

# Elizabethtown Area School District



## Coach's Handbook

Athletic Department Introduction/Philosophy . . . . .	3
Expectation of Coaches . . . . .	4
Code of Conduct for Coaches . . . . .	7
Employment . . . . .	12
Athletic Governance . . . . .	14
Administrative Responsibilities . . . . .	16
Equipment and Facilities . . . . .	30
Parent-Coach Communication Plan . . . . .	32
In Season / Out of Season Sports and Activities . . . . .	34
Team Selection . . . . .	35
Transportation . . . . .	36
Spectator Behavior . . . . .	38

## **Introduction**

The purpose of this handbook is to aid coaches by listing the practices and routine procedures that have been developed over the years. Every coach on our campus has been approved by the A.D., Principal and the School Board. The guidelines on the following pages are meant to enable all staff members to function with increased confidence and effectiveness.

The coach of an athletic team is primarily responsible for the compliance of his/her squad members to the rules, regulations, and policies governing athletics. Compliance is enhanced when athletes are informed of and understand the policies. All coaches are directly responsible to the Athletic Director for the application of these rules and regulations. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. You have chosen an honorable profession and must be an example of honor and dignity for our student-athletes. The Elizabethtown family is proud to be associated with all of you and ask that you join with us in dedicating ourselves to upholding the proud traditions in our district.

## **Athletic Department Philosophy**

Athletics and extracurricular activities are an integral part of the school curriculum; they promote good health, teamwork, critical thinking, cooperation, collaboration, communication, resiliency and countless other skills. Athletics and extracurricular activities offer significant lifetime learning experiences that cannot be duplicated in any other educational setting. Those experiences aid in the creation of a well-rounded student who is ready to live, learn, and thrive in a global community.

## **Student Code of Conduct**

Students are to abide by the expectations stated in the Student Handbook and each team's written rules. Each coach should review the information contained in the handbook and team rules. Each student will be held accountable in accordance with the information/stipulations contained in the handbook, team rules document, as well as all applicable Elizabethtown Area School District Policies and Procedures.

## **Standards and Expectations of Coaching Staff**

The athletic department has adopted our own set of standards and expectations in conjunction with the district's job description. Each coach will receive feedback about his/her performance and his/her program. This annual evaluation will be provided by the Athletic Director in cooperation with the Principal. This evaluation will be based upon expectations outlined below as well as the job description.

### **Expectations of Coaches**

#### **All Coaches at the Elizabethtown Area School District shall:**

1. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
2. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
3. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
4. Enforce, with student-athletes, the district-approved codes of conduct for students.
5. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.

6. Emphasize to the student-athlete and their parents that the first priority of the student athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed.  
Success in the classroom should be the first priority of any student-athlete.
7. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
8. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
9. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
10. Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
11. Show respect for officials, opposing players and coaches, fans, and school property; and will require all student– athletes to follow their lead.
12. Work with school personnel, when appropriate, to advocate for the best interest of the student-athletes.
13. Encourage student-athletes to experience high school in a well-rounded manner. Foster their interests to pursue other options in addition to your specific sport. Speaking in a derogatory fashion about other sports or activities is unprofessional and unacceptable.

14. Adhere to all PIAA, Lancaster-Lebanon Elizabethtown Area School District and athletic department policies at all times.

15. Explain to the student–athletes the rules, regulations, and consequences for violating rules established in:

✓ The Student Handbook

✓ Individual Team Rules

**\*\*The head coach shall follow through with proper consequences for any violations of rules stated in these documents.**

16. Be responsible for the structural and developmental integrity of his/her program at all levels.

17. Keep the Athletic Director abreast of any sensitive issues. As well, keep these sensitive issues confidential at all times.

18. Communicate immediately to the Athletic Director when unable to fulfill your coaching duty (miss a practice, game, etc.) so that appropriate arrangements can be made (such as finding an acceptable person to cover, or cancelling the activity).

19. Create rules and consequences to govern your team.

**\*\*A list of rules and consequences must be turned in to the Athletic Director prior to the beginning of your season to be approved by the Principal and AD. In addition, updated contact information for all members of your coaching staff.**

20. Supervision is a priority at all times.

## **Coaches Ethical Conduct**

Head Coaches should implement the following listed standards of ethical conduct in their interscholastic athletic program.

Any coach providing such services to the district shall:

- Show respect for players, officials, and other coaches.
- Respect the integrity and judgment of game officials.
- Establish and model fair play, sportsmanship, and proper conduct.
- Establish player safety and welfare as the highest priority.
- Provide proper supervision of student at all times.
- Use discretion when providing constructive criticism and when reprimanding players.
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- Properly instruct players in the ways to use equipment safely.
- Avoid recruitment of athletes from other schools.
- Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or the American Medical Association.
- Follow the rules of behavior and the procedures for crowd control as established by the local board of education and the league in which the district participates.
- Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the District.

### **Language**

Please carefully consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. Remember that that District is an educational institution first and foremost and that you are now part of a team of educators. The language and habits that your student-athletes observe will

become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs.

