



Wissahickon School District

True Blue with a Heart of Gold



ATHLETIC COACHES MANUAL

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WISSAHICKON SCHOOL DISTRICT

ATHLETIC DEPARTMENT

COACH ACKNOWLEDGEMENT

I, _____ (Coach's Name – please print), acknowledge that I have read, understand, and accept my responsibilities as outlined in the Wissahickon School District Athletic Coaches Manual and the Coaches Code of Conduct. I agree to adhere to all policies, procedures, and protocols contained therein.

I further understand that any questions regarding the manual or its contents should be promptly directed to the Athletic Director supervising the program with which I am affiliated.

Coach's Signature: _____ Date: _____

Sport: _____ Season: _____

This completed form must be submitted to the Athletic Director prior to the first scheduled contest of the upcoming season.

ATHLETIC PROGRAM OVERVIEW

DISTRICT MISSION STATEMENT

The mission of the Wissahickon School District – a learning community where diversity is valued, and equity is an ongoing commitment – is to empower each student and staff member to excel to their fullest potential and meaningfully contribute to the greater community.

VISION STATEMENT

“Belong, Inspire, Engage, Excel”

A learning community where all students and staff feel a sense of belonging and are inspired to engage and excel to their fullest potential.

Shared Values

- We believe all students and staff will...
- develop healthy identities
- value diversity and inclusivity
- maintain positive relationships
- feel and show empathy for others
- achieve personal and collective goals
- make responsible and caring decisions
- contribute to safe and just communities

ATHLETIC PROGRAM MISSION STATEMENT AND PHILOSOPHY

The Wissahickon Athletics Program, as an integral part of our students’ educational experience, is committed to excellence in athletics and is designed for students to reach their highest potential on and off the field. By fostering a sense of spirit and pride within students, staff, alumni and the community, the athletic experience at Wissahickon seeks to instill in each participant a life-long appreciation for diversity, teamwork, perseverance and excellence. With the support of highly knowledgeable coaches who are dedicated to the physical and emotional well-being of our student-athletes, the program embraces good sportsmanship, ethics, character and accountability, and is committed to “Building a Community of Champions” who are prepared to excel, contribute and lead.

Athletic participation is regarded as a privilege—granted through the Board of Education—and carries with it the responsibility to uphold the values and expectations of the Wissahickon community. Student-athletes are expected to demonstrate commitment, discipline, respect, and pride in representing their team, school, and district.

GOALS OF THE ATHLETIC PROGRAM

The goals of the athletic program are centered on providing a holistic and enriching experience that supports both personal growth and team development. Through voluntary participation, student-athletes are encouraged to:

- Acquire advanced sport-specific skills and tactical knowledge.
- Cultivate a spirit of teamwork, loyalty, accountability, and fair play.
- Embrace leadership and self-discipline while pursuing excellence in preparation and performance.
- Effectively balance academic responsibilities with athletic commitments.
- Explore and expand future educational and professional opportunities through meaningful athletic engagement.
- Promote team play and sportsmanship with the development of such commitments as loyalty, cooperation, fair play and pride.

GOVERNING AUTHORITIES

The Wissahickon School District athletic program operates under a framework of policies, procedures, and regulations established by both district leadership and external governing bodies. These guidelines ensure the integrity, safety, and effectiveness of all athletic activities and are critical to the proper management of interscholastic sports.

Wissahickon School District Board of Directors

The Board of Directors oversees all extracurricular and interscholastic programs within the district through the adoption and enforcement of official policies, including:

- Board Policy No. 122 – Extracurricular Activities
- Board Policy No. 122.3 – Interscholastic Athletics for Middle School
- Board Policy No. 122.4 – Interscholastic Athletics for the High School
- Board Policy No. 123 – Concussion Management
- Board Policy No. 247 – Hazing
- Board Policy No. 249.1 – Bullying and Cyberbullying

These policies are available via the BoardDocs platform and are subject to periodic review and revision in accordance with district goals and legal requirements.

Pennsylvania Interscholastic Athletic Association, Inc. (PIAA)

The Wissahickon athletic program also adheres to the regulations and standards set by the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA governs all interscholastic sports across the Commonwealth of Pennsylvania, providing a uniform code of conduct, eligibility rules, and safety protocols for all participating schools and athletes.

For the most current constitution, by-laws, and administrative protocols, coaches and staff are

expected to consult the official PIAA website: www.piaa.org.

FACILITY USAGE FOR PRACTICE

To ensure equitable access and proper coordination of facilities, all practice sessions must be scheduled and approved through the appropriate Wissahickon High School and Wissahickon Middle School Athletic Offices. This includes in-season practices, off-season training, and any special team events.

In-Season Practice Scheduling

Facility assignments for regular, in-season practices will be communicated by the Athletic Office prior to the start of each sports season. Coaches will be notified of their designated practice times and locations.

Off-Season or Non-Traditional Time Requests

Any requests to utilize gymnasiums or fields outside of regularly scheduled in-season practices—such as during the off-season or on weekends—must be submitted to and approved by the Athletic Office. Coaches must complete the appropriate facility request forms and obtain confirmation to be included on the district’s scheduling platforms, including the “SchoolDude” facilities management system.

Facility Access Requirements

Coaches are not permitted to hold practices in any facility without prior approval and scheduling confirmation. Unauthorized use of district athletic spaces may result in revocation of future practice privileges.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather or other emergencies leading to a school closure, the following protocols govern athletic programs and activities within the Wissahickon School District:

General Policy

When the district is closed due to weather conditions or other emergencies, all athletic activities for grades 9–12 are automatically postponed, including practices and contests at both the middle school and high school levels. Coaches and athletes are not permitted to hold practices or participate in team activities during these closures, unless granted prior approval by Wissahickon

School District Administration.

Exception – Extended School Closures

In the event of an extended school closure (i.e., multiple consecutive days), exceptions may be granted with prior approval from the Superintendent or their designee (the Principal or Athletic Director).

Exceptions may be considered under the following circumstances:

- A team has been inactive for an extended period (typically two or more consecutive days).
- A team is preparing for postseason play, such as district, regional, or state-level championships.

Important Notes:

- Practices held under these exceptions are strictly voluntary for student-athletes.
 - Practice schedules must be arranged and approved through the Athletic Director.
 - All such practices must be supervised by a member of the coaching staff and held only at pre-approved times and facilities.
 - Not all teams will qualify for practice exceptions; eligibility is determined on a case-by-case basis.
-

Weekend Considerations

If schools are closed on the last school day preceding a weekend, athletic events scheduled for the weekend may still proceed, provided weather and safety conditions permit. Final decisions will be made by the Athletic Director in consultation with school administrators.

Holidays

If the District is closed for a holiday no contests will be scheduled, and no practices will be permitted unless granted prior approval by Wissahickon School District Administration.

TRANSPORTATION

The Wissahickon School District is committed to providing safe and reliable transportation for all student-athletes participating in away contests and practices held off-campus. The following guidelines outline expectations and procedures related to travel for athletic events:

District-Provided Transportation

All student-athletes are required to travel to and from athletic events using school-provided transportation, such as buses or vans arranged by the Athletic Department.

This is designed to:

- Ensure the safety and accountability of all team members.
- Maintain supervision by coaching staff during travel.
- Promote team unity and structure during athletic events.

Coaches driving a school-owned or rented vehicle the following rules must be adhered to:

- The Coach must have a valid driver's license.
- A minimum of two students and/or two coaches and a student must be transported.
- If a vehicle is rented for use the following is required.
 - The Athletic Department will contact the Business Office, the Coach should provide the Athletic Department dates of travel, number of coaches and number of student-athletes requiring transportation.
 - The Coach should also advise the Athletic Department if any special considerations are required and any equipment transportation needs.
 - NOTE: Extras should not be purchased at time of rental (ex. optional insurance).
 - If the vehicle was rented, then the Coach is responsible for obtaining an itemized receipt of charges and note on the receipt if toll roads were used.

Scheduling Transportation

- At the beginning of each season the Athletic Director will provide Transportation with schedules for all the teams. Transportation will work with the Athletic Office to ensure that any questions on the schedules are resolved.
 - Included with the schedules will be the list of coaches and their contact numbers. The Athletic Department is responsible for obtaining, maintaining and providing this information to Transportation.
- Transportation will determine the type and number of vehicles needed and pick-up times for the team trips.
- The schedule will be provided to the appropriate Athletic Director for review and verification prior to the start of the season.
- Transportation will create a Weekly Schedule of Trips covering Monday through Sunday.

- By noon each Tuesday, or closest operational day, the Weekly Schedule of Trips will be provided to the Athletic/Activity Department to review and confirm. The confirmation is due back to Transportation by noon Thursday.
 - The Athletic Department is responsible for providing the Coaches pickup times and locations.
 - Thursday by 1:30 PM trips are to be posted for the upcoming week. Drivers can sign up for these trips, and the trips will be assigned by Transportation.
 - Trip Cancellations
 - The Athletic Department is responsible for cancelling trips due to weather conditions, which includes notifying Transportation and if applicable the Business Office (ex. For reservations or rentals).
 - The Coach is responsible for cancelling trips that are no longer required for all other reasons, such as a practice was cancelled.
-

Exceptions to District Transportation Policy

Exceptions to the standard transportation requirement may only be granted under the following circumstances:

- Injury or Medical Necessity
 - If a student-athlete requires alternate transportation due to an injury or medical condition, arrangements must be made and approved by the Athletic Director or Head Coach in advance.
 - Pre-Authorized Parental Arrangements
 - Parents/guardians may request, in writing, permission for their child to travel separately from the team if parent/guardian provides the transportation for their child only. This must be submitted to the Athletic Director or Head Coach prior to the event and approved in advance.
 - No District Transportation Provided
 - In rare cases where school transportation is not available, alternate travel arrangements may be permitted, but must still receive prior approval from the Athletic Director.
-

Overnight Trips

The Athletic Department will occasionally request overnight stays for sports teams. The Athletic Office is committed to ensure the safety, responsibility, and enjoyment of all participants during

school-sponsored overnight trips. These procedures apply to students, chaperones, and staff involved in the trip.

Overview

- The Athletic Office will seek Wissahickon School District Board approval for any trip that is overnight or outside of a 50 mile radius.
- For transportation purposes, they will be scheduled as other normal Athletic trips are scheduled.
- The Athletic Department will work with the Business Office to make the overnight arrangements. Meals for the driver not included with the trip will be reimbursed with proper documentation.
- If Transportation cannot accommodate a trip, the offer to borrow a district van may be an option, which can be initially requested for smaller groups.
- Pre-Trip Requirements
 - All participants must submit a signed permission form, emergency contact information, and any required medical forms.
 - Medications must be listed on the permission form as well as frequency of dosages amount.
 - Coaches must take an emergency contact list with them, which they are responsible for obtaining from the permission forms.
 - Permission forms are to be turned into the Athletic Director prior to the trip taking place.
 - Permission forms can be found in the Useful Documents for Coaches section at the end of this manual.
- Transportation
 - Students
 - Students must travel with the group to and from the destination unless prior written permission is granted by administration. Behavior on buses must always follow school conduct rules.
 - Coaches
 - Coaches are to travel with the team. If transportation is provided, then there will be no mileage reimbursement for coaches that choose not to utilize the provided transportation.
 - Exceptions can be made should an individual's travel plans conflict with event dates.

- Example: For a weekend event where the Assistant Coach is only required for the first day, the coach is not expected to stay for the entire duration. With prior approval from the Athletic Director, the coach may be permitted to drive separately and receive mileage reimbursement.
- Hotel Accommodations
 - Room Occupancy
 - To secure rooms, the Coach or Athletic Director needs to contact the Business Office's Purchasing Office with the proposed location and the number of rooms being requested. The individual will also need to supply the Purchasing Office with the names of coach(es) and student(s) requiring accommodations.
 - **NOTE:** An itemized copy of the hotel charges is required to be turned in for each room.
 - If transportation is not available and rentals are required, this should be provided to the Purchasing Office at the same time.
 - Coach – Each coach will receive their own room.
 - Student Athletes – There must be at least two students per room (same sex) and each student must have their own bed, cot or pullout couch.
 - One Student Athlete
 - A teammate may accompany the athlete, with the District covering the associated costs for the additional student.
 - OR
 - The students' family may attend in place of another student, and the District will either cover the cost of a standard hotel room. At no time will the District reimburse a family for incidentals, cancellations or changes.
 - Two or more Student Athletes
 - There is a minimum of two students per room. If there are an odd number of students attending, a room for three students is to be secured.
 - Room Assignments
 - Rooming assignments are made by the coach.
 - Students must remain in their assigned rooms during quiet hours.

- Meal Allowances
 - When appropriate meals can be purchased by the Coach and reimbursed based on the meal limits.
 - Breakfast is limited to \$15 per person, lunch is limited to \$25 per person and dinner is limited to \$35 per person. Unused amounts cannot be rolled into other meals, as this is a per meal limit, not a daily limit.
 - All receipts must include the details of what was purchased and if not on the receipt the coach should note the numbers of individuals at the meal.
- Curfew and Supervision
 - The Coach will set a strict curfew and share this curfew with the students. Students must be in their rooms by the designated time and remain there until Coach's designated morning start time.
 - The Coach will be responsible for ensuring that the curfew is enforced.
- Electronics
 - Personal electronics may be used responsibly during free time only.
 - No photos or videos are to be taken in private areas (e.g., hotel rooms, restrooms).
 - Violation of privacy rules will result in confiscation of the device and possible disciplinary action.
- Emergencies
 - In the event of illness, injury, or other emergencies, students should notify the Coach immediately.
 - Emergency contact information will be used to reach guardians if needed.

Off-Campus Practice Sites

Some sports may require regular travel to off-campus facilities for practices or games. In such cases, parental consent is required, and appropriate forms must be submitted to the Athletic Department.

Contact Information

The coach must provide a current and valid cell phone number to the Athletic Department. This contact information will be shared with the transportation company to ensure that the company or driver can reach the coach if necessary.

If the coach's cell phone number changes, they are required to promptly notify the Athletic Department with the updated contact information.

PRACTICE

The Wissahickon School District places high value on structured, safe, and student-centered athletic practices. To maintain consistency, safety, and adherence to district and state guidelines, all practices must be conducted in accordance with the policies outlined below.

Sunday Practices

The district does not authorize practices on Sundays under normal circumstances.

Exceptions may be granted by the Athletic Director or Principal, after consultation with the Facilities Director, only in special situations, such as:

- Extended inclement weather or unsafe field conditions.
- School closings that disrupt the regular practice schedule.
- Preparation for critical playoff or championship competitions.

If a Sunday practice is approved, it must be:

- Voluntary for student-athletes.
 - In full compliance with PIAA By-Laws.
 - Scheduled and supervised in coordination with the Athletic Director.
-

Weekly Practice Limits

Per PIAA By-Laws, Article XII, Section 2, no student-athlete may participate in inter-school practices, scrimmages, or competitions on more than six (6) days within any calendar week during the regular season.

Restrictions on Non-Team Participants

The PIAA prohibits participation in practices or competitions by individuals not currently enrolled and eligible as student-athletes. This includes:

- Alumni or former team members.
- Coaches or trainers acting as scrimmage participants.
- Any other non-rostered individuals during in-season sessions.

This policy is enforced year-round, including summer practices, winter breaks, and preseason training.

OUT OF SEASON PRACTICE

The Wissahickon School District adheres to all Pennsylvania Interscholastic Athletic Association (PIAA) guidelines governing out-of-season activities. These policies ensure fair competition, student safety, and appropriate boundaries between official athletic seasons and optional training.

Permitted Activities Outside the Defined Season

While schools may not sponsor official interscholastic teams outside of a sport's designated season, coaches and student-athletes may participate in non-school-sponsored athletic activities under the following conditions:

- Open gyms, training programs, recreational play, clinics, and camps may be held as long as:
 - They are voluntary for student-athletes.
 - The school does not sponsor or brand the event as a school team activity.
 - Participation is conducted by individuals acting as private citizens, not representatives of the school.
 - Student-athletes may train or compete with non-affiliated teams during the off-season, provided those teams are not tied to Wissahickon or any other PIAA member school.
-

Coach Participation Guidelines

- Coaches may assist or instruct at out-of-season events, but only as private citizens, not in their official capacity as Wissahickon coaches.
- Coaches must not require students to participate in out-of-season activities as a condition of team selection or playing time.
- The atmosphere of all off-season events must remain optional, inclusive, and free of pressure from school personnel.

For full details and compliance updates, coaches and staff should consult the PIAA official website.

WISSAHICKON SCHOOL DISTRICT PHILOSOPHY ON BOOSTER CLUBS

Booster clubs operate independently and play an important role in supporting the student-athlete experience at Wissahickon High School. These parent-led, volunteer organizations are established to enhance the resources and opportunities available to athletic programs while maintaining alignment with the values and policies of the school district. Please note that the district does not monitor or regulate the activities or communications of booster clubs.

LOCKER ROOM AND RELATED FACILITIES

The Wissahickon School District prioritizes the safety, cleanliness, and respectful use of all athletic facilities. Coaches are responsible for ensuring that locker rooms, equipment rooms, and related areas are maintained according to district standards and that student-athletes always conduct themselves appropriately.

Security and Supervision

- Coaches are responsible for supervising their team from the moment athletes arrive at the facility until all team members have safely departed.
- A coach must be present at all times during practice, games, and locker room use.
- After each use, coaches are expected to ensure:
 - All lights and showers are turned off.
 - Doors are locked and equipment is secured.
 - The facility is left in clean and orderly condition.

Custodial staff require that equipment and trash are kept off the floor to facilitate cleaning.

Key Control

- Building and equipment room keys will be issued to coaches by the Athletic Director.
 - Keys must be returned at the end of each season or when a coaching assignment ends.
 - Under no circumstances should coaches provide keys to student-athletes or managers.
 - Lost or misplaced keys must be reported to the Athletic Director immediately.
-

Student-Athlete Conduct in Locker Rooms

To maintain a safe and respectful environment, the following rules apply:

- Hazing, harassment, or bullying is strictly prohibited. Any incidents must be reported immediately.
- Roughhousing, inappropriate behavior, and throwing objects are not permitted.
- Athletes are responsible for ensuring all showers are turned off before leaving.
- Glass containers are not allowed in locker rooms.
- Spiked or cleated shoes must be removed outside the locker room in muddy or extreme weather conditions.
- No cleats or hard-plastic spikes are permitted in other areas of the school.
- All personal belongings and equipment must be removed by the end of the first school day following the conclusion of the sports season.

EQUIPMENT, TRAINING AND WEIGHT ROOMS

The Wissahickon School District provides student-athletes and coaching staff with access to high-quality training and fitness facilities. To ensure these areas are safe, functional, and appropriately used, all individuals must adhere to established expectations and supervision policies.

Security and Supervision

Training Room

- Only student-athletes receiving treatment or evaluation by the Athletic Trainer or an authorized coach are permitted in the training room.
- Use of any medical or rehabilitation equipment is limited to qualified personnel only.

Weight Room

- The weight room must be always supervised by a team coach or the coach or the Strength and Conditioning Coordinator.
 - Coaches (both in-season and off-season) must follow a supervision schedule established by the Athletic Director.
 - Athletes are strictly prohibited from using the weight room without direct adult supervision.
 - All team-specific weight training programs must be approved by the Athletic Trainer before students may begin lifting.
-

Weight Room Objectives

The goals of the Wissahickon weight training program include:

- Maximizing the benefit of strength training for all students and athletes.
 - Ensuring proper and safe lifting technique.
 - Offering diverse training programs tailored to different sports and goals.
 - Emphasizing safety and injury prevention during all workouts.
 - Promoting care and responsibility for the facility and equipment.
 - Supporting collaboration between the athletic staff and physical education department.
-

Weight Room Rules

- To promote safety and a respectful environment:
- Shirts and shoes must be always worn.
- No one may use the weight room alone.
- supervision by authorized Wissahickon School District personnel.
- All weights must be re-racked after use.
- Athletes must know their limits and consult the coach for guidance.
- Lifts must be performed correctly as technique always takes priority over the amount of weight.

COACH AND EMPLOYEE RESPONSIBILITIES

Coaches are vital leaders within the Wissahickon School District community, serving as mentors, educators, and role models for student-athletes. The responsibilities outlined below reflect the district's expectations for all athletic personnel to uphold professional standards, foster a safe and inclusive environment, and contribute to the overall development of students.

Coaching Contracts

All athletic coaches are issued extracurricular contracts that are Wissahickon School District Board approved on an annual basis.

Coaching Philosophy

Coaches in the Wissahickon School District are expected to:

- Serve as positive role models, promoting sportsmanship, discipline, and character.
 - Demonstrate fairness, consistency, and respect in their interactions with athletes.
 - Maintain a high standard of integrity and professionalism, both on and off the field.
 - Prioritize the safety and well-being of every student-athlete.
 - Embrace their public visibility and always conduct themselves with dignity.
-

Head Coach – Core Responsibilities

Head coaches are responsible for the planning, administration, and oversight of their entire program. Key duties include:

- Program Development
 - Establish written goals and objectives for all team levels.
 - Align instructional methods across Junior Varsity and any other sub-varsity teams.
- Preseason Communication
 - Hold a preseason meeting with athletes to review:
 - Practice and game schedules
 - Team expectations and rules
 - Attendance policies and eligibility standards
 - Health, nutrition, and training guidelines
 - Distribute team rules in writing and obtain signatures from both parents and athletes.
- Health & Safety Compliance
 - Collect all required health forms from athletes as directed by the Athletic Office.
 - Report injuries to the Athletic Trainer promptly.
 - Maintain awareness of emergency protocols and athlete emergency contact cards.
- Parent Communication
 - Schedule a preseason parent meeting to introduce staff, share expectations, and distribute schedules and logistics.
- Equipment Management

- Maintain accurate records for all distributed equipment.
 - Report lost, stolen, or unsafe equipment to the Athletic Director immediately.
 - Report hazardous field conditions for correction.
- Practice Oversight
 - Create and follow safe, structured practice plans.
 - Always supervise student-athletes before, during, and after practices and events.
 - Never leave athletes unsupervised.
- Travel and Field Trips
 - Submit all required documentation for overnight trips outside of a 50 mile radius. Documentation for trips in the Fall and Winter must be submitted to the Athletic Office by June 1st. Documentation for trips in the Spring must be submitted to the Athletic Office by December 15th.
 - Complete forms including:
 - Field trip request
 - Permission slips
 - Transportation request (if applicable)
 - Pre-approved chaperone list
- End-of-Season Responsibilities
 - Submit an end-of-season report and meet with the Athletic Director.
 - Return all equipment and complete administrative requirements.
- Event & Fundraiser Management
 - Obtain approval and complete all required forms for team events, fundraisers, and off-season activities.
- PIAA Compliance
 - Attend mandatory PIAA rules interpretation meetings.
 - Failure to attend may result in a \$100 fine issued by PIAA.

Prohibited Conduct for Coaches

Coaches may not:

- Transport student-athletes without prior written permission from the Athletic Director or Principal.
- Engage in personal social media interactions with current student-athletes.
 - **Exception:** Team social media accounts used for one-way communication and approved by the Athletic Office.
- Consume alcohol or unauthorized substances while representing the district at any event involving student-athletes.

ATHLETIC TRAINING ROOM GUIDELINES

The Wissahickon School District Athletic Training Room is a vital resource for ensuring the health, safety, and performance of our student-athletes. All coaches must adhere to the following policies and procedures regarding athlete care, injury reporting, and training room access.

PIAA CIPPE Physical Paperwork

- All student-athletes must submit the required PIAA physical forms prior to participation in any team practice or competition. Failure to do so will result in being ineligible to participate in any practice, competition or tryout.
-

Concussion and Sudden Cardiac Arrest (SCA) Education

- All head and assistant coaches are required to:
 - Complete an approved concussion awareness course and submit to the Athletic Office prior to the first practice.
 - Submit a certificate of completion and an SCA acknowledgment form to the Athletic Office prior to the first practice.
 - Concussion Training
 - SCA Training
-

ImPACT Testing

- Baseline ImPACT testing must be completed in accordance with the WHS Concussion Management Plan.
- The Athletic Trainer will schedule testing prior to the season for applicable sports.
- Sports exempt from baseline testing (but may opt in): Tennis, Swimming, Golf, Cross

Country, and Track & Field (except pole vaulters).

- Athletes must complete all testing requirements prior to participation.
-

Water Coolers and Bottles

- Each team will be assigned a cooler at the start of the season. Bottles will be available upon request.
 - Teams are responsible for preparing and returning these items daily to the Athletic Training Room for cleaning.
-

Practice Schedules

- Coaches must submit a full practice schedule to the Athletic Office and Trainer before the season begins.
 - Changes must be communicated at least 48 hours in advance to ensure proper coverage.
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Medical Kits

- A medical kit will be issued to each team.
 - Kits must be:
 - Taken to all practices and contests, including away games.
 - Restocked as needed by returning them to the Athletic Training Room.
-

Injury Management and Reporting

- Home Events
 - If the Athletic Trainer is not present at your location, immediately call/text with:
 - Athlete's name
 - Injury type and location
 - Description of the incident
 - Refer to the WHS Emergency Action Plan for all emergencies.
- Away Events
 - All away-game injuries must be reported to the WHS Athletic Trainer by phone, email, or upon return.

- Include athlete name, injury, evaluation details, and whether emergency care was needed.
 - Host school's Athletic Trainer has the final authority on return-to-play decisions.
 - Coaches are responsible for notifying parents of any injury occurring off-site.
 - Serious injuries requiring EMS transport must also be reported to the WHS Athletic Director immediately.
 - Physician Clearance
 - Athletes seen by a physician for any injury or medical issue must submit a signed physician's clearance note to the Athletic Trainer before returning to activity.
 - Includes ER visits, urgent care, imaging (X-rays, MRIs), and skin conditions.
 - Only Physician's notes will be accepted.
 - Concussions
 - Follow the WHS Concussion Management Plan.
 - Athletes with suspected concussions must be evaluated by a licensed healthcare professional.
 - Return to play requires:
 - Medical clearance
 - Completion of the prescribed Concussion return-to-activity protocol
-

Environmental Safety

- Follow WHS policies on lightning, extreme heat, and cold.
 - Coaches are responsible for implementing the Emergency Action Plan when weather conditions pose a threat.
-

Skin Infections

- A signed physician clearance is required before return to participation.
 - Wrestlers: Must use the NFHS/PIAA skin lesion form and adhere to its guidelines.
 - All skin infections must be properly covered during practices and contests.
-

Hydration Testing (Wrestling Only)

- Conducted in accordance with the PIAA Wrestling Weight Control Program.
- Initial and makeup testing dates will be coordinated by the Head Coach and Athletic Trainer.
- Wrestlers may appeal their Minimum Wrestling Weight assessment at their own expense, prior to the first contest.

VOLUNTEER COACH

Volunteer coaches play a valuable role in enhancing the Wissahickon School District athletic experience. While they contribute their time and expertise without compensation, they are held to the same standards of conduct, responsibility, and compliance as paid staff.

Definition

A volunteer is defined as any individual from the community who contributes services to the Wissahickon School District without financial compensation. Volunteer athletic coaches assist with instructional support but must do so under the direct supervision of an appointed district coach.

Requirements and Expectations

- Before engaging in any team activities, all volunteer coaches must:
 - Receive Wissahickon School District Board and/or Wissahickon School District Human Resources approval to serve as a volunteer coach.
 - Submit all required clearances and documentation in accordance with Wissahickon School District policy.
 - Adhere to the same expectations, protocols, and ethical standards as paid coaches.
 - Volunteers are not permitted to supervise student-athletes independently or assume full responsibility for any team activity.
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Limitations and Liability

- Volunteers may not treat or diagnose student-athlete injuries beyond basic first aid.
- Volunteers must not transport students unless explicitly approved by the Athletic Director.
- The Wissahickon School District does not provide insurance coverage for personal injuries sustained by volunteers.

- Volunteers are personally liable for their actions, including incidents involving student supervision or transportation.
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Termination of Volunteer Service

- Volunteer service may be discontinued at any time for failure to comply with district policies or for behavior deemed inconsistent with the values of the Wissahickon School District.
-

Relationship to Appointed Coaches

- Volunteer coaches provide instructional support and help create a positive experience for student-athletes.
- They must always remain under the direct supervision of a head or assistant coach.
- Volunteers may not run practices independently, even during early dismissals or staff absences.
- They may not be assigned to relieve district-employed coaches of their responsibilities.

COACH'S RESPONSIBILITY GUIDE

The Wissahickon School District expects all coaches to fulfill a wide range of responsibilities that support student-athletes' growth, program integrity, and operational efficiency. These duties span across the pre-season, regular season, and post-season and are essential to ensuring a successful and compliant athletic program.

Pre-Season Responsibilities

- Conduct an orientation meeting with prospective athletes prior to physicals.
 - Establish and communicate team rules and expectations in writing.
 - Review the season schedule and confirm accuracy with the Athletic Office.
 - Submit transportation requests for all away contests.
 - Request and distribute team equipment; complete player equipment receipt forms.
 - Submit official team rosters by the required deadline.
 - Verify that all eligibility forms and physical forms are complete and submitted.
 - Ensure student-athletes are aware of academic, attendance and behavioral expectations.
-

Regular Season Responsibilities

- Report contest results to appropriate media outlets and the Athletic Office.
 - Monitor athlete attendance on a daily basis and academic eligibility on a weekly basis.
 - Provide support and guidance to athletes with academic concerns.
 - Review and confirm bus schedules upon receipt.
 - Regularly inspect and restock First Aid kits.
 - Maintain accurate attendance records for practices and competitions.
 - Submit injury reports promptly and follow up with the Athletic Trainer.
-

Post-Season Responsibilities

- Submit requisitions for any new or replacement equipment.
- Collect and account for all team-issued equipment and uniforms.

- Reconcile and report any lost or damaged items to the Athletic Office.
- Return all district-issued keys.
- Sign and submit the season evaluation form as part of the performance review.
- Complete and submit an Activity Report detailing the season overview.
- Ensure all time sheets and related forms are finalized and submitted.
- Prepare and submit award/letter recommendations at least two weeks prior to any scheduled event or ceremony.
- These responsibilities are designed to help coaches maintain effective communication, ensure athlete safety, and support the ongoing success of Wissahickon athletic programs.

GUIDELINES FOR MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS

Effective Date: <Date>

Purpose

This administrative guideline provides clear expectations for appropriate communication and professional boundaries between district staff—including coaches, club sponsors, and chaperones—and students, particularly during school-sponsored events such as athletics, field trips, and extracurricular activities. It also outlines protocols for the responsible use of technology, especially when immediate communication is required.

These guidelines are distributed annually to all Wissahickon High School personnel involved in activities beyond the regular school day or off-campus.

Definitions

- District: Refers to the Wissahickon School District.
- District Adults: Includes all employees, volunteers, student teachers, and contracted personnel who interact with students. This does not include students volunteering for or employed by the district.
- Legitimate Educational Reasons: Covers communications and activities related to instruction, counseling, extracurricular events, injury treatment, or any other school-sanctioned purpose.

Electronic Communication Expectations

Electronic communication includes, but is not limited to:

- Email
- Text messaging
- Instant messaging
- Social media interactions
- Communication via websites or mobile applications

All electronic communication with students must adhere to professional boundaries and serve a legitimate educational or logistical purpose.

Use of District-Issued Communication Tools

- Whenever possible, staff must use district-provided email or other officially sanctioned tools.
 - Communications must align with district policies on acceptable use and data privacy.
-

Prohibited Uses of Personal Platforms

District employees and volunteers are prohibited from using personal:

- Email accounts
- Social media platforms
- Text messaging services

to communicate with students unless authorized and unavoidable (e.g., an emergency situation). In general, staff may not “follow” or “friend” current students on personal platforms.

Inappropriate Electronic Communication

The following forms of communication are strictly prohibited:

- Derogatory or inappropriate language
 - Sexually explicit or suggestive content
 - Profanity or offensive statements
 - Harassment or intimidation
 - Discriminatory or inflammatory content
 - Promotion of illegal activity or personal gain
 - Political messaging or campaign material
 - Sharing of copyrighted material without permission
 - Fraternization that blurs professional boundaries
-

Group Messaging for Teams and Activities

When communication with students via text is necessary (e.g., event cancellations or location updates), staff must:

- Use district-approved mobile applications (e.g., Hudl, Remind or Snap).
- Notify students and parents in writing about the use of the platform.

- Collect written permission from both parents and students before initiating communication.

Direct text messaging from personal numbers is not permitted.

Use of Public Social Media Accounts

If staff wish to use public platforms (e.g., X/Twitter, Instagram, etc.) to promote team or activity updates:

- Accounts must be approved by the Office of Athletics and Activities.
- Pages must clearly represent their affiliation (e.g., include “Wissahickon” in the name).
- These pages must be used for one-way communication only.
- Coaches and sponsors may not follow or interact with currently enrolled students.

Students may follow district-approved public pages at their discretion.

USEFUL DOCUMENTS FOR COACHES

The following documents and forms are essential for the effective management of athletic programs at Wissahickon High School. While this section provides an overview for reference, official copies of all forms are available in the Athletic Office or on the district's website.

- ✓ Check Request Form
- ✓ Transportation Waiver
- ✓ Athletic/Activity Event Application
- ✓ Coach's Season Review Form
- ✓ Facility Use Form
- ✓ End of Season Coach's Packet
 - Coach's Season Review Form
 - Budget Request Form

Check Request Form

Used to request disbursements from a team's student activity account.

Must be submitted with:

- The original invoice
- A copy of the invoice
- All required signatures

Check requests must be submitted to the Business Office by Wednesday and allow 7 days for processing.

Wissahickon School District

Student Activity Account Payment Request Form

Club/Sport Name: _____

Student Activity Account # _____

Amount of Request: _____

Purpose of Request: _____

Approvals

Officer/Team Leader	Print	Signature
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Sponsor/Coach	Print	Signature
---------------	-------	-----------

Athletics and Activities Director	Print	Signature
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Payee Information*

Name _____

Mailing Address _____

Mailing City, State Zip _____

*If W-9 is not on file, please include with submission

CHECK ONE:

_____ Return Check to Athletics and Activities Director

_____ Mail Check

Transportation Wavier

Must be completed prior to the event.

Must be signed by parent or guardian.

Must be turned into the coach.

Coach will provide waivers to the Athletic Department.

Athletic Department will electronically store these waivers for a period of one year.



Parent/Guardian Transportation Waiver

The District is providing bus transportation (“District transportation”) to away events. Bus transportation is the best and safest option, so we strongly encourage you to take advantage of this service.

However, in the event of extenuating circumstances, Wissahickon School District will allow parents/guardians to provide transportation to and from away events for ONLY his/her child. Students are NOT allowed to transport themselves to or from an away event.

By signing this Transportation Waiver, I understand the above provisions and agree to relieve Wissahickon School District and its agents/employees/contractors/board members (“Releasees”) of all responsibility for transporting my child, identified below, to and from a scheduled away event. I agree that transportation of my child to and from away events will be my sole responsibility and understand that my child is not permitted to transport themselves to or from an away event. I agree to waive all rights to claims against Releasees as they relate to this matter. I agree to voluntarily assume liability for any injury (including, but not limited to, illness, disability, and death) caused to my child, myself, or other third parties, damage, loss, claim, liability, or expense of any kind that I or my child may experience or incur resulting from non-District transportation (i.e., parent/guardian transportation) of my child to or from a scheduled away event. I agree to indemnify and hold harmless the Releasees against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me, my child, anyone on my or her/his/their behalf, or any third parties arising from or relating to non-District transportation of my child to or from a scheduled away event, including for claims of negligence by Releasees. I agree that at my own cost and expense, I will have and maintain insurance covering Releasees as additional insureds for any claims of injury (including, but not limited to, illness, disability, and death), loss, claim, liability, or expense of any kind that I or my child may experience or incur resulting from non-District transportation of my child to or from a scheduled event.

Printed Name of Student-Athlete_____ **Sport**_____

Printed Name of Parent/Guardian_____ **Date**_____

Signature of Parent/Guardian_____ **Date**_____

Athletic/Activity Event Application

Required for any event beyond regular practices and games, including:

- Fundraisers
 - Clinics
 - Off-season team activities
 - Must be submitted at least 10 days prior to the event.
 - If using district facilities, a Facility Use Form is also required.
-



Athletic/Activity Event Application

Please complete and give to the Athletic/Activities Office

Application must be completed 10 days prior to any special activity/event. Sponsoring organization encouraged to check the master schedule for any conflicts with date.

Date of Application: _____ Club: _____

Name of Sponsor: _____ E-mail: _____

Fundraiser or Non-Fundraiser (please circle) Number of Security needed: _____

Event/Activity: _____

Date: _____ Time to Begin: _____ Time to End: _____

Location: _____

Please remember to complete a Facility Use Form if using facilities

Amount of admission: _____ Anything Unique: _____

Amount of students expected: _____

All Activities must end by 10:30 PM

Approval of Activity/Event:

Athletic/ Activity Director: _____ Date: _____

School Principal: _____ Date: _____

Facility Use Form

- Available on the district website under the Facilities section or from the Athletic Office.
 - Required for all special events or practices held outside of regular scheduling.
 - Must be submitted in compliance with facility use policies.
-



WISSAHICKON SCHOOL DISTRICT



TERMS AND CONDITIONS FOR USE OF BUILDINGS AND FACILITIES

I. INSTRUCTIONS

A. COMPLETION OF APPLICATION

1. If you have not already submitted an application, complete all application questions completely, including your contact information, address and email address. Be sure to include any special technology or custodial needs.
2. Sign the Application For Use of Buildings and Facilities and Terms and Conditions for Use of Buildings and Facilities (2 separate documents) and return both documents directly to the school you are requesting.

B. RETURN OF CONTRACT

1. Upon review by the Wissahickon School District, an email will be generated indicating approval or denial of your request.

II. FEES AND CHARGES

1. It is understood by the renting organization that actual charges shall be made in accordance with the expenses incurred and that the actual invoice may vary from any estimated invoice you may receive.
2. If a prepayment is required, an estimated invoice will be sent to you. This estimate must be paid at least three (3) days prior to the event.
3. If prepayment is not required, actual invoices will be sent after the event. Invoices are payable upon receipt.

III. INSURANCE - Insurance is required by the Wissahickon School District. Your organization must have liability insurance with a minimum of \$1,000,000 General Liability and Property Damage combined. A certificate of insurance from your insurance carrier must be received by the Business Office at the time your application is submitted. Certificate must include naming the District as an additional insured and also confirming the District will be provided with thirty (30) days advance written notice of the cancellation of the policy.

