

Bloomsburg Area School District Athletic Handbook 2024-25



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INTERSCHOLASTIC ATHLETICS

The Bloomsburg Area School District Board of School Directors believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort, made possible through competitive interscholastic sports.

It is the Board's policy to provide students with interscholastic athletic competition in a variety of sports. Students will be allowed to participate in athletic competitions based on their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports.

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration, including concern for academic achievement.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body, and an important phase of good community-school relations. Too great an emphasis on winning contests, or too consistent a record of losing them, are both harmful to the development of good attitudes among students and the public.

ATHLETIC PHILOSOPHY

Bloomsburg Area School District (BASD) has a long and proud tradition in athletics. Bloomsburg's athletic program has had great success, with teams winning league and District championships in almost every sport. This success has also produced state champion programs in wrestling, track, swimming, and soccer.

At BASD, we believe in the value of athletics for the entire student body. Coaches feel the responsibility not only to teach their players the skills and strategy behind the game, but also to instill a respect for the tradition of the game including honorable behavior. Learning to honor the game builds a sense of responsibility and the maturation of moral reasoning. Coaches realize that what they are teaching their players carries far beyond the field into the classroom, into the home, and eventually into adulthood. Coaches encourage their players to focus on their level of effort and personal improvement in addition to the final score. Our coaches help student-athletes recognize that mistakes, sometimes failures, are inevitable and an important part of the learning process. The key to success is being able to rebound from them with renewed determination.

Our coaches are expected to embrace two goals in all athletic endeavors. The first goal is to teach life lessons through sports. The second is to win. These goals will help create an understanding of competition, both within the team and within our scheduled events. Athletics are seen as an important part of the total learning experience at Bloomsburg High School. Those lessons are invaluable and help in the overall development of an individual. Sportsmanship, commitment, teamwork, competition, cooperation, and fair play are learned when students are taught to respect the game and bring dignity and self-control to the contest, win or lose. Athletic participation also plays an important part in helping each student develop a healthy self-image as well as a healthy body.

We believe that all students should have the opportunity to participate in interscholastic athletics during their middle school years in our Junior High programs. Winning contest should not be the focus. This is an opportunity to reward commitment, hard work, and develop basic skills in preparation for the athlete's Varsity years. There is a place for athletes of all skill levels to represent the Panthers in athletic competitions.

Successful independent school athletic programs depend on a large percentage of student participation. This fact encourages multi-sport athletes. Our coaches will not pressure players to give up other sports in order to secure a winning season in a particular program. Maintaining a culture where positive character traits are developed in our players must come first. When the game is on the line and tensions run high, we will teach our student-athletes invaluable lessons by helping them focus on the two primary aforementioned goals.

SPORTS OFFERED

HIGH SCHOOL

FALL:

Junior Varsity & Varsity Football	Junior Varsity & Varsity Field Hockey	Varsity Golf	Varsity Cheerleading
Junior Varsity & Varsity Boys Soccer	Junior Varsity & Varsity Girls Soccer	Varsity Girls Tennis	Varsity Boys Cross Country
Varsity Girls Cross Country			

WINTER:

Junior Varsity & Varsity Boys Basketball	Varsity Boys Swimming	Varsity Wrestling	Varsity Bocce Ball
Junior Varsity & Varsity Girls Basketball	Varsity Girls Swimming	Varsity Cheerleading	

SPRING:

Junior Varsity & Varsity Baseball	Varsity Boys Track & Field	Varsity Boys Tennis
Junior Varsity & Varsity Softball	Varsity Girls Track & Field	

MIDDLE SCHOOL

FALL:

Junior High Football	Junior High Boys Cross Country	Junior High Cheerleading
Junior High Softball	Junior High Girls Cross Country	

WINTER:

Junior High 7/8/9 Boys Basketball	Junior High Girls 7/8 Basketball	Junior High Boys Wrestling	Junior High Cheerleading
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SPRING:

Junior High Field Hockey	Junior High Boys Soccer	Junior High Girls Soccer
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ATHLETIC ORGANIZATION AFFILIATIONS

- Pennsylvania Interscholastic Athletic Association (PIAA)
- PIAA District IV
- Pennsylvania Heartland Athletic Conference (PHAC)
- Eastern Conference (Football)

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION (PIAA)

Handbook-PIAA Schedule of Events 2022-2026:

<https://www.piaa.org/assets/web/documents/Handbook%20-%20Introduction.pdf>

Constitution & By-Laws:

<https://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20I%20-%20Constitution%20and%20By-laws.pdf>

Policies & Procedures:

<https://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20II%20-%20Policies%20and%20Procedures.pdf>

Rules & Regulations:

<https://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20III%20-%20Rules%20and%20Regulations.pdf>

Sports Medicine Guidelines:

[https://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20IV%20-%20Sports%20Medicine\(1\).PDF](https://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20IV%20-%20Sports%20Medicine(1).PDF)

BLOOMSBURG AREA SCHOOL DISTRICT ATHLETIC CODE OF CONDUCT

At Bloomsburg Area it is a privilege to participate in our extracurricular/athletic program. Students who desire to participate in extracurricular/athletic activities are expected to conduct themselves properly always. This Code of Conduct shall apply throughout the calendar year for student conduct displayed on or off district property. Each participating student and his or her parent/guardian must read and sign this CODE OF CONDUCT and return it to their coach prior to the 5th day upon receiving the material. Failure to return the signed form by the deadline will result in a suspension from all participation until the signed form is returned. The participant must be willing to accept training rules, regulations, and responsibilities of each program that he/she participates in. It must be understood that the same standard of behavior and discipline for the regular student shall apply to the extracurricular/athletic student participant and any violation of the BLOOMSBURG AREA SCHOOL DISTRICT CODE OF CONDUCT for student conduct, rights, and responsibilities, may result in the suspension of the privilege of participating in a BLOOMSBURG EXTRACURRICULAR/ATHLETIC PROGRAM pursuant to this policy.

The purpose of our extracurricular/athletic program is to add to our student's mental, physical, social, emotional, and moral well-being. It is a positive step to prepare and enrich our students in becoming productive young adults.

A coach may distribute a separate policy, which also must be signed by the participating student and his or her parent/guardian. This coach's policy must meet the extracurricular/athletic code minimum standard, but may be stricter in its sanctions, except in the areas of alcohol, drugs, and steroids. The stricter sanctions will be upheld and enforced by the administration for that individual coach's team. Any additional rules and regulations must be approved by the Principal.

1. General Rules and Regulations

- Pennsylvania Interscholastic Athletic Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and PIAA regulations in these matters.
- Any civil law infraction or conduct by a student that is determined by the head coach and school administration to be detrimental to the athletic program, school, or a school district, will result in counseling by the head coach and a school administrator with possible suspension.
- No student may quit or be removed (excluding dropped or cut from the team due to excessive numbers, ability level, etc.) from one extracurricular program and try out for another after the season (excluding scrimmages) has begun without mutual consent of both coaches, the Principal and Athletic Director.
- Any student wishing to join an athletic team (3 or more weeks) after the official PIAA starting date of that sport must secure permission from the coach. The coach will then forward this request to the Principal or his/her designee for final approval.

2. Transportation

- Students must travel to and from contests in transportation provided by the school. The head coach and/or his assistant(s) must accompany the students. The only exceptions are:
 - Injury to a participant, which would require alternate transportation.
 - Approval of the Travel Release Form. This form needs to be approved before the contest occurs.
 - If a family emergency occurs-The Head Coach & Athletic Director need to be notified.

3. Student Conduct

- Student-athletes are expected to conduct themselves in an appropriate manner. All BASD policies, along with each individual sport rules and regulations, need to be always followed. Failure to do so may result in discipline, loss of playing time, suspension from school and school-related activities.