### **A Coach Should Never:**

- Allow any student to participate in try-outs, practice, or games without proper athletic clearance.
- Allow students to participate without proper supervision.
- Leave students unattended after practices or games. Coaches should make sure that all athletes have been picked up by their parents after games/activities before leaving the premises.
- Allow students to be transported to or from contests in other than prescribed transportation.
- Allow him or herself to be alone with an athlete in a room with the door closed.
- Take an athlete home or to your residence.
- Allow hazing of athletes. Examples of hazing would be: putting athletes in a trash can, any type of embarrassing dress, any type of physical attack, anything that would make somebody uncomfortable, etc.
- Give your keys or access card to any student or parent.
- Contact students from other schools or allow them to visit the school.
- Allow confidential information concerning students to be made public. A coach should never share this confidential information (i.e. discipline of a student, ineligibility, health concerns) with any other parent or student.

### **A Coach Must:**

- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Know and understand all the responsibilities that are involved in being a coach.
- Know and understand the PIAA and L-L League By-Laws that pertain to your sport.
- Make sure that all athletes have appropriate authorization to participate.
- Have emergency cards and medical kit available for every athlete at practices or games.
- Use only school approved transportation to all games and practices.
- Look, act, and sound like a professional educator.



- Inform his/her Athletic Director by the next day of any time that a coach or student is ejected from a game.

### **Fourteen Legal Duties of a Coach**

Several obligations or duties have been identified as absolute requirements for coaches and administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties.

This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. Duty to Plan – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. Duty to Supervise – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. Duty to Assess Athletes Readiness for Practice and Competition – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from

practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

4. Duty to Maintain Safe Playing Conditions – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. Duty to Provide Safe Equipment – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. Duty to Instruct Properly – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. Duty to Match Athletes – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. Duty to Condition Properly – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. Duty to Warn – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. Duty to Ensure Athletes are Covered by Injury Insurance – Athletics administrators must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to

participate without injury insurance (This information is provided by parents through the CIPPE form – sports physical. Also, our District provides secondary athletic insurance for student-athletes).

11. Duty to Provide Emergency Care – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. Duty to Design a Proper Emergency Response Plan – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. Duty to Provide Proper Transportation – In general, buses or vans should be used for out of town transportation. Self or family transportation to and from practices or competition may be allowed if parents provide permission at least 24 hours in advance.
14. Duty to Select, Train, and Supervise Coaches – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and wellbeing among athletes.

## EMPLOYMENT

Employment as a coach in the Elizabethtown Area School District is on the basis outlined in the contract that must be signed prior to commencement of services. You are classified as a short term temporary contract employee. Your employment with the district is subject to the specifications outlined in your contract. Please read it carefully. Each contract notes the commencement date and end date of your employment. You will be informed at the end of your employment whether or not you will be recommended for any additional contracts for services. The Principal, in conjunction with the Athletic Director, will determine whether to offer any additional contracts. All varsity head coaches will receive a written evaluation of their performance at the end of each season in a sport. All assistant coaches and junior high coaches will receive a written evaluation from the head varsity coach.

The following documents that will need to be completed or acknowledged before employment and pay for services can commence. If you have any questions about your employment, please call the Athletic Director. Service rendered prior to completing all required employment documentation may not be remunerated.

### Items required for New Coaches

\_\_\_\_ PA Child Abuse

\_\_\_\_ PA Criminal Background

\_\_\_\_ FBI Fingerprint

\_\_\_\_ TB Test

\_\_\_\_ Complete intake meeting with  
with Human Resources

### Items required for New Volunteer Coaches

\_\_\_\_ PA Child Abuse

\_\_\_\_ PA Criminal Background

\_\_\_\_ FBI Fingerprint

\_\_\_\_ TB Test

\_\_\_\_ Complete intake meeting  
with Human Resources

### **Pay Checks**

Coaches on the payroll will be paid twice during the season. This information will be provided through the Payroll Department to the Athletic Director in the summer and will be given to each head coach to disperse to his/her coaching staff. Any questions regarding paychecks can be directed to the EASD Payroll Coordinator.

## **ATHLETIC GOVERNANCE**

The governing organization under which we participate is the Pennsylvania Interscholastic Athletic Association (PIAA).

The PIAA is divided into districts, ours is District III. District III encompasses the following leagues: Mid-Penn Conference,

Lancaster-Lebanon League, York-Adams Interscholastic Athletic Association, Berks County Interscholastic Athletic

Association, Tri-Valley League, and Commonwealth Christian Athletic Conference. Our league is within the Lancaster-

Lebanon League. Twenty-four schools participate in boys and girls sports. In an attempt to assure a "level playing field", the league is divided into sections. This is typically based on enrollment.

