Millville Area

School District

2025-2026

ATHLETIC HANDBOOK

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FORWARD

This handbook is designed to provide all athletic personnel in the Millville Area School District with an understanding of current policies and procedures. Any exceptions should be referred to the Office of the Superintendent.

This handbook contains general information in procedural matters relating to the athletic programs in the Millville Area School District. The intent is to establish more efficient operation of the overall interscholastic athletic program. All athletic personnel are required to read this handbook carefully and follow the guidelines provided to develop consistency within our athletic programs.

MISSION STATEMENT

To promote the physical, mental, and emotional growth and development of students and a strong sense of community through participation in athletics.

STATEMENT OF PURPOSE

The purpose of the interscholastic athletic program is:

To provide opportunities which will allow the program to serve as a platform where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The program should provide adequate and natural opportunities for:

- Acquisition and development of specific skills in relation to a student's activity.
- Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, perseverance, and the ideals of good sportsmanship that will enhance the image of interscholastic athletics.
- Develop programs that will foster school/community unity.
- To develop desirable healthy habits and to promote the concept of an active lifestyle.

ORGANIZATIONAL STRUCTURES

The Millville Area School District District athletic programs are governed by policies established by its Board of Education, the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), District IV**,** and the Mid-Penn Conference.

Since Millville Area School District is a member of these agencies, adherence to the established principles of said agencies in the conduct of interscholastic athletics is paramount . As members, district schools are obligated to adhere strictly to all the rules and regulations of these agencies. It is the responsibility of the Principals, Athletic Director, and coaches to see that athletic programs meet all requirements. To this end, a copy of the P.I.A.A. Handbook that contains the

Constitution, Bi-laws, and Rules and Regulations of the P.I.A.A. is on file in the office of the Principal and/or Athletic Director**.** This document is to be reviewed by all coaches. Likewise, a copy of the Constitution, Bi-laws**,** and Sport Guidelines of the Mid-Penn Conference is on file in the office of the Athletic Director. This material is also to be reviewed by all coaches.

The P.I.A.A. conducts mandatory rules meetings in each sport on an annual basis. The Athletic Director shall assign such attendance to the Head Coach of the sport. It is the Head Coach's responsibility to attend the meeting**.** The district will not accept any liability for nonattendance, i.e. the Head Coach shall be responsible for any nonattendance fee levied by P.I.A.A.

BOARD OF EDUCATION

- The Board of Education is responsible for the formulation and implementation of the entire athletic program.
- It will be the policy of the Board of Education to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with State and Federal regulations.
- The board must annually approve a program of interscholastic athletics that includes the number and types of athletic teams offered.
- The annual budget for interscholastic athletics must be first approved by the administration and then the entire board.
- All interscholastic coaching positions will be posted and applicants interviewed by the committee established by the Board of Education. All interviews will follow the established athletic hiring policies.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools has the responsibility of developing the means and ways of efficiently executing the policies of interscholastic athletics adopted by the Board of Education in accordance with the Superintendent's contractual duties and responsibilities.

PRINCIPAL

The Principal, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible for implementation of the policies of the Board of Education and the rules and regulations of the P.I.A.A.

- He/she shall be informed of all developments that involve interscholastic relations between schools. This includes schedules, coaches, injuries, etc.
- He/ she or designee shall be visible at athletic events to indicate support of the program, as well as a readiness to take immediate action should the situation warrant.
- He/she shall properly plan for crowd control before, during, and after interscholastic contests.
- He/she shall remind coaches that the athletic area is his/her classroom and an extension of the educational program.

- He/she shall issue verbal and written instructions to the Athletic Director to assist in the operation of the athletic programs.
- He/she shall evaluate all interscholastic coaches in his/her school along with the Athletic Director.
- The Principal or a designee will be available for emergencies.

ATHLETIC DIRECTOR

The Athletic Director is the Principal's representative. He/she must not lose sight of the fact that the Principal is the responsible head of the school and as such is responsible to the P.I.A.A. for all actions of the Athletic Director. The Athletic Director is responsible for:

- Ensuring that all coaches have a copy of each athlete's parental consent and medical form. A copy will be on file in office of the athletic trainer.
- Ensuring that tickets are sold at all home athletic events that require admission, as per Millville Area School District established prices.
- Maintaining proper records of deposits and disbursements.
- Depositing all receipts separately and pay all disbursements by check.
- Submitting a complete athletic fund breakdown in cooperation with the Business Office.
- Submitting all necessary applicant paperwork to District Office Personnel prior to a Board Vote.
- Assisting in interviewing, evaluating, and reassignment of coaches according to procedures adopted by the Millville Area School District.
- Coordinating proper pay for all Coaching Staff in the school district with the business department.
- Submits all specifications for athletic equipment to the business office.
- Distributing all letters and awards at designated assemblies/banquets.
- Reviewing coaches' handbook for revision.
- Performing any duty relative to athletics as deemed necessary by the Principal.
- Forwarding all resignations and notification of posting all interscholastic positions to the District Personnel.
- Supervising the athletic program in consultation with the Principal and Superintendent.
- Acting as a consultant to the administration and coaches on matters pertaining to the athletic program.
- Assuming responsibility for the postponement of athletic events.
- Preparing the athletic budget to include athletic equipment, transportation, salaries, and expenses for the next school term.
- Ensuring that the Millville Area School District Codes of Conduct are distributed to all coaches and athletes.
- Coach's Code of Conduct will be on file in the athletic office.