4. Extracurricular/Athletic Eligibility

- A student shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years, with the following exception. If the age of 19 is attained on or after July 1, prior to their Senior year the student shall be eligible, age-wise, to compete through that school year as per PIAA regulations.
- Final Eligibility Reports are generated on the Friday of each week at 3:00 pm. A student is eligible if they are failing no more than (1) course. A student is deemed ineligible if they are failing (2) or more courses. That student will be ineligible/suspended for the week.
- “Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.” (PIAA By-Laws article IX, section 1)
 - Should the student fail to meet the minimum requirements, the following procedure will be followed:
 - First Occurrence - the student/athlete may not compete in interscholastic athletic competition during the next week (Sunday through Saturday). The student/athlete is still considered a member of the team and may continue to practice and is permitted to participate in all team activities except for contests.
 - Second Occurrence (consecutive) - the student/athlete will not be permitted to compete or participate in any team activities.
- At the end of the school year, a student/athlete must have passed (4) credits to be eligible for the next interscholastic athletic period.
- Not eligible after completion of 8 semesters following entrance into 9th grade.

5. ATTENDANCE

- To participate in any extracurricular/athletic activity (practice or games) a student must attend school by 8:10AM on the day of the activity. In addition, the student must remain in school for the duration of the school day.
- Student-Athletes are expected to attend all practices and games unless excused by the Head Coach. Students who miss practice and/or games are subject to decrease in playing time and risk the possibility of not earning a Varsity Letter.
- An exception would be made if the student has an approved medical appointment, funeral, approved college visit, or other extenuating circumstances. These exceptions would require a note from the student's parent/guardian and would be reviewed by the administration and the coach. They would determine the eligibility of the student to participate.
- When there is no school because of inclement weather
 - If the conditions of the roads improve, a coach may, with the approval of the Superintendent, open the facility and conduct a practice session, but students may not be required to attend. This would be considered an optional practice.
 - Scheduled events may remain as scheduled with the approval of the Superintendent.
- If there is an early dismissal because of inclement weather
 - Practice sessions will be canceled.
 - All events, including those conducted by outside groups, will be canceled.

6. INJURIES

- All injuries must be brought to the attention of the athletic trainer at the time of occurrence.
- A student who has been injured and who has had medical treatment cannot participate again until the date indicated by the student's doctor and athletic trainer

7. PARENT/COACH RELATIONSHIP

- Coaches make decisions that are in the best interest of all members of the team or program. Please be supportive of their decisions. If there are any issues that you wish to discuss with the coach do not attempt to confront a coach before or after a practice or

contest. These can be emotional times and may not benefit either party to attempt to resolve concerns at these times.

- PROCEDURES FOR DISCUSSING A CONCERN WITH A COACH – All coaches were hired to do their job. Any concerns or questions should be directed toward the head coach first.
 1. Call or Email to set up an appointment with the coach.
 2. If the coach cannot be reached, please call the Athletic Office to arrange a meeting.
 3. If an issue remains after the meeting with the coach, a meeting will be scheduled with the coach, parent/guardian, and Athletic Director.
 4. If an issue remains a meeting will be arranged with the coach, parent/guardian, Principal and Athletic Director..
 5. If the issue still remains the Principal will consult with superintendent and/or school board.

8. PARENT/GUARDIAN COMMITMENT & SUPPORT

- I understand that as a parent I play a vital role in the development of my child's athletic ability and character, and therefore in the success of the Bloomsburg Area School District Athletic Program. Recognizing this role, I therefore commit to the following as a parent:
 - Be a positive role model so that through my own actions I can help to make sure that my child has the best extracurricular/athletic experience possible.
 - Be a "team" fan, not a "my kid" fan.
 - Weigh what my child says in any controversy, and work with coaches and/or athletic department to gather all the facts.
 - Show respect for the opposing players, coaches, spectators, and support groups.
 - Be respectful of all officials' decisions.
 - Not instruct my child, because it may conflict with the coach's plans and strategies.
 - Praise student-athletes in their attempt to improve themselves in all facets of life.
 - Gain an understanding and appreciation for the rules of the sport.
 - Recognize and show appreciation for an outstanding play by either team.
 - Help my child learn that success is experienced in their skill development, and that he/she can feel positive about their development during the season, regardless of team outcomes.
 - Take time to talk with coaches in an appropriate manner, including proper time and place. If I have a concern, I will respect the coach by following the designated chain of command.
 - Please check out a great website that is most valuable for parents interested in current issues pertaining to sportsmanship: www.sportsparenting.org

9. EQUIPMENT

- Students will be responsible to return all BASD issued equipment at the conclusion of their season
- Failure to return all equipment will result in the student not being permitted to participate in the next season's sport, and the student/student's family will be billed for the replacement cost of the equipment.

10.ATHLETIC TRAINING SERVICES

The Bloomsburg Area School District teams with Geisinger Orthopedic & Sports Medicine for their athletic trainers (ATC) to cover all in-season, P.I.A.A. sports from 7th-12th grade. Athletic trainers are first responders who attend all in-season practices and home events. ATCs are trained in the following areas: knowledge of risk management and injury prevention, evaluation and assessment of injury, acute care of injury, therapeutic rehabilitation of orthopedic injuries and general medical conditions. Part of our responsibilities at BASD is to evaluate and treat the injuries of our athletes. If an athlete needs to be referred to a physician for further evaluation, a clearance note is required for the athlete to return to play. All injuries that occur during a BASD sponsored sporting event need to be reported to the ATC as soon as possible. It is expected that all Lehigh Area student-athletes treat the training staff with respect and abide by the rules listed below. Failure to do so will result in the reporting of the student-athlete to their Head Coach or Designee. Repeated offenses will result in further disciplinary actions.

Athletic Training Room Rules:

1. No Foul Language
2. Be Respectful
3. No cell phones (talking or texting)
4. No food or drink
5. No loitering or socializing
6. Athletes are prohibited from administering treatment to himself/herself or to anyone else.
7. No supplies or equipment can be used or removed from the athletic training room without the permission of the ATC.
8. Athletic trainers have the discretion to report unacceptable and/or inappropriate actions not listed above to the Head Coach or Designee.

BASD ATHLETIC CODE OF CONDUCT FOR STUDENT-ATHLETES

ACKNOWLEDGEMENT/SIGNATURE PAGE

- I HAVE READ THE BASD ATHLETIC CODE OF CONDUCT AND AGREE TO THE CONTENTS OF THE DOCUMENT.
- THIS FORM NEEDS TO BE RETURNED WITHIN 5 DAYS OF ITS RECEIPT. FAILURE TO DO SO WILL RESULT IN SUSPENSION FROM ALL ACTIVITIES UNTIL THE SIGNED FORM IS RETURNED.

STUDENT'S NAME (PRINT): _____

STUDENT'S SIGNATURE: _____

SPORT/GRADE: _____

DATE: _____

PARENT/GUARDIAN NAME (PRINT): _____

PARENT/GUARDIAN SIGNATURE (PRINT): _____

DATE: _____

RELATIONSHIP (CIRCLE) FATHER MOTHER GUARDIAN

BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual

Section: 100 PROGRAMS
Title: INTERSCHOLASTIC ATHLETICS
Code: 123
Date Adopted: NOVEMBER 19, 2018

Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.

Definition

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.

2. Complied with the requirements of the Athletic Handbook.

3. Attended school regularly.
4. Been in attendance on the day of the athletic event or practice for the hours required.
5. Returned all school athletic equipment previously used.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[8]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list service, and by any other reasonable means.

BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual

Section: 100 PROGRAMS
Title: CONCUSSION MANAGEMENT
Code: 123.1
Date Adopted: NOVEMBER 19, 2018

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]
4. Practices, interschool practices and scrimmages for all athletic activities.[3][2]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The Athletic Director shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual

Section: 100 PROGRAMS
Title: SUDDEN CARDIAC ARREST
Code: 123.2
Date Adopted: NOVEMBER 19, 2018
Authority

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.

