. Record all equipment on master issuing equipment form for all athletes.
4. Record and make sure all equipment is numbered for identification purposes and all equipment is fitted well and as safely as possible.

5. Impress upon athletes that all equipment that was issued to them must be returned whenever called for by the coach. In the event equipment is missing, they will have to pay for said equipment.
6. Make it clear that practice gear should be cleaned frequently for health purposes.
7. Have athletes check equipment form to see if all equipment listed and numbered corresponds with what he/she has received.
8. Have student sign form that he/she has received equipment and will return it when called for.

RETURNING EQUIPMENT

1. Let the athlete know when the date of collection will be. He/she must turn in his/her own equipment to the coach or his/her designee.
2. All returned equipment must correspond with the equipment listed on the equipment form. If this is the case, give the student a release form.
3. Any equipment that is missing must be paid for. If not paid, report to the athletic director and the athlete's name will be placed on a list for principal's review. **A student will not be allowed to participate in another sport until their equipment is turned in or paid for.**
4. Equipment collection should be made immediately following the season's end.
5. Equipment should be sorted and packed neatly in storage area.
6. Equipment and clothing issued should not be used for every day wearing to school.
7. No student shall be permitted to participate in a second sport until he/she has met all equipment requirements for the previous sport.
8. It is the responsibility of the coach to see that all equipment has been turned in, all equipment counted, and that the inventory is prepared and placed in the final report.
Special Notation: No equipment, including any uniforms, are to be released to students (regardless of its condition).

EQUIPMENT INVENTORY

1. The coach is to inventory all equipment and supplies that have been turned in as well as that which is in stock.
2. He/she should check all equipment with the athletic director if necessary and discard and destroy that which is sub-standard and cannot be reconditioned.

3. The coach will give to the athletic director a complete list of all equipment inventoried as to number, size, condition, and type.
4. Check all practice equipment such as sleds, dummies, goals, mats, etc. to see what is needed for replacement and repair to bring it to top condition for the following season.
5. Equipment should not be given to the athletes. All equipment issued will be collected.

EVALUATION OF COACHES

There is much more to coaching on the interscholastic level than winning. A successful coach needs a number of skills that often times are not even taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a successful coach. Coaches need to understand growth and development patterns, motor development, strength and conditioning development, stress factors, psychological readiness, maturation rates, training techniques, proper sequential development of various skills, as well as the fundamentals and strategies of the sport they coach. Today, coaches need to wear many different hats and perform many different tasks.

Accountability has also become an ongoing concern in education and, among other things, has led to a demand that there be a rigorous evaluation of teaching and coaching effectiveness. Coaches, especially, have become publicly accountable for their results because of the importance placed on athletics in our culture and the game by game score accountability.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.

In order to implement a broad comprehensive evaluation of the coaching staff, it will be necessary to incorporate a multiple step process. It should include: 1) a thorough job description, 2) procedures for evaluation, 3) comprehensive written end of the season evaluation.

ATHLETIC COACHES EVALUATION PROCEDURES

The enclosed forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms and the effort of everyone is for improving the instruction athletes receive. Other purposes of an appraisal evaluation system are as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective

- assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.
 6. To assure that quality coaching is a responsibility shared by the entire coaching staff and Athletic Director.

The following procedures are to be observed in the use of these forms:

1. The Head Coach will conduct evaluations of Assistant Coaches.
2. The Athletic Director will conduct evaluation of Head Coaches.
3. This evaluation is to be completed within a two to four week period after the conclusion of the season involved.
4. A written evaluation will be reviewed in a conference with the Athletic Director.
5. The Athletic Director will be responsible for the contract recommendation.

EDR Assignment		Term of EDR	
Current Coach or Sponsor			

Recommendation for Program Development – Consider number of students participating, frequency of meetings, and value of the programs offered, relevance of the EDR to our educational programs and the District’s mission.
Recommendations for Professional Development – Consider the sponsor’s/coach’s management of activities of the EDR, development of the students, interpersonal skills, etc.

Renewal Recommended Y/N		Conference Requested Y/N	
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Evaluator Signature		Date	
EDR Holder Signature		Date	
Date received by Human Resources			

FUND-RAISING ACTIVITIES

Coaches may not enter into any money raising activities without the approval of the athletic director and principal.

GENERAL INSTRUCTIONS TO COACHES FOR PRACTICES AND SCHEDULING

1. A definite time for termination of practice should be established.
2. **At least one coach will remain in the building until all athletes are gone. This can be done on a rotation basis among the coaches in their particular sport. The head coach will be responsible for the rotating schedule.**
3. Effective security should be maintained. Because of theft, defacing, and destroying of property, a coach should be present with athletes when occupying the locker rooms and weight rooms.
4. Athletes will not be permitted in any area of the building after school except those areas designated by the coaches or athletic director.
5. The head coach or his/her designee will constantly check to see that unsafe equipment not be used at practice or during a game.
6. **Whenever a coach is assessed a technical or a penalty against his/her team during a contest, he/she shall report same to the athletic director within 24 hours.**
7. All coaches are reminded that they are responsible for action and conduct of their team to and from athletic contests and during athletic contests.
8. The large number of students participating in sports activities makes it necessary that all practices, travel times, and contests be coordinated through the athletic director.
9. Sports activities must be scheduled to indicate time, place, team designation and responsible coach in charge.
10. It is expected that practice periods be scheduled on days when school is in session. However, if practices are held on non-school days, such as Saturdays or over vacation during the various sport seasons, special arrangements must be made through the athletic director. If these arrangements are not made, entry onto the school grounds or into the building will not be permitted.
11. No practice arrangements, formal or informal, are permitted without the presence of supervisory coaching personnel.
12. Coaches must adopt the following scheduling policies:

- a. No post or pre-season games, contests or tournaments shall be arranged under any circumstances for athletic teams of this school district without the approval of the athletic director and principal.
 - b. No scrimmages or contests shall be scheduled by the coach.
 - c. All scheduled games, contests, meets, or matches shall conform with all rules and regulations of the W.P.I.A.L. and P.I.A.A. groups.
 - d. Participation in any AAU/Club/JO teams etc. **shall not** be sponsored by the Mt. Lebanon School District. Any individual or individuals participating shall do so under their own volition.
 - e. Coaches of any sport in the Mt. Lebanon School District shall clear all special practices, special games, and postponed contracts with the athletic director or principal before finalizing the activity.
 - f. Any field, gym or game condition endangering the health, welfare, and safety of the participant shall be brought to the immediate attention of the athletic director or principal.
13. The coaches should endeavor to follow the assigned schedule. Any scheduled contest that is not played at the scheduled time must be reported to the athletic director and principal immediately upon return of coaches from that scheduled contest. Any scheduled contest that is forfeited or called off by either competing school shall be reported to the athletic director and/or principal immediately following the coaches return. Written copies of the details of the said forfeiture or cancellation must be submitted to the athletic director within twenty four hours.

HAZING

Students are prohibited from organizing, soliciting, aiding or participating in any type of hazing for any class, school-sponsored club, activity, or athletic team. Hazing is any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliation with, holding office or maintaining membership in any class, school-sponsored club, activity, or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses or endangers, regardless of the person=s willingness to participate. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity, or athletic team, may be taken against any students who organize, participate in, and/or fail to report a hazing rite.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to hazing.

INJURIES

When an injury of consequence occurs that might require medical attention, an injury report must be submitted to the trainer, athletic director, and school nurse within twenty-four hours. Remember, the safety and welfare of the injured player should be our first responsibility. If it requires calling off practice or stopping a game, do so. A written statement from the physician and the parent or guardian must be submitted prior to the student returning to participate in practices or contests.

MANDATORY RULES MEETING

The head varsity coach of each member school must attend the P.I.A.A. mandatory rules meeting each year if their sport requires the meeting. The school district shall pay a fine of \$100.00 for non-attendance. Payment of said fine shall be made to P.I.A.A. within 45 days of notifications from P.I.A.A. that a member or representative of the coaching staff failed to attend the annual meeting. Failure to pay the fine within 45 days of notification shall subject a member school to probation in the sport involved and forfeiture of the right to compete in all sports. **This fine will be withheld from the head coaches' salary.**

MEDIA

It is expected that all coaches within the Mt. Lebanon School District develop positive relationships with the media. At all times coaches should attempt to be cooperative with the media and speak about our student athletes and school district positively. The following are some strategies and techniques that could be very helpful when dealing with the media.

Interview Strategies:

1. Stay with the facts. Don't speculate unless you have enough evidence to do so in an informed manner
2. Use simple, tangible references. Avoid abstractions and jargon.
3. Maintain eye contact when responding to media agents.
4. Listen carefully to all questions - pause, think, then respond.
5. Control your rate of response and vocal inflections.
6. Ask for clarification of reporter questions, especially if predicated on false assumptions or partial truths.
7. Turn negative questions into positive responses, i.e., Yes, we fumbled too much, but fumbles are a matter of concentration and we will attempt to solve the problem.
8. Prepare for adversarial reporters. Think about the weaknesses, problem areas or public mistakes of your program. Be prepared to respond with statements that demonstrate corrective action. Remember, if you are doing a good job, its not newsworthy to the media. Only the exceptional is worth reporting.
9. Thank the media at the conclusion of the session, no matter how difficult the questioning has been.

Interview Problem Areas

Certain communication techniques or styles have potential to project an image of insecurity, incompetence or defensiveness during news conferences. In this regard, administrators are cautioned against:

1. Use of slang and profanity.
2. Repeating negative reporter questions and criticisms - they elicit others.
3. Criticizing media representatives - they are not your personal agents.
4. Using you know as a bridge between thoughts or okay as a means of asking whether reporters understand your point of view.
5. Speaking when emotional. Discipline yourself not to be driven by anger, frustration or embarrassment.
6. Indicate responses which can get you sidetracked or which project the appearance of stalling or using smoke screen tactics.
7. Excuses or criticisms of officials.
8. Emotional statements about opponents.

Misquotes

Reporters will occasionally make mistakes or report inaccurate information. In cases such as these, a courteous request for reporting full factual material is usually well received and honored. However, the follow-up article will probably not be covered in the same tone or with the same scope of coverage as the original article. If there is no mechanism of reporting correct information you can write a letter to the Editor to report more accurate facts. In the event of misquotes that damage your image, complete retractions are rare. Unless an article is totally false or can be proven to be libelous, the best strategy may be to take the heat for a few days and then to build on corrective or remedial actions. Moreover, to initiate a public grudge following an uncomplimentary news release will perpetuate a negative relationship over which news reporters have ultimate control.