### **District Sponsored PIAA Athletic Programs**

**League:** Lancaster-Lebanon League

#### **Fall Sports**

Cross Country	Coed	Offered for grades 7-12
Field Hockey		Offered for grades 7-12
Football		Offered for grades 7-12
Golf	Coed	Offered for grades 9-12
Soccer – Boys		Offered for grades 7-12
Soccer – Girls		Offered for grades 7-12
Tennis – Girls		Offered for grades 9-12
Cheerleading		Offered for grades 7-12
Volleyball - Girls		Offered grades 9-12

**Winter Sports**

Basketball – Boys		Offered for grades 7-12
Basketball – Girls		Offered for grades 7-12
Bowling	Coed	Offered for grades 9-12
Rifle	Coed	Offered for grades 9-12
Swimming	Coed	Offered for grades 9-12
Wrestling		Offered for grades 7-12
Cheerleading – Competition Squad		Offered for grades 7-12

**Spring Sports**

Baseball		Offered for grades 9-12
Lacrosse – Boys		Offered for grades 9-12
Lacrosse – Girls		Offered for grades 9-12
Softball		Offered for grades 9-12
Track & Field	Coed	Offered for grades 7-12
Tennis – Boys		Offered for grades 9-12
Volleyball - Boys		Offered for grades 9-12

## **ADMINISTRATIVE RESPONSIBILITIES**

This section contains information about general administrative responsibilities that all coaches assume as part of their employment expectations. Please contact the Athletic Director if you have any questions.

### **Meeting with Athletic Director**

Head coaches must keep in contact with the Athletic Director in season and off season. Head coaches should regularly stop in, email or call the Athletic Director to stay current on all issues.

### **Confidentiality**

Information discussed in team meetings, with athletes, parents, or any school official must be kept confidential. This is extremely important and head coaches must relay this message to assistant coaches!

FERPA - The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties: school officials with legitimate educational interest; appropriate officials in cases of health and safety emergencies. You should not share any educational information (ie. ineligibility status, cheating on an exam, etc.) with any other person (s) other than your coaching staff. Do not include your team captains or athletes in any discussions regarding another athlete's educational status.

HIPPA –HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. In relation to Athletics, HIPPA requires the protection and confidential handling of protected health information. Coaches are prohibited from sharing health information with any person but your coaching staff, the



Athletic Training staff/School Doctor, and school related officials. Do not share athlete health information with your team captains or athletes.

### **Sports Physical Information Packet**

Before an athlete can participate in a sport they must have completed all the information in the sports physical packet that is handed out by the Athletic office. They may not practice until all forms has been completed in its entirety and submitted to the Athletic office. This packet contains emergency contact information, physical exam verification, and sports injury protocols.

### **ATHLETIC ACADEMIC ELIGIBILITY**

All students participating on athletic teams are required to make their best effort with their academic work. Students who are failing a course(courses) will NOT be permitted to participate on athletic teams per PIAA and EASD policy.

#### **1. 7<sup>th</sup>-8<sup>th</sup> Grade Students**

Students must be passing all of their courses to be eligible to participate in extracurricular activities.

**Weekly**-If at the end of any school week a student has a failing grade in a course, the student will be suspended from participating on their team one (1) week. The student will be reinstated after the suspension if she/he is passing all courses.

**Marking Period**-If at the end of any marking period a student fails a course the student will be suspended from participating on their team for fifteen (15) school days. The suspension shall begin on the first day of the next marking period. At the end of that suspension, the student's eligibility will be reinstated if the student is passing all courses.

**School Year/Semester** -If at the end of any school year/semester a student fails a course the student will be suspended from participating on fall athletic teams for fifteen (15) school days at the start of the next school year/semester. If the student successfully makes up that course/subject in summer school, the student will be eligible to participate on fall athletic teams for the start of the school year.

#### **2. 9<sup>th</sup>-12<sup>th</sup> Grade Students**

Students must be passing at least three credits at the end of each week, marking period and school year. Students will be subject to the following sanctions for non-compliance:

**Weekly**-If at the end of any school week a student isn't passing at least three credits, the student will be suspended from participating on their team for one (1) week. The student will be reinstated after the suspension if the student is passing at least three credits.

**Marking Period**-If at the end of any marking period a student isn't passing at least three credits, the student will be suspended from participating on their team for fifteen (15) school days. The suspension shall begin on the first day of the next marking period. At the end of that suspension, the student's eligibility will be reinstated if the student is passing three credits on a weekly basis. This will apply to the first, second and third marking periods only.

**School Year**-If at the end of any school year a student doesn't pass at least three credits, the student will be suspended from participating on fall athletic teams from fifteen (15) school days at the start of the next school year. If the student successfully makes up that course in summer school, the student will be eligible to participate fall athletic teams for the start of the school year.

**Drop/Fail**-A course that has been dropped/failed anytime during the school year will be considered a failing grade for the purpose of academic eligibility. This will affect eligibility status for the current school year as well as the first marking period of the next school year.

### **Athlete Attendance Policy**

- Student-athletes must be in school by 8:30 am to be eligible to participate in that day's contest/practice. Athletes arriving late to school must provide a school sanctioned excuse (Doctor's note) in order to participate in a practice or a contest that day.
- If a student is absent from school for the entire day, the student may not practice or participate in athletics that day. If a student is absent on a Friday, the student may not participate in athletics on Saturday or Sunday.
- If a student leaves school before the end of the day (and does not return), the student may not practice or participate in athletics that day. If the student returns to school, a school sanctioned note must be provided to be eligible to participate in a practice or contest.
- If a student is absent from school for a pre-approved vacation day, the student is eligible to participate in a practice or contest that day.

