

Northern Bedford County High School



Coaches Handbook
2024/2025

COACHES HANDBOOK

NOTE: For the purpose of this policy, cheerleader participation is treated as interscholastic athletic participation. Likewise, cheerleader advisors are treated as athletic coaches.

PHILOSOPHY

In the Northern Bedford County School District athletics is viewed as an extension of the curriculum. Participation is seen as an opportunity for students to learn many of the essential lessons which are applied in other situations in life. Indeed, athletics provide an excellent opportunity to practice and develop the traits of sportsmanship, teamwork, perseverance, character, and physical fitness. These qualities are often difficult to practice in the classroom setting and are very important to success in life, careers, and in promoting our way of living.

We view coaches as teachers and expect them to promote the development of students physically, mentally, emotionally, spiritually, and morally. Coaches are expected to model this kind of behavior consistent with the principle that lessons are better “caught” than “taught.” Participants should leave the contest and practice arena feeling a sense of accomplishment in having given all they were able to in the activity. We vest a high degree of responsibility in the varsity head coach of a program to provide leadership and set the tone for conduct at all levels of the program.

OBJECTIVES

The athletic program at Northern Bedford County School District is intended to:

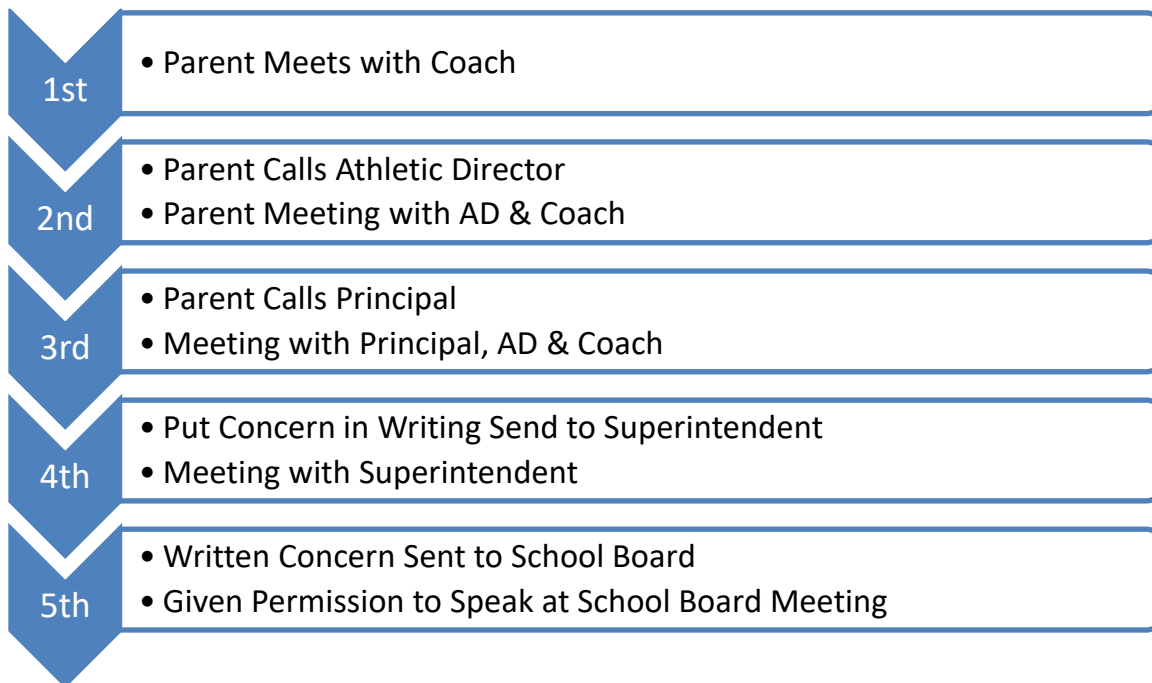
1. Teach the rules and playing strategies of various team and individual sports and improve and promote playing skills to the degree of being competitive in contests.
2. Develop the moral attitude of always playing within the letter and the spirit of the rules of the game and the more general rules of fair play.
3. Promote and develop the spirit of teamwork and interdependence necessary to a teaming situation.
4. Reinforce the satisfaction coming from knowing that one has given totally to the achievement of the objective.
5. Teach the attitude of commitment to a particular objective.
6. Develop the attitude that winning comes through preparation and persistence rather than by chance.
7. Develop effective leaders and followers and demonstrate that each person fills both roles at various times and in different situations.
8. Promote physical fitness and a positive attitude toward life-long fitness and athletic participation.
9. Demonstrate that good things happen when persons persistently commit to the achievement of an objective.

HIERARCHY OF ATHLETIC SUPERVISION

- Board of Directors
- Superintendent
- Principal(s)
- Athletic Director
- Coaches
- Assistant Coaches
- Volunteer Coaches

By PIAA regulation, the principal answers to the PIAA as a regulatory agency for secondary school athletics.

ATHLETIC CHAIN OF COMMAND



Appropriate Concerns to Discuss with Coaches
<ul style="list-style-type: none">• The treatment of your child, mentally and physically• Ways to help your child improve• Concerns about your child's behavior
Issues NOT Appropriate to Discuss with Coaches
<ul style="list-style-type: none">• Playing Time• Team Strategy• Play Calling• Other Students

ROLE OF ATHLETIC DIRECTOR

The Athletic Director is the liaison between the Administration and the coaching staffs and is the first level agent of Board policy enforcement regarding all athletic programs. All matters pertaining to scheduling, filling or eliminating coaching positions, program changes, student-athlete issues, or budget items such as equipment, etc., should be addressed by the Athletic Director before the Administration is involved. Summer use of facilities is also under the jurisdiction of the Athletic Director.

REQUIRED DOCUMENTATION FOR ALL COACHES AND VOLUNTEERS PRIOR TO APPROVAL

Mandated Coaching Requirements (for all paid and volunteer coaches at the Varsity and JH levels) -

Annual (12 month) Requirements:

- Sudden Cardiac Arrest Prevention Act
- Concussion Training Course (Safety in Youth Sports Act)

60 Month Requirement (submitted prior to coaching eligibility and must be kept current)

- PDE Mandated Background Clearances
 - FBI Clearance (Act 114)
 - PA State Police Clearance (Act 34)
 - PA Child Abuse (Act 151)
 - PA Mandated Child Abuse Recognition Training (Act 126)

One Time Requirement (2-year grace period for new coaches)

- PIAA Coaching Education Requirements
 - Fundamentals of Coaching
 - First Aid, Health and Safety

One Time Coaching Education Requirement - First time coaches hired at any PIAA school after July 1, 2016, will have two years from their date of hire to complete the two courses.

