

West York Area High School Athletic Department



Athletic Handbook for Spectators, Student-Athletes, Parents & Coaches

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	4
Welcome Letter from the Athletic Director	5
Athletic Mission Statement & Vision	6
Philosophy	6
Core Values	6
Purpose of the Handbook	6
Objectives of the Handbook	7
Athletic Program	7
Non-Discrimination Policy	7
Athletic Program Organization Chart	8
Guidelines for Spectator Behavior	9
Admission Prices	10
Parking	10
Lightning	10
Live Streaming	10
Social Media	10
Athletic Schedules	11
Tobacco Policy	11
Event Staff	11
Common vs. Personal Goals	11
<u>STUDENT-ATHLETE SECTION</u>	12
<u>Pre-season Requirements & Procedures</u>	13
Registration through Family ID	13
Sports Physicals	13
Academic Eligibility	13
Home-Schooled Student-Athletes	13
<u>In-Season Requirements & Procedures</u>	14
Student-Athletes Code of Conduct	14
Profanity	14
Morning Attendance	14
In-School / Out-of-School Suspension	14
Student-Athlete Dress and Proper Attire	14
Protection of Personal Valuables	14
Inclement Weather Situations	14
Hazing	15
Student-Athlete Bus Transportation Guidelines	15
Two-Sport Participation Policy	16
Leadership Qualities of a Team Captain	16

<u>End of Season Activities & Procedures</u>	17
Awards Policy	17
Criteria for Awarding Varsity Letters	17
End of Season Surveys	17
<u>PARENTS' SECTION</u>	18
Role and Responsibilities of Parents of Student-Athletes	19
Parents Code of Conduct	19
Parent Concerns/Conflict Resolution	20
Ladder of Communication	20
Interscholastic Sports Accident Plan	21
Booster Club Guidelines (Handbook)	21
Fundraisers	21
<u>COACHES' SECTION</u>	22
<u>Coaching Employment</u>	23
Coaches Code of Conduct	23
Clearances	23
Coaching Contracts	23
Coaching Evaluations	23
Coaching Rehiring Process	24
Payment for Coaches	24
Volunteers	24
<u>Coaching Obligations</u>	25
Legal Duties of Coaching	25
Coaching Education	26
Rules Interpretation meetings	26
YAIIA Guidelines	26
Family ID	26
Copyright Material	26
Budgets	27
Academic Eligibility	27
Home-Schooled Student-Athletes	27
Sportsmanship	27
Official Evaluations	27
Yearbook Pictures	28
Athletic Equipment/Uniforms	28
Awards Policy	28
Student- Athlete & Parent Handbook	28
Faculty Meetings and In-Service Programs	28
NCAA Eligibility Center	29

Title IX	29
Transportation – Buses and Vans	29
<u>Coaching Communications & Relationships</u>	30
Communication	30
Mandatory Parent Meeting	31
Booster Clubs	31
Youth Programs	32
Community Relations	32
Media	32
Social Media	32
Live Streaming	32
Morning Announcements	32
<u>Coach & Student-Athlete Relationships</u>	33
Professionalism	33
Maintaining Student/Adult Boundaries	33
Mandated Reporting	33
Profanity	33
Sexual Harassment	33
Transportation of Student Athletes	34
Bullying / Cyber Bullying (AR 249) / Dating Violence (BP 252)	34
Hazing (BP 247)	34
<u>Safety & Security</u>	35
Security	35
Keys, Swipe Cards	35.
Building Access	35
Emergency Procedures	35
Athletic Trainer	36
Lightning	36
Illness	36
Traumatic Brain Injuries (TBI's) / Concussions	36
<u>Practice Policies</u>	37
Planning For Success	37
Open Training Sessions	37
Use of School Facilities	37
Fitness Center	37
Sunday Policy	38
Cut Policy	38
Parent Pick-Up	38
<u>APPENDIX</u>	39

GENERAL INFORMATION

WELCOME TO WEST YORK AREA SCHOOL DISTRICT'S DEPARTMENT OF ATHLETICS

Dear Coach, Parent/Guardian and Prospective Athlete:

As Director of Athletics, I would like to welcome you to the West York Area School District's Department of Athletics. I look forward to getting to know you and helping to service you as you progress through our athletic programs. I want your experience in our athletics program to be memorable and something that you look back on and cherish later on in your life.

This handbook is designed to provide information about the athletic programs that are available to you. It also serves as a guide for all athletes, parents and coaches.

We expect our coaches, athletes, parents and spectators to conduct themselves in a manner that shows respect and sportsmanship when we interact with opposing teams, coaches, fans and officials. Our athletic administration, staff and coaches are committed to providing a challenging, supportive and caring environment where our student-athletes can reach their academic, athletic and personal potential.

Successful athletic programs are determined by more than just their wins and losses. Our programs focus on providing a positive experience for our athletes, a sense of unity within the team and community, a respectful environment for competitions and providing our students with the tools needed to succeed in life. Successful programs include dedicated coaches, active support from parents and the student body, outstanding leadership from school administrators, and most importantly, a great sense of pride fostered by the entire community. It's our mission to facilitate all those facets together to create the best athletic programs possible.

Participation in athletics will do so much more for you than to teach you how to play a game. You will learn essential life skills like teamwork, communication, dedication, time management, leadership, discipline, and the list goes on and on! So, get out there, play hard, play fair, and dedicate yourself to being the best you can possibly be, but most importantly, have fun!

Go Bulldogs!

Brandon Fuhrman

Brandon Fuhrman

Athletic Director

West York Area School District

Athletic Mission Statement

The West York Area School District Athletic Department will challenge student athletes to achieve their full potential by fueling the academic, social and physical growth of its students through sportsmanship, teamwork, and athletic competition.

Vision

The West York Area Athletic Department's vision is aligned with the District's vision of Every Student, Every Day. Our goal is to provide every student an opportunity to participate and be successful through interscholastic athletics.

Philosophy

We would like to offer as many opportunities as possible for our students to participate in and support our athletic programs. We encourage all of our students to be active and respectful participants by supporting all our teams at events and competitions. Participation in West York Athletics, however, is a privilege and not a right. Students will be expected to adhere to the rules and policies set forth by the West York Area School District and the PIAA.

Interscholastic athletics are an integral part of the total educational program of the West York Area School District. The goal and purpose of the athletic program is to teach student-athletes the meaning of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. While winning is a natural goal, it is our goal that through our athletic programs, student-athletes will adopt these guidelines and develop a positive winning attitude that will translate into all aspects of their lives.

Core Values

At West York, our priority is to instill in our students the qualities and values that will help them succeed in their life endeavors. Our students will be **Dedicated** and will persevere for excellence and to continuously improve year after year. They will take **Ownership** and pride in themselves, their team, and their school. At West York we value **Grace** and dignity by showing respect and good sportsmanship while competing. Above all else, we will focus on **Scholarship** and be dedicated to our academics and education first and foremost. Here at West York, we are committed to being better **BULLDOGS!**

Purpose of the Handbook

The purpose of this handbook is to provide comprehensive and relevant information for all personnel associated with the athletic program, including student-athletes, coaches, parents, and administrators.

Objectives of the Handbook

The objectives of the handbook are to:

Promote desirable, ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials, and spectators.

Provide information on the various regulations and policies of the PIAA.

Provide information on the major procedures, regulations, and policies approved by the school board and school administration.

Provide information, guidelines, and relationships of the duties and responsibilities of coaches, participants, and administrators.

