

# HIGHLANDS ATHLETICS



## ATHLETIC HANDBOOK FOR COACHES AND ATHLETES

HIGHLANDS SCHOOL DISTRICT

The Athletic Program is an integral part of the overall educational process, enabling students to develop competency to meet the demands of everyday living. The coach, as a teacher, can assist the athlete in the development of proper attitudes towards cooperation, self-sacrifice, honesty, and respect towards his fellow man and aid in promoting good overall school morale.

The Principal is empowered to control the interscholastic athletic program in which his/her school participates, which is consistent with the provisions of the Constitution and By-Laws of the PIAA, the WPIAL , and any other leagues of responsibilities, therefore , finding it necessary to delegate many details of the administration of the athletic program to the Athletic Director.

The Athletic Director shall be responsible to the principal and be prepared to meet all demands of the position which shall include administrative, supervisory, and coordinating responsibilities as are required in conducting the athletic program of the school.

The Coach, an integral part of the athletic program. Accepts the position with the knowledge and understanding of the duties and responsibilities which enable him/her to satisfactorily fulfill this post. The coach will decide upon the coaching techniques, strategies, and team rules for his/her sport necessary to implement a successful program.

This handbook contains general information in procedural matters pertinent to the athletic program. The intent is to bring about a more efficient operation of the interscholastic athletic program. **ALL COACHES ARE EXPECTED TO READ THIS HANDBOOK CAREFULLY.**

**ORGANIZATIONAL CHART OF INTERSCHOLASTIC ATHLETICS**

**HIGHLANDS SCHOOL DISTRICT**

BOARD OF SCHOOL DIRECTORS

SUPERINTENDENT

SECONDARY SCHOOL PRINCIPALS

ATHLETIC DIRECTOR

HEAD COACHES

ASSISTANT COACHES

## **BOARD OF SCHOOL DIRECTORS**

The Board of School Directors shall set policies with regard to conducting athletic programs within the Highlands School District and shall make all the decisions as required by law.

## **PRINCIPAL**

### **Responsibility of the Principal:**

The principal of each school, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible to the PIAA. 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 PIAA.

### **The Principal shall have the powers and duties following:**

1. To have control over all interscholastic athletic relations in which his/her school participates. This applies to interscholastic athletics for both boys and girls.
2. To sanction all contests in which his/her school participates, and to notify the Executive Director of the P.I.A.A., within ten days, if his/her school has entered a contest which he/she has not sanctioned.
3. To exclude any contestant who, because of violations, or improper conduct would not represent the school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by a licensed physician.
4. To authorize the Athletic director or his designee, to be the Faculty Manager of the team representing the school, unless he/she him/herself acts as the Faculty Manager.
5. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the P.I.A.A.
6. 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.

## **ATHLETIC DIRECTOR**

**Responsibilities:**

1. Schedule and coordinate the activities of all the interscholastic sports in the Highlands School District.
2. Maintain an accurate schedule of all events for all sports in the calendar year of appointment.
3. Observe the performance of all interscholastic coaches.
4. Cooperatively evaluate with the appropriate secondary principal all interscholastic coaches at the end of each season.
5. Recommend to the board necessary new programs or modifications in existing interscholastic programs.
6. Assure the availability and preparation of all facilities required for practice and game needs.
7. Assure the availability and preparation of all facilities required for practice and game needs of approved non-school organizations.
8. Requisition requests and coordinate the ordering of equipment for all interscholastic sports within the framework of the budget as designated by the Board of School Directors.
9. Maintain an accurate inventory and provide for the maintenance and repair of all athletic equipment.
10. Maintain a viable public relations program for the athletic programs of the Highlands School District.
11. Periodically check with the coaches to insure that proper care is taken of equipment, by both the coaches and players.
12. Act as the official host to the visiting teams and make sure the locker room facilities and other needs are in proper order. The locker room is to be inspected after all contests to check for lost items and damages to the property.
13. Oversee a system of medical care for all injured athletes. Contract the doctor to verify all home football and wrestling dates. Make provisions for ambulance coverage.
14. Work closely with the high school principals to promote eligible athletes for post high school education.
15. Coordinate and plan practices and games to eliminate interference with the regular school Program.

16. Refer all questions and /or problems beyond his/her authority to the high school principal.
17. Conduct one meeting a month with the athletic council for the purpose of reviewing policies and procedures.
18. Prepare and present a final budget request to the Superintendent in accordance with the district budgetary time line. Facilities improvements and equipment, as well as new expenditures are to be considered.
19. Serve as the official representative of the High School Principal at all athletic contests, as well as at special meeting pertaining to athletics as designated by the Superintendent and the High School Principal.
20. Obtain and instruct all necessary personal for each home event.
21. Prepare ticket price recommendations for events as applicable.
22. Insure the deposit of all monies.
23. Prepare printed schedules of games for interscholastic sports.
24. Provide student athletic forms as required by local policy and P.I.A.A. regulations.
25. Check, maintain and publish the eligibility of all candidates for sports according to P.I.A.A. Regulations.
26. Work with the school doctors to schedule athletic physicals.
27. Arrange the necessary transportation for away events.
28. Check and approve athletic awards.
29. Notify parties involved in the event of a postponement of a scheduled athletic event.
30. Maintain composite records of all interscholastic games, scores, and letter winners.
31. Be knowledgeable of current research in the field of athletics and communicate this to the coaches.
32. Perform other such duties as supervisor may assign.