QUALITIES SOUGHT IN COACHES/ASSISTANT COACHES

1. Preferably, a member of the teaching staff at Northern Bedford County School District. Secondly, a person holding a teaching certificate and/or closely acquainted with young people.
2. An understanding of the characteristics and behavior of students of the age they are coaching.
3. An understanding of the role of athletics in students' lives and in the functioning of the school.
4. High moral character to serve as a role model to students.
5. Care, compassion, and empathy for students.
6. Possesses both knowledge of the sport coached and the psychology of coaching and adolescent behavior.
7. Ability to work cooperatively with school officials, parents, other schools/coaches, and participants in maximizing the advantage for students of participation.
8. Loyalty to the school, its officials, and the program coached.
9. Organizational abilities necessary to the development of the sport coached, within the rules of established school policy and practice.
10. Willingness to assume responsibility for the operations of all levels of the sport coached.

SCHOOL SECURITY

The Board desires to make all facilities within the school district safe and secure for all employees, students, and visitors. The implementation of the Identification (I.D.) Badge System and the Key Security System will enhance the safety and security within the school buildings and on school grounds.

ID Badges:

1. All coaches will be issued an I.D. Badge at the beginning of their practice season. There is no charge to the coach for the first issuance of a badge.
2. All coaches are required to maintain the school district issued identification badge at all times while on school property.
3. Under no circumstance may a coach permit their I.D. Badge to be used by another person.
4. Coaches will be subject to a twenty dollar (\$20.00) fee for lost or damaged badges; worn badges will be replaced free of charge.
5. All coaches are required to return his/her I.D. Badge at the end of the season unless out of season facility usage has been approved by the Athletic Director.
6. Any coach who terminates his/her employment with Northern Bedford County School District is to immediately return his/her badge to the Athletic Director.

Keys:

1. **Only Head Coaches** will be issued a Key at the beginning of the practice season. There is no charge to the Head Coach for the first issuance of a Key.
2. To promote safety and fiscal responsibility, these Keys are not to be taken off District premises by a coach and must be maintained in a secure location as designated by District administration.
3. Under no circumstance may a Head Coach permit their Key to be used by another person.
4. If a Head Coach has lost their Key, s/he must inform the Athletic Director immediately!
5. If any Key is lost, the Head Coach will be subject to a fine for the cost of replacement of the Key and any subsequent rekeying cost.
6. Any Head Coach who terminates his/her employment with Northern Bedford County School District is to immediately return his/her Key to the Athletic Director.

DUTIES OF HEAD COACHES

Head coaches are responsible to:

1. Set a proper example of conduct for participants and fans.
2. Exemplify in all aspects of behavior the positive qualities which are expected of student athletes.
3. Refrain from the use of any obscene, vulgar, or abusive language.
4. Tobacco use and possession at any time in a school building and on any school-owned property, busses, vans, and vehicles that are owned, leased or controlled by the school district is prohibited. Tobacco use is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product, and smokeless tobacco in any form. The school district will initiate prosecution of anyone who violates the tobacco use policy
5. Govern the conduct of the participants when they are under his/her jurisdiction, including time on the buses.
6. Properly attend to and report all injuries sustained by participants, cooperate fully in the treatment of those injuries, and work cooperatively with the athletic trainer to ensure a full and proper report of the injury is submitted within 24 hours utilizing the "on-line injury report.
7. Communicate with parents both pro-actively and in response to parent inquiries.
8. Appropriately discipline student athletes for their wrongdoing. Inform the athletic director in writing if the discipline includes removal from the team.
9. Obtain permission from the principal to employ volunteer help in any aspect of the coaching function. Coordinate through the athletic director the procurement and processing of the necessary paperwork for volunteer help and submit their names to the athletic director in a timely manner for Board approval. Communicate coaching expectations and assigned duties to all assistant and volunteer coaches under your charge.
10. Be respectful toward opposing coaches and players, fans, officials, and other personnel.
11. Be thoroughly familiar with and abide by the rules of the game and the regulations of the PIAA or other regulatory agency as they pertain to the particular sport/activity.
12. Attend the PIAA mandatory rules interpretation meeting for the sport coached. The responsibility of paying any fine levied by the PIAA for non-attendance shall be the responsibility of the head coach.
13. Adhere to all State Law requirements for coaching. Currently Act 59 of 2012 (Sudden cardiac arrest training) and Act 101 (Concussion training) require yearly training which must be verified and recorded by the athletic director. No paid or volunteer coach is exempt and this is required before you begin coaching in your sport each year.
14. Keep the Athletic Director informed as students join or leave the team. Athletes joining a team or rejoining a team must attend/practice a minimum of five days upon joining or rejoining a team before participating in scrimmages or athletic contests. The head coach is responsible for

ensuring that all athletes are on the PIAA eligibility form before they represent the school.

15. Not permit any student to participate in any way in the sport until the student has been cleared by the athletic director as having submitted all parent consent forms, Physical Exam forms, Athletic Code of Conduct forms, Insurance Waivers and any other necessary materials.
16. **Students are not permitted to participate in any extra-curricular activities without proof of insurance.** The school as an agency of the State is not responsible or legally liable for payment of claims due to injuries sustained by students in any extra-curricular activity. To provide a minimum of protection, student accident insurance is available. Those students participating in the Student Insurance Program should study the brochure to learn the coverage, limitations and other details. The school does not carry medical insurance coverage for students injured on or off campus for any school activity. If parents do not have medical coverage for their child, they should strongly consider purchasing the student insurance package. All injuries, however slight, must be reported immediately to the coach in charge.
17. Ensure all injuries are reported within 24 hours utilizing the “on-line” form.
18. Be familiar with and strictly enforce the school's ineligibility policy.
19. Be familiar with and strictly enforce the provisions of the Constitution of the Varsity Club.
20. Work closely with the athletic director in scheduling contests, scrimmages, practices, and other activities. No coach is permitted to make any firm schedule commitments independent of the consent of the principal or athletic director.
21. Work closely with the facilities calendar coordinator, the athletic director and principal to obtain permission to schedule the use of facilities for practices, scrimmages, clinics, or other activities. The athletic director will then ensure these activities are placed on the district-wide facilities calendar. The coach is then expected to closely adhere to the schedule so that other groups may use the facility as scheduled. No coach is to schedule facilities with anyone other than the athletic director. If the athletic director is unavailable, the next contact person is the athletic director's supervisor.
22. Conduct practice activities and/or clinics only at times approved by the athletic director or principal. All indoor or outdoor Saturday activities must be scheduled by the athletic director.
23. Procure the proper authorization from the principal before making any purchases involving either school or athletic fund money. The coach is liable for payment of any purchases made without proper authorization. This consideration applies equally to purchase of services. All purchases must be in accord with the Student Athletic Fund Policy. Purchase orders are to be submitted in a timely manner in accordance with established school office practice.
24. Take responsibility for the custody of all related equipment and uniforms and arrange for their storage during the off-season.
25. Take custody of and provide security for all necessary keys. Keys may not be duplicated or loaned to unauthorized personnel. All keys must be returned to the principal at the end of the season or upon request. No keys may be kept beyond the sports season without the explicit approval of the principal.
26. Make provision for the proper care of all equipment and facilities used in the activity and advise

the principal or head custodian of necessary repairs/maintenance.