Objectives of the Athletic Program

The objectives of the athletic program at West York Area School District include the following:

To encourage students to participate in sports on a regular basis and develop a healthy and active lifestyle.

To provide students an opportunity to experience working as a member of a team, being self-disciplined and self-sacrificing in order to achieve team goals in addition to learning how to be a good teammate and making positive contributions, regardless of their role on the team.

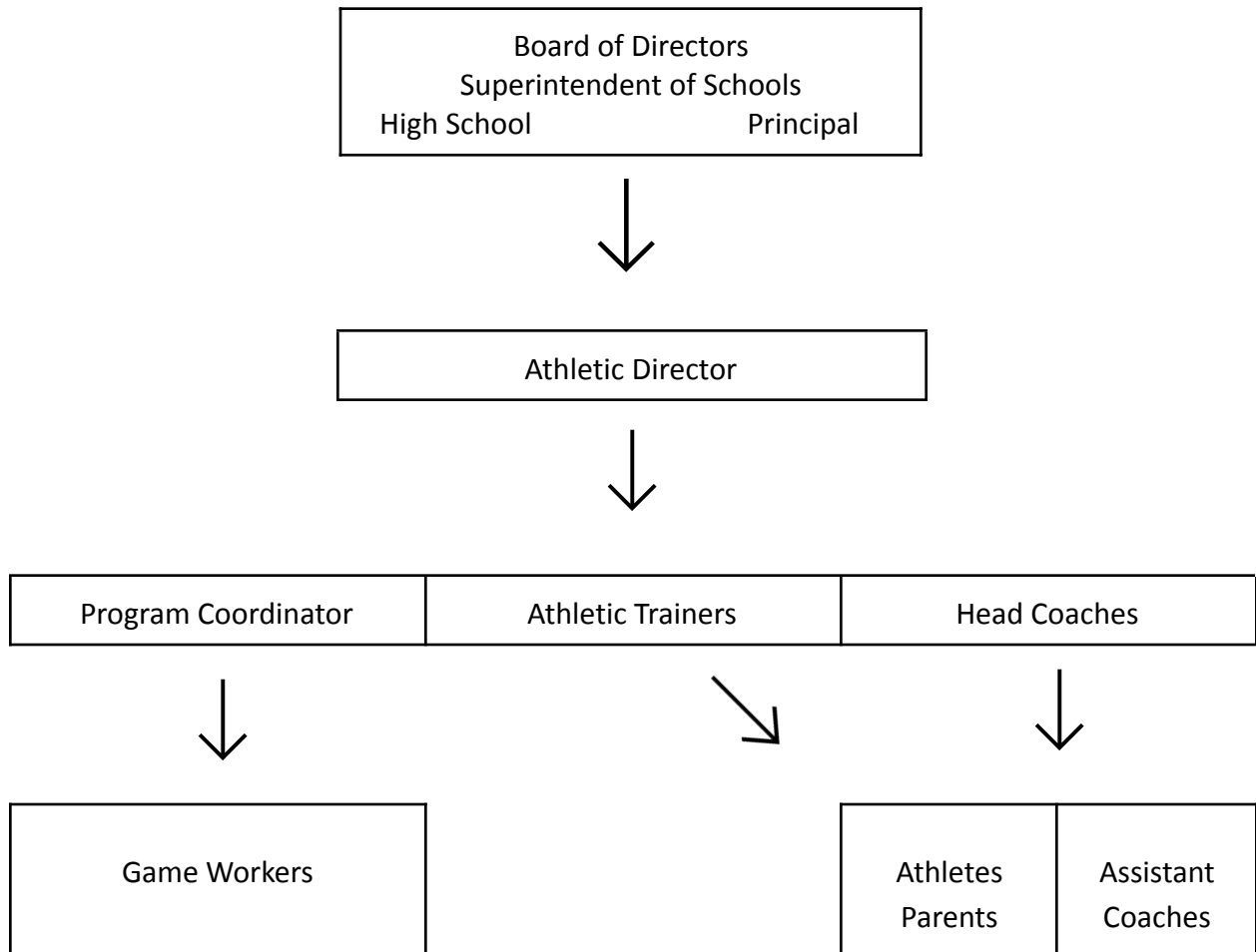
To develop good citizenship and respect for rules and authority by instilling principles of justice, fair play, and good sportsmanship in students and by learning to be part of a team.

To promote and contribute to the goals of the total educational program through the development of academic success, physical fitness, community involvement and future citizens, employees, coaches and parents.

Non-Discrimination Policy

The West York Area School District is an equal opportunity employer, will not discriminate in employment, educational programs or activities, and will provide an equal opportunity to achieve their maximum potential through the programs offered regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

ATHLETIC PROGRAM ORGANIZATIONAL CHART



Guidelines for Spectator Behavior

Spectators at athletic events are always welcome and are considered to be an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of the spectators' affiliation with the student-athlete or the school. Proper behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance at an athletic event.

To assure that student-athletes are not distracted by or discouraged by spectator behavior at home and/or away events, any spectator using or shouting inappropriate or abusive language will be removed from the sports activity venue and may lose spectating privileges for future events. Additionally, if groups of student or adult spectators shout profanities or use abusive language, the Director of Athletics or his designee will announce to the spectators that continued inappropriate behavior or verbal and/or non-verbal abuse will cause the game to be halted or possibly ended.

Any spectator committing a physical or verbal action that in any way could affect the safety of players or other spectators will be removed from the sports venue and may lose spectating privileges for future events. This restriction applies to both home and away events.

The following are acceptable and expected behavior at events. Spectators are expected to:

Remain in designated areas. Only West York Area School District coaches, event staff and administrators are allowed on the fields of play.

Be respectful during the introduction of players, coaches and officials.

Accept the decisions of officials and not berate or taunt them.

Recognize and applaud opposing participants for outstanding performance or coaching.

Applaud at the end of each contest for performances of all participants.

Show concern and respect for an injured player, regardless of team.

Encourage fellow spectators to display sportsmanlike conduct.

Avoid the use of profanity.

Refrain from any use of drugs, alcohol or tobacco products.

Respect the rule that pets are not permitted on any school athletic fields or facilities, and should, therefore, leave all pets at home.

Admission Prices

Events that charge admission fees: Basketball, Football, Swimming, Volleyball & Wrestling

High School Sports Tickets: Adults- \$5.00, Students- \$3.00, Senior Citizens - \$3.00

Star Cards - presented to students on the previous marking period's honor roll to gain free admission to athletic events.

Gold Cards - available to qualifying senior citizens. Contact the athletic office for information.

Parking

Coaches, student-athletes, and parents should park in designated spaces at all times. Parking is prohibited in front of schools, fire lanes, loading dock areas, handicapped areas or on the grass near the fields.

Spectator parking for events in the high school gymnasium is located by the athletic entrance and in the parking lot at the front of the high school. Parking for events at the stadium is available at the high school and middle school parking lots. Parking for softball, soccer, lacrosse and events at the middle school gymnasium is available at all parking lots around the middle school. Parking for high school cross country is available at the Reservoir Park and York College, junior high cross country and baseball is located at Sunset Park, and swimming parking is located at the Thrive Church parking lot behind Graham Aquatic Center.

Lightning

Lightning is a safety hazard for all those involved in interscholastic athletics. All participants and spectators should be removed from playing and practice fields and relocated to an approved inclement weather shelter, as soon as thunder is heard or lightning is seen.