- Arranging for security at all Millville Area School District sporting events in consultation with the Principal.
- Arranging with the Supervisor of Building and Grounds for proper preparation of athletic venues.
- Arranging with the Director of Transportation all transportation to and from athletic events.
- Receiving and submitting all documentation for payment of all officials, security, event staff and any other bills pertaining to athletic events.
- Preseason meeting for all Head Coaches for the purpose of continuity and assignment of practice schedule.
- Scheduling all athletic events with respective schools and securing all necessary officials and workers for all home events.
- Attending league meetings.
- Arranging for publicity of athletic events.
- Ensures that all coaches collect all uniforms and equipment.
- Arranging for storage of equipment.
- Assisting coaches in preparing an inventory of equipment and a list of new equipment and uniforms at the conclusion of each season. (End of Season Report)
- Submitting the P.I.A.A. eligibility list to all schools on schedule.
- Arranging for workers for all events.
- Assigning officials to dressing facilities away from both teams if at all possible. The dressing facilities are off limits to coaches, press, players, fans, and parents.
- Furnishing the members of the faculty a list of the members of the interscholastic sports teams.
- Works out a system with the Principal in which the faculty informs the Principal on a weekly basis of athletes who are not passing. If any athlete is not passing, it is the responsibility of the Athletic Director to inform the coaches and the athletes.
- Arranging meeting with coaches to discuss upcoming season.
- Working out practice and games schedules.
- Assist and advise coaches on matters of student player discipline.
- Organize a preseason athletic presentation for parents and students to outline topics pertinent to participation in athletics.

GENERAL DUTIES OF THE HEAD COACH

The major responsibilities of the Head Coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches and will be delegated by the Athletic Director or Principal. The Head Coach is required to:

- Organize and coordinate the entire junior and senior high school program. A pre-season staff meeting is mandatory for the entire staff.
- Ensure that ALL coaches are board approved before they have ANY contact with students.
- Plan and administer staff responsibilities, staff plans, seasonal plans, and scouting duties, if applicable.
- Emphasize safety precautions and awareness of the best training and injury procedures.
- Upkeep and protection of equipment under his/her jurisdiction and facilities being used.
- Provide a list of practice times and dates for the season to the Athletic Director. *In the case of shared fields, work with AD and other coaches for equitable time.*
- Review all transportation times of departures and make recommendations concerning any time or date changes.
- Attend at least one P.I.A.A. mandatory rules meeting each year.
- Send an end of the year report of all contests, team and individual records and awards to the Athletic Director and provide any publicity or information that would aid his/her program and athletes.
- Report all scores to the media.
- Be responsible for the equipment of the teams in his/her sport.
    - Prepare a complete inventory at the end of each season.
    - Prepare requisitions for his/her sport.
    - Be responsible for issuing and collecting athletic equipment.
    - Maintain responsible and organized storage of all equipment for the off season.
- Provide the Athletic Director with a written list of all athletes on his/her team. This should include all information necessary for the P.I.A.A.
- Ensure that all athletes have physicals prior to practicing.
- Follow the Coaches Code of Conduct.
- Ensure that all athletes receive the Athletic Code of Conduct. All copies will be returned to the Athletic Director.
- Maintain a student athlete attendance roster for all practices and games to be turned into the Athletic Director on a weekly basis. In the event of a student not accounted for, the Head Coach will immediately call the parental contact, as designated by the Emergency Card.
- For all away athletic contests, maintain a transportation roster for departure and return to MASD.
- Carry and utilize all athlete Emergency cards, provided by the Athletic Trainer, at ALL TIMES!
- Ensure that all student athletes have a signed parent/guardian note giving permission to not return on district provided transportation from an away athletic contest.
- Assign at least one coach to be with the squad at all times. This includes locker room

supervision until all squad members have left the building or venue. Team supervision is to be maintained at all times.

- Conduct an inspection, as follows, to see that all facilities are clean, are in order and lights out. Ensure all windows and exit doors are locked in an area that has been used by their athletic team during the course of that particular practice session and/or game.
- Instruct team members that equipment is to be worn only for the purpose for which it was purchased—namely, for practice sessions, designated events, and interscholastic athletic competition. It is not to be worn at social events, or throughout the community, other than at practice sessions.
- Report injuries of participants to the proper school officials, including Principal and Athletic Director.
- Communicate and collaborate with the athletic trainer and/or medical personnel to promote the rehabilitation of injured student athletes.
- Evaluate his/her assistant coach(es) at the end of the season, in tandem with the Athletic Director.
- Travel with the team to all away games unless given permission otherwise by the Principal or Athletic Director. In the event permission is granted a paid coach must accompany the team.
- Refrain from discouraging athletes' participation in another sport.
- Maintain a fair non-prejudicial relationship with their players and have the physical and emotional welfare of the player in mind.
- Know the rules of the game and keep abreast of modern coaching techniques and practices so that teams are trained to the point of highest efficiency in accordance with good educational practices.
- Serve as a model not only for those participating in the program, but also for the spectators. Actions, comments, speech, appearance, and general behavior will have a profound impact on the lives of the athletes with whom he/she is working. and those who support the program as spectators.
- Address any parent complaint about their program and coaching staff. Parent/citizen complaints directed at a particular program or coaching staff will be addressed by the respective coach. The coach or parent/citizen may request the presence of the Athletic Director and the Principal.
- Informing the Athletic Director of all coaching concerns, need for maintenance services, bus issues, negative athlete behavior, concerns with athletic school/facilities, negative parent/fan behavior or interactions and any unusual events.
- The purchase of shirts, posters and electronic media postings must be approved by the Athletic Director and School Principal.
- Any events or games played in the offseason are not sanctioned by the Millville Area Athletic Department and participation in such events must include appropriate waiver forms and proof of insurance.

ASSISTANT COACH

The assistant coach is required to:

- Work under the direction of the Head Coach.

- Assume responsibility for constant care of equipment and facilities.
- Assume supervisory control over athletes when such control is needed.
- Be in regular attendance at all contests and practice sessions.
- Apply discipline in a firm and positive manner.
- Conduct self and teams in an ethical manner during contest and practices.
- Have an understanding and knowledge of rules and regulations regarding the sport.
- Assist in scouting of opponents.
- Assume any additional responsibilities during the year that may be assigned by the Head Coach.
- Be loyal, honest and trustworthy to Head Coach.
- Uphold the philosophies and policies of the Millville Area School District.
- Ensure building/facility is secure and lights turned out when leaving the school after practice or games.