27. Be sure that all participants ride the district-provided bus transportation between Northern Bedford County High School and the competing school except as provided by arrangements made with either the athletic director or principal. Athletes may be released to parents at the game site.
28. Assist the athletic director with the compilation of the athletic eligibility list for the respective team.
29. Be present to supervise participants at all times during the activity. This provision includes being present when students arrive and being present until all students have left. Supervision is especially important in the locker rooms.
30. Submit properly completed budget request forms to the athletic director as instructed.
31. Serve as the liaison between the Administration and any established Booster group for the sport coached. The coach is then expected to represent the school in informing the boosters of school practices and policies, particularly fund raising. The coach is expected to serve as the directing school official in matters pertaining to booster groups and inform the Administration of any situations requiring administrative intervention. Of particular importance are matters relating to any scheduling of booster-sponsored events which would conflict with school events.
32. Submit properly signed Coaches' Agreements to the athletic director for the entire staff of the sport coached. Coaches may not direct practices or events until the properly signed agreement is on file in the athletic director's office unless temporarily exempted by the principal.
33. Maintain regular correspondence with the athletic director and Administration regarding the program coached.
34. Take responsibility for the direction of all levels of the sport coached. Specifically, establish dialogue with the coaching staffs of the programs at the grades 7-9 and elementary levels.
35. Communicate clearly with parents and participants about any off-season requirements necessitating the presence of the student.
36. Inform the athletes and their parents of any costs associated with participating in the sport or activity.
37. Obtain administrative approval for any structural changes in the sport coached. Any such changes instituted by the coach without the approval of the Administration will be declared invalid. Examples of structural changes would be increasing the number of cheerleaders on a squad, participation of ninth graders, etc.
38. Keep the Administration and the athletic director apprised of any foreseeable long-range needs in terms of equipment, scheduling, coaching vacancies, or program structure.
39. Coordinate all program fund raisers and submit any pertinent financial records to the Administration as requested. Fund raiser approval for the following year should be requested before the end of each current school year.
40. Support school district procedures, policy, and the decisions of district administrative staff.

41. Take responsibility for the direction of the respective summer recreation program.
42. Respect the professional diagnoses of the athletic trainer and cooperate in the treatment regimen of injured athletes.
43. Submit all requests for administrative or School Board approval of summer camps, clinics, etc., in a timely manner. Board approval is required for summer camps to which students are transported by school vehicles and/or the team is operating under the school's name.
44. Beginning July 1, 2016 one Coaching Education Course and one First Aid Course are required by the PIAA. The PIAA website will track every coach in the state of PA. New coaches that are hired will have 2 years from their hire date to complete the required courses. There is no renewal requirement, this is a one-time requirement.
45. Maintain appropriate supervision of student-athletes at all times. This includes the locker room facilities and while student-athletes wait for transportation.
46. Communicate coaching expectations and assigned duties to all assistant and volunteer coaches under our charge.

DUTIES OF ASSISTANT COACHES

1. To assist the head coach in carrying out his/her responsibilities.
2. To demonstrate an appropriate loyalty to the head coach.
3. To accept the role appropriated by the head coach.
4. To serve in the capacity of the head coach in the head coach's absence.
5. To carry out duties assigned by the head coach related to the benefit of the program.
6. Adhere to all State Law requirements for coaching. Currently Act 59 of 2012 (Sudden cardiac arrest training) and Act 101 (Concussion training) require yearly training which must be verified and recorded by the athletic director. No paid or volunteer coach is exempt and this is required before you begin coaching in your sport each year.
7. Beginning July 1, 2016 one Coaching Education Course and one First Aid Course are required by the PIAA. The PIAA website will track every coach in the state of PA. New coaches that are hired will have 2 years from their hire date to complete the required courses. There is no renewal requirement, this is a one-time requirement.

ROLE OF THE ATHLETIC TRAINER

The Northern Bedford School District contracts for an athletic trainer each year. The Athletic Trainer is the primary person responsible for handling injuries that occur at events and practices on site. The trainer is available from about one-half hour to an hour prior to the first athletic practices each day until all practices and events are complete. The Athletic Trainer is accessible at all home events and when possible (unless two or more events are being held simultaneously) is on-site at home contests. The Athletic Trainer also travels to away Varsity Football games and Playoffs for all varsity squads.

Coaches should work in conjunction with the athletic trainer to be sure that injury reports are completed in a timely manner and accurately report any injuries sustained by our athletes when under the supervision of coaches (practices, events, conditioning, workouts, etc.).

The athletic trainer is our trained professional who will also help rehabilitate injured athletes.

In situations when there could be a question as to the ability of an athlete to continue due to injury, the athletic trainer will make the final decision. Only a medical physician's opinion and clearance may supersede the athletic trainer. Coaches need to work with the athletic trainer on these issues but also understand that the AT is professionally trained to make these decisions and is given the authority to ultimately make the final decision regarding our student athletes. It is important to note that parental waivers are invalid in these situations and are not to be considered in overturning the decision of the AT.

SPECIAL REGULATIONS GOVERNING STUDENT ATHLETES

1. In order to participate in an athletic contest or practice, a student must be at school by 11:30 a.m. on the day of the contest or practice. The student must be at school by 11:30 a.m. on the last day of the school week in order to participate in a weekend contest or practice. Exceptions are made for doctor or dental appointments, funerals, approved field trips, or other reasons approved by the principal or in the absence of the principal, the athletic director.
2. Students who leave school early due to illness or are sent home by the school nurse may not participate or attend any contest or practices that day. If this occurs on the last day of the school week, the student may not attend or participate in a weekend contest or practice. Exceptions are made for doctor or dental appointments or other reasons approved by the principal or in the absence of the principal, the athletic director.
3. Students may not participate in practice or contests on the day of suspension from school.
4. Student athletics is governed by the school's Ineligibility Policy.
5. Coaches may establish and impose reasonable rules of discipline. While coaches are expected to establish and communicate regulations and consequences prior to the start of the season, discretion is allowed for situations that are not reasonably anticipated.
6. **Sunday practices are strictly prohibited except by specific permission from the superintendent.**
7. Students are not excused from participating in school events in order to attend a non-school sponsored event.
8. A student who commits a significant disciplinary infraction, as determined by the principal, on the day of a contest will not represent Northern Bedford that day without specific administrative approval. A Friday infraction may impact the weekend games at the discretion of the principal.
9. A student found guilty of a second offense punishable by detention in a marking period will be ineligible for participation in extra-curricular activities for a period of seven days. Upon the third offense punishable by detention, the student becomes ineligible for, at minimum, the rest of the marking period.