Definition

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.

Symptoms of sudden cardiac arrest include uncomfortable pressure or pain in the chest, one or both arms, neck or jaw; shortness of breath; sweating; lightheadedness; nausea, indigestion or vomiting; and sudden loss of responsiveness and absence of normal breathing.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

**POWERS AND DUTIES OF THE PRINCIPAL
AS OUTLINED BY PIAA**

Section 1 Responsibility of the principal

The principal of each school, in all matters pertaining to the interscholastic athletic relations of the school, is responsible to the PIAA. The principal may delegate some of these powers but such delegation shall not relieve him/her of responsibility for any infraction by his/her school of the Constitution and By-Laws of the PIAA.

Section 2 Powers and duties of the principal

- A. To have control over all interscholastic athletic relations in which his/her school participates. This applies to interscholastic athletics for both boys and girls.
- B. To sanction all contests in which his/her school participates, and to notify the Executive Director of PIAA, within ten days, if his school has entered a contest that he/she has not sanctioned.
- C. To exclude any contestant who, because of bad habits, or improper conduct, would not represent his/her school in a becoming manner, and also to exclude any contestant who is pronounced physically unfit by the school physician or, if none is employed, by another licensed physician.
- D. To be responsible for the treatment of all visitors and officials attending contests conducted by his/her school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such case penalties may be imposed upon either or both of the schools.
- E. To see that all contracts for interscholastic athletic contests in which his/her school participates is in writing and bears his/her signature.
- F. All written contracts with officials shall be signed by the principal or by one principal representing a league or conference.
- G. The principal or authorized representative shall accompany teams to all playoff contests.
- H. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of this Association.
- I. The principal shall have such other powers concerning interscholastic athletics within his/her school such as keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-Laws of the P.I.A.A.

ATHLETIC DIRECTOR RESPONSIBILITIES

The athletic director is charged with the overall task of administering all the school district's interscholastic athletic programs. The athletic director reports directly to the appropriate principal for both middle school and high school sports.

1. Renew all necessary clearances on a five-year basis, as required by Pennsylvania under Act 153 of 2014.
2. Annually complete a concussion education course.
3. Inform the appropriate Principal of all pertinent meetings and current issues related to athletics
4. Ensure that the athletic program conforms to all appropriate national, state and league regulations.
 - NFHS
 - PIAA/District IV
 - PHAC
 - BASD
5. Attending all required meetings (AD, League, District, and PIAA).
6. Assist with annual discipline of all student-athletes.
7. Assist building principals with discipline and Level I infractions of students in Grades 7-12
8. Scheduling:
 - Create schedules for all athletic teams, including scrimmages:

▪ Junior High	(13)
▪ Junior Varsity	(7)
▪ Varsity Sports	(20)
 - Update, publicize and distribute all athletic schedules.
 - Athletic schedules can be found at <https://www.bloomsburgpanthers.org/>
 - Serve as Level 1 scheduling supervisor for all District facilities, through ML Schedules
 - Schedule appropriate transportation for all away athletic events.
 - Coordinate with maintenance staff on overall maintenance of athletic facilities
 - Schedule physical exams for athletic candidates.
 - Schedule ambulance services for all home football contests.
9. Events:
 - Every event will be supervised by a Game Manager. This can be an Administrator, Athletic Director or his/her designee home athletic contests who has a clear understanding of all responsibilities.
 - After conferring with the high school principal, arrange for adequate security at games.
 - Supervise all game workers including scorekeepers, security workers, and ticket takers.
 - Supervise ticket selling and collection, plus counting and depositing of gate receipts.

10. Supervision of coaches:

- Meet with all Head Coaches before the beginning of their respective sports season
- Work closely with head coaches overseeing their adherence to their responsibilities as related to their own position as well as to their assistant coaches.
- Serve as the liaison between coaches and administration in all matters related to the athletic program
- Evaluate coaches and their program on a yearly basis

11. Supervision of student eligibility:

- Input and confirm athlete eligibility in the PIAA Eligibility database
- Monitor Daily attendance
- Distribute absentee report to coaches
- Create draft and final reports of weekly eligibility
- Distribute to coaches, faculty & staff

12. Finances:

- Work in conjunction with the Business Management team and coaches to prepare the athletic budget
- Submit the budget to the high school principal and Business Manager in a timely manner
- Confer with coaches and collect athletic requisitions for equipment and all pertinent budgetary matters
- Request quotes for equipment
- Request Purchase Orders
- Inform the Business Management team when equipment is received, and payment can be made
- Organize and sell season passes for all sporting events
- checks weekly for the payment of officials
- Coordinate with the Operations Manager to ensure coaching salaries are correct and on proper scale
- Submit Game Worker sheets to the Operations Manager for payment
- Order equipment for all athletic teams, facilities and general athletic use.
- Supervise tickets sales for sporting events
 - Handle, count, and Secure money for all contests.
 - Complete Appropriate Paperwork
 - Deposit ticket receipts
- Work with the superintendent to seek board approved fundraising opportunities to supplement school district athletic budget

13. Serve as a liaison between approved booster organizations and the School District.

14. Organize and conduct interviews with coaching candidates.

15. Make recommendations to the Administration and Board of Directors regarding the hiring of coaches.
16. Ensure all coaches are First Aid, CPR and AED certified.
17. Maintain inventories.
18. Coordinate with Geisinger Health Care and school personnel to schedule physical examinations for each Sports Season (3)
19. Ensure that adequately and properly trained personnel are assigned for supervision of athletic events/activities with specific duties and responsibilities.
20. Work with the Operations Manager to ensure that all coaches have their necessary Clearances and Trainings
21. Serve as an interim coach in any emergency when an assistant coach is not available.
22. Evaluate Varsity Head Coaches
23. Have effective inspection and maintenance programs in effect for athletic equipment and facilities.
24. Ensure that release forms signed by parent or guardian and required medical exams for participation in the athletic program are properly completed and maintained on file in the principal's office for future use or reference.
25. Ensure that adequate medical treatment is provided for all home varsity-sporting events as detailed in the athletic training contract.
26. Travel Release Form requests to excuse an athlete from utilizing school transportation from a sporting event.
27. Distribute athletic recognition awards to JV & Varsity athletes per District policy
 - Chenille B Letter
 - Varsity Certificate
 - Participations Certificate
 - Sport appropriate pins
28. Coordinate with the HS Principal, Booster Organizations, and the Senior program director on athletic based awards
 - District IV MVP Award
 - District IV Sportsmanship Award
 - John F. Babb Award
 - Michael Sommerville Award
 - Football Boosters Awards

29. Coordinate publicity, serving as a liaison between the school district and the media, ensuring that the athletic program receives appropriate publicity.
 - Radio
 - Television
 - Newspaper
 - School Website
 - Athletic Website
 - Athletics Twitter page
 -
30. Distribute appropriate paperwork to opposing schools & media outlets
 - Rosters
 - Seasonal Schedule Checks
 - Weekly Schedule Checks
 - Facility Information
31. Develop, recommend and update policies, forms, and procedures.
32. Contact appropriate personnel in case of cancellation/postponement/emergency
 - Coach
 - Media
 - Workers
 - Faculty/Staff
 - Booster Organizations
 - Maintenance Staff
 - Trainer
 - Opposition
 - Game Officials
33. Attend all playoff games.
34. Maintain accurate team and individual records
 - District IV Gimpware
 - Website
 - Banners
 - Athletes of Distinction Wall
 - Yearbook
35. Assist students in the collegiate recruiting process Partner with guidance counselors in preparing student-athletes to meet NCAA entrance requirements for matriculation.
36. The athletic director will report to the school board three times annually on the status of the athletic program. The reports will be at the end of each season (fall, winter, spring). The reports will be at regularly scheduled school board meetings.