EVALUATION OF COACHING STAFF

The Millville Area School District is committed to maintaining interscholastic athletic programs that uphold the highest standards of **student safety, instructional quality, professionalism, and sportsmanship**. To support this commitment, all coaches are evaluated through a **collaborative evaluation process** conducted by the **Athletic Director and Secondary Principal**, in consultation with the coaching staff member.

The purpose of the coach evaluation process is to **assess the coach's overall performance** in fulfilling the responsibilities and expectations of the coaching position. Evaluations are designed to identify **areas of demonstrated strength**, as well as **areas of performance that may require attention, improvement, and/or professional development**. The evaluation process is intended to be constructive and supportive, with an emphasis on continuous improvement and alignment with District expectations.

Coach evaluations may consider, but are not limited to:

- Compliance with District policies, procedures, and athletic handbook requirements
- Adherence to PIAA rules and regulations
- Supervision and safety of student-athletes
- Professional conduct and ethical standards
- Communication with student-athletes, families, administrators, and colleagues
- Organization and management of practices, competitions, and team operations
- Promotion of sportsmanship, teamwork, and character development

The evaluation process includes **ongoing communication and feedback** between administrators and coaches. When areas of concern are identified, the District may implement **targeted support, corrective actions, or professional development opportunities** to assist the coach in meeting expected performance standards. This evaluation process is intended to be **formative, transparent, and fair**, supporting both individual coaching effectiveness and the continued success of the Millville Area School District athletic program.

LENGTH OF COACHING SEASON

Coaches shall be appointed for one (1) school year. Following completion of the season, the coach shall be evaluated by the Athletic Director and the Principal within thirty (30) days. A coach must assume all coaching responsibilities until a board motion is passed on the new season.

HIRING POLICY FOR ATHLETIC COACHES

VACANCIES

Coaching positions may be reopened under the following circumstances:

- The coach receives an evaluation rating of **less than proficient**; or
- At the **discretion and direction of the Board of Education**, when such action is deemed necessary to ensure the **highest standards of excellence, professionalism, and student safety** within the District's athletic programs.

Reopening a coaching position does not constitute disciplinary action, but rather reflects the District's responsibility to ensure that all athletic programs are led by individuals who consistently meet established expectations and who support the overall mission of the Millville Area School District.

A coaching position will be posted in all schools and in the media when the coach resigns or the Board of Directors opens a coaching position. When a coaching position is opened, the Board may determine whether associated assistant coaching positions shall also be opened.

All posted positions shall remain open for a minimum of ten (10) days, unless the Board of Directors determines that a shorter or extended posting period is necessary. The Board of Directors, if deemed necessary, can extend this period.

APPLICATIONS

Applicants must submit a complete Coaching Application Packet to the Office of the Superintendent. Application materials may be obtained from the district website under the "Employment" tab or from the District Office.

If an applicant has not been approved or appointed within one (1) year of submission, the applicant must submit a new and complete Coaching Application Packet.

The Coaching Application Packet should include:

1. Coaching Application (a resume is also strongly recommended)
2. Act 34 - Request for Criminal Record Check
3. Act 151 - PA Child Abuse History Clearance
4. Act 114 - FBI fingerprinting Clearance
5. Act 126 – Mandated Reporter Certification

6. P.I.A.A. Coaching Account with:
    a. Fundamentals of Coaching Certification (Approved by P.I.A.A.)
    b. First Aid, Health & Safety Certification (Approved by P.I.A.A.)
7. NFHS Concussion in Sports Certification
8. NFHS Sudden Cardiac Arrest Certification

SCREENING

All applications shall be screened by the Athletic Director to verify submission of required documentation.
Applications may be excluded from consideration for, but not limited to, the following reasons:

- incomplete materials, or
- submission after the posted deadline.

INTERVIEW

The Athletic Committee shall determine which applicants, if any, will be selected for interviews. The Interview Committee may include members of the Board of Education, the Athletic Director, the High School Principal, and/or other designated administrative personnel. Every reasonable effort shall be made to ask each applicant the same interview questions. Following completion of the interview process, recommended candidates shall be forwarded to the Board of Education.

KEYS/BADGE ACCESS

Each Head Coach will remain in possession of his/her keys to the building and athletic rooms. Only paid coaches will be issued an ID badge permitting access to the school.

ATHLETIC TRAINER

Qualifications: Must be a certified athletic trainer by the National Athletic Trainers Association Board of Certification.

Duties and responsibilities: The duties and responsibilities of the Athletic Trainer will be in accordance with the contract between the Millville Area School District and Geisinger Health Systems.

TRANSPORTATION

All transportation will be ordered by the Athletic Director. The Head Coach will work with the Athletic Director prior to the start of the season to set the times needed for the transportation for each away event. The Athletic Director will verify with the transportation department all trips, departure times and pickup points. All coaches must complete a transportation roster, in accordance with the guidelines set forth in the section of this handbook titled "Duties of the Head Coach." Only team/school personnel may ride the team bus. The coach must exercise control and maintain proper supervision of his/her team during the trip. Any transportation emergencies should he handled as per transportation policies and approved district crisis response plans. It is the responsibility of the Athletic Director to provide directions to the school or field to the Head Coach and the Bus Contractor.

PRIVATE TRANSPORTATION

Students are NOT permitted to drive to or from ANY athletic events. If there is a necessity for private travel to a game, the student will provide a signed (including the parent/guardian) "Co-Curricular Driving Privileges Waiver" to be approved by the Athletic Director, Principal, and Head Coach PRIOR to the first instance. This form can be found in the appendix of the Athletic handbook as well as in the High School Main Office. If there is a necessity for private travel from a game, the parent or guardian must hand deliver a written request to the Head Coach for his/her approval.