The Athletic Game Manager/Trainer on duty shall sound an audible horn to signify lightning has been detected and for all participants to clear playing and/or practice fields; and initiate the countdown clock of 30 minutes. The countdown clock shall be kept by the Athletic Game Manager/Trainer and communicated to the contest officials. The clock will reset to 30 minutes with each new thunder and/or lightning detection.

Live Streaming

Events taking place in the stadium or middle or high school gymnasiums may be livestreamed on the Hudl Fan app.

<https://fan.hudl.com/usa/pa/york/organization/11881/west-york-area-high-school>

Social Media

Use of social media is a great way to communicate with others. Remember, you are not only representing yourself, but your team, coaches and school when posting on social media.

Athletic Schedules

Arbiter is the web-based program used by the Athletic Department to schedule contests and practices, maintain schedules, report schedule cancellations, maintain rosters, and provide directions to away contests. Athletic schedules are updated on a regular basis and can be accessed by anyone at the following web address: <http://www.ArbiterLive.com/School/25419>

Tobacco Policy

The West York Area School District is a tobacco-free environment. Tobacco use, including chewing tobacco and vaping products are prohibited. Anyone using tobacco products will be removed from the premises.

Event Staff

Appendix L

In order for all of our athletic games and events to run smoothly, we need event staff to help work the events. All event staff must turn in clearances and be board approved in order to be paid. The following are positions where event staff is needed: Announcer, Chain Crew, Clock Operator, Linesperson, Scorebook Keeping, Security, Ticket Seller, Track & Field Judge. It is thanks to you that we are able to provide these opportunities for our student-athletes. For more information on becoming an event staff worker, contact the athletic office.

Common vs Personal Goals

The West York Area School District's Athletics Program offers many opportunities for student-athletes to grow and develop in ways that are beneficial to the students as a whole team as well as individuals. However, it is important for all involved in the program to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page. That means everyone on the team needs to have common goals.

Teams that work together to reach common goals are the most successful. Teams that are unsuccessful, even though they may be winning teams, are those that have personal goals prioritized ahead of the team goals.

Every athlete should have personal goals and aspirations. However, those personal goals must be secondary to the common goals set for the team as a whole. If a student-athlete is more worried about his/her points, statistics, place or playing time, instead of the overall performance of the team, there is no longer a team competing, but a group of individuals. When a team performs as a group of individuals, no team ever wins for long under those circumstances, regardless of how talented its members are as individuals.

Common goals lead to team success. Personal goals that are within the framework of the team goals will lead to personal success.

STUDENT-ATHLETE SECTION

Pre-season Requirements & Procedures

Registration through Family ID

Family ID is the paperless collection system of all necessary paperwork necessary for coaches, student athletes, parents and athletic trainers. This system will provide the parent/guardian and yourself the opportunity to create a virtual profile wherein we no longer have to collect and store hard copies of preseason work. All paperwork, except for the PIAA physical, will be completed electronically. The physical form will need to be uploaded into Family ID separately.

Sports Physicals

Appendix P

Each school year, student-athletes must get a physical on a PIAA Physical Form. The physical form must be filled out after June 1 and will be accepted for all three sport seasons. The school district will offer summer physicals on two nights during the summer. Check the website and district calendar for information regarding summer physicals. Otherwise, physicals must be completed and uploaded onto Family ID prior to the first day of practice for your sport season.

Academic Eligibility

Appendix A

To be academically eligible to participate in cocurricular activities, the students must have a minimum grade of 70% in all classes. The Athletic Department will run a preliminary grade report and submit current grades of potentially ineligible student-athletes to coaches on Wednesday. A final grade report will be run on Friday and the ineligible student-athletes will be reported to the coaches. Coaches are responsible for informing ineligible student-athletes and their parents/guardians. All students must be passing all courses on a weekly basis. Ineligible students will not be able to compete in interscholastic contests or scrimmages the following week, but may practice at the discretion of the coach. Each student-athlete will be given one (1) one-week probation for the first failing grade during each semester.

At the conclusion of each of the four marking periods, when report cards are issued, any student-athlete who does not meet the academic standards set forth by West York Area School District in any single or multiple courses shall be declared immediately ineligible. These student-athletes are then ineligible for a period of fifteen (15) school days. This includes student-athletes who fail a course during the fourth marking period. Unless that individual completes summer-school in the exact course which they failed, the student-athlete is ineligible for the first fifteen (15) school days of the following academic year.

Seniors must take, at a minimum, two courses during their season to be eligible.

Home-Schooled and Cyber Student-Athletes

Home-schooled and cyber student-athletes are a welcomed addition to our athletic programs. These students must follow all of the same requirements as those students that attend WYASD.

In-Season Requirements & Procedures

Code of Conduct - Student-Athletes

Appendix H

All Student-athletes are required to sign the Student-Athlete Code of Conduct when registering on Family ID prior to the start of the season. All suspected violations of the Code of Conduct should be reported to the Athletic Director as soon as they are aware of a potential violation.

Profanity

Profanity has no place in our educationally based interscholastic athletic programs. Violations of this rule are outlined in Section II.B of the student-athlete Code of Conduct.

Morning Attendance

All student-athletes are expected to be in school each and every day. Student-athletes must be in school by 9:30 AM in order to practice or play unless excused by the building principal or with an excused doctor's note. If an athlete goes home sick, he/she is not allowed to return to play or practice. A student cannot play on Saturday if he/she is not in school on Friday by 9:30 AM or goes home early due to illness. All exceptions must be approved by the Administration.

In-School/Out-of-School Suspension

Students suspended in or out-of-school may not participate or practice in the co-curricular activity until the suspension has been fulfilled. If the last day of suspension falls on a Friday, the student-athlete may not participate or practice in any co-curricular events on Saturday or Sunday. Student athletes are also not permitted to attend home events nor be on the sidelines with the team during their suspension.

Student-Athlete Dress and Proper Attire

It is important that all student-athletes be properly dressed at all times. Male athletes must not be bare chested during practices and contests and female athletes must wear more than just a sports bra.

Protection of Personal Valuables

Student-athletes should leave all valuables at home; not in the locker room. Student-athletes are responsible for providing their own locks. All lockers should be locked properly.

Inclement Weather Situations

When school is canceled or dismissed early due to inclement weather, no practice or open gyms will be conducted unless otherwise stated by the Athletic Director. All students will go home.

Hazing**Appendix N**

Hazing is any intentional, knowing, or reckless act, occurring on or off district property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any school sponsored organization.

Some examples of hazing include, but are not limited to, physical brutality (e.g., beating, electronic shocking, or placing a harmful substance on the body); physical activity (e.g., sleep deprivation, exposure to elements, or calisthenics); or any activity involving the consumption of food, liquid, or substance which subjects someone to unreasonable risk of harm and/or adversely affects their mental or physical health or safety. Any such activity that intimidates or threatens another with ostracism, subjects someone with extreme mental stress, shame, humiliation, or discourages them from taking part in an activity is considered hazing and will not be tolerated.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to administrators, teachers, counselors, and nurses.

Student-Athlete Bus Transportation Guidelines**Appendix Q**

Student-athletes are expected to use the transportation services the Department of Athletics arranges both to and from the athletic contests, scrimmages or events. This practice protects student-athletes from potential harm and contributes to the building of proper team camaraderie.