10. An athlete that joins a team mid-season must attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. Additionally, an athlete that quits a team for an extended period of time (more than two weeks) and later re-joins the team must also attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. It is the responsibility of the head coach to meet with the athletic director at the conclusion of the five days to place the athlete on the PIAA Eligibility List.
11. Student athletes not riding school provided transportation must either have their parent/guardian sign them out with the coaching staff after an event or have a preapproved written note from their parent/guardian that allows them to ride home with another adult as specified by the parental note who is 21 years of age or older. Any preapproved notes must be approved and initialed by either the Athletic Director or Principal and then given to the head coach prior to the team departing for away events.

ATHLETIC PROGRAMS CONDUCTED BELOW THE VARSITY LEVEL

1. Athletic programs conducted below the varsity level, including middle level and elementary level programs, are conducted according to principles similar to those which govern the varsity level. Coaches at this level are under the supervision of the varsity head coach. They are selected and expected to conduct themselves according to the stipulations of this policy.
2. The head coach of the varsity team is seen as the supervisor of all levels of that particular sport in the school district. As such, the head coach has extensive influence in the setting of philosophy of the total program and the selection of coaches at all levels, subject to the approval of the principal.

SPECIAL REGULATIONS GOVERNING VOLUNTEER COACHES

With the increasing need for help in coaching athletic and cheerleader teams coupled with limited funds to compensate, volunteer coaches are increasingly coming into service. Because of the influence volunteer coaches can have on our students and the legalities which govern school service, the following regulations are established:

1. The approval of volunteer coaches begins with the head varsity coach and the Athletic Director, based upon the volunteer's evidenced knowledge of the activity and students, and long-term interest in promoting the values of participation.
2. Volunteer coaches are required to agree to and sign the "Athletic Coaches Agreement" established by the Athletic Coaches' Policy.
3. All credentials must be on file before approval will be sought from the School Board. No Board approval of long-term volunteer coaches will be granted prior to presentation of valid credentials. All other volunteer coaches must have written administrative approval in lieu of School Board approval.
4. No volunteer coach may assume any duties until School Board or administrative approval has been granted.

SPECIAL REGULATION GOVERNING ALL COACHES

Any coach that is otherwise employed by the District must be at work no later than 11:45 a.m. to attend/coach at that day's practice or athletic contest. Exceptions may be made for doctor or dental

appointments, funerals, approved field trips, seminars, clinics, conferences, personal days, or other reasons approved by the principal or in the absence of the principal, the athletic director. Additionally, any coach that is otherwise employed by the District and leaves work early due to illness/sickness may not attend/coach at that day's practice or athletic contest.

All coaches are expected to dress appropriately. Tasteful piercings of ears only are permissible. We hold our students to that rule, coaches should be role models.

SPECIAL REGULATIONS GOVERNING STUDENT ATHLETES

2. In order to participate in an athletic contest or practice, a student must be at school by 11:30 a.m. on the day of the contest or practice. The student must be at school by 11:30 a.m. on the last day of the school week in order to participate in a weekend contest or practice. Exceptions are made for doctor or dental appointments, funerals, approved field trips, or other reasons approved by the principal or in the absence of the principal, the athletic director.
2. Students who leave school early due to illness or are sent home by the school nurse may not participate or attend any contest or practices that day. If this occurs on the last day of the school week, the student may not attend or participate in a weekend contest or practice. Exceptions are made for doctor or dental appointments or other reasons approved by the principal or in the absence of the principal, the athletic director.
3. Students may not participate in practice or contests on the day of suspension from school.
4. Student athletics is governed by the school's Ineligibility Policy.
5. Coaches may establish and impose reasonable rules of discipline. While coaches are expected to establish and communicate regulations and consequences prior to the start of the season, discretion is allowed for situations that are not reasonably anticipated.
6. **Sunday practices are strictly prohibited except by specific permission from the superintendent.**
7. Students are not excused from participating in other school events such as the musical in order to attend a booster sponsored event such as a sports banquet.
8. A student who commits a significant disciplinary infraction, as determined by the principal, on the day of a contest will not represent Northern Bedford that day without specific administrative approval. A Friday infraction may impact the weekend games at the discretion of the principal.
9. A student found guilty of a second offense punishable by detention in a marking period will be ineligible for participation in extra-curricular activities for a period of seven days. Upon the third offense punishable by detention, the student becomes ineligible for, at minimum, the rest of the marking period.
10. An athlete that joins a team mid-season must attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. Additionally, an athlete that quits a team for an extended period of time (more than two weeks) and later re-joins the team must also attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. It is the responsibility of the head coach to meet with the athletic director at the conclusion of the five days to place the athlete on the PIAA Eligibility List.

11. Student athletes not riding school provided transportation must either have their parent/guardian sign them out with the coaching staff after an event or have a preapproved written note from their parent/guardian that allows them to ride home with another adult as specified by the parental note who is 21 years of age or older. Any preapproved notes must be approved and initialed by either the Athletic Director or Principal and then given to the head coach prior to the team departing for away events.

STUDENT-ATHLETE ELIGIBILITY PROCEDURES

Student activities are provided to broaden, expand, and enrich the educational experience. While these activities are important, it must be recognized that the academic phase of school life is most important and must be given top priority. Since most activities require considerable time, it is important that study time be adequate to guard against poor classroom achievement. Accordingly, students must give evidence of satisfactory achievement in the classroom in order to earn the privilege of participation. It is in recognition of the foregoing that this policy is established.

Extra-curricular activities are those activities taking place outside the regular school time in which the student is neither required nor expected to participate as part of the regular educational program. In order to participate in and maintain participation in any extra-curricular activity, a student must be passing all but one subject. Students must comply with all school and PIAA policies in regards to academic eligibility. If a student's cumulative or marking period grade drops below passing in more than one subject, the student becomes ineligible for participation in extra-curricular activities for the period of seven calendar days. Teachers will submit grades on Thursday each week in order to produce the ineligibility list. Students are expected to submit any work that needs graded by the end of the day Wednesday, prior to teacher submission of grades. Students who are failing two or more subjects as reported by teachers on Thursday will be ineligible the following Sunday through Saturday. The administration has the authority to modify this based on school vacations or other modifications to the school calendar.

If the student is failing more than one subject as indicated on report cards the student will be ineligible for fifteen (15) school days. Furthermore, if a student is failing more than one subject at the end of the 4th marking period or has failed more than one subject for the year, the student will be ineligible for fifteen (15) school days at the start of the next school year. The student will be reinstated to the activity or activities if he or she is meeting the academic requirements at the end of the ineligibility period. If, however, the progress is not satisfactory, the ineligibility will continue for the next seven calendar days. During the period of ineligibility, the student may continue to practice at the activity supervisor's discretion, but may not participate in or travel to public performances, competitions, or otherwise represent Northern Bedford County School District in any manner. Further, students who are ineligible may not participate in field trips or athletic events that would cause them to miss classes in which they were reported as failing. Additionally, a student found guilty of a second offense punishable by detention in a marking period will be ineligible for participation in extra-curricular activities for a period of seven calendar days. Upon the third offense punishable by detention, the student becomes ineligible for the rest of the marking period not to be less than seven calendar days. Ineligibility imposed for disciplinary reasons excludes students from participating in all field trips.