REQUIRED CLEARANCES & TRAINING

Every coach (HC/AC) needs to have certifications completed to be eligible to coach. Coaches will be reimbursed for the courses that require a fee (complete reimbursement form). Failure to submit these forms AND failure to register on the PIAA website in the required timeline will result in you not being allowed to coach on the 1st official day of PIAA practice. Below is what is required of all coaches, paid or volunteer:

District Link: <https://pa01000125.schoolwires.net/Page/3646>

REQUIRED PAPERWORK FOR PAID COACHES: *COACHES ARE RESPONSIBLE FOR COST OF CLEARANCES*

- **BASD Coaching Application**
<https://pa01000125.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=1472&dataid=1855&FileName=Athletic%20Coach%20Application%20-%20For%20Paid%20and%20Volunteer%20Positions.pdf>
- **PA Act 24 Arrest/Conviction Report & Certification Form (1 time)**
<https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
- **PA Act 34 PA Criminal Background Check (Every 5 years) *EMPLOYMENT***
<https://epatch.pa.gov/home>
- **PA Act 114 FBI Fingerprint Criminal Background Check (every 5 years)**
<https://www.identogo.com/>
- **PA Act 126 Child Abuse Recognition @ Reporting Act/Mandated Reporter (Every 4 years)**
<https://www.reportabusepa.pitt.edu/>
- **PA Act 151 Child Abuse Background Check (Every 5 years)**
<https://www.compass.state.pa.us/cwis/public/home>
- **Act 168 Sexual Misconduct/Abuse Disclosure Release (ONE TIME)**
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>

REQUIRED CLEARANCES FOR VOLUNTEERS:

- **BASD Coaching Application (ONE TIME)**
<https://pa01000125.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=1472&dataid=1855&FileName=Athletic%20Coach%20Application%20-%20For%20Paid%20and%20Volunteer%20Positions.pdf>
- **PA Act 24 Arrest/Conviction Report & Certification Form (Every 5 years)**
<https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
- **PA Act 34 PA Criminal Background Check (Every 5 years) *VOLUNTEER***
<https://epatch.pa.gov/home>
- **Volunteer Affidavit (in Lieu of Act 114)**

<https://pa01000125.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=3737&dataid=4701&fileName=Volunteer%20Affidavit.pdf>

- **PA Act 126 Child Abuse Recognition @ Reporting Act/Mandated Reporter (Every 4 years)**
<https://www.reportabusepa.pitt.edu/>
- **PA Act 151 Child Abuse Background Check (Every 5 years)**
<https://www.compass.state.pa.us/cwis/public/home>
- **Act 168 Sexual Misconduct/Abuse Disclosure Release (ONE TIME)**
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>

PIAA REQUIREMENTS

NFHS FUNDAMENTALS OF COACHING (1 TIME PER COACHING CAREER-WITHIN THE FIRST TWO YEARS OF YOU COACHING)

<https://nfhslearn.com/courses/fundamentals-of-coaching> (\$50)

NFHS FIRST AID HEALTH & SAFETY COURSE (1 TIME PER COACHING CAREER-WITHIN THE FIRST TWO YEARS OF YOU COACHING)

<https://nfhslearn.com/courses/first-aid-health-and-safety> (\$45)

REGISTRATION ON PIAA WEBSITE (1 TIME PER COACHING CAREER-UPON YOUR HIRING)

The PIAA requires that all coaches register on the PIAA website and uploading their coaching certificates/credentials.

<http://www.piaa.org/news/details.aspx?ID=3676>

<http://www.piaa.org/news/details.aspx?ID=3634#:~:text=Click%20%E2%80%9Ccoaches%E2%80%9D%20from%20the%20Account,Click%20%E2%80%9CRegister%E2%80%9D>

CONCUSSION IN SPORTS (REQUIRED YEARLY-FREE)

<https://nfhslearn.com/courses/concussion-in-sports-2> **OR**
<https://sportsafety.com/coach/concussionwise/>

HEAT ILLNESS PREVENTION (REQUIRED YEARLY-FREE)

<https://nfhslearn.com/courses/heat-illness-prevention-2> **OR**
<https://sportsafety.com/coach/heatwise/>

SUDDEN CARDIAC ARREST TRAINING (REQUIRED YEARLY-FREE)

<https://nfhslearn.com/courses/sudden-cardiac-arrest> **OR**
<https://sportsafety.com/coach/cardiacwise/>

*****BASD REQUIRES you to have a current 1st Aid/CPR certification*** (EVERY 2 YEARS)**

COACHES RESPONSIBILITIES

It is the responsibility of all coaches to abide by the following guidelines:

1. Abide by and enforce all policies and procedures set forth by national, state, the BASD and local agencies.
2. Be present in the locker room before players arrive and be the last to leave.
3. Make sure all students return from events either on the school bus or have a Contest Travel Release Form to return with their parents/guardians. A coach needs to ride to and from all events with the team.
4. Be on time for all practices and games.
5. Leave your respective area in satisfactory condition.
6. Only allow authorized personnel in team designated areas and during team activities.
7. Ensure that all equipment is put away after all events.
8. Secure all facilities, including lights. Never prop doors for entry.
9. Be the only person to have and use keys.
10. Notify local media outlets of game results following an event.
11. Make sure that a coach always supervises players when under the coach's jurisdiction. This includes in the locker room, on the bus, and on the field of play.
12. In the absence of the principal and athletic director, act as the authority of the school district at athletic contests.
13. Inform the athletic director or principal before any athlete is suspended.
14. Actively communicate with the Athletic Trainer-be aware of all player injuries and well-being.
15. Always conduct oneself as a professional.
16. Respect the decisions of the officials.
17. Actively recruit student-athletes from the student body in the Bloomsburg Area School District.
18. Actively promote improvement of athletes' skills through attendance at camps and clinics.
19. Help student-athletes with their post-secondary goals.

20. Supervise athletes by assuring that the following take place:
- Athletes should be reminded that they are leaders, and therefore must assume their responsibilities at home, in school, and in the community.
 - Athletes should use apparatus only under proper supervision.
 - Athletes should always use appropriate language – on and off of the field of play.
 - Athletes should not engage in horseplay.
 - Athletes should attend all practices and be punctual unless they have a reasonable excuse.
 - Athletes should be encouraged to exhibit good sportsmanship both in victory and defeat, putting sportsmanship and fair play above winning.
 - Athletes should respect authority both on and off the field of play.
 - Athletes should develop good study habits and work to their maximum scholastically.
21. The Safety in Youth Sports Act establishes standards for managing concussions and traumatic brain injuries to student athletes, assigns duties to the Department of Health and the Department of Education, and imposes penalties.

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body. The Center for Disease Control and Prevention estimates that as many as 3.8 million sports and recreationally related concussions occur in the United States each year. In November 2011, Pennsylvania Governor Tom Corbett signed the Act of Nov. 9, 2011, P.L. 411, No. 101, known as the Safety in Youth Sports Act, into law. This law makes certain requirements of Pennsylvania schools and the personnel who supervise the student athletes who represent these schools, as well as the medical personnel who support them when there is an injury.

The following is a summary of the Safety in Youth Sports Act:

1. Defines who is an "appropriate medical professional" and what is considered an "athletic activity" per the act.
2. The Department of Health and the Department of Education will develop and post on their website's guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity. The information will inform their parents and coaches about the nature and risk of concussion and traumatic brain injury, including the risks associated with continuing to play or practice after a concussion or traumatic brain injury.
3. A student participating in or desiring to participate in an athletic activity and the student's parent, or guardian shall, each school year prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgment of receipt and review of a concussion and traumatic brain injury information sheet.
4. A school entity may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding concussions and other head injuries, the importance of proper concussion management and how preseason baseline assessments can aid in the evaluation, management, and recovery process.