DISMISSAL TIME FOR GAMES

It is the policy of the Millville Area School District to keep to a minimum the number of times a student is given permission to leave class for extracurricular activities. The time that students are to be dismissed for athletic activities will be decided by the Principal, after conferring with the Athletic Director. If any coach must leave the classroom early, prior permission must be secured from the Principal. Coaches, employed as MASD teachers or administrators are not to leave their assigned duties for practices. Said practices should be scheduled to reflect the availability of the coach and the practice locations.

BUDGET/PURCHASING

All budgeting and purchasing of supplies will be handled by the Athletic Director, in coordination with the Business Office. Under no circumstances will any coach purchase any materials without approval. All supporting documentation for materials must be included with the paperwork.

DONATIONS

Donations are welcomed additions to our programs. All donations must be submitted in writing to the school board and approved prior to the acceptance of any items. Any accepted donation becomes the property of the school district.

ATHLETIC ASSOCIATON (BOOSTER CLUB)

The Millville Athletic Association is an important and welcome addition to our MASD Athletic program. The Athletic Association must adhere to all regulations set by School Board Policy 915 - Booster Organizations/Parent Teacher Organizations. The following information must be provided to the Athletic Department by the first day of the fall sport season:

- By-Laws
- List of Officers with Contact information (email/phone number)
- Financial Report from Bank
- Year End Financial Summary

The Athletic Department requests that advance notice is provided regarding meeting dates and location and minutes of the meetings are provided.

FUNDRAISING

Any fundraising should be scheduled in coordination with the Athletic Director and the High School

Principal. Monies raised through the Athletic Association is to be tracked and is subject to an annual audit conducted by the District at the request of the Superintendent.

PHYSICAL EXAMINATIONS

1. Annual physical examinations are required for all athletes of the Millville Area School District prior to competition of any kind. No coach shall allow an athlete to practice, or play in a game until they have received their physical examination.
2. Students' CIPPE form must be on file in the nurse/athletic trainer's office.
3. Medical conditions existing prior to athletic participation in the Millville Area School District are the responsibility of the athlete and his/her family. Failure to report such medical condition(s) releases the Millville Area School District from any liability in the event of any injury caused by the unreported conditions.
4. Coaches are not allowed to accept a CIPPE form. Student/athletes must supply the CIPPE form directly to the athletic trainer and the school for processing.
5. Coaches will only allow students to participate who are on the official list, provided by the athletic trainer.
6. Students cannot participate in any practices until medically cleared by a medical professional.

RECERTIFICATION (OF PHYSICALS)

Any athlete who is examined at the Millville Area School District for one sport and wishes to participate in another sport does not have to have another physical as long as that athlete is not injured during the previous season. A new physical must be completed every school year for participation in athletics.

MEDICAL FORM AND PARENT CONSENT

1. All athletes must have a completed parent consent and medical form as part of their physical examination.
2. This form must be signed by a parent or guardian and returned to the athletic trainer.
3. If an athlete selects to have a private physician conduct the examination, the signature of that physician must appear on this form.
4. A copy of this form will be maintained by the Athletic Director, athletic trainer, coach and parent.
5. This form must be carried to all away games in case an injury occurs and emergency medical treatment is necessary.

ATHLETIC INJURIES

1. All injuries are to be reported to the trainer, Head Coach, and Athletic Director on the same day they occur, if possible. In case of an emergency outside of the training room hours, or when the trainer is not available, the athlete should be taken for immediate medical treatment and the parent must be notified according to the Emergency Contact Card.
2. Decision on the availability of an injured athlete to resume practice or play in a game after an injury is the responsibility of a medical professional. If a trainer or physician is not available, the Head Coach shall be responsible for all decisions regarding the health and wellbeing of the injured athlete.
3. In the absence of the trainer or physician, the coach shall treat all injuries with ice only or

appropriate wound care and make the necessary arrangements for the injured athlete to be taken for immediate medical treatment.

4. The referral of injured athletes to a physician shall be the responsibility of the trainer. Injured athletes who wish to be examined by a physician must make their own arrangements.
5. Before returning to practice or playing, injured athletes who received treatment from a physician must submit a release statement from the physician indicating that they are allowed to resume athletic participation.

EMERGENCY PROCEDURES

Most injuries are not true emergencies, but if a serious injury does occur call 911 and give both the location and nature of injury. As soon as possible, notify the parent(s)/guardian(s) and call the trainer and the Athletic Director.

STUDENT ATHLETIC CODE OF CONDUCT

An important part in developing a sports program is having a Code of Conduct that all team members must follow. This code was developed by coaches and administrators to govern the athletes participating in interscholastic athletics. This form must he signed by both the athlete and a parent/guardian and returned to the coach before the athlete may participate.

SUNDAY / HOLIDAY (PRACTICES AND GAMES)

No team and no individual members of such team may practice or participate in any interscholastic athletic contest, including practice, on more than six days in any calendar week during the regular season. The Millville Area School District discourages the use of Sunday for games and practices. If it is necessary to use Sunday as a day for a practice or game, permission must be granted by the Athletic Director and/or the Principal. **Note that participation in any approved Sunday/Holiday events CANNOT BE MANDATORY, as per school district policy**.

POSTPONEMENT OF GAMES AND PRACTICES

If a game is postponed due to weather or any other factors, the following procedures will be followed.

- The Athletic Directors of the two schools will confer as to whether the game will or will not be played with input from the coach when possible.
- The Athletic Director will confer with the Principal to make the final decision.
- The Athletic Director will notify game help, bus personnel, security, trainer, media, and anyone else involved in the game.
- If school is dismissed early because of weather conditions, there will be no practice for athletic teams that day.

VARSITY LETTER (HIGH SCHOOL)

The letter award will be the letter “M” with the appropriate pin (per sport) and a certificate. An athlete will receive only one letter in his or her career. They will receive appropriate inserts, bars, and certificates as each letter is earned in other sports. Coaches will submit the names of all letter winners as part of their end of the year report to the Athletic Director. The Head Coach has the final

determination on the awarding of varsity letters.