INTERSCHOLASTIC ATHLETICS—The following provisions shall govern a student's participation in interscholastic athletics:

1. Participants must have submitted properly signed forms attesting to a physical examination. The athletic director provides the form. It must be signed and submitted before the student may begin practice for any athletic activity including cheerleading.
2. Students must provide proof of insurance to participate in interscholastic athletic practices. Additionally, should a change in medical coverage occur during the year, the school must be

notified immediately.

3. Participants must conform to all local and PIAA regulations.
4. Participants must comply with the provisions of the Eligibility Policy.
5. Participants and parents must sign the ***Athletic Code of Conduct*** before the participant may begin the season.

COACHES ATTENDING THE STATE CHAMPIONSHIPS

A varsity head coach or his/her designee who are full-time District employees may use a professional day(s) to attend the state championships of his/her respective sport. Such attendance is contingent upon Administrative approval and the availability of substitutes. The District is not liable for any expenses incurred by the head coach or his/her designee at these events.

COACHING PRE-SERVICE TRAINING

All coaches who are not otherwise employees of the Northern Bedford County School District are required to attend and participate in a pre-employment in-service session conducted by a school administrator or the athletic director. The objective of the session is to orient the new coach to the expectation of the school district for coaches and to review the contents of the Athletic Coaches Handbook. The orientation session will be scheduled three times per year, prior to the beginning of each athletic season. The coach may not assume duties without this orientation.

STUDENT MANAGERS/STATISTICIANS

Student managers and statisticians play a valuable part in the athletic programs by assisting the coaching staff with many day-to-day activities. As such, it is important that the school protect the academic requirements of these students. Middle school students may serve as managers and statisticians for varsity level teams but will not be excused from class to attend senior high level events. Additionally, senior high students may serve as managers and statisticians for junior high level events but will not be excused from class to attend junior high level events. The exception being ninth grade students may serve as managers or statisticians for either junior high or varsity sports and follow the dismissal times for the respective team.

ATHLETIC LETTER REQUIREMENTS

Athletic letters are an important way to recognize the contributions that students make to a team. Earning a letter is an important goal for many of our athletes because this honors their efforts while allowing the current athlete to share an accomplishment that many earlier athletes have earned.

Students may earn an athletic letter in the following PIAA sports sponsored by the Northern Bedford County School District:

Sport	Requirement
Baseball	Play in 50% of the innings played by the varsity baseball team plays during the season.
Basketball—Boys' and Girls'	Play at least 50% of the quarters the varsity basketball team plays during the season.
Cheerleading	Cheer at the varsity level for two sports in one academic year or cheer for two consecutive seasons for the same sport.
Football	Play at least 50% of the quarters the varsity football team plays during the season.

Sport	Requirement
Golf	Participate in 50% of the varsity matches or represent the school in the district golf tournament.
Soccer—Boys' and Girls'	Play at least 50% of the quarters the varsity soccer team plays during the season.
Softball	Play in 50% of the innings played by the varsity softball team plays during the season.
Track & Field—Boys' and Girls'	Average at least one point for each dual meet scheduled or represent the school in the district track & field meet.
Volleyball	Play in at least 50% of the games the varsity volleyball team plays during the season.
Wrestling	Wrestle in 50% of the varsity matches or represent the school in the district wrestling tournament.

Students participating in sports such as cross country or swimming (sports recognized by the PIAA and having a sanctioned State Championship) may earn a varsity letter by qualifying for the State Championship. Athletes in this category may also earn a letter by participating in a minimum of five varsity level competitions in their respective sport for two consecutive years.

Athletes that are injured and unable to complete the necessary participation requirements to earn a letter may do so if mutually agreed upon by the coach, athletic director, and/or high school principal. At a minimum for an injured athlete to be given consideration for earning a letter, the athlete should attend all competitions for that team traveling with the team, attend 50% of the practices to show support of the team, and the head coach must predict the athlete would have earned a letter based on past performance. It is important for the head coach to communicate early with administration if they intend to award a letter in this manner. It is also important for the head coach to communicate the minimum expectations listed above to the injured athlete.

Other special circumstances may arise that will allow athletes to earn a varsity letter. Athletes may earn a letter participating in a second sport by earning recognition as an "All Conference" or "All State" performer in the second sport. Athletes may also be awarded a letter their senior year if they have been a member in good standing of a respective team during their sophomore, junior, and senior year. Athletes may also earn a letter if they fill a special role on a team such as a "closer" in baseball or softball. It is important to discuss these special cases early in the season with the athletic director.

Procedures for Evaluating Coaches:

Within two weeks of the conclusion of the sport season, a meeting will be scheduled with the head (varsity) coach, athletic director, and high school principal. During the meeting:

- The head coach will provide the athletic director with:
 - a. End-of-season team record and results.
 - b. List of athletes that completed the season in good standing
 - c. Award winners—lettermen, all conference, all state, MVPs, ...
 - d. List of athletes that have outstanding obligations
 - e. Up-to-date equipment inventory
- The head coach will provide the completed evaluation forms for all assistant and volunteer coaches at the varsity level as applicable.

- The head coach will provide the completed evaluation forms for the head, assistant, and volunteer coaches at the junior high level. The head varsity coach will complete the evaluation for the head junior high coach. The head junior high coach will complete the evaluation for the assistant and volunteer coaches as applicable.
- The head coach, athletic director, and/or high school principal will review and discuss the evaluations for all lower-level coaches.
- The athletic director and/or high school principal will review the head coach's evaluation with the head coach. This form will then be signed. Coaches will receive copies of the evaluation forms.
- Recommendations for the future direction of the athletic program will be discussed at this time.
- All signed evaluation forms will be forwarded to the administrative office for filing purposes.

GAME MANAGER/EVENT SUPERVISOR

Duty/Description: The Game Manager/Event Supervisor shall attend to the overall supervision of the event. Position responsibilities include serving as facilitator to assure that all equipment and facilities are properly prepared and as supervisor to maintain spectator decorum. The game manager/event supervisor is assisted in the first responsibility by the custodian(s) on duty at the time of the event, and may be assisted in the second responsibility by security personnel. During the game or event custodial and security personnel report to the game manager/event supervisor, who in turn reports to the respective school principal.

Specific responsibilities include, but are not necessarily limited to the following:

1. Arrive at the game or event well before the normal arrival time of spectators.
2. Attend to the setup of the ticket selling/collection function. Take custody of unsold tickets and money and secure according to the instructions of the principal.
3. Attend to the setup of any special equipment a/o facilities (e.g. PA system, score board controls, lights, etc.).
4. Distribute checks or other documents to officials or others, as appropriate.
5. Check regularly with security personnel regarding spectator decorum outside the building.
6. Remain in the immediate proximity of the event during the entire time from spectator arrival until final departure.
7. Attend to emergencies a/o accidents as necessary. Be knowledgeable of phone system operation.