- If a student is suspended from school (in school or out of school) he/she is not eligible to participate in any practices or contests for the period of suspension.
- Team members are expected to be at all practices, team meetings, contests, and special occasions unless excused by the head coach.
- Any exception to the attendance rules must have pre-approval of the Athletic Director or building principal.

### **PIAA Eligibility Rules**

- **Academic and Curricular Requirements** - You must pursue a full-time curriculum defined and approved by your Principal. You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. You must have passed at least three full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days.
- **Age** - To be eligible to participate in grades 10 through 12, you must not have reached your 19th birthday by June 30 immediately preceding the school year. Where you will participate only in grades 7 and 8, you may not have reached your 15th birthday by June 30 immediately preceding the school year; where you will participate only in grades 7 through 9, you may not have reached your 16th birthday by June 30 immediately preceding the school year.
- **All-Star Contests** - You will lose your eligibility in a sport for one year if you participate in an all-star Contest in that sport. Your eligibility will not be affected if you participate in an event that (1) is not advertised or promoted as an all-star

Contest; (2) is open to all participants on the basis of a tryout or a uniform standard of qualification; and

(3) you do not represent your school and do not wear any school-affiliated uniform or apparel in the event.

- **Amateur Status and Awards** - To be eligible to participate in a sport, you must be an amateur in that sport. Amateur status, and eligibility, is lost if you, or your parent(s) or guardian(s), receive money or property for or related to your athletic ability, participation, performance, services, or training in a sport.  
You may be recognized and receive awards for your participation only from your school or school affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by your school Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate institutional insignia or comparable identification. The fair market value of all of the items provided to you may not exceed \$200. If they do, you must return the items in excess of \$200.
- **Attendance** - You must be enrolled in and in full-time attendance at a PIAA member school or a Charter or Cyber-Charter School, or be home-schooled. Generally, you are eligible only at the school at which you are enrolled or, if a home-schooled student, at a public school in the public school district in which you reside. If you are a student enrolled in either a Charter School or Cyber Charter School, you should consult with your Principal to determine the school at which you are eligible. If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 school days following your 20th day of absence.
- **Comprehensive Initial Pre-Participation Physical Evaluation** - You are eligible only if you have completed a comprehensive initial pre-participation physical evaluation ("CIPPE"), performed by an Authorized Medical Examiner (as

that term is defined in the GLOSSARY of the PIAA By-Laws) before your first sport season's first Practice of that school year. If you want to participate in subsequent sport(s) in the same school year, you may be required to be re-evaluated and re-certified that your physical condition is satisfactory. Check with your Principal or Athletic Director to determine whether re-evaluation and re-certification is needed.

Wrestlers must also obtain a certification of the minimum wrestling weight at which they may wrestle during that season.

In all cases, an Authorized Medical Examiner must certify, on the PIAA CIPPE form, as to your physical fitness to participate in the particular sport(s) involved. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st.

- **Concussion Recognition and Management** - A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Athletes at your age are particularly vulnerable to the effects of concussions. Once considered little more than a minor "ding" on the head, it is now understood that a concussion has the potential to result in death or short- and/or long-term changes in brain function. If a sports official removes you from a Contest because you have exhibited signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, and/or balance problems) you may not return to participating in Practices, Inter-School Practices, Scrimmages, and/or Contests until cleared by our athletic training staff.
  
- **Period of Time After Eighth Grade, Participation, and Grade Repetition** - Your athletic eligibility extends only until you have reached the end of your fourth consecutive year (8th consecutive semester or the equivalent) beyond the eighth grade. Therefore, if you repeat a grade after eighth, you will be ineligible as a senior. Additionally, you may participate in (1) a maximum of six seasons in each

sport during grades seven through twelve, (2) a maximum of four seasons in each sport during grades nine through twelve, and (3) a maximum of three seasons in each sport during grades seven through nine.

- **Out-of-Season Participation** - All PIAA sports have a defined season. If your school Team conducts Practice and/or participates in Inter-School Practices, Scrimmages, and/or Contests outside that PIAA defined season, your school will be penalized.

If you desire to play interscholastic football for a PIAA member school, and you engage in Physical Contact (as that term is defined in ARTICLE XVI, SEASON AND OUT-OF-SEASON RULES AND REGULATIONS, Section 2, Rules and Regulations, subsection C, Football, sub-subsection 1, of the PIAA By-Laws) outside the PIAA-defined football season, you will be ineligible to participate in interscholastic football for a period up to one year from the date of such participation.

- **Outside Participation** - If you participate in a non-school athletic program during the PIAA Season for that sport, while enrolled at a school which has a Team in that sport, you will not be eligible for District and Inter-District Championship Contests in that sport unless you are in uniform and available to participate as a member of your school Team for at least 75% of its Regular Season Contests.
- **Transfers** - You are treated as having transferred whenever you seek eligibility to participate in interscholastic athletics at a school other than the one at which you were previously either enrolled or otherwise eligible. You are considered to have transferred even if you are promoted to a higher level school or are out-of-school for a period of time before entering the new school. If your Transfer from one school to another is materially motivated in some way by an athletic purpose, you will lose your athletic eligibility in each sport in which you participate within a period of one year immediately following the date on which you transferred. This requirement applies even if you would be

otherwise eligible at the school to which you transferred. If your school eliminates a sport for budgetary reasons, you may be permitted to Transfer to another school to participate in that sport. You must enroll and attend the other school. If you desire to participate in any other sports at that school, your PIAA District Committee will assess whether the Transfer was materially motivated in some way by an athletic purpose relating to those sports. You may participate in only one season in each sport during each school year.