School bus rules are in effect when student-athletes are being transported for an athletic contest, scrimmage or event. Infractions of bus rules will be dealt with in the same manner as the administration deals with school time bus violations.

It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an athletic event separately from the team. In the event that a student-athlete needs to travel separately from the team, a Bus Release Form must be filled out and signed by the parent/guardian and an administrator. Students will be released only to their own parents/guardians. Coaches are only permitted to allow student-athletes to travel separately from the team if they have in their possession a permission note, which has been signed by a member of the high school administration and the student's parents/guardians. Parents/guardians may give their permission for their child to ride with another authorized parent/guardian, only under exceptional circumstances, and with prior approval from a school administrator.

Two-Sport Participation Policy and Procedure

The following guidelines must be followed in order to certify an athlete to participate in two sports during the same season:

1. The athlete must determine and announce their major sport and the athlete cannot change his/her major sport after the date of the first legal competition.
2. The head coaches of each sport must meet by the end of the first week of the season and prepare a schedule that allows attendance on both teams.
3. The coaches of each sport should have a meeting with the athlete and his/her parents before the first legal competition date to review the schedule, expectations, and commitments.
4. The two-sport athlete must finish the season in good standing to be eligible for any and all awards. If the athlete would like to be excused from participation in a sport, he/she must meet with the athletic director and/or the coach of the sport which they would like to be excused from.

Leadership Qualities of a Team Captain

A team captain should have the following leadership qualities:

1. Be a role model for the other student-athletes on the team.
2. Be a hardworking, committed and dedicated team player.
3. Demonstrate a positive attitude and show respect for coaches, adults and peers.
4. Exhibit good citizenship and be dependable, loyal, trustworthy and unselfish.
5. Show a great deal of pride in the team, the school and the community.
6. Be committed to being alcohol and drug free and show social confidence as an alcohol/drug free student athlete.
7. Have a strong self-image, be mature, be motivated and have good communication skills.
8. Demonstrate good school behavior and maintain acceptable academic eligibility.
9. Demonstrate a willingness to follow the regulations documented in the WYASD Code of Conduct and the specific team rules for his/her sport.
10. Act as a liaison between teammates, coaches and Athletic Director, as appropriate, and assist in the process of resolving conflicts, issues and problems.

End of Season Activities & Procedures

Awards Policy

Appendix B

Upon completion of the sports season, the coach shall present the Athletic Director a list of athletes and managers eligible for major sport Varsity awards based on sports specific standards. Anyone not receiving a Varsity award may be issued a Junior Varsity certificate. Awards shall be presented at the conclusion of the fall, winter, and spring sport seasons during an appropriate assembly, whenever possible. Junior High athletes will be awarded with a certificate.

1. Varsity - Award winners will receive a Varsity Letter and recognition pins. Two or more Varsity awards earned in the same sport through the senior year will receive a Shadow Box on which the Varsity Letter and recognition pins may be displayed.
2. Graduation Cord - Senior students that successfully complete 7 or more seasons of a high school sport.
3. Fackler Hower & E. Jerry Brooks - Awarded to seniors who meet the academic and sportsmanship requirements.
4. Student Council Sportsmanship - Awarded to athletes that are nominated by coaches.
5. Jr. Varsity - Certificate
6. Junior High - Certificate

Criteria for Awarding Varsity Letters

Varsity awards will be based on the following standards:

1. Football and Basketball: Participation in one-half the quarters.
2. Baseball and Softball: Participation in one-half the innings.
3. Cross Country: Compete as a top 10 runner in at least one-half of the meets.
4. Golf, Tennis, Volleyball & Wrestling: Participation in one-half the matches.
5. Field Hockey, Lacrosse and Soccer: Participation in one-half the games played.
6. Cheerleading: Recommendation of the coach.
7. Swimming & Track: Compete in at least one-half the available events (6 meets = 24 possible events). If an athlete specializes in an event, they must be top 3 on the team in that event.
8. Coaches can recommend an athlete that does not meet the sport standards if the coach feels that they have earned it in other areas.

End of Season Surveys

Appendix K

At the conclusion of each season, student-athletes will be asked to complete an anonymous survey about their experience with their coach and season. The survey will consist of four 1-5 rating questions and four open ended questions. The survey results will be reviewed by the Athletic Director and discussed with the coach during the end of season evaluation meeting. Upon request, the results may be shared with the superintendent and school board.

PARENTS' SECTION

Role and Responsibilities of Parents of Student-Athletes

- Parents of student-athletes are encouraged to reinforce their unconditional support for their son or daughter by letting them know that, win or lose, you appreciate their efforts and are not disappointed with them. By doing so, your son or daughter can perform at his/her very best as a student-athlete without fear of failure. Parents, as well as coaches, should be the persons in a student-athlete's life he or she can look to for constant positive, constructive reinforcement, because athletics should provide opportunities for growing and learning as a person.
- Parents are highly encouraged to communicate to their student-athletes the importance of following the rules established by the coach and the school. Whether they are a first stringer or third stringer, all student-athletes are required to follow rules pertaining to acceptable and appropriate student behavior at all times.
- Parents should focus on being helpful to their student-athlete by helping him/her prepare for a game or practice and should avoid instruction that may be in conflict with directions coming from the coaching staff.
- Parents must model and insist that their student-athlete respect team rules, school rules, game officials, and sportsmanship.
- Parents are highly encouraged to teach their son or daughter to enjoy the thrill of competition, to be "out there trying," and to constantly strive for improvement in their skills while maintaining a positive attitude. Parents can help their son or daughter to develop an appreciation for competing, for trying hard, and having fun without loss of self esteem.
- Parents are highly encouraged not to "relive" their own athletic experiences through their student-athlete in a way that creates pressure on their son or daughter to perform.
- Parents are asked to recognize that the coaches are coaching because they are enthusiastic about their sport, passionate about passing on their knowledge and experience of the sport and are making decisions that are in the best interest of the student-athletes. Coaches have different ways of dealing with student-athletes and situations. A student-athlete's life can be enriched by the interactions with different types of coaches, in the same way that students benefit from different teaching styles or personalities.

Code of Conduct – Parents

Appendix G

All parents are required to sign the Parent Code of Conduct while registering their student-athlete on Family ID.

Parent Concerns/Conflict Resolution

The Parent/Guardian should understand the following:

- Non-discussion Topics
 - **Playing Time** - for individual student-athletes is a decision made by the coaching staff and based on the needs of the entire team.
 - **Coaching Strategies** - are decided by the coaching staff in keeping with best practices and standards, applicable to the specific sport.
 - In accordance with Board of Education policy, the coaching staff may not discuss **Other Student-Athletes** on the team or in the program.

- Appropriate Topics to Discuss:
 - Treatment of your child
 - Ways to help your child improve
 - Concerns about your child's behavior

- Respect the 24 hour policy for contacting a coach after a game/match, scrimmage or practice is in effect.

- If a meeting is requested, it should be scheduled at the earliest and most convenient time for both parties.

- Follow the Ladder of Communication.

Ladder of Communication

The ladder of communications is as follows:

1. Athlete to Coach (two coaches should be present)
2. Athlete to Athletic Director (potentially with coach present)
3. Parent to Coach (two coaches should be present)
4. Parent to Athletic Director (potentially with coach and athlete present)
5. Parent to Principal
6. Parent to Superintendent
7. Parent to School Board

Interscholastic Sports Accident Plan

The Board of Education has purchased, at no cost to parents, an Accident Medical Insurance Plan to help cover medical expenses resulting from interscholastic sport injuries.