Important telephone numbers:

Southern Cove Volunteer Fire Company	814-766-3131
Southern Cove Ambulance Service	814-766-2011
State Police	814-623-6133
Nason Hospital	814-224-2141
Bedford Hospital	814-623-6161
Dr. Duane Dilling	814-766-3485

8. Check the condition of facilities following events, especially the visitor's locker room and report exceptions to the principal.
9. Monitor spectator decorum and intervene as necessary to maintain proper order.
10. Remain on duty until spectators have vacated the building. The final responsibility for security of the building lies with the custodian on duty.
11. Other necessary functions assigned by the principal.

SCHOOL BUS CONDUCT

1. Students are expected to be seated while the bus is in motion.
2. The following acts are prohibited on the school bus:
 - The possession or use of drugs, alcohol, and all tobacco products
 - Throwing objects on the bus or from the bus
 - Any unnecessary noise that may distract the driver including the playing of radios, tape recorders, iPods, or cell phones
 - Profane or objectionable language or obscene gestures
 - Extending arms, legs, or head out the windows
 - Causing damage to the bus, (Students will be billed for the cost of damage repair.)
 - Opening the emergency door except by direction of the driver or in emergency when the driver is incapacitated
 - Eating or drinking on the bus except at approved times
 - Carrying objects aboard the bus that cannot be conveniently held on the lap

EMERGENCY MEDICAL PROCEDURES

The following provisions are offered to govern the treatment of student injuries by coaches, activity advisors, and field trip chaperones:

Life Threatening or Potentially Debilitating Injury or Condition

- If in doubt, treat the condition as life threatening or debilitating.
- Take necessary and prudent emergency first aid measures. Employ capable practitioners from spectators, if necessary. Employ school's athletic trainer, if available.
- Send assistant coach, responsible adult spectator/bystander, or responsible student to phone hospital emergency facility.
- Contact parents as soon as possible. Determine whether they will come to transport the

injured person or meet the injured person in the emergency room.

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- Contact the respective school principal if during school hours.
- Accompany or take the injured student to the hospital if parents are unable to come to the site of the injury, provided the medical personnel in charge permit a rider. Stay with the injured until parent(s) arrive.
- Contact principal or superintendent as soon as possible.
- Make report to office on prescribed form as soon as possible following the emergency.

Not a Life Threatening or Potentially Debilitating Injury or Condition

- Take necessary and prudent emergency first aid measures. Employ school's athletic trainer, if available.
- Send assistant coach, responsible adult spectator/bystander, or responsible student to phone parents.
- Contact parents if professional attention or care is indicated. Determine provisions for immediate care of the injured person.
- Contact the respective school principal if during school hours.
- Accompany, take, or arrange for transportation of the injured student to the doctor, hospital, or home if parents are unable to come to the site of the injury. Arrange for supervision until parent(s) arrive.
- Make report to office on prescribed form as soon as possible following the emergency.

EMERGENCY USE OF SCHOOL PHONE

After normal school hours, coaches may use the phone located in the athletic trainer's office (inside the weight room). It is the coach's responsibility to request and secure a key for access to the school building and this area. The coach should ensure their key will open both doors no later than the first day of practice. Additionally, at the elementary school phone access is available in the boys' locker room office. It is the coach's responsibility to request and secure a key for access to the elementary school building and this area.

EMERGENCY RESPONSE PROCEDURES GUIDE (ERPG)

An Emergency Response Procedures Guide (ERPG) is provided for each instructional area. This guide is a summary of the larger district-wide Emergency Operations Plan. It is your responsibility to be familiar with the procedures within the ERPG in the event an emergency arises.

LIGHTNING SAFETY RULES

All thunderstorms produce lightning, by definition. If you can hear thunder, you are close enough to the storm to be struck. Move inside. It doesn't have to be raining yet since lightning can strike 10 to 15 miles away from the rain portion of the storm. These lightning strikes come out of the upper portions of the thunderstorm cloud which extends 5 to 10 miles into the atmosphere.

Procedures:

1. If you are outdoors and see lightening/hear thunder, return indoors and notify the trainer/office
2. Wait AT LEAST 30 minutes after last lightning seen or thunder heard to resume outdoor activities
3. If at minute 25, you see / hear more activity, start the count over
4. Do NOT rely on clear sky, lack of rainfall
5. Even if storm moved on, lightning risk may remain because storm can be miles from lightning
6. Do not shorten the 30-minute rule
7. Do not resume any outdoor activities if any threat remains

CONCUSSION MANAGEMENT

The Safety in Youth Sports Act (Act 101) signed into law in November 2011 mandates measures to be taken in order to ensure the safety of student athletes involved in interscholastic sports in Pennsylvania. To this end, Northern Bedford County School District follows ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) Concussion Management Model to assist in making safe return to play decisions. This five step protocol of best practice recommendations builds partnerships with health care professionals and athletic trainers for concussion management to benefit athletes and their parents – before, during, and after a traumatic brain injury (TBI) is suspected or diagnosed. ImPACT Concussion Management Model includes the following steps:

- Step 1 – Pre-season baseline testing & education
- Step 2 – Concussion suspected – Immediate removal from play/activity
- Step 3 – Post-injury ImPACT testing & treatment plan
- Step 4 – Is athlete ready for non-contact activity?
- Step 5 – Determining safe return-to-play

Once a student athlete has been removed from competition or practices because of signs or symptoms of TBI, the student athlete MUST be evaluated by an appropriate medical professional who is trained in the evaluation and management of concussions. The student athlete and parent/guardian MUST select from one of the appropriate medical professionals as provided during pre-season. The student athlete MUST receive written clearance from an appropriate medical professional, trained in the evaluation and management of concussions, that states the student athlete is asymptomatic at rest and may begin a graduated return-to-play protocol. A student athlete who does NOT comply with these requirements will NOT be permitted to return to competition or practices.

NOTE: A list of appropriate medical professionals trained in the evaluation and management of concussions can be obtained from the Athletic Director or Certified School Nurse.

PERFORMANCE ENHANCING SUPPLIMENTS "NUTRITIONAL ERGOGENIC AIDS"

Student-athletes continue to search for critical nutritional ingredients that will give them a competitive edge. A nutritional ergogenic aid is defined as any foodstuff or dietary procedure that either improves or is thought to improve physical performance.

Proper nutrition, like training, requires careful long-term planning with specific competitive objectives in mind. There are no shortcuts to sound nutrition, and the use of suspected or advertised ergogenic aids,

including but not limited to creatine and other nutritional supplements, may be detrimental. For additional information, student-athletes should contact their family physician. Obviously, the serious and potential fatal effects of anabolic androgenic steroids and their related compounds precludes their use entirely.

The PIAA Sports Medicine Advisory Council (SMAC) strongly opposes the use of dietary supplements by high school athletes for performance enhancement due to supplement safety concerns and the lack of published, reproducible scientific research documenting the benefits with use among the teen and adolescent population. It is the position of PIAA SMAC that teen and adolescent athletes obtain the nutrients and fluids needed to enhance health and sport performance from food.