- **Use of Anabolic Steroids** - By state law, all Pennsylvania school districts are required to adopt and enforce rules and regulations prohibiting the use of anabolic steroids, except for a valid medical purpose, by students involved in school-related athletics. School Boards are also required to establish penalties for students found in violation of the adopted rules and regulations. As penalties may vary from school district to school district, you should consult with your Principal or Athletic Director as to the penalties that your School Board has adopted.

A full list of PIAA Eligibility Rules and Regulations is available at: [www.piaa.org](http://www.piaa.org)

### **Coaching Education Classes**

Beginning July 2012, it is mandatory that **ALL coaches (volunteer and paid) must** take and pass the Concussion Certification and Sudden Cardiac Arrest course. There is no cost to coaches. This course is offered online. A copy of your certification must be submitted to the Athletic Department.

Beginning July 2016, **ALL coaches (paid and volunteer)** will have two years upon their hiring to successfully complete the PIAA Coaching Education requirements (Coaching Principles and First Aid courses).

- **If coaches are CPR/AED/First Aid Certified the First Aid course is not required**

**All coaches are also required to complete the following online courses every year. These online courses must be completed and certificate of completion turned in to the athletic office before the season begins.**

- **ConcussionWise** <https://sportsafety.com/pennsylvania/>
- **CardiacWise** <https://sportsafety.com/cardiacwise-pats/>
- **HeatWise** <https://sportsafety.com/coach/heatwise/>

### **Double Sports Protocol**

Any athlete who wishes to participate in two sports/activities simultaneously must discuss this intention with both coaches/advisors and work out a plan for which sport/activity will take priority when there is a conflict. A contest will always take priority over a practice and a student activity (curriculum related) will always take priority over an extracurricular activity.

### **Guidelines for Early Dismissals or No School due to Inclement Weather:**

1. Early dismissal = ALL events/practices scheduled for that day are CANCELED
2. School is canceled = ALL events/practices scheduled for that day are CANCELED

### **League Meetings**

Varsity head coaches are required to attend a pre-season and a post-season league meetings. If you are unable to attend please send your assistant coach so a representative may attend the meeting. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent your school on all-league teams.

### **Medical Kit**

The Athletic Training staff is responsible for re-stocking medical kits. Always check supplies before an away practice or contest and report low items to the Athletic Trainers. Emergency cards should be kept in the medical kit and taken to all practices and games. Please do not hand out medical supplies indiscriminately.



### **Open Gyms**

Please follow these guidelines when holding open gyms:

- Open Gyms are defined as activities either on the field of play, weight room, or other training facility supervised by a coach.
- Open gyms are voluntary sessions which the athlete attends of his/her own accord.
- A maximum of three open gyms may be held from Monday – Friday.
- No Open Gyms shall be held on Sunday except with prior permission from the Superintendent.

### **Player Coach Disqualification (Ejection) Rule**

- Any coach or contestant ejected from a varsity contest by a PIAA official for unsportsmanlike conduct or flagrant misconduct shall be disqualified for the remainder of the day and in all contests on the next contest day of the same level (Varsity, JV, JH) of competition from which the coach or contestant was previously disqualified.
- Any coach or contestant ejected from the last contest in that sport in a sport season shall be disqualified from coaching or participating in the first contest in that sport in the subsequent sport season, at any level of competition, at any school (P.I.A.A. By-laws – Article XIII, Section 8).
- Any coach ejected from a contest, the said coach is prohibited from having any contact with members of the team including the coaches for the remainder of that contest and between the time the team arrives at the next contest and completion of that contest. Principals direct that coach not to attend said contest. (P.I.A.A. By-laws – Article XIII, Section 3).
- If a coach or contestant is ejected from multiple contests in the same season or school year that coach or contestant may face additional penalties from the Elizabethtown Area School District.

### **Pre-Season Meetings**

It is required that the head coach of each sport meets with his/her student-athletes and parent/guardians and discusses the following:

- safety requirements/rules/policies
- team rules
- transportation policy
- letter requirements
- other items the head coach feels should be included.

### **Publication Relations**

Allow yourself at least ten minutes after the contest in order to “cool off” and formulate your thoughts. Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual.

Media is our link between the school and public. Coaches are required to call in all scores when playing at home to Lancaster Newspaper and Elizabethtown Advocate.

You may contact other media outlets if you wish.

- a) Lancaster Newspaper
  - 717-291-8666
  - [staff@lancsports.com](mailto:staff@lancsports.com)
- b) Elizabethtown Advocate
  - [kmorgan@lnpnews.com](mailto:kmorgan@lnpnews.com)
- c) Harrisburg Patriot News
  - 717-255-8180
  - [sports@patriot-news.com](mailto:sports@patriot-news.com)
- d) WGAL
  - 717-393-5851
  - [sports@wgal.com](mailto:sports@wgal.com)

### **Rescheduling Games**

Rescheduled games will be held on the first available date following a cancellation.