OFFICIALS

Once the athletic contest begins, it is in the hands of the officials. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life. Respect the judgment of the officials, abide by the rules of the event, and display no behavior that could incite fans.

Any abnormal disturbances, examples of rowdiness, etc. during the game should be brought to the attention of the officials, whose duty it is to restore order.

One of the problems that arises in athletics involves a coach who removes his/her team from the field of play before the contest is over. Usually this is done in protest of the officiating. This is one of the poorest examples a coach can give his/her team. No school, athletic organization, or athletic administrator can condone this type of behavior. If a coach has what he believes to be a legitimate

concern for the welfare of his team or the safety of the situation, he/she should call a time out and confer with the officials, the other coach and the administrator in charge. Only by mutual agreement or official decision, can a game be terminated. A unilateral decision of this kind can cause the coach, the school, and the team to be sanctioned or suspended from further competition.

PROCEDURE OF AWARDING ATHLETIC LETTERING

Basic rules that apply to all prospective athletic letter award candidates:

1. All athletic programs within the school district must comply with all rules and regulations set forth by the Mt. Lebanon School District.
2. An athlete must display sportsmanship and conduct which exemplifies the school to his/her opponents, teammates, and officials.
3. An athlete must conform to all the training rules established by the coach for that given sport.
4. An athlete must have conformed to practice and game regulations as established by the coach in that sport.
5. The athlete must have returned all the equipment issued to the student to the satisfaction of the coach and/or athletic director.
6. In the event of injury or any other legitimate extenuating circumstances, letter awards will be made on the recommendation of the coach to the athletic director.
7. If the person has earned and been awarded a letter and his/her conduct and behavior have been unbecoming, the award letter can be taken away.
8. Each participant must satisfactorily complete the season, including individual and team post season competition.
9. Additional requirements for earning a letter will be determined by the head coach. The coach will file with the athletic director these requirements prior to the start of the season and a copy must be filed in the athletic office.

PUBLICITY

1. Tickets and assignment of personnel to work home games will be the responsibility of the assistant athletic director.
2. All coaches are encouraged to be "good-will" ambassadors in our community and to convince

people of the value of both the athletic program and the educational program of the school.

PUNCTUALITY

Be on time. The coach should arrive adequately early at every practice and contest. Do not expect the athlete to be punctual if you are not. All assistants as well as head coaches are expected to be on time. In case of emergencies, don't forget to notify the coach in charge that you will be late or absent.

RECRUITING

A coach should make every effort to encourage or recruit more students to participate in his/her sport. There should, however, be no effort to recruit or lure students from other sports of the same season to your team, or to restrict a student's participation to a certain sport. No coach should monopolize an athlete's off season training time. Athletics are voluntary and the student should be permitted to choose freely. No coach should ever discourage a student from participating in any sport, but rather all coaches should encourage students to participate in as many sports as possible.

RESPONSIBILITIES OF ATHLETIC COACHES

1. **No member of an athletic team will be left in the building unsupervised.** The supervision responsibility cannot be delegated to a non-professional member of the staff. This applies before and after athletic contests.
2. Maintain the facilities of the building which your team is using in a proper manner. Do not allow your athletes to walk on the floors in the building with cleats or muddy shoes.
3. When visiting another school, the head coach must check the dressing room before leaving for home, in order to make sure that no criticism of the district's use of the facilities can be made.
4. Make sure all student lockers in the locker room are emptied within two days after your team has finished its season.
5. A complete list of letter awards should be turned in by the deadline set by the athletic office.
6. **Coaches are required to attend pre-participation meetings, recognition nights, senior nights, mandatory rules meeting (if required for your sport), and any other athletic coaches meeting scheduled by the athletic director or principal.**
7. Coaches that are members of the faculty are expected to attend Departmental Professional Meetings and Building Faculty Meetings unless team is participating in an interscholastic event.

SAFETY GUIDELINES

Although the safety and welfare of athletes has always been of prime importance, it is the intent of the Mt. Lebanon School District to reemphasize the responsibility of coaches to provide for the physical safety and effective instruction of participants.

To this end, coaches will be expected to conform to the following general guidelines and to apply their own knowledge and skills in implementing them.

1. Participants will be informed of the more serious types of injuries that can result from participation, the causes and practices which can lead to such injuries, and the ways that such injuries can be minimized or avoided.
2. Instruct all participants of the rules of the sport with an emphasis on those rules which have safety implications and the reason for such rules.
3. Require that participants report injuries to the coach or designated person.
4. Utilize a variety of techniques and drills to condition athletes to perform in a manner which will be both effective and safe.
5. Provide immediate corrective action when athletes perform incorrectly as it relates to safety.
6. Inspect the facilities and equipment before every use for conditions, equipment or apparatus, which may be unsafe.
7. Utilize visual aids, demonstrations, verbal instruction, and drills to reinforce the learning of safe and effective skills.
8. Fill in an Athletic Injury Report for serious injuries and all injuries which require referral to the trainer or physician.
9. All coaches are expected to have current certification in first aid and CPR.

SAFETY IN YOUTH SPORTS ACT

Governor Corbett signed the Safety in Youth Sports Act in a ceremony at Lower Dauphin High School, Dauphin County. The state General Assembly passed it on November 1. The legislation is Senate Bill 200, introduced by Sen. Patrick M. Browne (R-Lehigh). It was shepherded through the House by Rep. Timothy P. Briggs (D-Montgomery), who had introduced the companion bill, House Bill 200.