ATTENDANCE

Absence from school the day of a game (contest), unless the absence has been previously approved by the administration, will preclude the student from participation on that day. Absence from school on a given day prohibits an athlete from attending practice on that day, unless he/she is excused by the administration. Students not in attendance for the equivalence of a half day will be considered absent for purposes of determining eligibility for practice or game participation. A student may be allowed to practice if approved by the building administrator. Furthermore, a student athlete is required to attend school the day after their athletic contest.

ADMISSION POLICY

Admission will be charged for any athletic events that require admission. Ticket prices will he established by the Board of Education.

ATHLETIC ELIGIBILITY: ACADEMIC PERFORMANCE

The student's academic progress will be monitored weekly. If a student is failing one subject, he/she is on probation and may continue to participate. If a student is reported as failing two subjects for a specific week, he/she is excluded from the activity for a period of one week, and practicing is not permitted. If a student is failing two subjects at the end of a marking period, he/she is excluded from the activity for a period of 15 school days, including practice. Final grades for the school year will be used to determine eligibility for the beginning of the next school year.

END OF THE YEAR REPORT

All coaches are required to complete an end of the year report. This report includes a return of keys, a list of letterman, an update of written inventory, a return of athletic equipment, a list of students who owe equipment and a requisition of equipment for next year. This must be completed and returned to the Athletic Director within two weeks after the last game.

SECURITY

- **Coaches issued key(s) are not permitted to duplicate them, for any reason.**
- Coaches will remain at the same practice site until all students are picked up. NO student, for any reason, should be left behind.
- Coaches are responsible for locking all doors when leaving practice.
- Coaches will not give their keys to anyone to open a school for them.
- The use of classrooms, office areas, equipment (copy machines, computers, etc.) are off limits during practice time. The only exception is if a coach has been assigned an office or equipment for their use by the Athletic Director.
- Students must be kept in the practice areas of the building and are not allowed to go into the classroom areas without supervision.
- Visitors are not authorized in the building during practice. Parents should be advised to drop off and pick up students at a designated area outside the school.

CPR/CONCUSSION

All coaches in the Millville Area School District are required to be certified by Sport Safety International on Cardiacwise Coach & Concussionwise Coach or NFHS on Concussion in Sports and Sudden Cardiac Arrest. A copy of your certifications must be on file in the Athletic Director's office and the District Office.

TITLE IX

In the spirit of Title IX, the Millville Area School District strives to ensure equal opportunities for boys and girls in athletic experiences. At the start of each season, the Athletic Director and Title IX Coordinator will meet with representatives of each sport to review with them the avenues for inquiries regarding Title IX. Coaches are responsible for upholding the policies of the Millville Area School District regarding Title IX and sexual harassment prevention. Any infractions are to be immediately reported to the Athletic Director and the Title IX Coordinator as per existing district policies.

HAZING

The Millville Area School District prohibits any form of initiation or harassment known as hazing, as any part of school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist. or engage in any hazing activity. The school District will enforce the hazing policy as designated in District Policy 247 - Hazing.

MILLVILLE AREA SCHOOL DISTRICT NONDISCRIMINATION POLICY

It is the policy of the Millville Area School District not to discriminate on the basis of race, sex, color, national origin, or handicap in its educational programs, activities, or employment policies as required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

APPENDIX

MILLVILLE AREA SCHOOL DISTRICT ATHLETIC DEPARTMENT

Parents and Athlete:

Enclosed you will find some important information concerning your student athlete and our interscholastic sports program. This information includes the Athletic Code of Conduct in the Millville Area School District. Please carefully read this information and sign the enclosed contract. The contract must be returned to your respective coach prior to the first game of the season.

Should you have any questions concerning our interscholastic athletic program, please call the athletic office at (570)458-5538 ext. 2108.

Sincerely Yours,

Ms. Rachel Verstraeten
Athletic Director

Athletic Code of Conduct

Millville Area School District

The philosophy of the Millville Area School District's Athletic program is that a participant is a student first and an athlete second. In the Millville Area School District Athletic program, a student-athlete is expected to make academic progress and represent the school in our community as a young lady or gentleman. In order to accomplish these objectives, every student-athlete must be accountable to observe the rules and regulations of the Athletic Code of Conduct of the Millville Area School District.

The rules and regulations cover all school sponsored and coach sponsored activities.

1. A student-athlete shall be eligible for practice or participation only after completing and returning a completed PIAA CIPPE (required physical form), and they are added to the list of eligible players by the nurse/athletic trainer.
2. Absence from school the day of a game (contest), unless the absence has been previously approved by the administration, will preclude the student from participation on that day.
3. Absence from school on a given day prohibits an athlete from attending practice on that day, unless he/she is excused by the administration. Students not in attendance for the equivalence of a half day will be considered absent for purposes of determining eligibility for practice or game participation. A student may be allowed to practice if approved by the building administrator.
4. Athletes, as school representatives, are expected to uphold high standards at all times.
5. Unbecoming conduct that reflects upon the reputation of the squad or school is grounds for dismissal. Decisions concerning dismissals will be made by the coach and the administration.

   Reasons for dismissal or suspension from interscholastic athletics include, but are not limited to:

   a. The use of alcohol or illegal substance, as per MASD policy, during school or at school sponsored activities. This would include coming to any school sponsored activity, or any activity sponsored by a coach, under the influence of alcohol or drugs.
   b. Involvement in any alcohol or drug related incident while a member of any school sponsored athletic team.
6. Such other unbecoming conduct that a coach or the administration may deem grounds for discipline, including suspension or dismissal from a squad, will be considered on a case by case basis by the coach, Athletic Director, and Administration.