All players, coaches and managers of every interscholastic sport are covered throughout the entire school year. The program covers accidental bodily injuries occurring to a covered person while participating in or traveling, while under the supervision of proper school authority, to or from any regularly scheduled game or practice of an interscholastic sport.

Booster Club Guidelines (Handbook)

Appendix C

Booster Clubs should support the Athletic Department and the individual sports they serve. Booster clubs should follow the direction of the head coach to provide needs identified by the head coach, not what the boosters want to provide. Booster clubs are expected to support the coaches and the administration in all areas and in all decisions made by the coaches and administration. All coaches should have a thorough understanding of the Booster Club Guidelines. All head coaches should attend booster club meetings on a regular basis.

The West York Area School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Clubs to the school district's various PIAA-affiliated interscholastic athletic programs.

The District is committed to working with Booster Clubs that provide positive support to the students, academic, athletic, and co-curricular programs, and personnel who run those programs, as well as provide opportunities for students to apply knowledge and skills, develop leadership capacity, organizational and time management skills, accountability, and the like.

Booster Club activities shall:

- Promote fan support, spirit, and sportsmanship.
- Assist the District by providing supplemental benefits and services to student-athletes.
- Increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

Fundraisers

Appendix M

Booster club fundraisers are an excellent way to raise money for sports programs and student athletes to give them opportunities that they normally wouldn't have. Refer to the booster club handbook for more information on fundraisers. For fundraising events that would require the use of school facilities, a Use of Facilities Form (Appendix R) must be completed at least 45 days prior to the event and receive board approval.

COACHES' SECTION

Coaching Employment

Code of Conduct - Coaches

Appendix F

All coaches shall review and sign the code of conduct for coaches found on Family ID.

Clearances

All coaches, both paid and volunteer, must provide the required clearances to be able to coach. The Act 34 - Criminal Record check, Act 151 - Child Abuse and Act 114 – FBI Finger Print must be on file. The coach is responsible for paying for and providing those clearances. Coaches must keep a copy of their clearances on file.

Coaching Contracts

All paid coaches must sign and abide by his/her coaching contract (AR 308.01) and have the ability to perform the essential job functions. All coaching contracts are good for one (1) year only and are renewed annually.

Coaching Evaluations

Appendix E

Coaches are evaluated on the following criteria:

- Leadership
- Coaching Performance
- Professional & Personal Relationships
- Administration Responsibilities

As a head coach of an athletic program, it is your responsibility to administer to all levels within your program, and to coordinate with the athletic department to ensure that all school policies are being followed. It is the head coach's responsibility to ensure player safety, communication, and sport instruction for all levels of the program.

Coaches will be formally evaluated at least annually by the Athletic Director. Informal evaluations may occur several times throughout the contracted year. Evaluations are a tool for communicating perceptions and concerns.

West York has developed a comprehensive evaluation process to help the coaches clearly understand expectations and performance criteria. These expectations and criteria are clearly illustrated in our evaluation form (AR-313).

Head Coaches will have the responsibility of completing an annual evaluation on each of their assistant and JV coaches. These evaluations will be reviewed by the Athletic Director.

Coaching Rehiring Process

1. At the conclusion of the season, the athletic director will conduct an end of season survey with the student athletes.
2. Within 30 days of the end of the season, the Athletic Director will meet with all head coaches and provide them with an end-of-season evaluation based on AR-313.
3. The HS Principal will review and sign all Head Coach Evaluation Forms. The AD will forward the signed forms and recommendation list of head coaches to HR.
4. The HR Director will post the season's coaching positions, internally, for a period of 5 days. Additional internal interviews may take place based on interest and qualifications from the internal posting. The incumbent coach must reapply when the internal postings go out or they will be forfeited.
 - If a coach has a needs improvement score or lower, the position may be posted internally and externally.
 - The district holds the right to post any coaching position internally and externally.
5. The Superintendent (or designee) will provide the recommendation list of coaches to the Board within 60 days of the final end-of-season evaluation meeting with all head coaches.
6. After the review of the list, the Superintendent or designee will add all recommended coaches to the next voting meeting of the Board for approval.
7. In the event that any Board Member has a question(s) about the qualifications of any coach being recommended for renewal, they may ask the Superintendent to provide justification for the recommendation.

Payment for Coaches

Coaches will be paid at the conclusion of their competitive season. Final pay will not be submitted until the end-of-season evaluation has been completed by the Athletic Director and inventory forms have been completed and turned into the athletic department.

Volunteers

Appendix S

The volunteer coach plays an important role on the coaching staff. All volunteers must be pre-approved by the Athletic Director and Principal. A coach should not promise a volunteer a position on the staff unless he/she has first consulted the Athletic Director. Volunteer coaches must complete the WYASD volunteer form, complete all requirements set forth by the Human Resources office, complete clearances, and be Board-approved before they can begin coaching. Once approved, volunteers will be issued a badge which should be displayed at all times.

Coaching Obligations

Legal Duties of a Coach

Coaching, as you may know, comes with very significant responsibilities. It is common that when athletes go to a game/training, there is an expectation that they are able to return home in the same condition, or better. As coaches, you are expected to manage the risks associated with sports especially with young people, but your responsibilities do not only end there.

Here are 9 guidelines on how to work effectively with adolescent athletes:

1. Plan the activity properly
 - a. Make sure that your athletes are in proper condition. Your athletes' skills should be developed in progression so that they will be adequately prepared to handle more difficult skills.
2. Provide proper instruction
 - a. Always be informed of safety measures when it comes to performing sports techniques. Teach your athletes the rules, correct skills, and strategies of the sport.
3. Provide a safe physical environment
 - a. Monitor current environmental conditions (i.e. severe storm, lightning, wind chill, temperature, humidity). Periodically inspect areas for hazards, remove all hazards, and prevent improper or unsupervised use of facilities.
4. Provide adequate and proper equipment
 - a. Make sure that the equipment your athletes are using is in excellent state. Regular maintenance and inspection is essential. Teach your athletes how to fit, inspect, and use the equipment as well.
5. Match your athletes
 - a. Pair and group athletes according to size, physical maturity, skill level and experience.
6. Evaluate athletes for injury and incapacity
 - a. Have all your athletes undergo health screening before resuming play. If any of them is unable to compete due to pain or loss of function (i.e. inability to walk, run, jump, or throw), remove him/her from the activity immediately
7. Supervise the activity closely
 - a. Do not allow your athletes to practice difficult or potentially dangerous skills without proper supervision. Forbid horseplay.
8. Warn of inherent risks
 - a. Provide parents and athletes with both oral and written statements of the inherent health risks of their particular sport.
9. Provide appropriate emergency assistance
 - a. Learn first aid for sports and use only the skills that you are qualified to administer.

Coaching Education

The West York Area School District understands the significant role that coaches play in the physical, mental, social, and academic growth of our student-athletes. It is critical that coaches be trained to promote the health, safety, and success of our student-athletes. Coaches must annually complete Concussion Wise and Cardiac Wise offered through NFHS. Coaches must send a copy of the certificate of completion to the athletic department, human resources and upload the certificate on their Family ID coaching account.

West York has adopted the American Sport Education Program as the provider for our coaching education program. PIAA requires that all coaches and volunteers must take the Coaching Principles and Sports First Aid classes that are offered by Human Kinetics Coach Education Center within the first two (2) years of hire. The coach must successfully pass the test that is associated with each course. The coach must send a copy of the certificate of completion to the athletic department, human resources and upload the certificate on their PIAA coaching portal. <http://www.asep.com/>.