Significance

Research shows that there continues to be widespread use of dietary supplements by high school and adolescent athletes despite considerable safety concerns. Dietary supplements are marketed as a way to enhance body mass, energy levels, weight loss and athletic performance. Adolescents and teens are susceptible to peer-pressure and advertising, which may increase the incidence of supplement usage in this population for sport performance and recovery. Increased supplement usage tends to create a culture concerned about short term performance rather than long term athletic environment and lifelong good health.

Background

The Dietary Supplement Health and Education Act (DSHEA) of 1994 removed dietary supplements from pre-market regulation by the Food and Drug Administration. Under the DSHEA Act, a manufacturing firm is responsible for determining that the dietary supplements it manufactures or distributes are pure, safe and effective for use. Dietary supplements are essentially classified as a food and not a drug and **therefore are not subject to the same FDA regulations as prescription or over the counter medications.**

The PIAA SMAC recommends that:

1. Dietary supplements should not be used by high school athletes for performance enhancement due safety and purity concerns and the lack of published scientific research documenting their effectiveness and confirmation of the absence of long term health concerns with use. Dietary supplements should only be used upon the advice of one's health care provider for health related reasons. Additionally, students should not be using energy drinks as performance enhancer. **Students found in possession or in use of performance enhancing supplements may be subject to disciplinary action.**
2. Dietary supplements should only be used upon the advice of one's health care provider for health related reasons.
3. School personnel and coaches should never recommend, endorse or encourage the use of dietary supplements or medication for performance enhancement.
4. Coaches, athletic directors and school personnel should allow for open discussion about dietary supplement use and strongly encourage obtaining optimal nutrition for sport performance through a well -balanced diet. Athletes should be reminded that no supplement is harmless or free from consequences and that there are no short cuts to improve athletic performance.
5. Strategies that address the prevalence and concern of dietary supplement usage may include conversations with athletes and parents about the potential dangers and long term health consequences of supplement use. Athletes and parents should be educated on that fact that dietary supplements are not required to obtain pre-market approval from the Federal Drug Administration

(FDA); therefore, there is no assurance of a product's purity, safety or effectiveness. Manufacturers are required to list all ingredients on the label, a dietary supplement may contain a banned substance due to contamination and poor manufacturing practices.

6. Athletes with nutritional concerns or medical condition should be referred to a Registered Dietitian Nutritionist for nutritional guidance and personal meal plans. www.eatright.org/find-an-expert 19

References/Resources:

The National Center for Drug-Free Sport, Inc. [Http://www.drugfreesport.com](http://www.drugfreesport.com)

The Academy of Nutrition and Dietetics, Dietitians of Canada, American College of Sports Medicine Position statement on Nutrition and Athletic Performance. Journal of the American Dietetic Association. Issue 3. Pages 501-528 (March 2016)

National Federation of State High School Associations. <http://nfhs.org>

United States Anti-Doping Agency <http://usaantidoping.org/>

Dietary Supplement Health and Education Act of 1994 (DSHEA)

<http://www.fda.gov/opacom/laws/DSHEA.html>

Gomez J. Use of Performance-Enhancing Substances. Pediatrics, 2005. Apr. 5(4): 1103-6

Laos c, Metz, JD. Performance Enhancing Drug Use in Young Athletes. Adolescent Med. Clin. 006 Oct. 17(3):79-31.

Academy of Nutrition and Dietetics www.eatright.org/find-an-expert

ANABOLIC STEROIDS

School board policy prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Anabolic steroids are classified as controlled substances and their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids: 1) For a first violation, suspension from school athletics for 90 calendar days. 2) For a second violation, suspension from school athletics for one calendar year. Successful completion of drug counseling may reduce the suspension to 6 calendar months. 3) For a third violation, permanent suspension from school athletics. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

PIAA MANDATED COACHING COURSES

Beginning July 1, 2016, one Coaching Education Course and one First Aid Course are required by the PIAA. The PIAA website will track every coach in the state of PA. New coaches that are hired will have 2 years from their hire date to complete the required courses. There is no renewal requirement, this is a one-time requirement.

The Coaching Education and Sport First Aid courses are available online as indicated below. (Spirit Cheerleading Coaches are exempt from this requirement)

1. American Sport Education Program (ASEP)

http://www.asep.com/asep_content/org/PIAAPSADA.cfm

- ASEP offers online Coaching Principles and online Sport First Aid. Costs are: Coaching Principles \$70 w/hardback book or \$65 with an e-book. Sport First Aid is \$55 with a hardback and \$45 with an e-book version.

- ASEP courses can also be taken in a classroom or blended (classroom and some online) version.

2. National Federation of High Schools Program (NFHS)

www.nfhslearn.com

- Online Fundamental of Coaching Class is \$50
- Online First Aid class is \$45

Volunteers MUST fulfill these requirements (Sudden Cardiac Arrest, Concussion Management, Coaching Principals & Sport First Aid) as well. This is for grades 7-12 PIAA sports only, not elementary.

PRIVACY OF HEALTH INFORMATION ACT (HIPPA)

School policy, in accordance with the federal HIPPA regulation, prohibits the discussion of an individual's medical conditions and records by authorized personnel only. Some examples of people that you, as a coach, may not discuss an athlete's medical/injury status are media outlets, coaches from opposing schools, and other student athletes. This list is not all-inclusive but a sample of some common areas where a student athlete's rights could be violated. Mandatory, annual training will be provided covering the HIPPA regulation.

COMPLAINT POLICY

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

The procedure for processing complaints will be as follows:

1. Parent/s will request a face to face meeting with the coach/advisor.
2. In the event the parent/s are not satisfied with the results of Step 1, the parent/s may arrange a meeting with the athletic director (for athletic programs or the principal (for other extra-curricular activities) and the coach/advisor.
3. In the event that the issue is not resolved in the above steps, the parent/s shall schedule a meeting with the principal, athletic director, and coach/advisor to discuss the concerns.
4. If the issues are still not resolved, the superintendent may meet with the parent/s to discuss these concerns.

Issues of game strategy, appointment of captain(s) and playing time will not be addressed by a parent to a coach or advisor; nor may they be addressed through the complaint procedures.

NBCSD – YOUTH SPORTS PLAN

1. REQUIRE all leaders of youth sports programs to meet with their personnel (coaches) prior to their seasons to discuss Philosophy and Goals of the program, review rules, protocol and general guidelines for how the program is to be operated so that everyone is on the same page. The Leadership is then responsible for oversight of the program along with the board of directors or boosters club for each activity. *
2. REQUIRE all leaders AND their personnel to conduct a pre-season meeting with parents either in a larger group or team by team setting where applicable and review philosophy and goals of the program:

At least one parent must sign that they have attended this pre-season meeting and submit the required insurance verification form for NBC approved programs.**
3. NORTHERN BEDFORD will not provide facilities if these guidelines are not followed and documented with the School's Athletic Director and Elementary Principal.