MILLVILLE AREA SCHOOL DISTRICT ATHLETIC CODE OF CONDUCT SIGNATURE PAGE

I have read the Millville Area School District's Athletic Code of Conduct. I understand the rules, as well as the consequences of not following rules, and as a member of the Millville Area School District, I am willing to abide by the guidelines as set forth in the Code of Conduct.

Please return all forms signed and dated to your Head Coach by the first game of the season.

Sport: _____ _ Level (Jr. High/JV/Varsity): _____

Date:_____ Student Signature_____

Date:_____ Parent Signature_____

I, _____ , (Parent/Guardian) do understand the potential risks and possibility of injury being incurred by my son/daughter while participating in athletics at Millville Area School District. I acknowledge and understand the aforementioned risks.

Date:_____ Student Signature_____

Date:_____ Parent Signature_____

Millville Area School District Waiver Co-Curricular Driving Privileges

_____(Student) has my/our _____(parent(s) permission to drive to the _____(co-curricular activity) due to academic responsibilities outside the classroom.

The following guidelines must be strictly followed. Failure to do so will eliminate the possibility of future privileges being granted.

1. Student must produce confirmation/ documentation of said conflict.
2. Student will not transport any other individual to the approved co-curricular activity.
3. Student will make every effort to arrive at the required time as established/agreed upon coach/advisor.
4. Student will depart the site of the activity at the same time as the district provided transportation.
5. Student will not transport any other individual home from the co-curricular activity.
6. Parents/student release the Millville Area School District of liability related to the student driving to/from the activity.
7. Parent(s)/Guardians assume all responsibility of all and any related incidences/potential incidents related to the student driving to/from the co-curricular activity.

The signatures below indicate all parties are aware of and agree to the aforementioned guidelines.

_____ _____

Student Parent/Guardian

_____ _____

Coach/Advisor Athletic Director

_____

Jr/Sr High Principal

MILLVILLE AREA ATHLETICS

Head Coach Acknowledgement of Responsibility

I, _____, (Head Varsity Coach) have received the current team roster. I confirm that all student-athletes attending practices and games are noted and have current physicals on file with the Millville Area School District. Also, I have received all equipment and am fully aware of my responsibility to notify the MASD of any athlete that does not return any equipment issued at the end of the season. I am also aware that I will be held financially responsible for any equipment not returned to the district at the immediate conclusion of the season. I am aware that it is my responsibility to schedule my end of the season evaluation meeting with the Athletic Director before my staff and I receive final payment.

Coach Signature: _____

Sport & Level: _____

Date: _____

COACH CODE OF CONDUCT

The philosophy of the Millville Area School District's Athletic Program is that a participant is a STUDENT FIRST and athlete second.

A coach is an extension of the school and should conduct himself/herself so as to maintain the principles, integrity, and dignity of the school. A coach's conduct and behavior should at all times bring credit to himself/herself, his/her school and to the sport.

Coaches are to uphold the Code of Conduct along with the rules, regulations, and policies of the Millville Area School District, the Pennsylvania Department of Education and the Pennsylvania Interscholastic Athletic Association.

IN SCHOOL AND AT SCHOOL SPONSORED EVENTS COACHES SHOULD:

1. Follow the general duties of the Head Coach as outlined in the Athletic Policy Handbook.
2. Strive to be positive role models; representing the sport they coach, demonstrating good sportsmanship.
3. Strive to conduct themselves in a manner which earns the respect and confidence of the athletes, parents, officials and coaches.
4. Offer congratulations to their opponents win or lose.
5. Foster virtues such as hard work, honesty, and values in their athletes.
6. Treat every athlete fairly, justly, impartially, intelligently, and with respect.
7. Always strive for additional knowledge in order to become a better coach.
8. Never discourage athletes from participating in other sports.
9. Never use physical or verbal intimidation toward athletes, parents, officials, and coaches.
10. Ensure that hazing does not occur.

The Athletic Director in coordination with the Building Principal will complete coach's evaluations at the end of each season.

Signature of Coach: _____ Date: _____/ _____/ ___

MILLVILLE AREA HIGH SCHOOL *ATHLETIC DEPARTMENT*

COACHES CHECKLIST
END OF THE SEASON

SPORT:_____

COACH: _____

SCHOOL YEAR: _____

RECORD: _____

_____ 1. Keys
   a. Entrance FOB/ID Badge _____
      (to Athletic Director)
   b. Equipment Room Key_____
      (to Athletic Director)

_____ 2. List of Letterman (to the Athletic Director)

_____ 3. Turn in Equipment (to the Athletic Director)

_____ 4. List of students who owe equipment (to the Athletic Director)

_____ _____

_____ 5. Name(s) of Assistant Coaches

_____ _____

_____ 6. Completed inventory and requisition of equipment for NEXT year.

_____ 7. Special Honors

_____ 8. Evaluation of Assistant Coaches

_____ 9. Sign off that all items have been returned/list of athletes that still have missing items

END OF THE SEASON REPORT ATHLETIC AWARDS FORM

SPORT: _____

COACH: _____

SEASON: _____

The following students are to receive letters (including managers who meet requirements)

NAMES	GRADE	YEARS / LETTER

MILLVILLE AREA ATHLETICS HEAD COACH STATEMENT

I _____, Head Coach of

Team/Level _____

I AM CERTIFYING THAT I HAVE RETURNED AND NEATLY STORED ALL EQUIPMENT THAT WAS ISSUED TO MY TEAM. ANY ATHLETES, WHO HAVE NOT RETURNED THEIR EQUIPMENT ISSUED, HAVE BEEN LISTED ON THE FOLLOWING PAGE. ANY EQUIPMENT LOST OR NOT RETURNED TO THE DISTRICT, I TAKE FULL FINANCIAL RESPONSIBILITY FOR.