This bill establishes standards for managing concussions to student athletes. In order to return to play the athlete must be cleared by a licensed psychologist trained in neuropsychology, by a physician who is trained in the evaluation and management of concussions, or by certain other health care providers

under the supervision of the physician, which includes Certified Athletic Trainers. The Pennsylvania Psychological Association's advocacy was instrumental in this bill's passage. The association's past president, Dr. Mark Hogue stated, "This new law will be extremely important to any athlete who suffers a concussion. Athletes who return to play prematurely are at risk of a second concussion, which can be life-threatening." Dr. Hogue is a clinical and sport psychologist from Erie.

The bill will require the state Departments of Health and Education to develop and post on their websites information on the nature of concussions in athletic activities and the risks associated with continuing to play or practice after a concussion. Student-athletes and their parents or guardians must sign an acknowledgment of receipt of an information sheet on concussions prior to participation in athletics. It will require coaches to complete a concussion management certification training course before coaching any athletic activity. During an athletic contest coaches will be required to remove athletes from competition if they exhibit signs of a concussion.

The legislation will become effective on July 1, 2012, in time for the next school year. It does not pertain to private schools, but only to public schools. It covers interscholastic athletics as well as other sports associated with a school entity, and includes cheerleading, practices, and scrimmages.

Information for 2012-2013

1. Nature of Concussions and Risk

The State law in Pennsylvania regarding concussions states that any athlete exhibiting the signs and symptoms of a concussion or a traumatic brain injury must be removed from the game or practice and must be evaluated by the appropriate medical professional before returning to play.

A coach or parent **may not return** an athlete to play following a concussion, a written release from the above list of appropriate medical professional must be obtained.

Mandatory education is important for all athletes, parents and coaches regarding the signs and symptoms of a concussion or traumatic brain injury. The Center for Disease Control and Prevention (CDC) is an excellent resource for Concussion in Sport and Injury Prevention and control. Information is available from the following sites:

- * [Injury Prevention & Control: Traumatic Brain Injury](#)
- * [Concussionwise SPORT for Parents](#)

2. Student-athletes and their parents or guardians must sign an acknowledgment of receipt of an information sheet on concussions prior to participation in athletics.

The newly revised PIAA Comprehensive Initial Pre-participation Physical Evaluation Form (CIPPE) is available online to view and print.

Page 3 Contains the requirement that parents acknowledge the risk of concussion and traumatic brain injury in sport and sign accordingly.

[http://piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE_FORM_SECTIONS_1_2_3_4_5_6_7_AND_8_\(no_shading\).pdf](http://piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE_FORM_SECTIONS_1_2_3_4_5_6_7_AND_8_(no_shading).pdf)

3. Coaches Concussion Management Certification Required

All coaches of interscholastic athletic teams, other coaches of sports associated with Mt. Lebanon, and cheerleading sponsors will be required to take the online certification course sponsored by the NFHS.

For all coaches for the 2016-2017 school year, the course needs to be completed after July 1, 2016 and prior to August 1, 2016. The certificate of completion should be given to the athletic office to be kept on file by August 1, 2016. Any coach or sponsor not completing the course and having the certificate on file will not be permitted to coach.

Coaches hired after the August 1, 2016 deadline will be obligated to complete the course, and have it on file prior to the legal start date of that respective season.

The certification is good for only one year, and must be taken again the following year after July 1, 2017.

The NFHS online course, “Concussion in Sports – What You Need to Know”. It is a complimentary online course designed to familiarize those associated with interscholastic athletics on the signs, symptoms, and treatment related to concussion in sports. The only requirement is a quick and easy registration at www.nfhslearn.com.

What to Know About Concussions

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate healthcare professional, such as an athletic trainer. However, you must be aware of the signs, symptoms and behaviors of a possible concussion. If you suspect that an athlete may have a concussion the athlete should follow up with the athletic trainer. In severe cases (severe headache, vomiting, severe confusion), the athlete should be taken directly to the emergency room.

Signs and Symptoms of Concussion:

- Loss of Consciousness
- Clear fluid from nose/ears
- Numbness/Paralysis
- Severe Headache/Deep Throbbing
- Dizziness
- Confusion
- Loss of Coordination
- Ringing in the ears
- Blurred/Double Vision
- Unequal Pupil Size

- No Pupil Reaction to Light
- Nausea/Vomiting
- Slurred Speech
- Convulsions/Tremors
- Sleepiness/Grogginess
- Behavior/Personality Changes
- Inability to remember events prior to injury
- Inability to remember events after the injury
- Sensitivity to Light/Noise

Additional Information

ImPACT

A computer based online test called ImPACT is used for all contact sports at Mount Lebanon to establish a baseline of normal cognitive function for each individual athlete. This test is given every two years prior to the athlete's sport season from grade 7-12. The baseline test will then be used as part of a comprehensive clinical evaluation to determine recovery following a concussion. The test evaluates multiple aspects of an athlete's neuro-cognitive state, brain processing speed, memory, and visual motor skills. **This baseline test does not evaluate the subject for a concussion, identify past concussions, prevent future concussions, or determine if your child is predisposed to a concussion.**