This might mean that you will have several games in a row, or a very busy week. We will do our best to reschedule with all accommodations in mind, however, League Policy will prevail.

### **Super-Frosh Rule - 9<sup>th</sup> grade participation on HS Teams**

1. Definition: The term super-frosh applies to any ninth grade student who is brought up to compete at the varsity or junior varsity level of a sport when there is a junior high team in the program.
2. An athlete may be brought up to the varsity level within the first 21 calendar days that the athlete begins practice.
  - a. He/she may begin to practice with the varsity.
  - b. He/she may begin to practice with the junior high team and then be moved up.
  - c. If he/she starts practice after the junior high team begins practice, i.e., a transfer student, he may be brought up within 21 days of his/her starting date.
3. An athlete may be returned to his/her original level as long as it is within the 21-day starting date. Ex.; an athlete starts out practicing with the freshman team in basketball. He/she practices for two weeks and the varsity coach needs an extra player. Since the twenty-one calendar days have not expired, the player may be brought up.
4. An athlete may participate in up to two pre-season scrimmages at any level and still change levels. Ex.; a freshman can scrimmage once at the varsity level and then once at the junior high level and still be brought up to the varsity, or he/she can scrimmage two times at the varsity level or two times at the junior high level and still can be brought up. However, any change in level must occur within the 21-day grace period.
5. When an athlete is super-froshed, a letter of consent from the parent is required, as well as permission from the high school principal. This letter must be kept on file.
6. The coach should discuss this move with the student and parent/guardian and then the Athletic Director before the final decision is to be made.

\*\*The paperwork must be completed prior to any 9<sup>th</sup> grader participating in a regular season senior high athletic contest.

*Once the student participates in a regular contest (not a scrimmage) at the JV or Varsity level, the student may not return to the Junior High level (same for JH students looking to move up to the HS level during the season).*

### **Supervision**

**General Supervision:** The Coach must be within the activity area, overseeing the activity, and must be immediately accessible to the participants.

Three basic considerations for determining adequate general supervision are:

1. The coach must never leave the premises and must be immediately accessible to anyone who needs him/her. The coach may be able to oversee the entire program systematically and must rotate to all parts of the activity area.
2. The coach must be alert to conditions that may be potentially dangerous. In planning for an activity, coaches should identify and rectify potentially dangerous conditions. These conditions may include faulty equipment, misbehavior, and participants going beyond their capabilities. Coaches should also report any potentially dangerous conditions to the Athletic Director immediately.
3. The coach should have a basic knowledge of emergency first-aid procedures for injuries likely to occur in the activity being supervised.

**Specific Supervision:** The coach must be at the specific activity location observing and/or instructing the participant. This is required at high-risk activities. High risk activities would include those where participants are still learning or that places the participant at risk by using potentially dangerous equipment. Specific supervision must include proper instruction regarding the correct or most acceptable method of safely performing the activity, and any safety precautions involved. Being involved in specific supervision with one student, or a small number of students, does not relieve a person of their general supervision duties. Even though a coach's attention is focused on one individual, you must still be alert to what the rest of the participants are doing and be accessible to them.

### **Volunteer Coaches:**

Volunteer coaches are vital to the success of our athletic programs. Volunteer coaches must have all clearances on file and must be school board approved before they are allowed to serve in a volunteer role with any interscholastic athletic team. Volunteer coaches may not drive any school district vehicles without proper approval.

*\*\*Following approval by the Board of Education, volunteer coaches may only then work with students.*

*Coaches/Volunteers who have not been board approved are not permitted to be in the presence of/work with student-athletes.*

### **Access Card and Keys**

The Athletic Department will provide coaches with an access card and necessary keys, which must be returned immediately at the end of the sport season, unless said coach is contracted for the following season. Building security must be a top priority at all times. **Keys must not be given to students at any time.** Doors should be locked (including locker rooms) during practice and games. Off-season key distribution and access will be handled on a case by case basis. Doors may not be propped open at any time.

### **Maintenance of Facilities and Grounds**

Coaches, players, and managers are expected to help maintain their respective facilities and grounds to prepare for such interscholastic contests. Any requests for work on the playing areas must go through the Athletic Director. Please keep all locker rooms in a neat and orderly fashion. Trash, equipment, food, etc., will be properly disposed of at all times. It is the coaches' responsibility to ensure that all facilities are properly secured after any contest or practice.

### **Pre-game Music**

All pre-game music must be screened and approved by the head coach. If the music is not prescreened it may not be played. Any music using inappropriate language or lyrics is not permitted. Music with "bleeped" out words is not considered acceptable. Coaches must explain this to your athletes prior to them arriving at the first game with music they expect to be played.

### **Preparations of Athletic Fields**

Coaches should inform the Athletic Director of their needs. The Athletic Director, along with the supervisor of building and grounds, are responsible for having the field ready for play.

### **Purchase of Equipment**

The Athletic Director will order all equipment and uniforms. It is the responsibility of the coach to provide quotes from the company that he/she would like to order from. All equipment must be approved by the Athletic Director and be ordered by using a district purchase order.