Rules Interpretation Meetings

All head coaches are required to attend the PIAA mandatory rules interpretation meeting for their sport. The dates of these meetings can be found on the PIAA website, www.piaa.org. If a head coach does not attend a PIAA rules interpretation meeting the PIAA will fine the West York Area School District \$100.00. This fine will be deducted from the coach's salary for non-attendance.

York Adams Interscholastic Athletic Association Sports Guidelines

Every coach must know and understand the YAIAA Conference Sports Guidelines for their sport. These guidelines are updated annually by the conference and can be found on the Conference Website, <https://yaiaa.com>.

Family ID

Coaches will need to check Family ID at the start of the season to ensure that athletes have completed all paperwork and are cleared to participate. Any athletes that have something missing on Family ID will be unable to participate until all paperwork is completed and approved by the athletic department and athletic trainer.

Coaches will also need to upload the certificate of completion for the Concussion and Cardiac Wise training courses.

Copyright Material

All coaches should familiarize themselves with board policy 814 regarding copyrighted material.

Budgets

All coaches will submit their budget request for the next school year by September 30 of the current school year. Budgets will reflect new uniforms, equipment and supplies, replacement uniforms, and tournament/invitation fees. Submitting budget items does not guarantee their approval. Requests for items should be prioritized in order of importance and need.

Academic Eligibility

Appendix A

Coaches must turn in their eligibility rosters to the Athletic Department within five (5) days of the PIAA-mandated official beginning of the season.

Eligibility reports will be run on a weekly basis. Coaches will receive a list of any students failing to meet eligibility requirements on Friday afternoons. Those students who are ineligible will not be able to participate or travel with the team for any events the following Sunday through Saturday. The first time a student fails to meet the eligibility requirements they will be on probation for a week. During the probationary period they may still participate and travel.

Home-Schooled and Cyber Student-Athletes

Home-schooled student-athletes have always been widely accepted by the WYASD. These students have contributed greatly to the success of our programs while they too have benefitted from our students, coaches, parents, and administration. It is the responsibility of each coach to report the grade, sport, and contact information for any home-schooled student-athletes to the Athletic Director as soon as the coach receives contact from those individuals. The Athletic Director must ensure academic eligibility on a weekly basis for these student-athletes. Pennsylvania law requires us to provide them with the same opportunities as our in-school student-athletes and we are very pleased to do so.

Sportsmanship

All coaches should demonstrate and teach the values of good sportsmanship. Student-athletes will emulate the example displayed by the coach. It is important for the coach to walk the talk and be an effective role model. **Win with humility, lose with grace, and do both with dignity!**

Each season, the league officials vote on teams that display the pillars of sportsmanship for each sport. It should be the goal of each coach and team to be recognized in this way each year.

Official Evaluations

All head coaches are responsible for evaluating contest officials. Evaluations need to be completed on Arbiter within 24 hours after the contest concludes. Junior High and JV head coaches will use the Varsity head coaches log in information to complete the evaluations in Arbiter.

Yearbook (Team) Pictures

Coaches are responsible for communicating the dates and times for yearbook (team) pictures to the student-athletes and booster club. Coaches should make sure all forms are handed out to the student-athletes well in advance and that the team is organized and prepared for this important event. The Athletic Director will coordinate the picture schedule in conjunction with the coaches. Any special events should also be documented with pictures either from the school photographer or from a parent or booster club member that can share the pictures with the athletic department.

Athletic Equipment/Uniforms

Coaches play an integral part in the selection, distribution, and collection of athletic equipment. All coaches will inventory, issue, and collect the equipment for their team. All uniforms and equipment should be returned within **one (1)** week of the conclusion of the season.

The West York Area School District has a five (5) year uniform replacement schedule for all athletic teams. Coaches should ensure that student-athletes take proper care of uniforms and equipment in order to maintain the quality of each item.

Coaches are responsible for providing the athletic department with an inventory list of equipment and uniforms and ensuring that everything is returned at the end of the season.

Awards Policy

Appendix B

Upon completion of the sports season, the coach shall present the Athletic Director a list of athletes and managers eligible for major sport Varsity awards based on sports specific standards. Anyone not receiving a Varsity award may be issued a Junior Varsity certificate. Awards shall be presented at the conclusion of the fall, winter, and spring sport seasons during an appropriate assembly, whenever possible. Junior High athletes will be awarded with a certificate.

Student-Athlete and Parent Handbook

Coaches should annually review the Student Athlete and Parent Handbook. This handbook contains information on athletic/co-curricular awards, code of conduct, eligibility and other information required to participate in interscholastic athletics at West York.

Faculty Meetings and In-Service Programs

Coaches who are teachers must attend all faculty meetings and school district in-service programs unless they have prior approval to be excused by their building principal or the superintendent. Practices should not be scheduled during school district in-service programs.

NCAA Eligibility Center (formerly the NCAA Clearinghouse)

All coaches need to know the importance of the NCAA Eligibility Center and how it impacts our student-athletes who may want to play sports at the collegiate level. The NCAA website, www.ncaa.org, is another resource to keep current on NCAA requirements. Coaches should be aware of any student-athletes that have a desire to continue with their athletics at the next level. Coaches should review the requirements and work with our guidance counselors to help guide the prospective student-athlete. A great resource for coaches, parents and athletes can be found at the NCAA eligibility center:

http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/CBSA.pdf

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance. Athletic programs are considered educational programs and activities. Title IX gives women athletes the right to equal opportunity in sports in educational institutions that receive federal funds, from elementary to post-secondary schools.

Transportation - Buses and Vans

All coaches must ensure that their student-athletes exemplify proper conduct while traveling to and from away contests. Please be sure to keep the aisles in the buses clear and safe. Coaches must provide the bus driver with a seating chart of who is on the bus before departing to an away contest. The seating chart will denote exactly which student-athlete is in which seat on the bus – this is also to include coaches, managers, athletic trainers, etc. A copy of that chart will also be given to the Athletic Director.

The Athletic Director will be responsible for scheduling buses and vans for all away athletic contests. Coaches should communicate to the Athletic Director special requests for tournaments at least one (1) month in advance of the event. School district vans are not always available and are issued on a first-come, first-served basis. Coaches are responsible for making sure all buses and vans are returned in a neat and clean fashion. The coaches should thoroughly check the seats and aisles for any items that may have been left behind.

Athletic Field Trips – There must be 45 days' notice for all field trips which require Board approval (50 miles or more/overnight). Forms for field trips less than 50 miles must be submitted 10 days in advance.

Athletic Game Trips - With the exception of playoffs, athletic game trips over fifty (50) miles away are discouraged. However if pre-approved by the Superintendent, athletic game trips over fifty (50) miles away do not require Board approval. All athletic games and/or field trips that require students to stay overnight require Board approval.

Coaching Communications & Relationships

Communication

Excellent communication skills are vital to be an effective coach. Coaches should regularly be in communication with the athletic department, keeping abreast of practices, schedules, games and other situations that may arise throughout the season. Coaches are expected to keep open lines of communication with athletes and parents. Coaches should not give out their personal phone numbers to athletes or parents. All communication should be done through the district assigned email and through appropriate group/team communication services.

If a team or booster club has a website dedicated to the team, they need to ensure that it is up-to-date and working so parents, fans, and community members can keep up to date with team schedules and announcements. E-mail, Twitter, and Facebook can also be used to enhance communication. The coach or his/her designee should be responsible for making sure information that is posted is timely and appropriate.

During the parent meeting, the coach should go over the “Ladder of Communication” with parents and clearly communicate those expectations. Any athlete on a team who feels they have a problem or concern should meet with the coach first. Coaches should meet with the athlete in a private setting with at least one other coach present. Encourage the athlete to communicate honestly, politely, and openly. If a concern that is addressed by a player to the coach is not resolved, the athlete should bring their concern to the Athletic Director. After the student meets with the athletic director, then the parent/guardian may request a meeting with that coach. Again, there should be at least two coaches present at any parent meetings. The coach will provide a written report to the Athletic Director following the meeting. If a parent still feels further discussion of the matter is warranted after meeting with the coach, then they may contact the athletic office.

Coaches should make every effort to meet and talk with athletes/parents on a professional level. Parent conferences should be scheduled during a mutually available time. Avoid scheduling meetings with parents before, during or after practice/game situations. Parents who persist in negative verbal attacks on coaches should be told in a polite and professional manner to contact the school for a conference with that coach and the Athletic Director will attend upon that coach’s or parent’s request. Remove yourself immediately from abusive situations, If parents insist on verbally abusive behavior you should inform administration.

Mandatory Parent Meeting

All coaches must have a meeting with the parents prior to or during the first week of the season. This meeting is an opportunity for the coaches to go over student athlete rules and regulations and to establish parental roles and responsibilities as well as methods of communication. This meeting is important in developing positive relationships with parents. Coaches should provide a sign-in sheet and have parents sign in for attendance purposes.

Coaches should communicate the following:

- Introduce yourself and your staff and provide contact information
- Provide booster club information
- Interscholastic athletic philosophy
- Vision and Mission Statement
- Core values
- Parent/spectator sportsmanship at contests
- Your coaching philosophy and the value or importance of winning
- Tryout procedures and team selection process (cut policy and procedures if applicable)
- Academic eligibility and the West York co-curricular participation guidelines
- Athletic health and safety plan
- “Ladder of communication”
 - Coaches should explain in detail the procedure for parent concerns/conflict resolution.
 - Topics that will not be discussed: playing time, another student athlete, team strategy/play calling
- Expectations of student athletes in and out of school and on social media
- Practice and post practice expectations and procedures
- Policy and procedures regarding athletic trainers
- Match expectations, including post-match (travel release)
- Award policy and procedures
- Student handbook
- Emergency action plans
- Expectations of parents supporting the program, behavior in the stands, etc. Review the parent code of conduct and participation agreement form - must be signed and submitted via Family ID
- Parent resources, articles, books, etc.
- Booster club handbook
- Conduct a Q and A session

Booster Clubs

All coaches should have a thorough understanding of the Booster Club Guidelines. All head coaches should attend booster club meetings on a regular basis.

Youth Programs

All head coaches are responsible for their program from grade 1 to grade 12. A comprehensive program is important for developing student-athletes. Head coaches should reach out and work with the community feeder programs to develop positive working relationships. Community coaches and athletes should be invited to contests and treated with respect and caring. These community programs provide excellent opportunities for high school students to give back and help young children.

Community Relations

Our community does a lot in terms of supporting our school and student athletes. Coaches should make an effort to recognize groups and members of the community that support our programs. Coaches also have the responsibility of teaching our student athletes about the importance of giving back to the community. The athletic department strongly encourages teams to get involved with the community through community service projects and the hosting of special events to recognize its community members.

Media

All Varsity results must be reported to the athletic director following away competitions. The home team coach is responsible for reporting contest results to the local media, theyaiaa@gmail.com, scores@ydr.com, sports@yorkdispatch.com, as well as the athletic director. The athletic director will input all results to the District 3 power rating system.

Social Media

Coaches may use social media as a way of communicating with team members, parents & the community. Coaches should use a separate account from their personal one. Be mindful of what you are posting on your personal account as you are still representing your team and West York.

Live Streaming

Coaches that are livestreaming should use the Hudl service that the district has purchased. Live Streams can be shared to a team Youtube account to be streamed but should then be taken down following the contest. Stored videos on Hudl can be accessed for film study by coaches and athletes, used for student athlete college recruiting videos or shared with other teams for scouting purposes.

Morning Announcements

Coaches should make sure scores and special accomplishments are reported to the Athletic Director immediately after a contest to be added to the morning announcements. Students enjoy the recognition for all of their time and hard work and it is important for us to recognize them in a timely manner.

Coach & Student-Athlete Relationships

Professionalism

All coaches must display proper professionalism at all times. Coaches should dress appropriately and continue to strive to improve their coaching knowledge and expertise. Coaches should be sensitive to inappropriate comments by coaches and student-athletes and should address comments made immediately.

Coaches need to be mindful when it comes to physical contact with their athletes. A pat on the back goes a long way but hugging students can be construed as unprofessional and/or sexual harassment. Good judgment is critical.

Maintaining Student/Adult Boundaries

Appendix O

All coaches shall familiarize themselves with board policy 824 (maintaining student /adult boundaries).

Mandated Reporting

Mandated reporters are certain adults, who are legally required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. The law requires that the mandated reporter identify themselves and where they can be reached. All coaches and volunteers are mandated reporters. If an athlete approaches you with any concerns or reports of abuse, it is your immediate responsibility to report it. Any suspected abuse should be immediately reported through ChildLine at 1-800-932-0313.

Profanity

Profanity has no place in our educationally based interscholastic athletic programs. At no time should coaches and/or student-athletes use profanity. Violations of this rule are outlined in Section II.-A, B of the student-athlete Code of Conduct.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature and can occur separately or be a part of abuse. Romantic and/or sexual relationships between coaches and athletes are regarded as an abuse of professional ethics, status and power. All suspected cases of sexual harassment must be reported to the Athletic Director and building principal as soon as they become known.

Transportation of Student-Athletes

Coaches should not transport student-athletes using their own vehicle. Coaches should request the use of a school van or school bus to transport all student-athletes. It is highly recommended that coaches have an assistant coach or volunteer coach with them when transporting students.

Bullying / Cyber Bullying (AR 249) / Dating Violence (BP 252)

Appendix D & I

All coaches should familiarize themselves with the board policies and administrative regulations regarding these topics. Any violations of these policies and regulations shall be immediately reported to the athletic department.

Hazing (BP 247)

Appendix N

Hazing is any intentional, knowing, or reckless act, occurring on or off district property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any school sponsored organization.

Some examples of hazing include, but are not limited to, physical brutality (e.g., beating, electronic shocking, or placing a harmful substance on the body); physical activity (e.g., sleep deprivation, exposure to elements, or calisthenics); or any activity involving the consumption of food, liquid, or substance which subjects someone to unreasonable risk of harm and/or adversely affects their mental or physical health or safety. Any such activity that intimidates or threatens another with ostracism, subjects someone with extreme mental stress, shame, humiliation, or discourages them from taking part in an activity is considered hazing and will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to administrators, teachers, counselors, and nurses.

All employees who receive harassment complaints from a student shall report such to the building principal. If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

Safety & Security

Security

Security is a paramount responsibility for all coaches. Coaches should ensure that all locker room doors are locked before and after practices. Coaches should remind all team members to lock their valuables in their locker at all times. No exterior door may be propped open unless under the immediate supervision of a Coach. Coaches should physically walk through the locker room before and after all practices and contests and the coach should turn off the lights, turn off the showers, and lock the doors before leaving. All security concerns should be immediately reported to the Athletic Director.