*Leaders are defined as person(s) in charge: Head Varsity Coach in all sports and any other designated directors such as AYSO, Little League, or PYFL Presidents.

**NBC approved programs are defined as any organized sport that is an extension of NBC programs whereby volunteer coaches are approved by the board of education of the Northern Bedford County School District.

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT
ATHLETIC COACHING AGREEMENT**

Date: _____

This agreement made and completed between _____ as coach and the Northern Bedford County School District for the position of _____ for the duration of time from _____ through _____ and any extension due to playoffs for the compensation of _____ (zero if approved as a volunteer coach).

For the purposes of this agreement, the term Coach includes all varsity head and assistant coaches, volunteer coaches, and cheerleader advisors.

The Coach agrees to faithfully perform the reasonable duties of the position for the duration of time expressed above. The coach agrees to follow and be governed by the conditions of the District's Coaches Handbook and other reasonable directions from persons charged with supervision of the athletic program.

The Coach understands that the coaching relationship may be terminated at any time during the duration of the agreement by either party for cause. Should the School District discontinue the relationship, reason will be given in writing to the coach. Compensation will be paid in proportion to the amount of time coached.

Coaches who are school employees may expect to continue in the same position year to year unless they are provided written notice to the contrary within sixty calendar days of the beginning of the athletic season. Likewise, coaches who are school employees are to inform the athletic director in writing at least sixty days before the beginning of the season if they are resigning from a coaching position.

Coaches who are non-school employees are approved by the Board and/or administration only on a yearly basis. Resignations by non-school employee coaches should be done in a timely manner, preferably on/before the sixty-day time period before the beginning of the season.

Coach

Principal

Athletic Director

The Northern Bedford County School District views its extra-curricular athletic and cheerleading programs as extensions of the classroom. While these programs are also recreational, we hope students will learn worthwhile lessons of teamwork, discipline, hard work, cooperation, and physical fitness. The coach is considered first as a teacher, teaching skills and reinforcing the other qualities that we hope to see in participants. He/she has authority similar to that of a teacher in the classroom. Likewise, students and their parents also have an obligation to conduct themselves appropriately.

Since participation in extra-curricular activities is a privilege provided by the District, there is no such thing as a “right” to participate in interscholastic athletics. As such, the school has the authority to establish the parameters for the expectations for all those involved in the activities. The school holds these expectations for the athletic programs in the interest of maximizing the programs’ benefits to students and for their smooth operation.

We expect coaches and advisors to:

- Be knowledgeable of their activity and be able to demonstrate and reinforce its skills.
- Always exemplify the very best courtesy, manners, and sportsmanship.
- Be able to effectively work with the students on their teams in promoting harmony and cooperation.
- Exhibit the highest possible level of fairness in dealing with all participants and parents.
- Communicate effectively with participants and parents in matters related to the activity.
- Take charge and make decisions as necessary to keep the activity running smoothly and efficiently.
- Assume responsibility for the direction of the program at every level.
- Support school policy with respect to attendance, academics, and operation of their program.

We expect participants to:

- Respect the position and the requests of the coach.
- Always exemplify the very best courtesy, manners, and sportsmanship.
- Adhere to and willingly follow the rules imposed by the coach.
- Be faithful in attending practice and contest or performances.
- Participation in a Sport at Northern Bedford will hold priority over any club, travel, AAU or other non Northern Bedford entity sports that may pose conflicts
- Cooperate fully with the coach and teammates in striving to achieve the team’s goals.
- Give the very best effort and performance possible, both in practice and in contests.
- Maintain acceptable behavior during both school and non-school hours.
- Support team fundraisers as asked.
- Follow the school’s attendance policy. In order to participate in any after-school extra curricular activity including practice or games, a student must be at school by 11:30AM of that day.

We expect parents to:

- Support the position and authority of the coach/advisor as the person in charge of the activity.
- Realize that the coach has authority with the team similar to that of the teacher in the classroom.
- Help their child fulfill the expectations stated above.
- Realize that participants may be disciplined or removed from the team for such acts as missing practices, unacceptable behavior, or failure to follow team or school rules.
- Arrange a private meeting with the coach/advisor apart from the time of practice and before/after contests to discuss matters which may be confrontational.
- Realize that participants may be expected to involve themselves in fund raising projects in support of the activity.
- Expect and encourage their daughter/son to always exemplify the best effort and performance possible.
- Respect the coach’s decisions regarding their son’s/daughter’s playing time and game time strategies.
- Conduct themselves in a courteous manner when dealing with a coach, opposing players, or fans.
- Realize that parents and others are not permitted in the locker rooms before, during, or following a contest or a practice except by invitation of the coach.

Guidelines for Student-Athletes: Social Media

As you begin participation in another athletic season, the Athletic Department of Northern Bedford High School wants to make sure you are aware of the social networking guidelines. Northern Bedford County School District and the Athletic Department recognize and support the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for Northern Bedford is a privilege. As a student-athlete, you represent the Northern Bedford County School District and as such you are expected to portray yourself, your team, and the School District in a positive manner at all times. The following guidelines are recommended for appropriate social networking site usage:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, the Northern Bedford County School District Athletic Department will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm my teammates or coaches; other Northern Bedford student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect my opponents.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Complaint Policy

The Northern Bedford County School District has taken great steps to hire quality individuals to direct our extra-curricular programs of the district. The Board feels that these individuals are extremely competent and should perform their duties with limited distractions.

However, the Board recognizes that concerns do arise between parents and coaches/advisors. The Board, therefore, has created an organized, sequential complaint process to address these concerns. The Board feels that strict adherence to this policy will bring proper and immediate closure to any such concerns.

The procedure for processing complaints will be as follows:

1. Parent/s will request a face to face meeting with the coach/advisor.
2. In the event the parent/s are not satisfied with the results of Step 1, the parent/s may arrange a meeting with the athletic director (for athletic programs) or the principal (for other extra-curricular activities) and the coach/advisor.
3. In the event that the issue is not resolved in the above steps, the parent/s shall schedule a meeting with the principal, athletic director, and coach/advisor to discuss the concerns.
4. If the issues are still not resolved, the superintendent may meet with the parent/s to discuss these concerns.

Issues of game strategy, appointment of captain(s) and playing time will not be addressed by a parent to a coach or advisor; nor may they be addressed through the complaint procedures.

So that all persons might be aware of these expectations, participants and their parents must sign this document prior to the student participating in the first athletic activity of the year. The signatures of the participants and the parent(s) indicate acknowledgement of the terms of the Athletic Code of Conduct. Violators of the above are subject to discipline, including the possibility of being banned from attending home Northern Bedford County School District athletic events for a period of one calendar year or longer. As applicable, both parents are to sign below.

(Sign and Return Bottom Portion)

Participant	Date
Parent	Date
Parent	Date
Coach	Date