Head Coach _____

(Signature)

Date _____

MILLVILLE AREA SCHOOL DISTRICT ATHLETIC DEPARTMENT
POST-SEASON NOT RETURNED EQUIPMENT ISSUED

Sport: _____ **School: _____**

Coach: _____ **Date: _____**

ATHLETE NAME	LOST/NOT RETURNED ITEM

SPECIAL HONORS FORM

Sport: _____

Coach: _____

Season: _____

Millville Area School District Coaches Evaluation

Name: _____

D — Distinguished P — Proficient NI — Needs Improvement F — Failing NA — not applicable

COACHING PERFORMANCE	Self Evaluation	A.D./H.C. Evaluation
Is knowledgeable in the technical aspects and strategies of the sport		
Plans for all aspects of the program (conditioning, pre-season, recommendations, etc.)		
Prepares for the daily practices so that maximum instruction is presented		
Uses a variety of coaching techniques for individual and group instruction		
Provides an environment that attempts to limit injuries		
Properly cares for injuries and reports all injuries immediately to the athletic trainer		
Communicates with athletes in a positive constructive manner		
Understands the needs and cultivates the wellbeing of student athletes		
Encourages enthusiasm, community and dedication in the players		
Creates positive interpersonal relationships with players		
Is punctual **in** attending and ending practices, meetings and games		
Demonstrates self-control and poise in all areas relating to coaching responsibilities		
Attempts to continue to develop as a coach by attending clinics, workshops and other professional development activities		
Promotes positive character by athletes involved in the program		
Maintains current knowledge of the rules		

TEAM MANAGEMENT AND SUPERVISION	Self Evaluation	A.D./H.C. Evaluation
Chooses personnel in an objective and consistent manner		
Has full control of the team in all matters pertaining to coaching and athletic discipline		
Informs athletes/parents of all rules and regulations pertaining to discipline that have been established for the team, being sure these rules are consistent with athletic policy		
Provides supervision at each practice session and at all contests of the sport. * This includes the supervision of locker rooms, practice fields and buses		
Properly cares for, stores, distributes, collects, inventories school equipment and uniforms		
Properly cares for school and athletic facilities		
Is a role model for behavior and dress for student athletes		
Secures the facility and provides supervision of all athletes at the completion of practices/competitions		
Reflects on athlete/team performance and adjusts coaching accordingly		
Allows only cleared athletes to participate		

PROFESSIONAL QUALITIES	Self Evaluation	A.D./H.C. Evaluation
Submits all requested paperwork, information and schedules accurately and promptly		
Works cooperatively with A.D., Administration, and/or Head Coach		
Assists with budget preparation		
Understands and complies with all rules and regulations outlined in the Millville Area Athletic Handbook		
Keeps the A.D. and/or Head Coach informed of unusual events within the sport activity		
Is cooperative in sharing and safeguarding facilities and equipment		
Works professionally with all members of the district staff, parents, community and media organizations		
Adheres to ethical guidelines established by P.I.A.A. and National Coaches Association		
Adheres to all P.I.A.A., District IV and Conference mandates		
Recognizes the role of athletics in the development of lifelong values		

Identify a minimum of three coaching accomplishments that were made during the past season.

List a minimum of three personal goals for coaching improvement to be pursued next season.

Signature of Coach Date

** The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this evaluation expressing his/her opinion.

_____ _____

Signature of the Head Coach (for assistant coaches) Date

** The signature of the Head Coach does not supersede the authority of the A.D./Principal who makes the final recommendation for employment.

Comments/Recommendation of the A.D./Principal

_____
_____
_____
_____
_____
_____
_____

_____ _____

Signature of Athletic Director Date

_____ _____

Signature of Principal Date

Employment Recommendation

Recommend for continued employment

Recommend for continued employment with the understanding of areas to be improvement

Not recommended for continued employment

Accept Resignation

Millville Area Junior/Senior High School

Sport Concussion Policy and Protocol for Student-Athletes

Millville Area School District 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.

- 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 health and well-being of the student-athlete will be the primary consideration throughout the process.

- 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.

Definition of a concussion:

"Sports concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces." *(Concussion in Sports Group, Vienna 2001, Clinical Sports Med, 12:6-1.1, 2002)*

- Concussion may be caused by a direct blow to the head, face, neck, or elsewhere on the body with an impulsive force transmiitted to the head.
- Concussion typically mutts in the rapid onset of short-lived impairment of neurological function that resolves spontaneously.
- Concussion may result in neurological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury.
- Concussion results in a graded set of clinical syndromes that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.
- Concussion is typically associated with grossly normal structural neuroimaging studies.
- Concussion typically takes longer to resolve in student-athletes younger than 18 years of age, as their brains as still developing.

Signs and Symptoms of Concussion:

A sport concussion will be suspected if a Millville Area High School student-athlete presents with one of the following signs, symptoms, or problems in excess of their baseline score, alter sustaining direct OR indirect contact to the head. If no baseline test is available, a student-athlete must be symptom free according to the Certified Athletic Trainer's assessment. Any student- athlete with signs, symptoms, or problems will be removed from play that day, monitored, and WILL NOT return to play on the day of injury.

The following is a list of possible signs, symptoms, or problems of a concussion. This list is not all inclusive, and other signs, symptoms or problems may be present that are not listed.

- Headache
- Nervous / Anxious
- "Pressure in the head"
- Trouble falling asleep
- Neck pain
- "Just wants to fall asleep"
- Balance problems or dizziness
- Feeling "in a fog"
- Slurred speech
- Vision problems
- More emotional than usual / crying
- Hearing problems / ringing in ears
- Irritability
- Feeling "dinged" or "dazed"
- Sadness
- Confusion
- Sensitivity to light and noise
- Fatigue
- Drowsiness
- Nausea or vomiting
- Convulsions or seizures
- Loss of consciousness
- "Don't feel right"
- Difficulty concentrating

Referral Guidelines:

Once a student-athlete has presented with any of the above signs, symptoms, or problems he or she will be monitored on a continuous basis until one of the following scenarios is determined:

1. Immediate referral to emergency room:

Any student-athlete with any of the following signs, symptoms, or problems will be referred to the emergency room immediately via EMS upon on-field assessment:

- Deterioration of neurological function
- Decreasing level of consciousness
- Irregular respirations
- Irregular pulse
- Unequal, dilated, or unreactive pupils
- Any signs or symptoms of associated injuries (i.e. spine or skull fracture)
- Mental status changes: lethargy, difficulty maintaining arousal, confusion
- Cranial nerve deficits
- Uncontrollable vomiting
- Seizure activity
- Post-concussion symptoms that worsen while being monitored

2. Release of the **student-athlete from supervision of a Certified Athletic Trainer with Take-Home Instructions:**

If the student-athlete has shown an improvement in their signs, symptoms or problems by the end of the practice or competition, they will be given Take-Home Instructions. These instructions will also be explained and given to the parent/guardian to insure proper monitoring.