MTLSD Protocol of a Suspected Concussion

The Certified Athletic Trainers at Mount Lebanon have been trained in the initial evaluation of concussions and work along with neuropsychologists from the UPMC Concussion Clinic to determine when the athlete is safely able to return to activity. Once an athlete sees the athletic trainer for a suspected concussion, they undergo a thorough evaluation. Their signs and symptoms are evaluated and rated by the athlete on a scale of 0-6. Memory and concentration tests are given using words and number combinations. Balance and coordination tests are also conducted. The parents if not already aware of the concussion, are notified and follow-up care instructions along with the athletic trainer's contact information are given to them. The athletic trainer will continue to monitor the athlete's symptoms daily and will ImPACT test the athlete 48-72 hours following the concussion. Once a post-concussion test is given, the athletic trainer contacts UPMC neuropsychologist to interpret the scores and return to play criteria is established. The exertional plan is determined by the neuropsychologist and given to the athletic trainer to conduct and monitor the athlete throughout the process. The plan usually extends over a period of time with activity intensity increasing as the athlete can tolerate. If symptom occurs at any level, the activity is stopped and that level is not begun again until the athlete is symptom-free. Following that, the athlete

must have a clearance from a licensed physician in order to return to activity. In some cases, the neuropsychologist may like to see the athlete for further evaluation and that can be scheduled through the athletic trainer if this is something the parents want to do.

The criteria that must be met to return an athlete to activity are:

1. Symptom-free at rest
2. ImPACT scores back to or exceeding baseline scores
3. Symptom-free with exertional testing (monitored by athletic trainer)
4. Cleared by licensed physician

Baseline ImPACT Testing Dates

All athletes in the following sports will be tested on a specified date prior to their season. The date will be posted on the MTLSD Athletics website.

1. Football
2. Volleyball
3. Field Hockey
4. Soccer
5. Wrestling
6. Basketball
7. Lacrosse
8. Cheerleading

For any sports not listed, athletes can request to take the baseline test on a specified date by contacting the athletic trainers.

Any questions, please contact the athletic trainers at the High school at 412-344-2078.

SCHOOL VIOLENCE, TERRORISTIC THREATS AND TERRORISTIC ACTS

Mt. Lebanon School District recognizes that physical safety of students, employees and visitors is essential to the proper operation of the school and for the establishment of a positive learning environment that develops the qualities of self-esteem and a respect for self and others. The District is committed to providing education in a safe, secure and caring environment and therefore strictly prohibits all employees and students from communicating terroristic threats or committing terroristic acts or engaging in conduct constituting violent aggressive or abusive behavior, whether such conduct occurs in an individual or group setting. The District further strictly prohibits students and staff from aiding, abetting or encouraging others to engage in improper prohibited conduct. A Terroristic threat@ means a threat to commit violence communicated with the intent to terrorize another person, to cause evacuation of a building, place of assembly or facility of transportation, or cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. A Terroristic act@ means an offense against another person or property, or involving danger to another person.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to school violence, terroristic threats or terroristic acts.

SCOUTING EXPENSES

1. All coaches are to use the scouting expense form to turn in their scouting expenses. These scouting expenses should be turned in on a monthly basis with the money being paid out of the Athletic Activities Account.
2. All receipts must be submitted in order to get reimbursed.
3. **All coaches need to present to the athletic director a schedule of games they plan to scout at least one week in advance. The athletic director will be responsible for arranging entrance into games. No gate receipts will be accepted or reimbursed.**

SECURITY

The coach must assume responsibility for equipment, equipment rooms, and the welfare of the school properties during that period in which his team is using them. Supervision along these lines is imperative:

- a. Properly secure all areas utilized.
- b. Remind students of their responsibilities to check valuables with a coach and to secure their lockers.
- c. Do not permit athletes to enter any part of the building other than the part that has been assigned through a building administrator.

SEXUAL HARASSMENT

Mt. Lebanon School District is committed to safeguarding the right of all students and employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students.

The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to sexual harassment.

STUDENT COMMUNICATION

Background

Excellent communication between District staff and students greatly enhances our students' learning. Accordingly, the District recognizes the ubiquity of electronic mail, text messaging, social networking and other means of digital communication in personal and professional interactions. This policy is intended both to encourage these means of communication and provide employees and others with the District's expectations for communicating in these manners with all students – namely that all student communications are used solely to support the educational mission of the School District in providing the best education possible for each and every student.

The District also recognizes that there are a growing number of social networking applications being developed and purchased for use within the District. These applications provide a safe place for students to learn appropriate online behavior while at the same time enhancing their learning both inside and outside of our classrooms.

Policy

The policy applies to District employees, coaches and volunteers (collectively “staff members”) in their communications with students. When utilizing social networking tools, staff members should only communicate with students to support the educational mission of the District with regard to teaching and learning. Staff members may not communicate with students using external social networking group pages unless that communication is within public view. Where it supports the educational goals of the District, staff members may correspond with students via email utilizing only District-issued (mtlsd.net) email addresses. If, however, a coach or volunteer does not have an mtlsd.net account, he or she can either request/obtain one from the District (for this purpose) or utilize the other forms of communication as described herein.