5. In addition to students, parents, coaches and other school officials, the informational meetings may include physicians, neuropsychologists, athletic trainers and physical therapists.
6. A student who as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the student's school entity exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.
7. The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional.
8. The governing body of a school entity may designate a specific person or persons, who must be appropriate medical professionals, to provide written clearance for return to participation.
9. In order to help determine whether a student is ready to return to participation, an appropriate medical professional may consult any other licensed or certified medical professionals.
10. Once each school year, a coach shall complete the concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.
11. A coach shall not coach an athletic activity until the coach completes the training course required under this subsection.
12. The governing body of a school entity shall establish the following minimum penalties for a coach found in violation of the removal from play or return to play requirements:
 - (1) For a first violation, suspension from coaching any athletic activity for the remainder of the season.
 - (2) For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
 - (3) For a third violation, permanent suspension from coaching any athletic activity.

HEAD COACH RESPONSIBILITIES

The head coach of a varsity sport is charged with the responsibility for providing leadership, coordination, and supervision of that program. The varsity head coach has the following duties:

Provide appropriate measures that will insure:

1. The safety of all athletes.
2. The proper care of facilities and equipment.
3. A well-respected program.
4. Supervision of athletes at all times.

Report any facilities needing repairs and/or maintenance.

Require all athletes to have a physical card signed by the team physician and release signed by the parents, before permitting any student to participate. These permission cards are to be given to the athletic director before the first practice.

Keep up-to-date administrative data consisting of at least the following:

1. Schedule of playing dates, times, opponents, places, and bus schedules.
2. Keep an eligibility sheet for the entire squad.
3. Have parental consent and physical examination cards signed by the parents and physician.
4. Have permission to treat forms properly signed.

Carry out the following responsibilities within two weeks of the end of the season:

1. Collect and inventory all uniforms and equipment.
2. Prepare a synopsis of the season including:
 - a. games won/lost
 - b. letter winners
 - c. clinics attended
 - d. special awards won by athletes
3. Provide an evaluation of assistant coaches.
4. Make recommendations for the next season.

Submit next year's major budget request.

Be responsible for selection and performance of assistant coaches. If all other considerations are equal, it is recommended that the head coach select assistant coaches from the current BHS Faculty.

ATHLETIC EQUIPMENT PROCEDURE FOR NON-RETURNED EQUIPMENT

Swimming

The district provides \$25.00 towards the purchase of the swimsuit with the athlete paying the balance. The athlete keeps the item at the end of the season.

All athletes will return ALL school district issued equipment, at the end of the season. If any item(s) are not returned and/or returned damaged the athlete will be charged for the full replacement of those said item(s).

An athlete will not be permitted to participate in an extra-curricular activity until all equipment is returned or remittance is handed in to the Athletic Department.

PARTICIPATION AWARDS

First letter in a sport

1. Six-inch chenille "B"
2. If already received a six-inch chenille "B" , Red or Black Panther Paw
3. Certificate
4. Panther pin

Second letter in same sport

1. Service bar
2. Certificate

Third letter in same sport

1. Service bar
2. Certificate

Fourth letter in same sport

1. Plaque
2. Certificate

ATHLETIC DEPARTMENT AWARDS

All awards will be distributed at each individual sports banquet or picnic, with all major awards given at an assembly in May.

Awards Given:

- District IV Athlete of the Year
- District IV Sportsmanship Award

CRITERIA TO EARN LETTERS

Varsity Letter-General Criteria

1. An athlete must complete the season.
2. An athlete should attend all practices unless excused by the coach.
3. Athletes must abide by the training rules set forth by the coach, the athletic department, and the PIAA.
4. Athletes should realize that they are representing their school and community and should conduct themselves in such a manner, so their behavior is a positive reflection upon our school district.

Sport Specific Criteria:

Baseball

- Participates in at least 50% of the varsity games.
- Makes a significant contribution to the varsity program.

Basketball

- Participates in at least 50% of the varsity quarters.
- Makes a significant contribution to the varsity program.

Cross Country

- Scores at least one point more than twice the number of dual competitions. Points earned: by finishing first place – 10 points, 2nd place – 9 points, etc.; by improving personal time at home: 1st time 1 point, 2nd time 2 points, 3rd time 3 points; by finishing ahead of teammates in dual competition: 1 point for each placed runner passed.
- Makes a significant contribution to the varsity program.

Cheerleading

- Recommendation of varsity advisor.

Field Hockey

- Participates in at least 50% of the varsity halves.
- Makes a significant contribution to the varsity program.

Football

- Participates in at least 50% of the varsity quarters.
- Makes a significant contribution to the varsity program.

Golf

- Participates in at least 50% of the varsity matches.
- Makes a significant contribution to the varsity program.

Soccer

- Participates in at least 50% of the varsity halves.
- Makes a significant contribution to the varsity program.

Softball

- Participates in at least 50% of the varsity games.
- Makes a significant contribution to the varsity program.

Swimming and Diving

- Participates in all practices
 - Swimmers – score 3 points more than 3 times the number of dual meets in a season.
 - Divers – score 1 point more than 1-½ times the number of dual meets that have diving in a season
 - Makes a significant contribution to the program

Tennis

- Earns at least ½ of all possible play points during the league season.
- JV play opportunity = half point.
- Makes a significant contribution to the varsity program.

Track

- Scores at least three points more than twice the number of dual meets.
- Makes a significant contribution to the varsity program.

Wrestling

- Competes in at least 50% of the varsity matches and is recommended by the coach.
- Makes a significant contribution to the varsity program.

Junior Varsity certificate

- Any athlete who does not meet the sport-specific Varsity lettering criteria.

Special Situations

- Four years in the same sport. Any senior athlete who has participated in the same sport for four years but did not meet the specific requirements for a letter will be recommended for a letter by his/her coach.
- Injured athlete cases will be decided by the coaching staff of that sport and a recommendation made by the head coach.
- Statistician or Manager – Fulfill the duties assigned by the coach for at least one year.
 - First year – varsity letter
 - Second year – 1 service bar
 - Third year – 1 service bar
 - Fourth year – 1 service bar

CRITERIA FOR ALL-STATE RECOGNITION

Athletes who are selected All-State in their respective sport will be honored with the name placed on a banner as well as being a member of our Athletes of Distinction Wall. Sport-specific criteria are as follows:

Football –	Pennsylvania Sportswriters
Boys Basketball-	Pennsylvania Sportswriters
Girls Basketball-	Pennsylvania Sportswriters
Wrestling-	Top 8 in States
Cross Country-	Top 8 in States
Swimming-	Top 8 in States
Golf-	Top 8 in States
Track-	Top 8 in States
Baseball-	Coaches Association
Softball-	Coaches Association
Boys Soccer-	Coaches Association
Girls Soccer-	Coaches Association
Field Hockey-	Coaches Association

VOLUNTEERS

Board-approved coaches officially represent Bloomsburg Area School District in their positions and, as such, are responsible for the students involved and the success of their program.

Occasionally, individuals come forward who possess certain desirable talents and are willing to donate their time as volunteer coaches without a salary. Before these people represent Bloomsburg Area School District in any way or even appear to represent the school district, for example, by sitting on the team bench or giving instructions to a team, they must have the endorsement of the athletic director, the high school principal, the superintendent, and members of the school board.

At no time may a volunteer coach be placed in a position of authority equal to or above that of a regularly hired assistant coach. Volunteer coaches should not make official comments of any kind that would be interpreted as those of the school district. For example, a volunteer coach should never be in a position to get a technical foul or to make a newspaper report.

Volunteers are not paid by the school district.

Volunteer coaches should hold themselves to the same standards as paid coaches. They should conduct themselves as volunteer coaches and not as volunteer team members being careful not to fraternize socially with the team members.