3. Delayed referral (after day of injury):

If a student-athlete that was released from the supervision of a Certified Athletic Trainer and given Take-Horne Instructions presents with any of the following signs, symptoms, or problems after the day of injury, he/she will be referred to a physician.

- Any of the findings from section one ("Immediate referral to ER") that have developed since the initial evaluation
- Post-concussion symptoms worsen or do not improve over time
- Increase in the number of post-concussion symptoms reported
- Post-concussion symptoms begin to interfere with the athlete's daily activities

Return to Play Assessment:

The Millville Area High School Department of Athletic Training will utilize the online tool ImPACT, Modified SCAT (Sport Concussion Assessment Tool) and BESS (Balance Error Scoring System). The ImPACT is an online neuropsychological assessment, which can pick up subtle differences other tests cannot. The Modified SCAT is a standardized method of evaluating people after concussion in sport and can also be used for patient education. The BESS is a standardized method of evaluating a student-athletes proprioception and balance. The certified athletic trainer will determine appropriate return to play guidelines for each individual case, under the supervision of a team physician from the Noxen Health Clinic. The team physician from the Noxen Health Clinic agrees to allow the certified athletic trainer to evaluate and treat concussions, as deem necessary and according to this policy and protocol.

Return to Play Guidelines:

Once a student-athlete has displayed any of the signs, symptoms, or problems stated above he or she will be removed from practice or competition for the remainder of the day. When the student-athlete is symptom free for 24 hours, he or she will be retested using the ImPACT, Modified SCAT and/or BESS. The student-athlete will not be physically tested until the ImPACT, SCAT and/or BESS have returned to baseline (normal).

Physical Exertion Testing Protocol:

The-student-athlete must be symptom free each consecutive day before he &she tan progress to the next step in the sequence. The student-athlete will not be returned to full participation until he or she has remained symptom free fiat least 24 hours and has passed all exertional testing without experiencing any signs, symptoms or problems.

Step 1: Aerobic exercise — short sprints, sit-ups, push-ups, etc

Step 2: Non-contact drills, sport-specific exercises

Step 3: Controlled contact drills

Step 4: Full contact

* Each sport participant must sign an agreement understanding the risks of sport concussions. This can be found on the P.I.A.A. Comprehensive Initial Pre-Participation Examination (CIPPE) form.

APPENDIX B

MID-PENN FAN EJECTION POLICY

All confirmed ejections from a Mid-Penn League contest shall be sanctioned by the league or school principal. All confirmed student fan ejections will be referred to the principal of the school from which the student belongs for disciplinary action. Adult fan ejections will be handled by the league president in conjunction with the school principal of the school from which the fan belongs. All ejections from Mid-Penn League contests will be cumulative.

Confirmed Ejection – positive identification of individual(s); cause of ejection was verified and warranted.

All Mid-Penn schools will read the league sportsmanship message which outlines consequences for a league ejection. Additionally, the league sportsmanship message should be displayed in the lobby of all gymnasiums and posted at contest sites where possible. The consequences for a league contest ejection should be explained at all pre-season parent meetings, included in student-athlete handbooks, and displayed on the Mid-Penn League Website.

Sportsmanship message: "Ladies and Gentlemen, your paid or complementary admission to today's contest entitles you to view a demonstration of skills performed by athletes in an academic setting. Actions meant to demean players, coaches, officials or spectators are not in the highest ideals of interscholastic education and will not be tolerated. If your actions lead to an ejection from today's contest, a permanent ban from attending all Mid-Penn League contests is possible. We ask that you let today's contest reflect mutual respect."

Steps for schools to take after a fan is ejected.

1. **Identify the individual that has been ejected.**
2. **League President needs to receive a report of the ejection. This should come from the AD or Game Manager of the event where the ejection took place.**
3. **The League President in conjunction with the school principal will determine if the ejection is merited. If so, the League President/League Secretary will send a registered letter from the League to this individual outlining the league's recourse. The letter shall be on Mid-Penn letterhead and specify all of the league schools involved in the Mid-Penn League as well as the sports which this affects (soccer, tennis, golf, wrestling, basketball, baseball, softball).**
4. **A picture of this individual will be distributed to all Mid-Penn League schools if possible.**

Mid-Penn League Ejection Consequences

1. **First time being ejected.**
   a. **Fan will be restricted from attending any and all league contests until they have completed the NFHS sportsmanship course.**
   b. **After completing this course, the fan must provide this certificate of completion to the school where the ejection occurred or the school where their child participates.**
   c. **School will notify the League President upon receipt of the certificate.**
   d. **League President will notify schools that this ejected fan may return to League contests.**
2. **Second time being ejected or attending a league event before completion of sportsmanship course.**

a. The League President/League Secretary will send a registered letter from the League to this individual, outlining the League's recourse for this second ejection.

b. Fan will be restricted from attending all Mid-Penn League events for a period of one year.

c. A picture of this individual will be distributed to all League Schools if possible.

3. <u>Third time being ejected</u>

a. Permanent ban from all Mid-Penn League contests.

b. A picture of this individual will be distributed to all League Schools if possible.