### **Purchase of Team Shirts/Sweatshirts**

The coach needs to oversee the art work and design of the team t-shirt/sweatshirt. Once you have put everything together you must get the approval of the Athletic

Director before they can be ordered. All apparel should be appropriate in nature and verbiage at all times.

**Weight Room**

The Athletic Weight Room is located between the high school gymnasiums. Coaches must supervise their athletes at all times, there are no exceptions. In order to use the weight room you must set up days and times with the Athletic Director. Teams will be responsible for putting all equipment, weights and bars back properly. When a coach leaves, the weight room should be locked and all fans turned off.

## **Parent-Coach Communication Plan**

Coaching, along with parenting, can be extremely difficult. Therefore, a clear understanding of each position enables us to accept the actions of the other and provide greater benefit to those we serve, the student-athletes.

As a parent, you have a right to understand what expectations are placed on your child when he or she enters our athletic program. This begins with clear communication from the coach of your child's program.

### **Expected Communication from the Coaching Staff**

1. Coaching philosophy.
2. Expectations for team members.
3. Locations and times of practices and contests.
4. Team rules.
5. Discipline, which may impact your child's participation.
6. Eligibility requirements and concerns.

### **Expectations of Parent/Guardian**

1. Support your student athlete's effort toward success and maintain the importance of a strong work ethic academically and athletically.
2. Work to promote a positive environment that is to the benefit of your student athlete.
3. Become familiar with and review with your child all team and district athletic policies.
4. Communicate any concerns in a timely manner, according to district protocol.
5. Treat all coaching personnel, officials, and opposing teams with courtesy and respect and insist that your child does the same.
6. Support the program by being an active parent and positive role model for all student athletes.

### **Appropriate Parental Concerns for Discussion**

1. The treatment of your child – emotionally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. An injury.

It is sometimes difficult to accept the idea of your child not playing as much as you may hope. Coaches are professionals, and make decisions based on what they believe to be best for all student-athletes involved with the team. As you have seen from the aforementioned list, certain issues can be and should be discussed with your child's



coach. Other concerns, such as those listed below, must be left to the discretion of the coach.

### **Issues Not Appropriate to Discuss with the Coach**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

### **Steps to Follow when Concerns Arise**

1. The student-athlete should first speak directly to the coach pertaining to the concern.
2. If a resolution is not reached, the parent and student-athlete, together, should speak directly to the coach.
3. Should this step not resolve the issue, please contact the Athletic Director, who will schedule a meeting between all stakeholders.

A coach should never be approached directly prior to, during, or directly after a contest. These can be highly emotional times for all involved. At least a 24 hour waiting period is required. Moreover, persistent phone calls and/or emails are disruptive and inappropriate. Finally, coaches are not to be approached at their place of residence. Meetings of this nature do not promote resolution.

### **Athlete Dress Code**

Athletes are expected to wear shirt/shorts/pants for all practices. Students should not practice in sports bras or no shirts at any time.

### **Behavior**

Student athletes assume the obligation to appear in public appropriately dressed and to engage in behavior that reflects credit to their school, team, and community. Disruptive behavior in or out of school may result in suspension from athletics.

### **Teacher-Coaches Coverage:**

Coaches are responsible to inform the building secretary/principal when they are going to be out of the building for any away contest and when coverage for classes is needed the day preceding the contest.

### **Game Conduct:**

- Athletic personnel should:
  - a. Conduct themselves as professionals at all times.

- b. Respect the decisions of the officials.
  - c. Use proper language at all times.
  - d. Have good bench control.
  - e. Not allow athletes to argue with officials for any reason.
- According to the Pennsylvania Statutes, “Any person who commits assault where the victim is a sports official who is assaulted during a sports event or is assaulted as a result of his or her official acts as a sports official is guilty of a first degree misdemeanor.” A “sports official” is any person at a sporting event who enforces the rules of the event such as an umpire or referee, or a person who supervises the participants, such as a coach. The term includes a trainer, team attendant, game manager, athletic director, assistant athletic director, principal, assistant principal or other school administrator.
  - Unsportsmanlike behavior will not be tolerated. Any behavior resulting in an ejection from a game will result in a mandatory meeting with the Athletic Director for the player and/or coach. The player and/or coach may not participate in another game until this meeting takes place. If a second ejection occurs during the same season, the student and/or coach may be dismissed from the team.
  - Any ejection carries with it an automatic suspension from the next game or contest.

**In Season / Out of Season Sports and Activities:**

All in season sports and activities receive top priority for facility requests. Out of season sports and activities will receive priority based on the next coming season (Example: in the fall, winter sports/activities have priority over spring sports/activities).

No athletic coach shall conduct “off-season” workouts with or for his/her team that are not in accordance with PIAA rules. A sport in season shall be defined as one currently being practiced or played. Coaches need to communicate in regards to multiple sport athletes who are participating in a sport but who is also attending off-season workouts.

## **TEAM SELECTION**

### **Two Day Tryout Period**

All athletes should be given at least two days to tryout. After two days coaches can make selections for your team. If a student is participating in another sport during tryouts, they are also guaranteed a Two-day tryout when they arrive. Two days refers to days, not the number of sessions. For example, soccer has three sessions on day one. They cannot make selections after the second session on day one. They are able to make their selection after the second full day of practice.