People who simply provide a demonstration on occasion at practice will not need approval as a volunteer coach. These are treated as guests invited by the coach for a specific purpose. These guests then should not appear to be volunteer coaches representing Bloomsburg Area School District. A coach shall not coach an athletic activity until the coach completes the training course required under this subsection.

Volunteers must have all required clearances & trainings as outlined on pages 22-23 of this handbook.

GAME MANAGERS

A game manager will be paid per athletic contest and oversees the athletic contest. This includes responsibility of all monies, taking care of the needs of the officials and opposing teams. Game managers should be trained so that they are able to accomplish all the tasks on the checklist of duties supplied by the athletic director.

GAME WORKERS

Game workers include those individuals who perform a job function at an athletic event. Game workers will be paid per the game worker fee chart,

GAME WORKER FEES

VARSITY FOOTBALL

Position	Job Description	Fee
Game Manager	Time: 5pm – 10:30pm Pre-Game: Setup parking lot, ticket booth, and football markers (if necessary). Pay and house officials in locker room. Park away team buses and escort the team to locker rooms and coaches to press box. Set up food for game workers. During Game: Oversee normal game operation. Shut ticketbooth down at halftime. Post-Game: Teardown football field, clean bleachers, and empty garbage.	\$80
Game Clock	Time: 6pm – End of game (Referee meeting at 6:15)	\$35
Play Clock	Time: 6:30pm – End of game	\$35
Scorebook	Time: 6:30pm – End of game	\$35
Announcer	Time: 6:30pm – End of game	\$35
Chains (3)	Time: 6:30pm – End of game	\$35
Tickets (2-3x)	Time 5:30 – Halftime	\$35
Security (4)	Time 5:30 – End of Game	\$70

JH/JV FOOTBALL

Position	Job Description	Fee
Game Manager	Time: 3pm – 7:30 Pre-Game: Set up ticket booth, pay officials, park buses, escort to locker rooms. During Game: Oversee normal game operation. Shut ticketbooth down at halftime. Post-Game: Teardown football field, clean bleachers and empty garbage.	\$60
Game Clock	Time: 3:30pm – End of game (may not be needed)	\$35
Announcer	Time: 3:30pm – End of game	\$35
Chains (3x)	Time: 3:30pm – End of game	\$35
Tickets	Time 3:15 – Halftime	\$35

JH/V CROSS COUNTRY

Position	Job Description	Fee
Meet Manager	Time: 3:15pm – 7 Pre and Post-Meet: Setup and teardown of finish line. Oversee meet operations. Set up meet the day prior to meet. Record results during meet and distribute results to coaches at the conclusion.	\$80
Computer Operator	Time: 3:45pm – 7 Set up meet the day prior to meet. Record results during meet and distribute results to coaches at the conclusion.	\$35
Finish Line Workers (2x)	Time: 3:45 – End of Meet One worker is needed to record the place of each runner and another is needed to hand out popsicle sticks to the finishers.	\$35

JV/V SOCCER, JV/V FIELD HOCKEY, JH SOFTBALL

Position	Job Description	Fee
Game Manager	Time: 1 hour prior to game time Pre and Post-Game: Setup and teardown Oversee game operations and ticket booth	\$60
Scorekeeper	Time: 30 minutes prior to game time	\$35 (1) \$40 (2)
Scoreboard Operator	Time: 30 minutes prior to game time	\$35 (1) \$40 (2)
Announcer	Time: 30 minutes prior to game time (Varsity only, position has been done by the game manager)	\$35
Tickets	Time: 45 Minutes prior to game	\$35

BASKETBALL, WRESTLING

Game Manager	Time: 1 hour prior to game time Pre and Post-Game: Setup and teardown Oversee game operations and ticket booth	\$60
Scorekeeper	Time: 30 minutes prior to game time	\$35 (1) \$40 (2) \$45 (3)
Scoreboard Operator	Time: 30 minutes prior to game time	\$35 (1) \$40 (2) \$45 (3)
Ticket Seller	Time: 45 minutes prior to game time	\$35 (1) \$40 (2) \$45 (3)
Ticket Taker	Time: 45 minutes prior to game time (Prob can cut position)	\$35 (1) \$40 (2) \$45 (3)
Announcer	Time: 30 minutes prior to Varsity game	\$35
Security		\$50
Wrestling Pre-Match Setup	Time: 1 hour prior to game time Pre-match – Set up and sanitize mats.	\$20

SWIMMING

Position	Job Description	Fee
Game Manager	Setup meet on swim software a day prior to meet. Record results during meet and distribute results to coaches at the conclusion.	\$60
Computer	Help record results day of meet	\$35
Tickets		\$35
Scorekeeper		\$35
Announcer		\$35

BASEBALL, SOFTBALL, JH SOCCER, JH FIELD HOCKEY

Position	Job Description	Fee
Game Manager	Time: 1 hour prior to game time Pre and Post-Game: Setup and teardown Oversee game operations	\$60
Score Keeper	Time: 30 minutes prior to game time (Varsity Only)	\$35
Scoreboard Operator	Time: 30 minutes prior to game time	\$35
Announcer		\$35

TRACK & FIELD

Position	Job Description	Fee
Meet Manager	Time: 1 hour prior to meet Pre and Post-Meet: Setup and teardown of finish line. Oversee meet operations.	\$80
Computer Operator	Time: 3pm – 7:30 Setup meet on track software a day prior to meet. Record results during the meet and distribute results to coaches at the conclusion.	\$35
Meet Workers (15+)	Time: 3:30 – End of Meet We have been using BU's track team to fill this position plus 2 of our own workers. I believe rates were pre negotiated a couple years back. A meet typically runs 2.5 – 3 hours.	\$35 Per worker

TEAM TRAINER

Bloomsburg High School will provide a full-time athletic trainer through Geisinger Sports Medicine for all athletic events.

SCHOOL NURSE

The school nurse is an integral part of the athletic program at Bloomsburg High School. The school nurse organizes sports physicals and assists the school doctors during the examinations. Accidental insurance claims are handled through the nurse's office.

CANCELLATIONS

If school should be canceled because of inclement weather then generally all athletic contests scheduled for that day would also be canceled or postponed. In the case of school early dismissal due to inclement weather, practices are not permitted. In the event school has been cancelled for the day –All Games and practices will be cancelled. The Superintendent can grant permission in special circumstances. Live updates to all sporting events are done at www.bloomsburgpanthers.org.

POSTPONEMENT OF GAMES

If a game is postponed due to weather or any other factor not conducive to good game conditions, the following procedures will be followed:

1. The principal, athletic director, coach, and maintenance supervisor (when appropriate) will confer to decide before the close of school or prior to game time on a non-school day.
2. Factors considered in the decision are:
 - Playing conditions of the playing surface
 - Safe travel of opponents
 - Safe travel of officials
 - Safe travel of students and fans
 - Damage to playing surface
3. The principal or his/her designee will make the decision.
4. Live updates to all sporting events are done at www.bloomsburgpanthers.org.

PHYSICALS & REQUIRED MEDICAL PAPERWORK

Physicals will be provided before the start of each respective sports season at no charge to the student or family. Students and their families will be responsible to schedule a physical and pay necessary fees if they miss the school scheduled physical date: Paperwork required to participate:

- PIAA CIPPE Form
- HIPPA Form
- Emergency Contact form

BUDGET

Expenditures for the athletic program are incorporated as part of the general budget of the board. Coaches for each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the appropriate principal for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the superintendent.

CARE OF ATHLETIC FIELDS AND GYMS

The Bloomsburg High School maintenance and custodial staff, under the direction of the Athletic Director is responsible for the care of all athletic fields and gyms. Coaches are asked to assist in the maintenance whenever possible.

COACHING CLINICS

Attendance at appropriate clinics is recognized as beneficial and is encouraged to improve skills of coaching. When the coach is a teacher, clinics on school days should be avoided whenever possible.