Phone calls and text messages to students may also be utilized to support the educational mission of the District. If available, staff members shall utilize District provided methods of text messaging which may include custom-designed in-house applications and/or group texting. Regardless, and in the event that a parent or guardian notifies the District of an objection to his/her child receiving phone calls or text messages, staff members will communicate with the student through phone or text message directed to the parent/guardian directly or, alternatively, to both the parent/guardian and the student. Notification of this policy (and the options available to receive phone calls and text messages) shall be provided to both students and parents/guardians at the commencement of any class and/or activity where this type of communication may be utilized. Either at that time or thereafter, and again regardless of which option is selected, the student and/or parent/guardian will provide his/her telephone number to

the staff member.

The District recognizes that certain staff members reside in our community and, as such, engage in non school related communications, e.g., cutting the grass, babysitting, etc, and those types of personal communications are not covered by this policy, and the District assumes no responsibility for such communications. Inappropriate communications may, however, violate other policies or laws.

In addition to the specific rules set forth herein regarding the manner/means of communication, faculty, staff members are reminded that the even more important issue is the content of these communications which, again, must be education-related, professional and consistent with the District's overall mission.

Specific Authorizations

This policy specifically authorizes utilization of social networking by staff members for education-related purposes if and when these communications are completely within the editorial oversight of District Administration. The District encourages staff members to utilize (in proper manner) social networking in light of the many advantages which it brings to the classroom and the overall learning experience.

This policy also specifically permits the use of email, phone, and text message by staff members if and when these communications support the educational goals of the District and adhere to the specific requirements set forth herein.

Specific Requirements Relating to Social Networking

A staff member wishing to create an education-related social media page should contact and (if applicable) obtain approval from his/her supervisor about the intended site and its use. The staff member shall take responsibility for ensuring that the site is used appropriately, including making sure that others posting on the site adhere to confidentiality, privacy, copyright, and all related board policies as well as all applicable local, state, and federal laws/regulations. The District reserves the right to review the site.

Staff members are reminded that they are professionals and are representatives of both the District and the community in all aspects of their lives and should conduct themselves accordingly when utilizing social media/networking.

Staff members are cautioned that they should have no expectation of privacy while using the Internet. The District may conduct periodic web searches in order to determine if the Internet/any social networking operation is being utilized in an inappropriate or illegal manner. Staff members shall not post any material or information protected from disclosure under the Family Educational Rights and Privacy Act, or other applicable laws, regulations or policies including, but not limited to, education records, personally identifiable information, photos, video recordings or audio recordings of students, District staff, parents or other constituents of the District/community and shall follow all Board policies related to protection of confidential information.

Unless specifically authorized by their supervisor, staff members are not authorized and

therefore restricted from speaking on behalf of the District. If a staff member chooses to identify himself/herself as a staff member of the District on a social networking site, a disclaimer must be made on the site which makes it clear that his/her writings are his/her own and do not reflect the views of the District. Staff members must be honest about their identity when utilizing social networking sites and must not pretend to be another person or intentionally mask his/her identity.

Staff members shall post only accurate information, adhere to all copyright laws, and reference all sources as required by law. Under no circumstances may staff members discuss situations involving staff or student discipline or performance on a blog or social networking site. The use of images or photographs of students on an education-related blog or social networking site which identifies the student by name without the express written consent of a parent or guardian is absolutely prohibited.

Reporting Violations

Any and all violations of this policy are to be reported by a staff member to his or her supervisor or, if more appropriate, the school principal.

Discipline

Violation of this policy will result in discipline as appropriate up to and including termination, in accordance with all applicable District disciplinary policies and procedures. Moreover, and where warranted, the District shall notify the appropriate public authorities (including but not limited to the police). As to volunteers, violations may result in removal from the position.

Administration Responsibilities

It shall be the responsibility of the Administration:

1. To develop and publish written principles and procedures and/or guidelines where necessary for the implementation of this policy, including illustrations and examples of behavior that would be deemed appropriate and/or inappropriate as well as appropriate notification to parents/guardians regarding the phone calls and text messaging options described above.
2. To ensure that all District employees, coaches and volunteers providing a service to the District and, therefore, subject to this policy receive appropriate training with respect to the provisions of this policy.
3. To continue to monitor student communication-related activities/development and, on that basis, recommend to the Board any necessary update/amendments to this policy so as to continue to ensure that the above-referenced objectives continue to be satisfied.

Communication

This Policy shall be communicated to:

1. All District employees, coaches and volunteers performing services on behalf of the District.

2. All students, parents and guardians.
3. All other members of the community.

STUDENT DRUG AND ALCOHOL OFFENSES

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, or use or be under the influence, except for a valid medical purpose, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by law, before, during or after school hours at school or in any other school district location. School district location means in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy may be disciplined, suspended or expelled from school, at the discretion of the School Board in accordance with prescribed school policies, guidelines and regulations applicable to student offenses.

In addition to all other prescribed disciplinary action by the school district, a student who violates the terms of this policy may be directed to satisfactorily participate in a drug abuse assistance or rehabilitation program. If such student fails to satisfactorily participate in such program, the student may be suspended or expelled from school, at the discretion of the board.

NON-SCHOOL RELATED DRUG AND ALCOHOL VIOLATIONS

The Mt. Lebanon School District recognizes the value of interscholastic athletics and extracurricular activities as an integral part of the total school experience for all students and as a conduit for community involvement. The District believes that high standards of conduct and citizenship are essential for students and considers participation in extracurricular/interscholastic activities, which include but are not limited to interscholastic, club and intramural athletics, student organizations, attendance at school functions such as sporting events, dances, musical and theatrical performances, activities office, and participation in commencement ceremonies ("School Activities") to be a privilege and not a right. The District recognizes the importance of students making healthy and safe choices, when in a position to make a decision about risky social behaviors. The Mt. Lebanon School District has the right to adopt and enforce reasonable rules and regulations regarding participation in extracurricular/interscholastic activities.