Keys and Swipe Cards

All coaches will be issued the keys and/or swipe cards they need to successfully coach their team. All coaches must ensure that all keys are returned to the Athletic Director at the end of their season or when they resign from their coaching position. At no time should students be given a coach's key. Lost keys or swipe cards should be reported to the Athletic Director as soon as they are lost. Replacement of a swipe card will cost \$10.00. Exterior doors should never be propped open. It is the coach's responsibility to ensure that the building is locked and secured for their area during and after practices.

Building Access

Each district building is a secure facility with alarm codes. Upon entry of any facility, ensure the building alarm is off. All head coach badges should allow entry to the high school building. The alarm will disarm upon swiping your badge. The middle school has two separate alarms, one for the athletic wing and one for the main building. If using the middle school facilities, please enter via door 25. The codes will be provided to you upon request. Coaches and teams are not permitted to use the facilities without approval from the athletic department or the principal.

Emergency Procedures

Appendix J

We are fortunate to have the sports medicine services of two (2) Certified Athletic Trainers at West York. Their guidance and expertise are extremely beneficial to our student-athletes, parents, and coaches. Each coach should understand that he/she is often the first line of contact from when an injury occurs until the Athletic Trainer arrives on site. It is critical that coaches know and follow the emergency procedures and emergency action plan outlined by the Athletic Training staff at the preseason coaches meeting. The Athletic Trainers also outline the Training Room rules and expectations at the preseason coaches meeting.

Athletic Trainer

The Athletic Trainer is responsible for the first aid, care, treatment, prevention and rehabilitation for all athletic injuries. The Athletic Trainer, in conjunction with the team physician, will determine when an athlete can return to play following an injury. An athlete's personal doctor cannot override the decision made by the school district's team physician. Student athletes are strongly encouraged to see the athletic trainer following any injuries before going to a personal doctor.

The Athletic Department will present a practice schedule to the Athletic Trainer at the beginning of the season so coverage can be provided. Changes to the practice schedule must be communicated to the Athletic Trainer and Athletic Director. Coaches should follow the emergency guidelines that are provided by the Athletic Trainer. Coaches must also return all coolers and equipment issued by the Athletic Trainer at the completion of their season.

Lightning

Lightning is a safety hazard for all those involved in interscholastic athletics. Coaches should remove all participants from playing and practice fields to an approved inclement weather shelter, as soon as thunder is heard or lightning is seen. The Athletic Trainers carry lightning detectors but they cannot be at every practice and contest. The coach should take the lead role in ensuring safety for all those involved in his/her program.

The Athletic Game Manager/Trainer on duty shall sound an audible horn to signify lightning has been detected and for all participants to clear playing and/or practice fields; and initiate the countdown clock of 30 minutes. The countdown clock shall be kept by the Athletic Game Manager/Trainer and communicated to the contest officials. The clock will reset to 30 minutes with each new thunder and/or lightning detection.

Illness

If you are experiencing any signs or symptoms of an illness, out of precaution, you should not come to practice or events. If you are not able to attend due to illness, you should inform the other coaches on your staff as well as the athletic department. If you test positive for Covid-19, you may not return to practice or events for a total of 5 days from the date you tested positive. If you are a close contact to someone that has tested positive for Covid-19 you may continue to coach as long as you are not experiencing any signs or symptoms.

Traumatic Brain Injuries / Concussions

Traumatic Brain Injuries are a real concern for all student-athletes. Pennsylvania law mandates that all coaches must annually take a TBI (concussion) test and upload the certificate onto their Family ID coaching profile. West York will also be using the IMPACT program again this year to conduct baseline testing for the student-athletes.

Practice Policies

Planning for Success

Coaches must demonstrate that they are proficient in planning. All coaches should be able to provide a yearly plan for their program as well as daily practice plans. These plans should be readily available to the Athletic Director when requested. Failing to plan is planning to fail.

Open Training Sessions

Open training sessions (gyms/fields) are an important part of the progression and improvement of our athletic programs. Coaches are encouraged to provide open training sessions for our student athletes during off-season months. Open training sessions should only be provided to student athletes of the West York Area School District. Coaches must receive permission from the athletic department prior to scheduling gym space/fields for any open training sessions. All in-season sports or school related events will take priority to any off-season training.

The weight room at the middle school and high school will be open and available to all students after school from 3:00-4:00 PM with a weight room facilitator present. Prior to the start of the school day or 4:00, a paid coach must be present with any athletes using the weight room.

During the summer months when the schools are closed, indoor facilities will only be available on Mondays-Thursdays. All buildings and indoor facilities will be unavailable Fridays-Sundays. Outdoor facilities will be available for open training sessions Sundays-Saturdays unless otherwise specified by the athletic department.

Use of School Facilities

Appendix R

Coaches should familiarize themselves with board policy 707 and Administrative Regulation 707 regarding the use and rental of our facilities. Coaches must complete AR 707 at least 45 days prior to the event and receive board approval for the use of facilities for any fundraiser events or any other events outside of regular season practices and open gyms/fields. Coaches must get permission from the athletic department prior to scheduling the use of any facilities both during and outside of the season.

Fitness Center

Weight training is a vital component for achieving athletic success. Coaches should encourage all of their student-athletes to be involved in a year round comprehensive strength and conditioning program. The weight room is available and is supervised on Monday - Friday after school by school staff. Coaches may use the weight room at other times to facilitate the needs of their team members. A coach must supervise all workouts. Coaches must schedule the fitness center with the athletic department for off-season workouts and sign-in any time they are using the fitness center.

Sunday Policy

Practices on Sundays must be scheduled in advance with the athletic department. Coaches shall conform to the PIAA maximum allowances of only six (6) practices in one week.

Cut Policy

All coaches must have a cut policy that is in writing and communicated to their student-athletes on the first day of tryouts. Cutting student-athletes is highly discouraged but sometimes necessary. Those student-athletes that are cut should be encouraged to stay on as a manager, or to try out for another sport. A student-athlete should receive an explanation from the head coach as to why he/she did not make the team. Team rosters should NOT be posted. Each student-athlete should be treated professionally and with compassion.

Parent Pick-Up

Coaches should not leave practices and contests until all student-athletes have been picked up by their parents/guardians or designee. This includes away contests as well. Safety for our students is paramount; we must do everything possible to ensure the safety of all involved team members. Be respectful of parents time and end practice at the scheduled time.

APPENDIX

Academic Eligibility	Appendix A
Awards Policy	Appendix B
Booster Club Guidelines	Appendix C
Bullying / Cyber Bullying Administrative Regulation AR 249	Appendix D
Coach Evaluation Forms	Appendix E
Code of Conduct- Coaches	Appendix F
Code of Conduct- Parents	Appendix G
Code of Conduct- Student Athletes	Appendix H
Dating Violence Board Policy 252	Appendix I
Emergency Procedures	Appendix J
End of Season Survey Form	Appendix K
Event Staff Application Form	Appendix L
Fundraiser Form	Appendix M
Hazing Board Policy 247	Appendix N
Maintaining Profession Adult/Student Boundaries	Appendix O
PIAA Physical Form	Appendix P
Travel Release Form	Appendix Q
Use of Facilities Form	Appendix R
Volunteer Form	Appendix S