STUDENT-ATHLETE MAIL

If student-athletes receive mail during the school year, they will be called down to the office to pick up their mail. If mail arrives during the summer hours, a phone call will be placed to the parents to inform them that mail has been received and they can pick it up between the hours of 8am-2pm.

BLOOMSBURG AREA ATHLETICS

EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL: ATC on-site

EMERGENCY COMMUNICATION: Cell phone or landline inside the main office of high school

EMERGENCY EQUIPMENT:

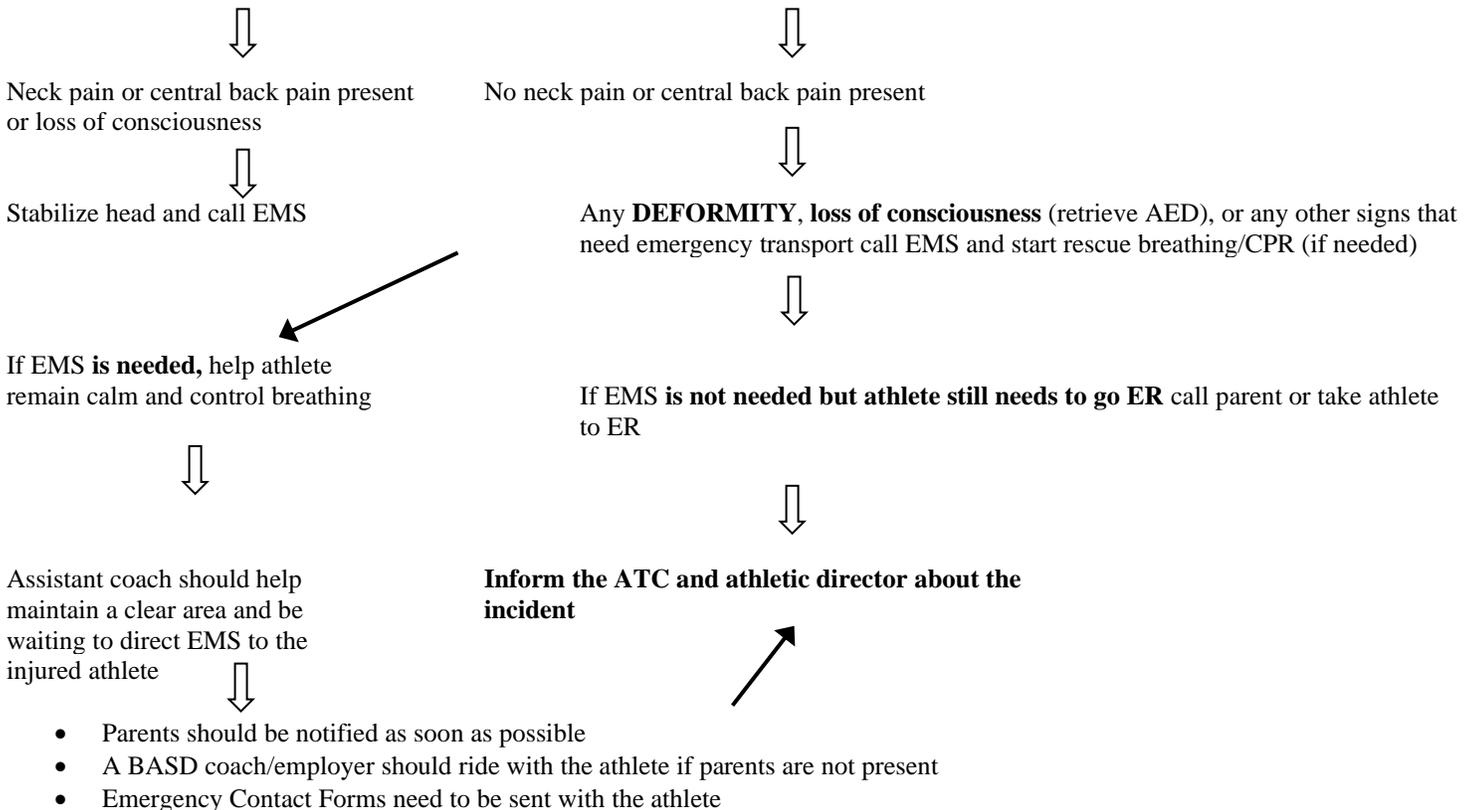
AED Locations:	Hallway outside HS gymnasium
	Hallway across from MS gymnasium
	Hallway near the MS main office
	Portable w/ ATC
Splint kit:	w/ ATC or in Athletic Training Room

ROLE OF FIRST RESPONDERS:

IF ATHLETIC TRAINER IS ON-SITE:

- Call ATC (if not already there)
- Keep athlete calm and provide whatever first aid is required until ATC arrives
- ATC arrival – maintain clear area for athlete to be taken care of
- ATC will determine if EMS needs to be called and will make the call unless directs coach to call
- While waiting for EMS (if called), coach may aid ATC per the direction of the ATC
- EMS arrival – appointed game personnel should direct them to the injured athlete
- Someone will be appointed to go with the athlete if parents are not present

IF ATC IS NOT ON-SITE → COACH ASSESSES INJURED ATHLETE



BLOOMSBURG AREA ATHLETICS

INJURY INFORMATION

What happens when an athlete gets injured during a practice, home event, or away event?

- During practice an athlete will be sent down to see the athletic trainer to be evaluated. It will be determined if the athlete can safely return to practice, needs rest, injury rehabilitation or will need further evaluation from their family doctor/specialist (in most cases an orthopedic) or in case of emergency needs go to the emergency department.
 - A call will be made to parents for every concussion injury and emergency situations
 - For all other injuries a note will be sent to the parent about those injuries that will need to be seen by a physician
- During home events the same protocols as above will be followed.
- During away events the athletic trainer at that school district can evaluate the athlete to deem whether it is safe for that athlete to return to play. If an athlete is injured at an away event, the coach will contact me that night.
- All injuries need to be reported even if they occur outside of their sport. This information is important in helping maintain the best possible care for the athlete
- Injuries that do not need to be seen by a physician and can be returned to play by rehabilitation may do so with the athletic trainer. Once they have returned to full function they will be integrated back into practice

What happens if an athlete needs to see a physician?

- All athletes can be accommodated and have access to Geisinger Sports Medicine physicians. Arrangements can be made within approximately 1-2 days. It is **NOT** required that an athlete be seen there, it is a convenience that can be offered. An athlete and their parents can choose whatever doctor they feel the most comfortable with.

What happens after an athlete sees a physician?

- If an athlete sees **ANY** physician, a note from that doctor (IS ABSOLUTELY NECESSARY) stating what the diagnosis is, how it is to be treated, and when an athlete can return to play or any other instructions for the athletic trainer should be on that note. That note must come directly to the athletic trainer. The athletic trainer will then advise the coaching staff as to what the athlete is able to do.
 - Any athlete who does not come in with a note shall be held out of play until a note is provided to the athletic trainer. All athletes will be functionally tested and re-evaluated.
 - The team physician/athletic trainer reserve the right to withhold an athlete from play, even if an athlete's physician states they can return based upon their functional testing and evaluation.
- ❖ Any suspicious skin conditions should be reported immediately

**MAIN GOAL: TO KEEP ATHLETES HEALTHY WHILE
PLAYING/PRACTICING THEIR SPORT IN A SAFE MANNER**

BLOOMSBURG AREA ATHLETICS **INJURY PROTOCOL AT AWAY EVENTS**

In the event of an injury at a visitor's field or gymnasium, it is the head coach's responsibility to designate someone to aid the injury athlete to:

- **The locker room at half time**
- **If there is another game going on afterwards, to be with that athlete after his/her contest is over until they leave to get on the bus back home**
- **The bus after all games are over**

It is the head coach's responsibility to make sure the parents are contacted in case of an emergency and/or injury. The coach should have phone numbers on hand from the Emergency Contact Form. Arrangements should be made to make sure the athlete returns home safely after the event of a debilitating injury. In these situations, on the next day, the Athletic Trainer and Athletic Director should be made aware of the following

- Occurrence of the situation
- Type of injury
- How it was cared for at the visiting school's field or gymnasium.