It is the objective of this policy to establish fair, reasonable and nondiscriminatory rules and regulations regarding off-campus, non-school related conduct for all students and provide the student and his/her parent/guardian with notice that such off-campus, non-school related conduct will be subject to discipline by the School District in the form of restrictions from School

Activities.

Students will be restricted from School Activities for a prescribed period of time for any of the following conduct that is confirmed to have occurred off-campus at a non-school related function: Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications). Confirmation of such conduct may originate through information lawfully received by the district from law enforcement or judicial sources, such as notice of the issuance of a citation, through the student's own admission, or the student's parent(s)/guardian(s) through acknowledgment. This policy is applicable to all School Activities.

This policy is in addition to, and not in lieu of, any School District policies, codes of conduct, student handbooks, or other rules concerning discipline and restriction from School Activities for drug and alcohol offenses occurring on School District property or at school related events. This policy shall not apply to religious events or ceremonies or circumstances where the student's use, possession or consumption of alcohol or drugs is not in violation of the law.

First Offense

1. Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications) by a student off-campus at a non-school related function results in a restriction from School Activities for 30 calendar days.
2. The balance of the consequence will be rescinded for the first offense ONLY if the student undergoes a drug and alcohol evaluation by a licensed drug and alcohol counselor, which shall not be at the District's expense.
 - a. Upon written confirmation that the drug and alcohol evaluation was completed and satisfactory evidence is provided that the student has complied/will comply with all recommendations contained within the evaluation, the student can resume participation in extra-curricular activities and events.
 - b. Satisfactory evidence from the licensed drug and alcohol counselor must indicate that the student has complied with and/or made arrangements to comply with all treatment recommendations resulting from the assessment (i.e., counseling sessions, inpatient treatment, etc.).
3. Prior to rescinding the restriction from school activities, the student will need to complete a minimum 3 hour community service project as determined by the coach/club sponsor (if applicable) and the Principal, or his/her designee.

Second Offense

1. Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications) by a student off-campus at a nonschool related function results in a restriction from School Activities for 30 calendar

days.

Subsequent Offenses

1. Use, possession, sale, distribution, or procurement of any amount of alcohol, drugs, other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications) by a student off-campus at a nonschool related function results in a restriction from school activities for 60 calendar days excluding summer break.

Procedures

1. Timely, factual communication between the sponsors (where applicable) and school administration is critical. If a coach, club sponsor, activities/athletic director, or administrator is informed of a drug and/or alcohol offense, he/she will inform the Principal, or his/her designee. If the information is provided to the Principal or his/her designee, the administrator will inform other involved parties (unit principal, athletic/activities director, coach, club sponsor).

2. The Principal or his/her designee will schedule a meeting with the parent(s)/guardian(s) and student to discuss the consequence(s) as it relates to the offense and afford the appropriate due process as reasonable determined by the Principal or his/her designee.

Administration Responsibilities

It shall be the responsibility of the Administration to communicate and enforce the policy as prescribed.

STERIODS

School Board policy prohibits students involved in school-related athletics from using anabolic steroids, except for a valid medical purpose. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability are not considered valid medical purposes.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to drugs or alcohol.

SUDDEN CARIAC ARREST

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

If not treated within minutes, SCA results in death. The normal rhythm of the heart can only be restored with defibrillation, an electrical shock that is safely delivered to the chest by an automated external defibrillator (AED).

How common is sudden cardiac arrest?

The Centers for Disease Control and Prevention estimate that every year there are about 300,000 cardiac arrests outside hospitals. About 2,000 patients under 25 die of SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as: dizziness;

lightheadedness;
shortness of breath;
difficulty breathing;
racing or fluttering heartbeat (palpitations);
syncope (fainting);
fatigue (extreme tiredness);
weakness;
nausea;
vomiting; and
chest pains.

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it. Symptoms are the body's way of indicating that something might be wrong. Athletes who experience one or more symptoms should get checked out.

What is the best way to treat Sudden Cardiac Arrest?

- Early Recognition of SCA
- Early 9-1-1 access
- Early CPR

Early Defibrillation

Early Advance Care

Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to keep student athletes safe while practicing or playing. The Act requires: Any student athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

TEAM TRIPS

There are specific procedures that need to be followed for any team trip. Please discuss team trips with the Athletic Director well in advance of the departure date. The following approvals must be granted for any trip:

- § If the trip is 50 to 250 miles the trip does not need board approval but must have administrative approval. Please contact the athletic director at least 6 weeks in advance of any trip within this distance.
- § If the trip is over 250 miles the trip needs to have both administrative and board approval. Please submit in writing your proposal at least 2 months prior to the trip in order to allow time for the board to consider.

THUNDER AND LIGHTNING GUIDELINES

What are lightning and thunder?

Lightning is the buildup and discharge of 125 million volts of electricity. During the lightning stroke, measured in microseconds, the heat generated exceeds 50,000F, many times hotter than the surface of the sun. Rapid heating and cooling of the air near the lightning bolt cause a shock wave that results in thunder.

What is the danger?

Lightning cannot be stopped or prevented. It is capricious, random, and unpredictable. Each year lightning strikes the ground 15 to 20 million times in the United States, killing almost 100 people and injuring as many as 300 people. Most lightning casualties occur in the summer months and during the afternoon or early evening.

- Average lightning stroke is about 6 miles long.
- Average thunderstorm is 6-10 miles wide.
- Average thunderstorm travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the overhanging anvil cloud.

- Because of this, many lightning deaths and injuries occur with clear skies directly overhead.
- Approximately 10% of all thunderstorms are severe enough to produce high winds, flash floods, and tornadoes.
 - Coaches, sports officials, and administrators must recognize the hazard posed by lightning and know what to do to minimize the risk of serious injury or death during outdoor activities.

Where must I go to escape the danger?

Safe structures include the nearest school building, a complete enclosure, or a fully enclosed metal vehicle with windows tightly closed. Press boxes, sheds, storage buildings, or dugouts will not provide adequate protection. Once indoors, stay away from open doors and windows, and turn off and stay away from appliances, computers, television sets, etc.

How do I know that lightning is too close?

When there is thunder, there is lightning. In order to ensure the safety of the district's student/athletes the district has purchased a thunder and lightning detector. The lightning/storm detector will indicate the distance of lightning from the immediate area. Any time the lightning/storm detector indicates that a lightning strike is between 8 and 20 miles away all activities should cease and teams should immediately return to the building or seek shelter. Teams should remain under shelter until the detector indicates that the storm is no longer an immediate threat. The detector will be located with the athletic trainer and will be available for all teams. Coaches should use the detector whenever the weather looks threatening.

In cases where the team is off campus the "flash-to-bang" method for measuring lightning distance should be used. As lightning approaches, the time in seconds from seeing the stroke to hearing the thunder decreases. For each 5 second count, lightning is 1 mile away. At a count of 15 seconds (3 miles) there is imminent danger; seek shelter immediately. It is strongly recommended that you seek shelter at a count of 30 seconds (6 miles).

How long must I remain in a shelter after the lightning passes?

Wait a minimum of 30 minutes from the last nearby lightning strike (flash-to-bang count no less than 30 seconds) or until the lightning detector indicates that the storm is no longer a threat.

What should I do if I am unable to reach shelter?

If caught outdoors in an open field, avoid metallic objects like metal bleachers, fences and gates, flagpoles, light and power poles, trees, and standing water. If you feel your hair standing on end and/or hear crackling noises, you are in the electrical field of lightning that is about to strike. Immediately remove metal objects (buckles, keys, whistles, etc. from contact with your body and minimize contact with the ground; do not lie down. Place your feet together, duck your head, crouch down, and hold your hands over your ears. Avoid contact with other people.

What can be done to treat someone who has been struck by lightning?

People who have been struck by lightning do not carry an electrical charge; it is safe to touch them. Administer CPR immediately if qualified to do so. Get emergency help promptly.

TRAINER

The athletic trainer will be responsible for the prevention and treatment of all athletic injuries. All injuries must be reported to the trainer immediately. An injury report must be submitted to the trainer.

When an injury occurs, follow the emergency action plan.

TRANSPORTATION

All buses will be ordered by the Athletic Department. It is the coaches responsibility to have members of his/her team ready to board the bus at the designated time. If your trip requires students to get out of school early the following must occur:

- The coach must present the list of team members attending the athletic event no later than **9:00 AM** in the athletic office.

Coaches are required to ride the bus to and from the athletic contest. Under no circumstances should student athletes ride the bus without coach supervision.

No athletic team should be transported by a private vehicle unless prior administrative permission was granted.

All student athletes are expected to travel on the bus to and from the school. In case of an emergency a coach can release a student to his or her parent or guardian **only**. Forms are located on the school=s webpage.

If an accident occurs:

1. Dial 911
2. Follow the emergency medical procedure.
3. Notify a school official.

Note: All other communications with the transportation companies should be handled through the athletic office.

It shall be the policy of the Mt. Lebanon School District that no person not officially involved in the activity shall be permitted to ride school buses/vehicles or rented vehicles to school district events without the approval of the athletic director.

TRAVEL EXPENSES

The Mt. Lebanon School District will provide all travel expenses for teams that qualify for the playoffs and need to travel beyond the WPIAL. This will include transportation, meal money, and hotel expenses **when necessary**. The district will not provide travel expenses for regular season contests without the consent of the district=s athletic director. If you decide to travel to tournaments or invitationals during the regular season, please arrange for the necessary funding through fund raising or

boosters to cover expenses.

The district will allocate the following for meals:

Breakfast	\$7.00 per student/coach
Lunch	\$10.00 per student/coach
Dinner	\$14.00 per student/coach

All monies allocated should be requested from the athletic director at least one week in advance so that a check can be cut.

WEAPONS

It is the policy of the Board that possession of a weapon by students, employees or visitors is prohibited in any Mt. Lebanon School District building, on any grounds or the district, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Mt. Lebanon School District grounds.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to weapons.

WEIGHT ROOM SUPERVISION

The following safety procedures are required.

1. Coaches must be physically present when the weight room is in use. Coaches cannot simply open the weight room for their players. If a coach opens the weight room, he/she becomes legally responsible for the students using the weight room.
2. Lock the weight room after use.
3. Replace all equipment and clean room after each use.