IV. HOLD HARMLESS CLAUSE

Applicant agrees to defend, indemnify and hold harmless the Wissahickon School District, its affiliates and subsidiaries, from all damages, claims and liabilities resulting either directly or indirectly from acts or omissions of the applicant, Wissahickon School District, its affiliates and/or subsidiaries and/or third parties, whether negligent or otherwise, including those resulting from the sole negligence of the applicant, which damage would not have resulted but for the relationship between the applicant and Wissahickon School District.

V. CERTIFICATION STATEMENT

BY THIS APPLICATION AND SIGNATURE THEREON, THE APPLICANT HEREBY CERTIFIES HE/SHE RECEIVED, READ THOROUGHLY, UNDERSTANDS, ACCEPTS THE PROVISION OF, AND AGREES TO ABIDE BY THE WISSAHICKON SCHOOL DISTRICT POLICY REGARDING USE OF SCHOOL BUILDINGS AND FACILITIES AND ALL THE PROVISIONS OF THIS APPLICATION INCLUDING THE ABOVE HOLD HARMLESS CLAUSE.

VI. CANCELLATION

THE WISSAHICKON SCHOOL DISTRICT RESERVES THE RIGHT TO CANCEL THIS AND ANY PREVIOUSLY APPROVED APPLICATION AT ANY TIME AND FOR ANY REASON.

AUTHORIZED SIGNATURE: _____ DATE: _____

ORGANIZATION NAME: _____ EVENT: _____

EMAIL ADDRESS: _____ PHONE: _____



WISSAHICKON SCHOOL DISTRICT
Ambler, PA 19002
APPLICATION FOR USE OF BUILDINGS AND FACILITIES



Name of Organization: _____

Address of Organization: _____

Type of Organization: ☐ Non-profit ☐ Profit Current Insurance Certificate: ☐ Yes ☐ No

School Desired: _____

AREA(S) DESIRED: (Please check)

____ Auditorium ____ Classrooms ____ Tennis Courts ____ Gym – I ____ II ____
____ Audion ____ Cafeteria ____ Stadium (HS) ____ All-Purpose Room
____ Library ____ Kitchen ____ Pool (HS) Deep ____ Shallow ____ ____ Parking Lot
____ Athletic Field (state which field) _____
____ Other (Please specify) _____

Type of Function: _____

Date(s) of Function: _____ Times Requested: _____

Admission Charged? ☐ Yes ☐ No If yes, how will proceeds be used? _____

Number Attending: Adults _____ Children _____

Applicant's Signature: I have read and hereby accept and agree to the Hold Harmless Clause, Section IV and the Certification statement, Section V in Instruction/Terms and Conditions.

X _____
Signature of Applicant _____ Date _____

Name of Applicant (please print) _____ () _____ () _____
Phone No. (Cell) _____ Phone No. (Home) _____

Street Address _____ Email Address _____

City State Zip Code _____
(Application will not be processed without an email address.)

Invoicing Information: _____
Email Address (Invoices are sent electronically.) _____

Name _____

Street Address _____

City State Zip Code _____

TO BE COMPLETED BY BUILDING ADMINISTRATOR

Application: Accepted Rejected Reason for Rejection: _____
(Circle One)

Signature of Administrator _____ Date _____ Schedule ID# _____

End-of-Season Coach's Packet

A mandatory report for all head coaches at the conclusion of their season.

Includes:

- Team summaries
- Equipment and uniform inventory
- Recommendations and program feedback

Coaches must:

- Schedule a post-season meeting with the Athletic Director.
 - Varsity Coaches must ensure all JV and Freshman coaches have returned their gear in good condition.
-

Coaching Staff End-of-Season Responsibilities

All coaches must complete certain end of season responsibilities before they can consider their coaching assignment finalized. The Varsity coaching staff is responsible for checking with JV and Freshmen coaches about the return of their equipment and uniforms in good condition.

Please complete the attached forms and return them to the Athletic Office.

- ❖ Complete the forms below.
 - Coach's Season Review Form
 - Budget Request – A spreadsheet can be obtained from the Athletic Office if preferred.
- ❖ Schedule a meeting with the Athletic Director.
- ❖ Store team equipment and uniforms.



Coach's Season Review Form

Coach Name: _____ Sport/Activity: _____

Team Level (check one): ____ Varsity ____ Junior Varsity ____ Freshman ____ Other

Key Highlights or Achievements: (e.g., notable wins, tournaments, player milestones)

Team Performance & Dynamics

- Strengths of the Team:

- Areas in Need of Improvement:

Program Reflection

- Practice & Training: What worked well this season?

- What could be improved in terms of training, scheduling, or preparation?

Program Improvement & Future Planning

- Suggestions to Improve the Program for Next Season:
(Consider player development, staff needs, parent communication, support systems, etc.)

- Offseason Planning & Recommendations:
(Optional conditioning, camps, team meetings, etc.)

Signature: _____ **Date:** _____

Budget Request

SPORT: _____

SUPPLIES – List out Supplies for Next Season (ex. scorebooks, balls, practice cones, etc.)				
Items	Count	Cost	Ttl Cost	Notes/Purchase Source

Coach Clinics (must be able to justify value)				
Clinic	Count	Cost	Ttl Cost	Notes/Clinic Link
Replacement Equipment (larger equipment such as a net or goal, base, lane dividers, etc.)				
Items	Count	Cost	Ttl Cost	Notes/Purchase Source
Equipment Reconditioning (ex. scale, helmets, etc.)				
Items	Count	Cost	Ttl Cost	Notes/Purchase Source
Other items				
Items	Count	Cost	Ttl Cost	Notes/Purchase Source