### **Tryout and Cutting Procedures**

All age-appropriate students attending Elizabethtown Area School District have the right to try-out for athletic teams. The tryout period should be the first week of practice and should be a minimum of two days. Before tryouts begin, coaches will provide team information to all candidates and parents of the team prior to the tryout period. Such information shall include the following:

- Length of tryout period.
- Objectives used to select the members of the team, including the rubric used to evaluate players.
- Number of team members that will be selected and criteria involved in selection.
- Distribution of practice and competition schedule. (The coaches will explain the requirements to become a team member.)
- Clear notification that tryouts are based on the performance during the selection period.

Cutting players from a team should be accomplished with consideration of the following:

- At the junior high level, cutting should be avoided if possible. If a coach sees the need to cut players, he/she may converse with the Athletic Director on the possibility of cutting players.
- At the junior varsity or varsity level, it is the coach's decision to cut players. Some coaches may wish to have the extra players on their roster.
- If the coach decides that cutting is necessary, the coach should contact the Athletic Director and notify the players.

- The coach MUST incorporate an evaluation tool to use when having tryouts and should involve the entire coaching staff in the selection process.
- The decision on who made the team should be delivered in an individual and private way. No list of names should be posted for the entire team to see.
- The athlete will communicate that decision to parents. If parents have questions they can contact the coach to set up a meeting. The parent communication should follow parent-coach communication plan contained in this document.
- The Athletic Director must have a copy of the evaluation tool filed in his/her office.

## TRANSPORTATION

### Transportation

- The Athletic Director will schedule all bus transportation. **Students may not use private transportation to events unless the Principal and Athletic Director grant approval.**
- After any away contest, student-athletes are encouraged to ride the school-approved transportation home. A parent may take their child home as long as they are transporting their own child. The parent may sign the form the coach has to release the student to the parent.
- Parents who want to transport students who are not their own children are required to contact the athletic director at least 24 hours prior to the contest to receive special permission. The parents of the student being transported must also contact the athletic director, in writing, to provide their consent. That arrangement will be communicated to the coach by the athletic director.
- Coaches should never leave a home or away event (practice or competition) without first making sure each student-athlete is accounted for.
- The bus company has requested that we adhere to the following rules:
  - a. Stay in seats while bus is moving.
  - b. No hard cleats on bus.
  - c. All trash must be cleaned up.

- d. If a team plans to stop at a restaurant after a contest, the Athletic Director must be contacted prior to the event to contract the driver extra time.
- e. Coaches are responsible for seeing that the bus is policed during travel.

### **Release Time**

Class release times for away contests are set at the beginning of the season and are not to be changed except with the approval of the Athletic Director and the Principal. In most cases, athletes are excused from class up to 15 minutes prior to the scheduled departure time. Athletes are to be in class as much as possible. Head coaches must review the departure times and dismissal times of all contests. Coaches are not to tell students to tell their teachers they have an early dismissal. The Athletic Office will inform teachers when there are early dismissals for students via the weekly/daily announcements.

### **School District Drivers**

Any coach who plans on driving any school district vehicle must have the proper forms and a copy of their driver license on file prior to receiving approval to drive any vehicles for the school district. These forms can be obtained in the athletic office.

### **School Van Requests**

Requests for the use of school vans should be directed to the athletic office. The Use of District Vehicle Request Form needs to be completed and submitted 24 hours prior to the event. Vans will be assigned to in-season sports first. If vans remain they will be given out on a first come, first serve basis.

### **Summer Transportation**

Student-athletes may transport themselves or arrange car pools during the period of time in June, July, and August when school is not in session. Coaches are to designate the contest site for summer activities as the meeting site. Summer activities are not school sponsored activities. Team camps will be the only exception to allowing school-

district vehicle usage. **ALL COACHES TAKE FULL LIABILITY FOR SUMMER ACTIVITIES.**

### **Use of Personal Vehicles**

A coach should NEVER transport an athlete in their personal vehicle.

### **Spectator Behavior**

As a member of the Lancaster Lebanon League Athletic Association, Elizabethtown supports the league's **Be Loud, Be Proud, Be Positive** initiative for appropriate spectator behavior. We expect to see good sportsmanship from athletes, coaches, officials, parents, students and fans during all contests. Spectators should be **Loud** when you cheer for your team and not against the opponent. Spectators should be **Proud** of your team and your comments should reflect that pride. Negative or derogatory comments towards the opposing team, players, coaches, fans or PIAA officials are highly discouraged and will not be tolerated. Spectator's comments should be **Positive** and will not include profanity, vulgarity, racist or sexist remarks. At Elizabethtown we believe that interscholastic athletics are an extension of the classroom, and as spectators, we are here to support the learning process.

Please remember that only team members and designated personnel are permitted on the playing surface. Noise makers, whistles and hand-held banners or signs are prohibited. Please refrain from throwing objects onto the playing surface. Elizabethtown is a smoke-free campus. Individuals failing to follow these expectations will be escorted from the premises. Thank you for supporting Elizabethtown and the Lancaster Lebanon League Athletic Association's **Be Loud, Be Proud, Be Positive** initiative.