IMPORTANT PHONE NUMBERS

Athletic Trainer: Gina Marotta 1-845-527-9161

Athletic Director: Mike Kogut 570-617-3823

BLOOMSBURG AREA ATHLETICS

CARE OF INJURY/

RETURN TO PLAY PROTOCOL

INITIAL INJURY

When an athlete gets injured during an interscholastic home/away sporting event or practice the certified athletic trainer should be made known about the situation to evaluate and treat the injury. If the injury is a life-threatening emergency and the athletic trainer cannot be reached the emergency action planned should be followed. If the injury occurs at an away event or the athletic trainer cannot be reached that same day, the athlete should make attempts to be seen the following day.

Upon evaluation and assessment, the athletic trainer will treat the injury as needed and under the direction of team physician Dr. Summers and Geisinger Orthopedic. If further care is needed for the injury the athlete will be referred to their family physician or orthopedic for recommendations on what further care, and treatment should be done.

CARE OF INJURY

After seeing a family physician or orthopedic, the athlete has the option to perform rehabilitation in the athletic training room at Bloomsburg High School or at physical therapy clinic. If an athlete sees a physician or orthopedic, a written note must be obtained from the treating doctor. The note must be given to the athletic trainer before participating in any type of play for that sport. Athletes cannot return to play if they do not have a doctor's note. A doctor's note is a suggestion on how to care for the athlete until they have met criteria to fully return to play.

RETURN TO PLAY

An athlete can return to play when cleared by their family physician or orthopedic, but it is under the sole discretion of the team physician of Bloomsburg High School. The team physician must agree with the clearance. If an athlete has not seen a physician and is under the care of the athletic trainer, the athletic trainer will clear the athlete wh

BLOOMSBURG AREA ATHLETICS

LIGHTNING POLICY

The purpose of this information is to encourage proper lightning-safety policies and to educate staff involved with athletic or recreational activities about the hazards of lightning so they can be proactive in preventing lightning-related trauma. The following recommendations are based on the most recent updates in lightning safety. Here are a few points that are important:

- “NO Place Outside Is Safe When Thunderstorms Are in The Area!”
- “When Thunder Roars, Go Indoors!”
- “Half An Hour Since Thunder Roars, Now It’s Safe to Go Outdoors!”

CHAIN OF COMMAND

Practice time:

- The Athletic trainer will make the call of when teams will suspend play and when they will return.
- An air horn will be used to make all teams aware and a text or call to tennis or those teams who are practicing will not be able to hear the warning alert.
- All athletes will immediately leave the field and coaches can leave at their leisure.
- A group text will go out when it is safe to return to the fields.
- The 8-mile mark will be used to clear the fields.

Game time:

- Varsity football games- The team doctor and the athletic trainer will be in charge of making the call of when to suspend play. Officials will be made aware of the chain of command at the beginning of the game.
- The athletic trainer and team physician during play will let the officials know when lightening is in close by and to suspend game All other events – the athletic trainer will be in charge of making the call of when to suspend play. Officials will be made aware of the chain of command at the beginning of the game.
- The game manager will be notified so they can make an announcement throughout the stadium and make the crowd aware
- The 10-mile mark will be used due to the fact that there will be a larger venue to clear out safely

BLOOMSBURG AREA ATHLETICS **PROPER FOOTBALL HELMET FITTING** **INSTRUCTIONS**

Check before fitting:

- **Visually inspect the helmet**, inside and out, for any deformities, cracks, worn parts, etc.
- Helmet and facemask must be stamped or marked as being **NOCSAE approved**
- Helmet must have a **visible, legible exterior warning label** regarding the possible risk of injury
- **Follow manufacturers' recommendations regarding the inflation of air pads or bladders**
- Read the **warning label on the outside of the helmet** and the **tag placed inside the helmet**

**** EACH PLAYER SHOULD SIGN THE WARNING TAG TO INDICATE HE/SHE HAS READ THE INFORMATION.****

Fitting the Helmet:

- **Player's hair should be the length it will be worn during the season and should be wet** to mimic sweating.
- Ask the player's cap size, and/or **measure the circumference of the player's head** approximately 1 inch above the eyebrows. **Use the sizing chart** from the manufacturer to determine approximate helmet size.
- **A helmet should fit snugly to all parts of the player's head.** There should be no gaps between the helmet and the head.
- **To accommodate for a player's head size or shape**, adjust the amount of air in the helmet liners or change padding inside the helmet.
- **Back of the helmet should cover the base of the skull**, but not extend down far enough to dig into the neck when the head is tilted back (chin to the sky).

- **Approximately two finger widths of space (approximately 1 inch) from the front edge of the helmet to the top of the eyebrows.**
- **Helmet ear openings should line up with the player's ear openings.**
- **Approximately three finger widths of space (approximately 2 inches) between the player's nose and the NOCSAE approved facemask.**
- **Jaw pads should fit snugly against the player's face.**
- **Chinstrap should be centered on the chin** when all 4 straps are fastened and the slack taken out.
- **Adjust the back, or lower, straps first. Be sure chinstraps are fastened in such a way that they will not "pop off" on impact.**
- When pushing down on the helmet, **pressure should be felt on the top of the head, not the eyebrow area.**
- With the chinstrap fastened, **have the player "bull" his/her neck.** Slowly pull up and down on the facemask, twist the helmet from side to side, and push down on the top of the helmet.

**BLOOMSBURG HIGH SCHOOL ATHLETIC DEPARTMENT
Head Coach Evaluation Form**

NAME:	
SPORT:	
POSITION:	
YEAR:	

RATING KEY:

5	Superior
4	Good, Above Average
3	Acceptable, Average
2	Weakness, Needs Improvement
1	Unsatisfactory

1.	Actively promotes improvement of athletes' skills through attendance at Individual or Team camps, clinics, guest clinicians, etc.	
2.	Compliant with all Policies & Procedures: PHAC, District IV, PIAA, NFHS, BASD, Medical	
3.	Displays strong knowledge of the sport	
4.	Effective Time Management Skills-Practices, Meetings, Gamedays	
5.	Adapts teaching methods to athletes of various learning types	
6.	Utilizes assistant coaches and assigns duties/tasks	
7.	Ensures team members, staff and personnel maintain proper discipline, appearance, decorum at practices & games	
8.	Equipment-Record keeping, recommends replacement when needed, stresses respect and proper use, etc.	
9.	Game Preparedness-Strategy, Use of Personnel, Adaptability	
10.	Aids student-athletes in college placement/post-HS plans	
11.	Actively involved with Sub-Varsity levels of the program-Communicates with coaches and provides them with guidance of their programs	
12.	Leadership & Role-Modeling-Maintains proper discipline, appearance, decorum at practices, games, and team functions	
13.	Management of Facilities-Cleanliness, proper use, safety, security	
14.	Media-Rosters, Team Preview, Game Reporting, Post-season honors	
15.	Mentors & develop assistant coaches	
16.	Mentorship-Develops leaderships skills in players (captains)	
17.	Promotes a Positive, Safe Team Culture	
18.	Promotes the program within the school, Community and Media	
19.	Administrative responsibilities-Completes all required pre-season and post-season paperwork and duties in a timely manner	
20.	Seeks professional development opportunities (Clinics, Coaches)	

BLOOMSBURG AREA SD
ATHLETIC HANDBOOK
ACKNOWLEDGEMENT FORM
2024-25

By signing below, I attest that I have received and reviewed the 2024-25 Bloomsburg Area School District Athletic Handbook.

Coach (PRINT NAME):

Coach Signature:

Sport:

Date:

Athletic Director:

Date:
