

# Panther Valley School District



Athletic Handbook  
2010-2011

**Panther Valley School District**

1 Panther Way  
Lansford, PA 18232

Superintendent's Office – (570) 645-4248  
Business Office – (570) 645-3176  
Athletic and Activities Office - (570) 645-4207  
High School Office – (570) 645-2171  
Middle School Office – (570) 645-2175  
Elementary School Office – (570) 669-9411

Superintendent of Schools:  
Rosemary Porembo

Business Manager:  
Kenneth Marx, Jr.

High School Principal:  
Joseph Gunnels

Middle School Principal:  
Lisa Mace

Elementary Principal:  
William Lombardo

Maintenance Supervisor:  
George "Smokey" Krajnak, Jr.

Technology Coordinator/Professional Dev. Specialist:  
Janet Fisher

Athletic and Activities Director:  
Kristin Marie Black R.A.A

Athletic Trainer  
Mark "Paco" Shanton

**School Year 2010-2011**

**NONDISCRIMINATION POLICY**

The Panther Valley School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in the administration of its educational programs,

activities, or with respect to admission or employment. Inquiries may be directed to the Superintendent of Schools, Panther Valley School District, 1 Panther Way Lansford, PA, 18232. Phone: (570) 645-4248 Fax: (570) 645-6232

## **MANAGEMENT AND CONTROL OF ATHLETIC PROGRAMS FOR THE PANTHER VALLEY SCHOOL DISTRICT**

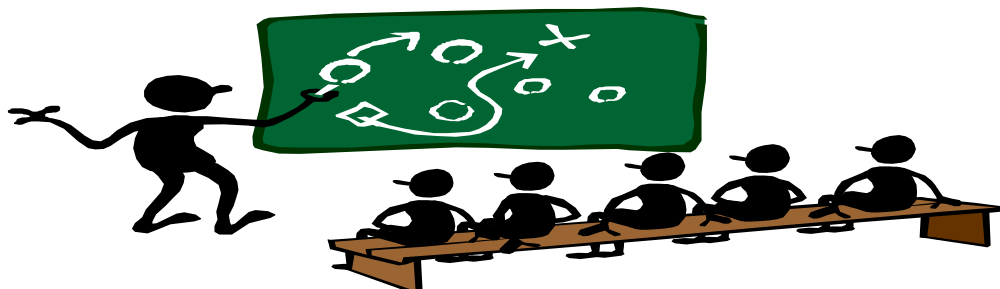
- ✚ Board of School Directors
- ✚ Athletic Committee
- ✚ Superintendent of Schools – Rosemary Porembo
- High School Principal – Joseph Gunnels
- ✚ Athletic Director – Kristin Black
- ✚ Coaching Staff

### ***FOREWARD***

The purpose of this manual is to inform head coaches, assistant coaches, and others with the policies, rules and regulations, procedures, and general guidelines which are necessary to provide athletic participants with programs that are consistent within the framework of the educational program of the Panther Valley School District, as well as the By-Laws of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) and the leagues of which our school is a member.

Coaches should use this manual as a guide for conducting an effective and successful program. Requests for clarification, explanation, or other questions should be directed to the Athletic Director. The Athletic Director in turn will make coaches aware of any changes in athletic policy and procedure.

### **WHY DO YOU COACH?**



Although you certainly have your own specific reasons for coaching, the main reason should be to take a group of young people and develop their individual and collective

skills to the maximum of their potential. In addition, your goal should be to help them develop the mental toughness to cope with the adversity which they will certainly encounter as adults. Athletes who are better players and better people at the conclusion of their seasons and the end of their high school athletic careers than they were at the beginning have played for a successful coach, regardless of wins and losses.

### **WHAT THE PANTHER VALLEY SCHOOL DISTRICT EXPECTS FROM YOU...**

- ✓ To serve as a role model for your athletes. Don't ever underestimate the influence you have on young people, especially those you coach.
- ✓ To give an honest effort at all times. To strive to do your best, just as you expect your athletes to do their best.
- ✓ To remember that how you treat and develop your athletes is more important than how many games you win.
- ✓ Although participation in numerous school activities is encouraged for all students, it is understood that once a student-athlete commits to the coach and his/her teammates of his/her participation as a member of the team, consequences for failure to abide to team rules may be implemented by the head coach and his/her assistants. All rules and consequences must be pre-approved by the Athletic Director and Principal and will be kept on file.
- ✓ To be supportive of the entire athletic program. Your student-athletes do appreciate when you watch them compete and participate in sports and activities other than yours.
- ✓ To conduct your program in an ethical manner.
- ✓ To keep athletics in perspective. To remember that although athletics are important, they are but a small component of a student-athlete's total education.
- ✓ To have fun. It is indeed possible to work hard, be intense, and still enjoy every minute of it.
- ✓ To be open-minded and receptive to recommendations and constructive criticism which you may receive from the school district.

### **WHAT SHOULD YOU EXPECT FROM THE PANTHER VALLEY SCHOOL DISTRICT...**

- ❖ To provide you with encouragement, support, and resources necessary to develop the program.
- ❖ To remember that how you treat and develop your student-athletes is more important than how many games you win.
- ❖ To conduct the overall sport program in an ethical manner.
- ❖ To be open-minded and receptive to recommendations and constructive criticism which the school district may receive from you.
- ❖ To keep athletics in perspective. To remember that although athletics are important, they are but a small component of a student's total education.

- ❖ To provide you with opportunities and recommendations to help you grow as a coach. To offer criticism in a private setting.
- ❖ To support you against unfair and unfounded criticism and attacks.



## **PANTHER VALLEY SCHOOL DISTRICT ATHLETIC PHILOSOPHY**

The athletic program is an integral part of the educational process of the Panther Valley School District. It promotes a desire in our students and community to take part in sports either as a participant or a spectator. Our aim is to develop highly competitive athletes but not to lose sight of values such as sportsmanship, citizenship, health, wellness, and scholastic attainment. The athletic programs should also promote school morale and spirit and provide an additional source of self-esteem for our students.

### **OBJECTIVES**

- To provide opportunities to learn games and improve playing skills to the best of students' abilities.
- To develop physical fitness and desirable health, hygiene, and safety habits.
- To provide opportunities to make real friends with team members and widen circles of companionship by meeting athletes from opposing teams.
- To provide opportunities to observe and practice good sportsmanship.
- To realize that athletic competition is a privilege that carries definite responsibilities.
- To reap the benefits of the special type of discipline that comes from participation and competition.
- To understand the concept of teamwork and the individual's role as a team member.
- To carry on the proud athletic tradition and history of the Panther Valley School District.

### **COMMUNITY OBJECTIVES**

- The community should realize that control of and responsibility for school athletics rests entirely with the school authorities.
- School athletics should furnish a recreational opportunity for the general public, as long as a community is willing to see that the program is conducted solely for the benefit of student competition and student spectators.
- The community should judge the success of the season on the number of participants, the number of spectators, the number of new skills acquired, and the amount of good citizenship and sportsmanship taught, rather than on the number of games won or lost.
- The community should constantly keep in mind that an athletic contest is part of the school program and therefore, is governed by the same philosophy.

## **SCHOOL AND STUDENT BODY OBJECTIVES**

- Athletics should be educational.
- Athletics should promote pride in one's school and community.
- Proper student interest should be promoted.
- All visiting schools should be treated as guests.
- School policy should be consistently applied so as not to provide athletes with special privileges.
- Every effort should be made to provide the best coaching, facilities, and equipment possible within the economic constraints of the school district's budget.



## **DUTIES AND RESPONSIBILITIES**

### **RESPONSIBILITIES OF THE BOARD OF SCHOOL DIRECTORS**

- The Board of School Directors shall set policy with regard to the conducting of the athletic programs within the Panther Valley School District and shall make all decisions as are required by law.

### **RESPONSIBILITIES OF THE PRINCIPAL**

- The Principal in each school, in all matters pertaining to the interscholastic athletic programs of the school, is responsible to the P.I.A.A. He/She may delegate some of these powers, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school, of the Constitution and By-Laws of the P.I.A.A.
- To have control over all athletic relations in which the school participates. This applies to interscholastic sports for both boys and girls.
- To sanction all contests in which the school participates and to notify the Executive Director of the P.I.A.A. within ten days if the school has entered a contest which has not been sanctioned.
- To exclude any contestant who, because of bad habits or improper conduct, would not represent the school in a becoming manner; and also to exclude any contestant who has suffered illness or injury until that contestant is pronounced physically fit by the school physician or, if none is employed, by another licensed physician.
- To be responsible for the treatment of all visitors and officials attending contests conducted by the school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home

- games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such case, penalties may be imposed upon either or both schools.
- To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature or designee's signature.
  - All written contracts with officials shall be signed by the principal, athletic director, or by one principal representing a league, conference, or school.
  - To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the P.I.A.A.
  - The principal shall have such other powers concerning interscholastic athletics within the school as are in keeping with the growth and needs of the school, and which are consistent with the provisions of the Constitution and By-Laws of the P.I.A.A.

### **RESPONSIBILITIES OF THE STUDENTS**

- Student habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of their school.
- It is expected that students know and demonstrate the fundamentals of good sportsmanship.
- They should respect, cooperate, and respond positively to cheerleaders.
- They are expected to help control the unruly behavior of fellow students.
- They should respect property of the school and the authority of school officials.
- It is expected that they show respect for an injured player when he/she is removed from a contest.
- They should never criticize coaches or players for the loss of a game.
- They should respect the judgment of game officials and referees.
- They should refrain from using obscene or vulgar language.
- They should respect the efforts of all participants, both home and visitors.
- It is expected that they conduct themselves with proper respect during public address announcements and the playing of the National Anthem.
- The Panther Valley School District has the right to restrict students from attending or participating in any athletic activities.

### **JOB DESCRIPTIONS**



**TITLE: ATHLETIC DIRECTOR**

*All personnel MUST be recommended to and approved by the Board of Education of the Panther Valley School District. Volunteer coaches must file an ACT 34 Criminal Clearance check and an ACT 151 Child Abuse check through the Pennsylvania State Police.*

#### Basic Function

As a staff member of the school under the direction of the high school principal, the Athletic Director shall recommend and implement approved objectives and policies of the extracurricular interscholastic and intramural athletic programs in the school; coordinate the efforts of athletic coaches and their assistants; recommend an annual budget to finance the athletic program; maintain and enhance the school's standing in the community through the athletic program; and perform such other duties as the high school principal may assign.

#### Scope

The authority and responsibility of the Athletic Director extend to all personnel and activities of the school specifically pertaining to the athletic program and to such other activities as the high school principal may assign.

#### Authority and Responsibility

- I. Operation
  - A. Approve specifications for all athletic equipment and supplies; direct and control the receipt, storage, inventory, usage, and distribution of equipment and supplies.
  - B. Supervise the care and maintenance of athletic fields and gymnasiums.
  - C. Plan, arrange, and prepare a master schedule for all interscholastic activities.
  - D. Secure transportation for athletes and coaches at away events.
  - E. Promote and enhance the relations of the school and the district with the community through public relations media and encourage a display of good sportsmanship on the part of participating athletes and spectators.
  - F. Represent the school at meetings and conferences pertaining to the athletic program.
- II. Organization
  - A. Recommend the organization and coordination of the areas of responsibility to meet the approved objectives of the school athletic program.
- III. Personnel
  - A. Supervise the health and safety of all athletes, requiring parental permission, physical examinations, and the fulfillment of insurance options for each active participant.
  - B. Contract approved individuals to officiate at all home events.
  - C. Contract for gate/game personnel for all home events.
  - D. Direct and control the conduct of spectators.
  - E. Assist athletic coaches in developing improved effectiveness in coaching.
- IV. Finance



- A. Initiate, develop, coordinate, recommend, and justify the athletic budget to the Principal and Athletic Committee.
- B. Recommend expenditures within approved budgetary limitations.

### Relationships

#### *Principal*

The Athletic Director will be under the direction of and accountable to the High School Principal.

#### *Others*

The Athletic Director will establish and maintain such other relationships within and without the school as are required to carry out his/her responsibilities.

### Additional Duties and Responsibilities

- ❖ Keep the principal informed of all aspects of the Athletic Program.
- ❖ Make recommendations for changes or additions to the athletic program.
- ❖ Prepare the budget for all athletic for submission to the Principal.
- ❖ Be responsible for submitting a requisition for all athletic equipment needed for the operation of the athletic programs.
- ❖ Be responsible for and keep a record of all receipts from athletic contests held in the district.
- ❖ Keep on file an inventory of all athletic equipment.
- ❖ Schedule all athletic contests keeping within league, conference, and P.I.A.A. regulations.
- ❖ Arrange for the transportation of athletes to and from all away contests and as needed for special situations.
- ❖ Be responsible for assigning officials for all home contests and placing them under contract at the approved fees.
- ❖ Maintain on-going publicity for athletic events.
- ❖ Assist head coaches in developing junior varsity or other preparatory programs.
- ❖ Manage and arrange for the management of all home contests.
- ❖ Schedule and maintain records of physical examinations for all athletes with the assistance of the school nurse, school physician, and athletic trainer.
- ❖ Administer P.I.A.A. player eligibility rules and keep abreast of any changes or new interpretations.
- ❖ Be familiar with P.I.A.A. league and school district rules and regulations for academic eligibility and enforce those rules uniformly and fairly.
- ❖ Check and approve all requests for athletic awards.
- ❖ Recruit and supervise an adequate number of workers for contests (ticket sellers, scorekeepers, timekeepers, security, etc.).
- ❖ Supervise the preparation of game fields/facilities and practice areas.



**Position Title:** Head Athletic Coach

**Assignment:** Athletic Office

**Terms of Employment:** Yearly

**Evaluation:** Yearly

**Date Originated:** 2001

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:** As a staff member of the athletic program under the direction of the Athletic Director, the Head Athletic Coach implements approved policies of the athletic program; directs the overall activities of the team; recommends budget requests for supplies and equipment; provides for the welfare of the athletes; maintains and enhances the school's standing in the community through the conduct and performance of the players; and fulfills such other duties associated with the team(s) and athletes as the Athletic Director may assign.

**Qualifications:**

Skills/Knowledge:

- ☐ High School Diploma or equivalent
- ☐ Coaching Experience Required
- ☐ A working knowledge of the sport
- ☐ Knowledge of PIAA and Schuylkill League rules
- ☐ Such alternative to the above qualification s as the athletic director may find appropriate and acceptable.
- ☐ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police along with an FBI check.

Physical:

- ❑ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

**Functions/Duties/Responsibilities:**

Authority and Responsibility

- I. Operation
  - A. Plan, coordinate, and direct the training program, practices, and scheduled competitive events for the team within established policies.
  - B. Supervise the athletes' care of the athletic fields, gymnasium, locker rooms, equipment, and supplies as assigned to the team for its use and activities.
  - C. Establish and maintain good public relations within and without the school through cooperation with the news media.
  - D. Attend meetings and conferences related to coaching activities as approved by the Athletic Director and/or Principal.
- II. Organization
  - A. Recommend the organization and supervision of the areas of responsibility to meet the approved objectives of the athletic program.
- III. Personnel
  - A. Develop and recommend policies for student participation in team activities regarding the health, safety, and general welfare of the athletes.
  - B. Instruct and direct athletes in the mechanics and techniques of the particular sport; a program of physical fitness and mental alertness; the qualities of good sportsmanship; and the value of continued personal satisfaction through competition with others.
  - C. Direct, supervise, and counsel assistant athletic coaches in their assigned responsibilities.
- IV. Finance

Initiate and develop budget requests for supplies and equipment, and justify such needs to the Athletic Director.

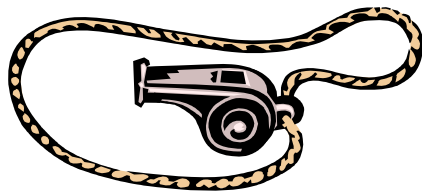
Additional Duties and Responsibilities

- The Head of a Varsity sport is charged with the responsibility for providing leadership, coordination and supervision of that sport at every level of competition played (middle school, freshmen, junior varsity, varsity, etc.). While delegating responsibility to assistants with certain duties and responsibilities is permissible, this does not relieve the Head Coach of his/her responsibility.
- To be a teacher of the fundamentals as well as the fine points of the sport assigned. To develop the individual and collective skills of the members of the team. To build strong men and/or women, ethically, physically, and mentally. To provide general supervision and guidance. To reflect the philosophy of the school and of the athletic program from the elementary grades through the senior year.

- Develop and distribute team rules, regulations, and standards in accordance with school policies.
- Inform all athletes of P.I.A.A. rules and School District Athletic policies.
- Properly supervise athletes at all times on the playing area, in locker rooms, including before and after practice, and on buses.
- Coaches must put all results on [www.highschoolsports.net](http://www.highschoolsports.net).
- Submit a post-season report to the Athletic Director which includes the following:
  1. Number of players starting the season
  2. Number of players ending the season
  3. Number of Varsity and junior varsity letter winners
  4. Scores of each game
  5. Special awards won by athletes in that sport
  6. Proposed changes for the following season
  7. Inventory of all equipment
  8. Requisition of equipment for the following season
  9. General comments. This report will be used to assess the needs of the program, set goals for the following season, and provide an historical record of sports programs.
- Attend or have an assistant attend all mandatory rules meetings.
- Determine that all players have obtained the necessary clearance requirements before beginning practice.
- Complete or have an assistant coach complete requested forms pertaining to the evaluation of officials, if applicable.
- Complete or have the Athletic Trainer complete the accident report forms and submit them to the school nurse.
- Observe and cooperate with all School District policies, including those guidelines pertaining to the conduct of practices and scrimmages.
- Conduct a pre-season meeting for athletes trying out for the sport.
- Inform the Athletic Director and Principal of any disciplinary matters and of any athletes who have quit the team.
- Ensure that first aid supplies are available for practices and games by contacting the Athletic Trainer or Athletic Director.
- Ensure that scores and information from home games are reported to the local media.
- Cooperate with reporters.
- Report any unsafe facility conditions to the Athletic Director and/or Principal.
- Maintain team records and statistics.
- Report all lost or stolen equipment to the Athletic Director.
- Keep an up-to-date file including a schedule of playing dates with opponents, starting times, bus departure times, and places of events, eligibility lists, for all athletes, and emergency phone numbers and parent phone numbers. Coaches should make use of the Emergency

Information cards available in the nurse's office to be filled out by the athlete and his/her parents. They should be kept in the first aid kit for easy access.

- Along with the Athletic Director, create pre-season and in-season practice schedules so that the availability of facilities may be anticipated. Set up the practice schedule one month in advance and submit to the Athletic Director for review and publication. Do not schedule practices more than six days per week, as per P.I.A.A. regulations and district policy and procedures. Practices will not be scheduled on Sunday unless there are extenuating circumstances.
- Prepare eligibility information and submit to the Principal's Secretary one week prior to the first scheduled contest, as well as rosters and numbers where applicable.
- Adhere to and follow the coaching guidelines received at the beginning of the season. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules. Coaches shall be in serviced each year by the Athletic Director on rules, regulations, and procedures.
- Develop procedures for squad selection and consult with the Athletic Director on any potential cuts which might be made. Coaches shall select the players for the squad.
- Develop and refine coaching skills through any of the following: meetings and discussions with other coaches, reading articles, coaching journals, attendance at workshops, clinics, or other programs pertaining to coaching.
- Consult with and keep the Athletic Director informed of all athletic related matters.
- Maintain an on-going knowledge of Basic First Aid.
- Conduct organized practices. Practices start when scheduled and end when scheduled. Parents and students are provided with definite start and end times ahead of time.
- Serve as a role model for the athletes in the areas of demeanor, language, and conduct during contests, practices, and all school related functions and/or employment.
- Remind the athletes of the importance of school work and encourage them to maintain good grades.
- Communicate with the athlete's parents/guardians whenever the need arises.



**Position Title:** Assistant Athletic Coach

**Assignment:** Athletic Office

**Terms of Employment:** Yearly

**Evaluation:** Yearly

**Date Originated:** 2001

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:** As a staff member of the athletic program under the direction of the Head Athletic Coach, the Assistant Athletic Coach will supervise: all training, practices, and instructional sessions; performance and conduct of athletes; and fulfill such other duties associated with the team and athletes as the Head Athletic Coach may assign.

**Qualifications:**

Skills/Knowledge:

- ☐ High School Diploma or equivalent
- ☐ Coaching Experience Required
- ☐ A working knowledge of the sport
- ☐ Knowledge of PIAA and Schuylkill League rules
- ☐ Such alternative to the above qualifications as the athletic director or principal may find appropriate and acceptable.
- ☐ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police along with an FBI check.

Physical:

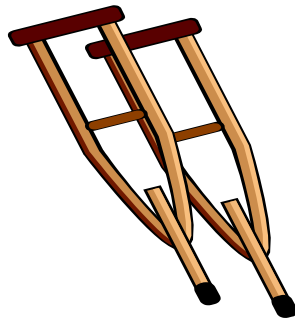
- ☐ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

**Functions/Duties/Responsibilities:**

Authority and Responsibility

- I. Operation
  - A. Assume complete charge of the team and its operation in the absence of the Head Athletic Coach.
  - B. Identify and work with problem situations.
  - C. Scout the play of opposing teams as time and budget permit and as designated by the Head Athletic Coach.

- D. Assist the Head Athletic Coach in readying athletes, equipment, supplies, athletic fields, and/or gymnasium, and instructional, training, and practice sessions.
- E. Assist the Head Athletic Coach in operational areas, i.e., distribution of uniforms and equipment, inventory of equipment and supplies, supervision of athletes transported to away events, etc.
- II. Organization
  - A. Recommend the organization and supervision of the areas of responsibility to meet approved objectives of the athletic activity.
- III. Personnel
  - A. Coordinate all aspects of student eligibility, parental permission, physical examinations, and insurance coverage as assigned by the Head Athletic Coach.
  - B. Work with the team to develop a spirit of good sportsmanship and fair play, and to establish and maintain the physical fitness and mental alertness of each individual athlete.
- IV. Finance
  - A. Assist the Head Athletic Coach in developing budget requests for the team's activities.



**Position Title:** Athletic Trainer

**Assignment:** Athletic Office

**Terms of Employment:** Per contract

**Evaluation:** Quarterly

**Date Originated:** 2001

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:** As a staff member of the athletic program under the direction of the Athletic Director, the Athletic Trainer assists and cooperates with head athletic coaches in providing for the prevention and care of athletic injuries; supplies emergency first aid care for athletic injuries in the absence of an on-site physician; assists athletic coaches in the implementation of a physician prescribed rehabilitation program for in-season athletes as the Athletic Director may assign.

**Qualifications:**

Skills/Knowledge:

- ❑ College Diploma in Athletic Trainer equivalent Diploma
- ❑ Athletic Trainer Experience Required and certification
- ❑ Knowledge of PIAA and Schuylkill League rules.
- ❑ Such alternative to the above qualifications as the athletic director or principal may find appropriate and acceptable.
- ❑ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police along with an FBI check.

Physical:

- ❑ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

**Functions/Duties/Responsibilities:**

Authority and Responsibility

- I. Operation – Professional Duties
  - A. Assist athletic coaches in the care of injured athletes, and in providing emergency first aid care to the injured athlete in the absence of an on-site physician.
  - B. When necessary, contact parents to request the services of their family physician or a school physician, and/or in an extreme emergency, contacting an Emergency Service Unit to come to the site to attend to and/or transport an injured athlete to a local Hospital Emergency Center. As well as, contacting parents of injured athletes concerning information about the injury, first aid care provided, and the location of the Hospital Emergency Center to which the injured athlete may have been transported.
  - C. Advise and assist the coaching staff in the development of off-season, pre-season, and in-season conditioning programs to lessen injury potential.
  - D. Serve as a consultant to coaches in their selection of protective equipment to ensure optimum safety for athletes.
  - E. Communicate with parents, physicians, medical staff, and facilities to ensure accurate information and proper reconditioning of athletic injuries.



- F. Supervise all interscholastic competitions and practices to provide appropriate care for all athletic injuries. And, when called upon, assist in the care and treatment of other co-curricular activities.
  - G. Supervise all reconditioning and treatments administered to athletes as a result of injury.
  - H. Establish open communications and a solid working relationship with the team physician in care and prevention of athletic injuries.
  - I. Maintain the highest standards of service by continuing education at appropriate professional seminars or workshops to fulfill the requirements of continuing education.
  - J. Perform duties and be accountable for the responsibilities of a certified Athletic Trainer as defined by the National Athletic Trainer's Association and rules and regulations governing athletic trainers within the Commonwealth of Pennsylvania.
  - K. Assist the team physician in administering pre-season physicals and construct and supervise programs to overcome deficiencies noted at that time.
- II. Operation – Administrative Duties
- A. Maintain a daily injury log documenting types of injuries and illnesses, compile accurate records on all injury information, treatment, and reconditioning progress, medical history information and emergency medical/personal data.
  - B. Maintain the supplies and equipment used by the Athletic Trainer on-site and in the training room. Complete a yearly inventory of all issued athletic training supplies and report results to the Athletic Director. All purchases of supplies must go through the Athletic Director.
  - C. Consult with the Athletic Director to prepare an efficient athletic training budget consisting of equipment needs and supplies.
  - D. Work closely with the Principal's secretary to complete and process all insurance information to ensure that the information is recorded and processed in a timely manner.
  - E. Develop and implement an emergency medical procedure plan.
- III. Organization
- A. Recommend the organization of the areas of responsibility to meet approved objectives of the athletic program.
- IV. Personnel
- A. Assist the Athletic Director and athletic coaches in providing information to athletes and parents about injury trends, injury potential, and prevention and care of athletic injuries.
- V. Finance
- A. Assist the Athletic Director in developing requests for supplies and equipment necessary to maintain the athletic training facility.

**Position Title:** Volunteer Athletic Coach

**Assignment:** Athletic Office

**Terms of Employment:** Yearly

**Evaluation:** Yearly

**Date Originated:** 2001

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:** To assist the coaching staff only and not be directly responsible for supervision of any aspect of the athletic program.

**Qualifications:**

Skills/Knowledge:

- ☐ High School Diploma or equivalent
- ☐ Coaching Experience Required
- ☐ A working knowledge of the sport
- ☐ Knowledge of PIAA and Schuylkill League rules
- ☐ Such alternative to the above qualifications as the athletic director or principal may find appropriate and acceptable.
- ☐ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police.

Physical:

- ☐ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

**Functions/Duties/Responsibilities**

Authority and Responsibility

- I. Be under the direct guidance and supervision of the Head Athletic Coach.
- II. Not be solely responsible for any athlete or equipment.
- III. Serve as a role model for the athletes in the areas of demeanor, language, and conduct during contests, practices, and all school-related functions.

**Position Title:** Athletic Internship

**Assignment:** Athletic Office

**Terms of Employment:** Stated by College or University

**Evaluation:** College or University Semester

**Date Originated:** 2007

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:** As a staff member of the school under the direction of the high school principal, the Athletic Director intern shall assist in recommend and implement approved objectives and policies of the extracurricular interscholastic and intramural athletic programs in the school; coordinate the efforts of athletic coaches and their assistants; recommend an annual budget to finance the athletic program; maintain and enhance the school's standing in the community through the athletic program; and perform such other duties as the high school principal may assign.

**Qualifications:**

Skills/Knowledge:

- ☐ High School Diploma and enrolled in a College or University
- ☐ A working knowledge of all sports
- ☐ Such alternative to the above qualifications as the athletic director or principal may find appropriate and acceptable.
- ☐ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police and FBI check.

Physical:

- ☐ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

**Functions/Duties/Responsibilities:**

Authority and Responsibility

- V. Operation
  - A. Assist in the approval of specifications for all athletic equipment and supplies; direct and control the receipt, storage, inventory, usage, and distribution of equipment and supplies.
  - B. Assist in supervising the care and maintenance of athletic fields and gymnasiums.
  - C. Assist in planning, arranging, and preparing a master schedule for all interscholastic activities.
  - D. Assist in securing transportation for athletes and coaches at away events.

- E. Assist in promoting and enhance the relations of the school and the district with the community through public relations media and encourage a display of good sportsmanship on the part of participating athletes and spectators.
- VI. Organization
  - A. Help recommend the organization and coordination of the areas of responsibility to meet the approved objectives of the school athletic program.
- VII. Personnel
  - A. Assist with supervision the health and safety of all athletes, requiring parental permission, physical examinations, and the fulfillment of insurance options for each active participant.
  - B. Assist in contracting approved individuals to officiate at all home events.
  - C. Assist in contract for gate/game personnel for all home events.
  - D. Assist in directing and control the conduct of spectators.
  - E. Assist athletic coaches in developing improved effectiveness in coaching.
- VIII. Finance
  - A. Assist with initiate, develop, coordinate, recommend, and justify the athletic budget to the Principal and Athletic Committee.
  - B. Assist with recommend expenditures within approved budgetary limitations.

#### Additional Duties and Responsibilities

- Keep the athletic director informed of all aspects of the Athletic Program.
- Make recommendations for changes or additions to the athletic program.
- Assist in prepare the budget for all athletic for submission to the Principal.
- Assist in submitting a requisition for all athletic equipment needed for the operation of the athletic programs.
- Assist in keeping all receipts from athletic contests held in the district.
- Assist in keeping on file an inventory of all athletic equipment.
- Assist in scheduling all athletic contests keeping within league, conference, and P.I.A.A. regulations.
- Assist in arranging transportation of athletes to and from all away contests and as needed for special situations.
- Assisting in assigning officials for all home contests and placing them under contract at the approved fees.
- Maintain on-going publicity for athletic events.
- Help assist head coaches in developing junior varsity or other preparatory programs.
- Help in managing and arrange for the management of all home contests.
- Assist in schedule and maintain records of physical examinations for all athletes with the assistance of the school nurse, school physician, and athletic trainer.
- Assist in Administering P.I.A.A. player eligibility rules and keep abreast of any changes or new interpretations.
- Be familiar with P.I.A.A. league and school district rules and regulations for academic eligibility and enforce those rules uniformly and fairly.

- Help check and approve all requests for athletic awards.
- Help recruit and supervise an adequate number of workers for contests (ticket sellers, scorekeepers, timekeepers, security, etc.).
- Help supervise the preparation of game fields/facilities and practice areas.

**Position Title:** Event Staff Usher

**Assignment:** Athletic Office

**Terms of Employment:** Yearly

**Evaluation:** Seasonally

**Date Originated:** 2008

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

**Position Summary:** As a staff member of the school under the direction of the Athletic and Activities Director, the Event Staff Usher shall recommend and implement approved objectives and policies set forth by the Panther Valley School District.

**Qualifications:**

Skills/Knowledge:

- ☐ High School Diploma or Equivalent Diploma
- ☐ A working knowledge of the sport
- ☐ Employed by the Panther Valley School District
- ☐ Familiar with the student population
- ☐ Such alternative to the above qualifications as the athletic director or principal may find appropriate and acceptable.
- ☐ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police along with an FBI check.

Physical:

- ☐ Ability to comprehend, carry out and explain verbal or written instructions
- ☐ Ability to physically move freely and rapidly throughout the school.
- ☐ Ability to observe fan activities and monitor safety and security.
- ☐ Be able to sit/stand for long periods of time. Lift up to 50 lbs.

**Functions/Duties/Responsibilities:**

1. Authority and Responsibility

An Event Staff Worker's goal is to maintain a positive and purposeful environment in the gym, auditorium, natatorium or assigned area. Event Staff Workers are to accept responsibility for good order and discipline at all times.

- C. Crowd control
- D. Good sportsmanship
- E. Monitoring the halls and gym
- F. Making sure there are no food or drinks outside the Cafeteria
- G. Obeying the Panther Valley tobacco policy
- H. Supervise the health and safety of all athletes
- I. Direct and control the conduct of spectators
- J. Follow all Panther Valley handbook policies

2. Additional Duties and Responsibilities

- Keep the Athletic and Activities Director informed of all situations that may occur at an event.
- If you need assistance with a situation contact a Vanak Security guard or the Athletic and Activities Director.
- Sign in with the ticket seller before every event.
- Do not engage on physical altercations immediately call the Vanak Security Guard

3. Training

- All Event Staff Ushers will receive the athletic handbook and high school handbooks.
- Each worker will receive an induction training prior to work by the Athletic and Activities Director.

**Position Title:** Lifeguard

**Assignment:** Athletic Office

**Terms of Employment:** Yearly

**Evaluation:** Yearly

**Date Originated:** 2001

**Date Revised:** August 6, 2009

**Board Approved Date:** August 6, 2009

**Reports To:** Athletic Director / High School Principal

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**Position Summary:**

## **Qualifications:**

### Skills/Knowledge:

- ❑ Certified in the application of life guarding surveillance and rescue techniques.
- ❑ Ability to prepare routine administrative paperwork.
- ❑ Ability to react calmly and effectively in emergency situations
- ❑ Certified in CPR and emergency medical procedures.
- ❑ Ability to follow routine verbal and written instructions.
- ❑ Holds ACT 34 Criminal Clearance Check and an ACT 151 Child Abuse check through the Pennsylvania State Police along with a FBI Check
- ❑ Such alternative to the above qualifications as the athletic director may find appropriate and acceptable

### Physical:

- ❑ Be able to sit/stand for long periods of time.  
Lift up to 50 lbs.

## **Functions/Duties/Responsibilities:**

### Authority and Responsibility

- The lifeguard's primary responsibility is the safety of all people using the pool, whether on the deck or in the pool. You are to be at your station at all times (even if there is no one in the pool) and your eyes are to be on the pool at all times, scanning your area of responsibility. Be alert for weak swimmers (distressed swimmers), active and passive swimmers. This is not a social hour; you are being paid to work!
- You must be fully aware of all emergency procedures for the pool area. You must also be familiar with the proper use of all first aid and safety equipment. If an item is used from the first aid kit please leave a note to replace the item or if an item is needed please leave a note.
- Incident reports are to be filled out for every incident. Slip, fall, cut, or any other type of injury or incident no matter how minor it may seem. Please fill forms out completely and notify one of the Athletic Director.
- You are required to be in the pool area at all times. If you absolutely must leave the pool and there is no other qualified guard to cover you, the pool must be cleared.
- All guards are to wear a bathing suit while on duty. T-shirts and shorts may be worn over top, but be prepared to get them wet if need be.
- Rescue tubes are to be kept with you at all times while on duty.
- Guards should wear a whistle at all times while on duty, and know all emergency procedures.

- You are not allowed to eat while on duty. It is not YOUR party. You have time to eat either before or after your shift. You may keep a drink at your station.
- Talking is limited to a short conversation. Your eyes should be on the pool at all times. You may discuss pool business or events when your shift is over.
- You must punch in at the time clock.
- You are responsible for the hours you are scheduled to work. If you cannot fulfill your schedule it is your responsibility to find a substitute (only employees of the P.V. Pool may be used). In case of an emergency please notify the Athletic Director. Failure to report of work will result in a written warning. After three warnings, your employment privileges will be suspended. The length of your suspension will be at the discretion of the Athletic Director.
- Each Lifeguard will have a file kept in the office. Evaluations, in-services, certification, written warnings, etc. will be kept in your file. You may review your file at any time. If you have any questions please see the Athletic Director.
- Be familiar with the pool rules. If you do not know the, ask for a copy.
- Lifeguards who need to open the pool should follow proper procedure. The pool should NEVER be left unlocked. You are NOT to leave the pool area until all patrons are out and the doors are locked.
- Report any unsafe or unsatisfactory condition to the Athletic Director, or the janitorial staff if immediate attention is required.
- Keep the pool, locker room, and the deck clean by picking up trash and putting away all equipment. (This means the pool must be cleared of all noodles, balls, etc. after every party/events). Lane lines must be taken out at the end of aerobics/lap swim.
- Starting blocks are not to be used during activities other than the swim team.
- Orange cones should be placed on the blocks when not in use. Under no circumstance are fins, kick boards, vasa trainers, and other swim team equipment to be used during parties. No Exception!
- Books, magazines, and other reading material are prohibited while you are on duty. Your eyes should be on the pool at all times.
- Guards are expected to report at least 15 minutes prior to the event scheduled to allow enough time to change clothes, prepare the pool, and be ready for when patrons arrive. Patrons are allowed in the pool 15 minutes before and after the event, so they can set up and clean up. While you change and prepare the pool, patrons are asked to wait outside until you are ready to be on the deck. No Exceptions! They are only renting the pool for two hours. It is a courtesy to allow them time to set up and clean up.
- No one is allowed in the pool until the lifeguards review the rules with the patrons and are at their stations.
- If a swimmer's ability is in question you have the right to test or keep them from going into the deep end regardless of what the parents might say. You are the person in charge, and use your judgment and enforce the rules as you see fit. If there are any conflicts in this matter please ask the patron's name



and document this. You have the right to keep the patron out of the pool if you do not follow your request and/or rules of the pool. If need be, you may clear the pool and contact the Athletic Director at any time.

- Guards should refrain from behaving in a discourteous or unsafe manner and from using obscene or profane language.

- Guards should report to work in a condition to perform all responsibilities. If you are too ill find an acceptable substitute. Reporting to work under the influence of drugs or alcohol will result in your immediate dismissal.

- Stealing will result in immediate dismissal.

- All certification are to be kept on file in the office, and it is your responsibility to keep them updated. (CPR yearly and Lifeguard every three years).

- You are to attend ALL mandatory meetings and in-services provided by the Athletic Director. Failure to do so may result in suspension of employment privileges.



### **PRACTICE PLANNING AND PROCEDURES**

No more important time is spent in athletics than in practice sessions. Games are literally won or lost at practice prior to a game. Since this time is so valuable, it is imperative that it is used efficiently. The following ideas are meant only as points and suggestions to consider.

Remember that your practice area is your classroom. By failing to prepare, you are preparing to fail. Begin by determining the length of practice. Then determine what you want to accomplish during that practice. This point is raised due to the number of sports run at our facility. At times, facilities are not as accessible or in the condition to your liking. We are constantly trying to improve facilities and make them as accessible as possible. Your understanding and cooperation are needed and we must work together to improve facilities.

Timing is of the utmost importance. A member of the coaching staff must be the first to arrive and the last to leave the practice area. Leaving athletes unsupervised is asking for trouble.

Practices are to start and end as scheduled. Monthly practice schedules with start and end times on all practice dates are to be developed and distributed to all coaches, players, and parents. Practices are not to be scheduled for more than six days per week as per P.I.A.A.

regulations and district policy and procedures. Coordination will be through the Athletic Director.

Insist that all athletes notify you of conflicts in the practice schedules as soon as possible. If school activities are planned, which may conflict with practices, you may not know about the conflicts unless the athletes inform you.

The school day begins at 7:25 a.m. and ends at 2:10 p.m. Keep those times in mind when scheduling practices. Early dismissals may be a necessity for lengthy away games, but will not be allowed for practice time.

### **PRE-SEASON PREPARATION**

Coaching is never a seasonal job. Much time and effort are put in by dedicated coaches in the off-season. To be successful, a coach must use this time to prepare for the next season. Below are some considerations for pre-season planning.

- ✚ An organizational meeting with athletes several weeks before the season begins affords the coach an opportunity to make necessary announcements and assess the degree of interest in the sport. This meeting should serve to inform the athletes of what is expected of them in the upcoming season. You must realize that Panther Valley High School is a small school. Our athletes often participate in two or three different programs. Please communicate with other head coaches as to not infringing upon the practice and game times of the sport which is currently in-season. Below is a suggested agenda for a pre-season meeting.

- Date of the first practice
- Practice schedule
- A review of the upcoming schedule of games
- Dates of physical examinations
- Instructions for filling out emergency information cards
- Information needed for the P.I.A.A. eligibility sheet
- Off-season conditioning suggestions

Check frequently on new equipment coming in, the status of the schedule, the academic eligibility of your athletes, and the preparation of your facilities.



### **SCHOOL CLOSINGS AND EARLY DISMISSALS**

Practice on days of early dismissal due to inclement weather is not permitted. When school is dismissed early due to inclement weather, all extracurricular activities are cancelled. Safety of students and staff is the primary concern, getting the practice in. For sports cancellation go to [www.highschoolsports.net](http://www.highschoolsports.net)

## **HOLIDAY AND SUNDAY PRACTICES**

Practice and athletic contests during scheduled school closings such as winter or spring vacation are permitted only when approved by the administration prior to the practice or contest. It is not recommended to schedule practices on Sunday. Coaches are asked to consider student/family needs when considering Sunday practices.

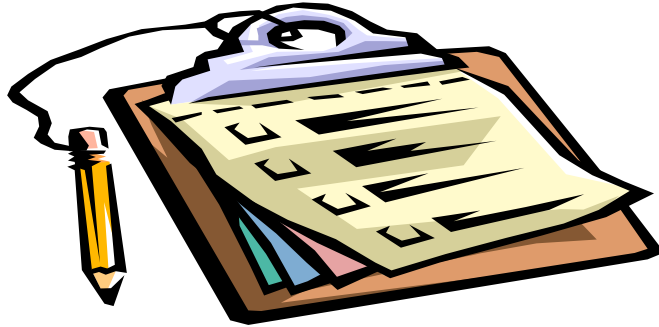
## **ABSENCE FROM PRACTICES AND/OR GAMES**

It should be made clear to the athletes on your team that failure to comply with the commitment to practice and game schedules could seriously impact playing time. All coaches should remind their teams that athletes have the responsibility of notifying their coaches of anticipated absences from practices and/or games. Regardless of the reason for the absence, athletes should inform coaches as soon as it is known that a practice or a game will have to be missed.

How do you determine if an absence should be excused or unexcused? What is the priority of commitments? One of the many lessons to be learned from athletic participation is the importance of making a commitment. Many commitments are more important than athletics, and many commitments are less important than athletics. The type of commitment which causes the absence will determine whether the absence is considered excused or unexcused. Excused absences include family commitments, religious commitments, academic commitments, and extracurricular commitments which logically demand the student's attendance. Coaches and advisors of extracurricular activities should attempt to resolve scheduling conflicts by communicating with each other. If conflicts cannot be resolved, contact the Athletic Director or Principal. In general, a contest or scheduled activity takes precedence over a practice or a meeting. Of course, absences caused by illness or injury are considered excused. If an athlete is absent for any other reason, the absence will be considered unexcused. Although an isolated unexcused absence will not necessarily result in disciplinary action, numerous or persistent unexcused absences can result in suspension or dismissal from the team.

Whether an absence is considered excused or unexcused, athletes must understand that missing practices and games is not beneficial to the athlete or the team. The major purpose of practice is to prepare for the next contest. If a player is absent, you may move another athlete into their spot in the lineup. When the player returns to practice, you should give the returning player the opportunity to regain that spot in the lineup.

If there are any questions refer to the Panther Valley student handbook.



### **SELECTING YOUR SQUAD – MAKING CUTS**

#### *Panther Valley School District Philosophy*

The Panther Valley School District believes that athletic participation is extremely beneficial to the student. Therefore, maximum participation for students is one of the goals of the athletic program. However, the district acknowledges that there are situations in which keeping all of the candidates for a team could cause serious problems in the areas of safety, supervision, or instruction. In those cases, cuts would have to be made, although they should always be viewed as a last resort.

#### *Procedures for Squad Selection*

Before you determine the need for cuts, keep in mind that every student has the right to become a candidate for a team, but no student is automatically entitled to become a member of a team. Regardless of the number of athletes on a team, athletes can be removed at any time for disciplinary reasons or for not making an honest effort to develop their skills, thereby hurting themselves and the team. Although making cuts will never be a pleasant experience for the coach or the athlete, it can and must be done in a fair and sensitive way. The following procedures should be used if cuts are made.

- I. Always consult with the Athletic Director to determine the maximum number of athletes you can keep without adversely affecting safety, supervision, and/or instruction. You should check to ensure that you have enough uniforms to accommodate the maximum number of athletes that you plan to keep.
- II. Announce at the preseason meeting with the athletes that cuts may have to be made.
- III. Determine the proper composition of the team with regard to the number of team members from each grade. Although the current season is foremost in your mind, development of players for future seasons should always be a part of your thinking.
- IV. **THIS IS NOT A REQUIREMENT. IT IS “FOOD FOR THOUGHT.”** Allow athletes to cut themselves. Being honest all of the time with an athlete will help to reduce the number of players on a team. After observing your athletes for a certain period of time, you will have a good idea as to who will be the starters, who will be in the regular substitute rotation, and who will not get into the game until it is won or lost. By informing certain players that although you have a spot for them on the team, it is likely that they will not get much playing time during the course of the season, you have provided

these athletes with an honest projection of their playing time for that season. If they are willing to stay on, given those expectations, that is fine.

- V. Inform all athletes of cuts. Anyone who does not make the team is entitled to an explanation. Meet with the player(s) at the conclusion of practice. Do not post a list. Thank the athlete for trying out for the team. Explain why the athlete did not make the team. Encourage the athlete to keep practicing the sport, to play in a recreational league, or to attend a camp or clinic.
- VI. If you must make several cuts, consider calling in several players with similar weaknesses. It is a bit easier to accept a cut when a player sees that he/she is not the only one who is being cut.
- VII. As difficult as cutting can become, there can be some short-term and long-term lessons learned from being cut. The athlete has an opportunity to apply his/her athletic skills to another sport. One sport's loss can be another sport's gain. An athlete may be successful in a second sport after being cut from the first.



### **COMMUNICATE WITH YOUR PLAYERS**

Athletes are students and coaches are teachers. The athletic arena is simply another type of classroom in which lessons are learned. Your ability to communicate with your athletes will be a major factor in developing their skills and having a successful season. Because each athlete is different in personality and sensitivity, approaching each athlete in the same manner may be counterproductive. The most successful coaches are those who know how to approach each athlete in a productive way.

#### ***Remember...***

You are a role model for your athletes. They look to you for direction, discipline, encouragement, and support. What you say to them has much more influence than you would ever believe.

Because you are a role model, you must be conscious of your demeanor and your language. Although the athletic setting is much more informal than the classroom, it is still a classroom; and you should keep that in mind when you communicate with your players.

Words are like bullets. Once they are fired, they cannot be recalled. Refrain from using obscenities. There is no motivational benefit, and you can easily make your point without using them. The main reason for refraining from using obscenities is not to shelter our athletes from hearing words which they never have heard before. The main

problem is that it is prohibited. It also creates a potential conflict in which our teachers will attempt to reprimand or discipline a student for using obscenities, and the student's response is: "but my coach uses that language all the time."

Treat your athletes with courtesy, dignity, and respect. Although the nature of your position lends itself to commanding respect, you will receive more respect by setting a good example in how you treat your athletes.

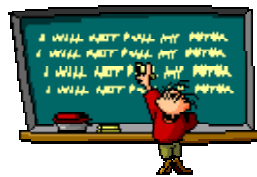
Be as clear as possible whenever you communicate with an athlete or team. There is a major difference between hearing and listening. What you say can at times be misinterpreted. Strive to communicate as clearly as possible.

Encourage your players to come to you with concerns or problems. You can prevent many major problems by keeping lines of communication open.

Select captains who possess communication skills. Then, encourage them to provide you with feedback on the conduct of the team, especially in the areas of conditioning and team morale.

Do not hesitate to raise your voice as situations warrant. At practice, sluggish performance or a lackadaisical attitude by an athlete or the team can be quickly corrected by a coach raising his/her voice. It also serves to raise attention levels as well as motivation. When you show that you are focused, the athletes will also concentrate on the immediate goals. In games, "yelling" at the team can still be productive, whereas "yelling" at an individual player might be counterproductive. In those circumstances, you may want to send a substitute in for the player and have an assistant coach point out the mistakes to the athlete who has been removed from the game.

With few exceptions, removing an athlete from a contest immediately after making a mistake tends to be counterproductive. When athletes begin to associate making a mistake with being removed from the game, they will play in a very tentative way. This tends to be detrimental to the performance of an entire team. Consider waiting until the athlete does something positive before removing him/her. Of course, you are the person entrusted with doing what is best for the team.



## **DISCIPLINE AND ATHLETICS**

The major difference between the athletic program and the academic program is that the athletic program is entirely voluntary. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. In return, the athlete receives the many benefits associated with athletic participation. In order to receive the benefits, athletes accept the

training rules, regulations, and responsibilities which are unique to athletic participation. In order to contribute to the welfare of the team, the athlete must willingly assume these obligations, as the role of the athlete demands that the individual make sacrifices which are not required of those who do not participate in the athletic program.

As a coach you should remember these valuable points regarding discipline and athletics.

- All young people need discipline. Discipline is a main ingredient in athletic success. It is difficult, if not impossible, for learning or success to take place in an undisciplined environment.
- At the beginning of the season (preferably at a pre-season organizational meeting), you should distribute your rules and regulations for the conduct of the team. Candidates for the team will then know what is expected of them. These rules will be kept on file with the Principal and the Athletic Director.
- Disciplinary actions can include reprimand, suspension, or dismissal. If you are considering suspension or dismissal, consult with the Athletic Director.
- Never lose sight of the fact that our main objective in education is to help young people develop into responsible citizens. We must acknowledge that the athletes are going to make mistakes; and when they do, our responsibility is to help them learn from their mistakes. Discipline with dignity goes a long way!
- Reprimanding is still the most effective method of discipline. Unless an athlete is disrespectful to you in the presence of the rest of the team, reprimanding is best handled in a private setting with an assistant coach present. PRAISE IN PUBLIC. REPRIMAND IN PRIVATE. Point out the infraction, remind the athlete that the behavior is unacceptable and detrimental to the team, and give an explanation. Give the athlete the opportunity to correct the behavior. However, remind the athlete that if the unacceptable behavior continues, other disciplinary actions will be taken.
- If unacceptable behavior persists after a reprimand, there are now grounds for a suspension. Taking away the privilege of athletic participation for a certain period of time allows the athlete to determine just how important participation is to him/her. If the athlete determines that athletic participation is truly important, he/she will correct the unacceptable behavior upon returning to the team.
- Although dismissing an athlete from the team should be viewed as a last resort, it must be considered if the athlete's continued presence on the team poses a major disruption to the successful conduct of the team.

If there are any questions refer to the Panther Valley student handbook.



### **COMMUNICATING WITH THE PUBLIC**

Just as teachers must cultivate meaningful communications with the public, coaches should strive to have meaningful communications with parents, the press, and the public. A major difference between the athletic arena and the classroom is that the athletic arena is open for all to see. Although this fact contributes to the excitement of interscholastic athletics, it creates an additional set of pressures with which the coaching staff has to cope.

#### Parents and the Public

- ✓ Having a meeting with the parents between the start of practice and the first athletic contest is an excellent way to establish communication. If you do not have a meeting, then let parents know how your team will operate by ensuring that players take home a copy of the team's rules and regulations.
- ✓ Encourage parents to call you with any questions or concerns. Keep in mind that although you are the designated expert in your particular sport, parents are the experts in what makes their son/daughter "tick." You can learn a lot about how to communicate with an athlete from the athlete's parents.
- ✓ Regarding topics which are unique to your sport or are inherently within the scope of the coach's authority (strategy, fundamentals, play-calling, X's & O's), only you can determine if listening to suggestions will add to your knowledge or add to your confusion/aggravation. The only reminder in this area is that if you choose to discuss with and listen to one parent's or community member's suggestions, then you must be consistent and be prepared to listen to any and all parents and members of the public. Remember, you are the Head Athletic Coach.
- ✓ Treat your athletes' parents with courtesy, dignity, and respect, and you should expect the same treatment in return. However, because of the subjective nature of interscholastic athletics, there will be occasions in which your explanations will not be perceived as being satisfactory.
- ✓ Under no circumstance are you obligated to listen to rude comments or personal insults from a parent or any member of the public. If you feel that your discussion with a person is becoming rude or personal in nature, then you should politely inform the person that no positive outcome can be achieved by continuing the discussion. Encourage the person to contact the Athletic Director to arrange a meeting at a mutually agreeable time.

#### The Press

- ❖ If you begin with the premise that reporters are human beings who are simply trying to do their jobs, you will usually find that they will cooperate with you if you cooperate with them.
- ❖ The home team is responsible for contacting the newspaper with the results of the game. Reporters are interested in box scores, statistics, and any highlights which you may provide.
- ❖ NEVER criticize your players, your opponents, your coaching staff, or the officials in front of the press. It serves no positive purpose and can create problems in the future.



- ❖ Try to say positive things about the team, although the press usually tries to focus on individual achievements. However, if a reporter tries to focus on one player's achievements, then say some positive things about that player. Be cooperative.
- ❖ Be sure to review the previous points with your players. There will be occasions when a reporter will want to talk with a player.
- ❖ Do not discuss team disciplinary matters with the press at all. If a starter has been benched for disciplinary reasons or has been suspended, that is the limit of what you should feel obligated to tell the press.
- ❖ Be very cautious about commenting "off the record" with a reporter. Although it may help a reporter to understand a certain situation, it is potentially dangerous. Unless you have established a trustworthy relationship with a particular reporter, it is almost always advisable to refrain from "off the record" remarks.
- ❖ Never get into a feud with the press because they always have the last word. If you begin to adopt a posture of refusing to talk to the press, your players will ultimately pay the price for your negative posture.

### **PURCHASING CONTROL PROCEDURES**

1. When a purchase is desired a quote must be received from the vendor.
2. The quote is given to the athletic director
3. The athletic director attaches the quote to a completed purchase order request form.
4. The purchase order request form is approved by the athletic director, the high school principal, the superintendent, and the business manager.
5. The purchase order is then sent to the vendor to complete the order
6. The invoice is to be sent the accounts payable clerk to match the invoice to the purchase order and initiate payment.

### **PARTICIPATION**

The Panther Valley School District is committed to the development of well-rounded individuals both mentally and physically. While young people at Panther Valley are encouraged to broaden their academic and athletic horizons by participating in a number of sports and activities, no coach should ever try to influence an athlete to participate in only one sport or program.

### **INJURED PLAYERS AND INSURANCE**

The following procedures are recommended in the event of an athletic injury and the absence of an Athletic Trainer.

- **Never move an injured athlete** until the extent of the injury is known. Keep the athlete still, comfortable, and reassured.

- In the event that emergency services must be called, telephones are located throughout the high school building. Phones can be accessed in the main office, the Athletic Director's office, the special education office, the pool office, the faculty room, and the building & grounds supervisor's office.
- When the athletic trainer is available he/she will make the initial assessment of the injury and recommend further action.
- Call the parents and inform them of the suspected extent of the injury and the recommendations of the Athletic Trainer.
- If it is determined that the athlete needs treatment, he/she may go to the physician of his/her choice.
- The coach and trainer must complete an Injury Report Form as soon as possible to file with the office.
- Student-athletes may not return to practice or competition without being cleared by the Athletic Trainer. Without this clearance, the athlete may not participate. While coaches can discuss injury and playing status with the trainer and physician(s), he/she shall not override a firm recommendation by the trainer and/or physician that a student not participate. Nor shall coaches seek to persuade players to play against trainer's/physician's orders. Neither coaches nor parents may reinstate active status of an injured athlete. Re-instatement can only come by means of medical approval, in writing, from the attending physician.
- The Athletic Trainer will assist the student with filling out an injury report/insurance claim to forward to the business office.
- All student-athletes are covered by school district provided injury/accident insurance. This insurance coverage is secondary and in addition to parent/guardian provided health insurance. The district provided insurance will pay for claims that are not covered by the parent/guardian provided insurance and claims that fall under the deductible amount. In the case of a parent/guardian who does not have health insurance coverage for his/her child, the district provided insurance will be the primary coverage and will pay the approved claims. A claim form that is provided by the athletic trainer must be completed and submitted to the Business Office in a timely manner.

### **SPECIAL EVENTS**

Throughout the course of the season, certain non-athletic events will occur that require some thought and planning. Events such as Homecoming, Senior Recognition Night, Parent Appreciation Night, Meet The Panthers, and others add something special to the season but are generally thought of as extra attractions. For these events to be successful and enjoyable the coach must work in conjunction with other faculty members, parents, booster clubs, custodians, and administrators. In addition, the normal game routine may be disrupted by extending half-time, prolonging an intermission between games, or delaying the start of a game or meet. Although coaches are encouraged to be well-prepared for contests and work within an established time schedule, your flexibility and cooperation are requested and appreciated.

## **SCHEDULING**

The Athletic Director schedules all interscholastic athletic contests in accordance with P.I.A.A. rules and regulations. As a member of various leagues and conferences, Panther Valley is obligated to schedule all necessary conference and league games. Coaches are permitted to make contacts to schedule games and scrimmages, but all final arrangements and contracts for those games and scrimmages are the responsibility of the Athletic Director. All scrimmages must be approved by the Athletic Director prior to being held. No scrimmage may be played on a legal holiday. The number of and legal dates for scrimmages are set by the P.I.A.A.



## **STUDENT INTERVIEWS**

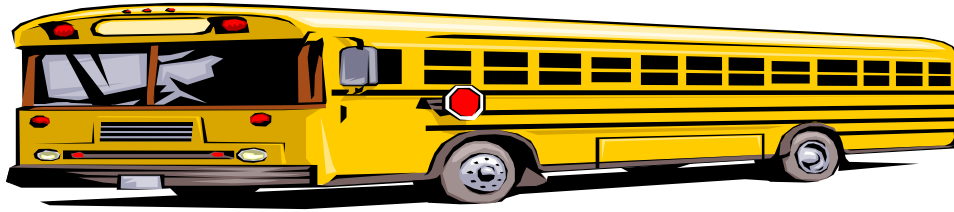
Athletic coaches shall not permit representatives of college and university athletic programs to interview student-athletes during the school day without the authorization of the High School Principal and the N.C.A.A. Meetings between college and university representatives and coaches are permitted during non-instructional time and only with the consent of the Principal. If you are uncertain about N.C.A.A. rules and regulations, a copy of the N.C.A.A. manual is available in the Athletic Director's office.

## **N.C.A.A. CLEARINGHOUSE**

Most college sports are regulated by the National Collegiate Athletic Association (N.C.A.A.), an organization that has established rules on eligibility, recruiting, and financial aid. The N.C.A.A. has three membership divisions (I, II, III). Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If a high school athlete is planning to enroll in college as a freshman upon graduating from high school and he/she wishes to participate in Division I or Division II sports, he/she must be certified by the N.C.A.A. Initial Eligibility Clearinghouse. The Clearinghouse will analyze the athlete's academic information and determine if he/she meets the N.C.A.A.'s initial eligibility requirements.

The certification process for athletes planning to enroll as college freshmen begins August 1<sup>st</sup> of the academic high school year. Clearinghouse forms are available in the high school guidance office.



## **TRANSPORTATION**

Transportation for all athletic contests, scrimmages, and practices (when necessary) will be arranged by the Athletic Director. Departure times will be scheduled and published for coaches, players, custodians, faculty, and administration.

Student-athletes must use school provided transportation to all athletic contests and scrimmages unless prior arrangements have been made with the administration. In addition, student-athletes who are transported by school provided transportation to events must return by school provided transportation unless parental permission is received personally by the head coach.

Coaches must always accompany players on the bus. In special circumstances with the approval of administration it may be necessary for the coach to travel separately.

Bus conduct must be closely supervised. Infractions of proper bus conduct should be reported to administration for appropriate disciplinary action. Athletes are students of the district and are therefore subject to the rules and regulations of the district approved Discipline Code.

Nobody but coaches and players are to ride the bus to and from athletic contests.

All head coaches must fill out a Transportation Request form to use the Panther Valley vans during their sports season.

## **SCOUTING AND MEETINGS**

Scouting is an important part of preparing athletes for upcoming contests. Funds have been budgeted for the purpose of defraying the costs of transportation when coaches scout opponents. In order to receive reimbursement for travel for the purpose of scouting, accurate records should be kept of the date of the event scouted and the mileage to and from each event.

Attendance at league meetings and rules interpretations meetings are part of the duties of coaches. The administration should be notified in advance of attendance at meetings so that any necessary coverage can be arranged, if meetings are scheduled during the school day and teaching periods will be missed. It is mandatory for coaches to attend the P.I.A.A. rules interpretation meetings.

## **BOOSTER CLUBS AND FUND-RAISING**

Booster clubs are private parent-run organizations with no authority or control over any aspect of the athletic programs in the Panther Valley School District. They provide assistance to athletic programs with limited financial support for “extras” for our programs and athletes. Coaches should foster an amiable relationship with these organizations, but membership in these organizations is not part of a coach’s duties.

Fund-raisers should be coordinated through the high school office so that efficient scheduling can be arranged in conjunction with non-athletic fund-raising activities. Those dates must be submitted to the athletic director yearly by May for the upcoming year.

### **MANAGERS**

Student managers are an important part of any athletic team. Their hard work is essential to the smooth functioning of practice sessions and game preparation. For these reasons, managers should be shown the same respect and consideration as any member of the athletic team.

Coaches must realize that managers are students and not assistant coaches. The amount of responsibility given to managers should be weighed carefully as to not put undue stress on them. Under no circumstances should managers be given responsibility of securing buildings, securing equipment, or supervising athletes in the coach’s absence.

### **CUSTODIANS AND MAINTENANCE STAFF**

Custodians and maintenance staff perform a vital service to athletics. Well maintained playing and practice facilities don’t happen by accident. These people deserve our gratitude and respect. Try to accommodate their needs as much as possible.

### **POSTPONING GAMES**

If the playing of a home event is in question due to weather conditions or any other factor not conducive to safe and fair conditions, the Athletic Director will, upon conferring with the Maintenance Supervisor and the Head Coach, make the decision whether or not to postpone the event. All other situations and conditions shall be subject to the By-laws of the respective leagues governing that particular sport. All postponed games will be rescheduled at the earliest date and will be posted [www.highschoolsports.net](http://www.highschoolsports.net).

### **UNIFORMS, EQUIPMENT, AND SUPPLIES**

Equipment and supplies are ordered each year through the regular purchasing procedures as outlined by the Panther Valley School District Board of School Directors, the High School Principal, and the Athletic Director. The following points should be considered as equipment and supplies are ordered.

- The head coach is responsible for requisitioning all equipment and supplies for his/her sport. This includes junior varsity and middle school squads. Work with

assistants to constantly and accurately ascertain the needs of your program. Requisitions will be submitted by the Athletic Director.

- The Athletic Director will provide the coach with the necessary requisition forms. Return these to the Athletic Director upon completion.
- Athletic equipment can be costly and therefore great care should be taken to order what is needed and supervise the use of the equipment so that misuse does not occur.
- The collecting, storing, and reconditioning of equipment will be supervised by the head coach under the guidance of the Athletic Director. Storage should be done only after careful inventory and a determination is made as to which equipment needs reconditioning or discarding. An inventory and list of discarded equipment should be given to the Athletic Director.
- When requisitioning new uniforms, first determine the maximum number of athletes you could keep on the squad and order at least 1.25 times that number. For example, if the most you can keep is 20 players, then order at least 25 uniforms. If your maximum number is 40 players, then order at least 50 uniforms. You can never predict sizes accurately from one season to the next, hence the reason for the extra uniforms.
- Allow for the shrinkage of materials through washing by ordering larger sizes to begin with.
- The long range athletic budget determines which sports are eligible for new uniforms each year.
- Having identical varsity and junior varsity uniforms is cost effective and reduces the chance of not being able to fit a particular team.
- Inspect all uniforms when they are returned at the conclusion of the season. remove unusable uniforms from circulation. Repair uniforms in need of repair.
- At the start of the season, have an inventory of sizes readily available. Be certain that the largest players are issued the largest uniforms. A good practice is to issue uniforms to the largest and smallest players first. Once the “extremes” are covered, it is easier to fit the remaining players.
- Try to issue uniforms as soon as possible after the squad has been selected and as far in advance as possible of the first contest. This will give you ample time to check additional inventories.
- Require that each player wear the uniform in your presence before allowing the player to take the uniform from practice. Do not issue an ill-fitting uniform to a player. Have the player return the uniform to you and inform the player that you will look for additional inventory and issue another uniform as soon as possible.
- Remind players of their responsibility for keeping uniforms clean. Players and parents should also be reminded to carefully read the laundering instructions if available, as uniforms can be ruined through improper cleaning.
- No part of any uniform may be worn to participate in physical education classes. Athletes should refrain from wearing any part of their uniform from anything other than an athletic competition. An exception may be wearing a uniform top during the school day of a contest to promote team/school spirit.
- All uniforms must be turned in or the student athletes will not be able to participate in the next sport or will have to pay for the lost or damaged equipment.

## **Equipment and Uniform Policy**

All athletic equipment and uniforms distributed to athletes are the property of the Panther Valley School District. Athletes are responsible for the proper upkeep and care of all uniforms and equipment while in their possession. At the conclusion of the season, athletes are responsible for returning all equipment/uniforms to their coaches during designated times in the condition in which it was distributed. Players are responsible for full compensation of any damaged, lost or stolen equipment at their replacement cost. Failure to turn in equipment at the designated time or to fully reimburse the Panther Valley School District for lost, damaged or stolen items will result in suspension from all athletics activities until compensation has been secured and/or a referral to the district magistrate.

Uniform and equipment hand out date:

Uniform and equipment return date:

### **RELEASE TIME AND DISMISSAL FOR ATHLETIC EVENTS**

#### **Students**

It is generally accepted that athletes in-season may be dismissed during period 11 for the purpose of preparing for games. However, in order for students to be properly supervised, a list of athletes to be excused will be made available. Only students participating in the sports listed will be excused during period 11. All other athletes are to remain in class. Student-athletes are required and it is their responsibility to make up all work missed as a result of early dismissal for athletic contests.

#### **Teachers/Coaches**

In order to properly supervise athletes at pre-game practice or games, coaches who teach in the district may need to be released during period 11. Coverage should be coordinated through the main office.

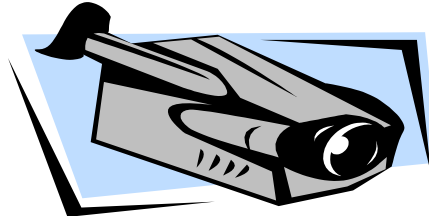
### **PROFESSIONAL GROWTH**

Coaching is often considered to be both an art and a science. The idea that two coaches who have totally different personalities and totally different approaches to the game can both be successful could demonstrate coaching is an art form. Furthermore, the idea that trial and error is a commonly used form of teaching could demonstrate that coaching is a science.

Above all, coaching is a skill which can be cultivated and developed over time. Coaches can develop their coaching skills in a variety of ways. The easiest way is to talk with,

listen to, and observe other successful coaches. To be a successful teacher of the sport, you must also be a successful student of the sport.

The Panther Valley School District encourages coaches to improve their professional skills by encouraging them to attend coaching clinics. Reimbursement for coaches to attend clinics is budgeted each year. This amount usually does not cover all expenses incurred at a clinic. The remainder of the expenses is the coach's responsibility. It is wise to share information regarding clinics with coaches at all levels of your program. Encourage your staff to grow and improve. Coaches are also encouraged to join professional coaching organizations.



### **FILMING EVENTS**

The filming of athletic events provides the coach with a permanent record of the overall performance of his/her squad and individual players. It should be utilized as an instructional and evaluation tool in determining the team's strengths and weaknesses, increasing athletic performance of individual players and the team, and studying the strategy of opponents. The films become the property of the school district but may be used to assist college recruiters or may be exchanged with opponent schools in lieu of scouting.

### **TEACHER STRIKES**

Schools which are closed because of teacher strikes shall not participate in athletic competitions during the period of the strike. Practice sessions may be conducted upon approval of the Board of School Directors. Contests not played as a result of the strike may be rescheduled by mutual agreement of the schools involved and in accordance with P.I.A.A. regulations. If the contest cannot be rescheduled, the striking school will forfeit the contest.

### **SECURITY OF PERSONAL PROPERTY**

While the school district is not responsible for the loss of personal property of students, the best defense against theft is educating your athletes about the possibility and offering suggestions for properly securing their personal possessions.

Encourage athletes not to carry large sums of money or wear expensive jewelry to practice or contests. Also, provide a secure place for valuables to be held until the practice or event is over.

### **TOBACCO. DRUG AND ALCOHOL POLICY**



The Board prohibits the use, possession, and distribution of any controlled substance during school hours, on school property, and at any school sponsored event.

1. Tobacco use or possession by students, adults, and employees is prohibited in the school building, on school buses, and on the property owned by, leased by, or under the control of the Panther Valley School District. Tobacco use includes smoking and the use of smokeless tobacco in any form.
  - a. **1<sup>st</sup> offense:** Parents will be contacted. Students will be suspended for three days from the sport or activity. Fines will be levied. This will also hinder your eligibility for the rest of week in which the infraction occurred and possibly into the next week.
  - b. **2<sup>nd</sup> offense:** Parents will be contacted. Student will be dismissed from the team for the remainder of the sport season.
2. Any student, who sells, gives, possesses or is under the influence of illicit drugs, narcotics, look-alike drugs and/or alcohol in or on school property, including buses and school grounds, or anywhere at a school sponsored activity will be subject to the Students Discipline and Conduct Code and District Drug and Alcohol Abuse Code.
  - a. **1<sup>st</sup> offense:** Informal hearing. The student will be ineligible to participate for ¼ of the school year (45 school days). Required participation in an approved chemical abuse program. If uncooperative behavior, possible formal hearing for expulsion from school.
  - b. **2<sup>nd</sup> offense:** Parents will be contacted. Student will be dismissed from the team for the school year. If the student athlete does not enter an approved chemical abuse program then he/she will be suspended from all sports or activities for the remainder of the school year.
3. The Board prohibits the use of anabolic steroids except for a valid medical purpose by any pupil involved in school-related athletics are activities.
  - a. **1<sup>st</sup> offense:** Parent will be contacted. Student will be suspended from participating in school activities for the remainder of the season.
  - b. **2<sup>nd</sup> offense:** Parent will be contacted. Student will be suspended from participating in school activities for the remainder of the school year and the following school year.
  - c. **3<sup>rd</sup> offense:** Parent will be contacted. Student will be permanently suspended from participating in school activities.

### **P.I.A.A. ELIGIBILITY**

Prior to participation in any interscholastic competition, it is required that P.I.A.A. Certificate of Eligibility forms are completed and delivered to all opponents. These forms must be filled out by the coaches and must include the name of the athlete, date of

birth, place of birth, date of enrollment for the current school year, number of seasons of competition, number of semesters of attendance beyond eighth grade, and, for wrestling only, the certified minimum weight class. The above information must be submitted to the Athletic Director two weeks prior to the start of the regular season.

### **High School (EXTRA-CURRICULAR ACTIVITIES (ALL- INCLUDING SPORTS))**

Extra-curricular activities are those in which do not fall within the scope of regular curriculum, but are approved student activities connected with the school. This would include all clubs, organizations, sporting activities, and the Prom.

#### **Attendance**

All students must be in the high school by 8:35 AM regular schedule or 10:25 AM on two hour delays and the middle school students who arrives 60 minutes or more late to school shall be considered tardy, and is ineligible on that day. This will include all sports and extracurricular activities for that day. Exception: Excused by doctor's appointment. Professional documentation required. Any student missing five days during the quarter will become ineligible for the remainder of the quarter. Any student missing 18 days for the year becomes ineligible for the remainder of the year. Exception: Prolonged medical use or National or International meetings or events.

#### **Academics**

Any student failing a combination of two credits for the week will be ineligible for the following week (Monday through Sunday). In order to be eligible for interscholastic athletics and or any activities, a pupil must not be failing two (2) or more full credits during the previous week or marking period, except as provided in Article IX, Section 5. \*Article IX, Section 5: Use of final credit at the end of the school year. At the end of the school year, the student's final grades in his/her credits for the last marking period shall be used to determine his/her eligibility for the 1<sup>st</sup> marking period of the next school year. In cases where a student's work in a preceding marking period does not meet the standards provided above, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next marking period. *Students are encouraged to use the after-school tutoring programs available at the high school.*

#### **Attendance eligibility**

A student who is absent on a school day or goes home sick is not eligible to participate on that day.

#### **Detention**

Any student accumulating 5 days of detention per quarter will become ineligible for participation for the remainder of the quarter.

#### **Suspension**

Any student accumulating 4 days of Out-Of-School Suspension will be ineligible to participate for one quarter or 45 school days of the school year. Any student receiving OSS will be ineligible for the following week.

**Officers (Class Officer or Student Council Officer)**

Any student wishing to participate as a class officer, student council member or other academic leadership role, must maintain a B average (83). The faculty advisor to any leadership club is responsible to check the averages of any student seeking office and/or participation in that office.

**TITLE IX: WOMEN PARTICIPANTS**

Title IX of the Educational Amendments Act, passed in 1972, requires equity between men and women in three areas: equal opportunity to participate in sports in relation to the percentage of men and women in the student body, equal access to scholarship money, and facilities and support services.

Additionally, in the event that there is participation in a sport by females, and said sport is coached by a male, said coach shall be absolved of all responsibility involved in the supervision of said female athletes during such periods of time when it is not possible for the coach, because of his gender, to be present (i.e. the dressing room prior to and after an athletic event or practice, etc.). A female will be present to supervise in these situations as assigned by the Athletic Director.

**PANTHER VALLEY HIGH SCHOOL SPORTS INJURY EMERGENCY  
ACTION PLAN**

An emergency situation may arise at anytime during practices or events. Immediate action must be taken to provide the best care to the athlete in emergency and/or life threatening condition. The development and implementation of this plan will help to insure the best care will be provided to the athlete.

The following is a procedure check list to help provide the best care to the athlete:

1. Establish Scene Safety ( for athlete and responders )
2. Immediate evaluation and care for the athlete
  - a. any impairment or loss of consciousness (LOC), impaired airway, breathing or circulation (ABC), or profuse bleeding, or neurovascular compromise should be considered immediate “load and go” to the nearest hospital by ambulance.
3. Activate Emergency Medical Services (EMS)
  - a. any black phone in school dial 9-911 or use cellular phone
  - b. provide name; location; number of individuals injured; condition; first aid treatment; specific directions; other information as requested by operator.
4. Direct EMS to scene
  - a. open gates if necessary

- b. designate person to “flag down” EMS and direct them to scene
- c. scene control: move bystanders away from scene and only allow first responders and Emergency personnel at scene

#### Non-Medical Emergency Phone Numbers

Coaldale Police	570-645-3036
Lansford Police	570-645-5844
Nesquehoning Police	570-669-9588
Summit Hill Police	570-645-7429