#### **ATHLETIC COURTESY**

(As described in the P.I.A.A. By-Laws)

**Section 1. Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in his or her own actions and earnestly advocate them before others.**

- A. The rules of the game are to be regarded as mutual agreements, the spirit or letters of which no honorable person would break. The stealing of advantage in sport is theft.
- B. No advantages are to be sought over others except those in which the game is understood to show superiority.
- C. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
- D. Visiting teams are to be honored guests of the home team, and should be treated as such.
- E. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- F. Remember that a student spectator represents his school the same as does the athlete.
- G. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
- H. Decisions of officials are to be abided by, even when they seem unfair.
- I. Officials and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationship with them should be avoided.
- J. Good points in others should be appreciated and suitable recognition given.
- K. The practice of "booing" is regarded as discourteous and unsportsmanlike.

**CODE OF ETHICS (HIGHLANDS SCHOOL DISTRICT)**

**SECTION 1 The School should:**

- A. Conduct itself in a sportsmanlike manner.

**SECTION 2 The Coach should:**

- A. Have a fair, unprejudiced relationship to players.
- B. Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical. Never place the value of winning above the value of instilling the highest desirable ideals of character.
- C. Give opponents full credit when they win.
- D. Control his/her temper at all times.
- E. Discourage profanity and obscene language at all times and refrain from using inappropriate language or gestures
- F. Recommend the use of competent officials and support their decision. He/she should not criticize the actions or decisions of officials before

- players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors he/she should refer them directly to the authorities of the school concerned.
  - H. Not solicit players from other schools.
  - I. Take an active role in the prevention of drug, alcohol, and tobacco use and under any circumstances should not authorize their use.
  - J. Never exert pressure on faculty members to give student athletes special consideration.

**\* Failure to comply with this code of ethics could lead to disciplinary action by the School District.**

**HEAD COACHES AND ASSISTANTS**

**Responsibilities of the Coach**

1. Coach and instruct the team in proper fundamental skills, constantly upgrading to the



fullest technical skill level, to enable the athlete to compete in the best manner possible against opponents. Every athlete should be exposed to a progressive conditioning program. Be consistent, fair, and act in a non-prejudiced manner with every team member.

2. Know, observe closely, and enforce the P.I.A.A. regulations regarding the scholastic eligibility requirements for students to participate in athletics.
3. Thoroughly familiarize yourself with and explain to your athletes the P.I.A.A. rules and regulations regarding amateur status, eligibility, competing on another similar team, and responsibilities.
4. Arrange organizational meeting for sports candidates.
5. Discuss, distribute, collect, and enforce the Rules-Regulations on the following page. Any rules that are added to this list must be pre-approved by the Athletic Director.
6. Return eligibility lists to the Athletic Director by the predetermined date.
7. Insure that team members behave in an appropriate, responsible manner at all events.
8. Strive to help each participant develop self-discipline and appropriate behavior.
9. Cooperatively work with the Athletic Director in regard to team scheduling, bus departure times, and assignments of officials.
10. Adhere to the schedule concerning conditioning and practice times.
11. Provide for issuance of equipment, the care and the maintenance of the equipment and maintain a complete inventory of all athletic equipment.
12. Compile team roster in a timely fashion for distribution.
13. Cooperatively work with the trainer in completing the insurance form for all injuries that require a participant to see and/or that require hospitalization (to include Emergency Room Care.)
14. **NEVER LEAVE A PRACTICE UNSUPERVISED!!**

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15. Ride with the team to and from all athletic contests.
  - A. Coaches are responsible to escort the team, as a group, from the locker room to the bus after games.
16. Explain to the athletes, before the season, requirements for earning a varsity letter.

17. Provide for collecting equipment at the end of the season and the completion of an inventory, noting which equipment needs repair or should be discard.
18. Submit budget requests by the predetermined date for equipment and supplies for the following year to the Athletic Director.
19. Complete the Final Report and Payroll Form and forward to the athletic director in a timely fashion. This form may be found at the end of this handbook.
20. Select student managers and instruct them in their responsibilities and conduct.
21. Cooperatively with the trainer, oversee issuance and use of first aid supplies.
22. **SUPERVISE LOCKER ROOM ACTIVITIES AND FACILITIES.**
23. Coaches are advised to use discretion considering the amount of practice time the player has had.
24. Act in a reasonably prudent and careful manner. Show concerns for health and welfare Attempt to foresee the possibility of a hazardous situation and take action to correct it.
25. Maintain the facilities of the building or field which your team is using in a proper manner. Turn off all showers. Don not allow your athletes to walk on the floors in the building with cleated or muddy shoes. **Never allow athletes to be unsupervised....**
26. Perform all other duties as may be delegated by the School District Administration.

**Conduct on the field or in the Gym** — Coaches must be an example of the good sportsmanship they are trying to teach. Defend the rights of your team at all times but do no overdo your differences with officials. Disagreements with officials should be conducted in a professional manner. This will prevent inciting both athletes and spectators and will improve the chances of winning the dispute. Never engage in an exchange of words with spectators. Be discrete when reprimanding an athlete in front of his peers and spectators.

In the event a fight breaks out, the coach (es) **“MUST”** keep substitute players on the bench. Players leaving the bench to participate in a fight will be dealt with in accordance with both the P.I.A.A.and Highlands School District rules. Reiterate these rules with your players prior to the season.

### **Assistant Coach**

The fundamental responsibility of the assistant coach is to implement the program developed by the head coach. In order to do this effectively, the assistant coach should be well versed in the basic fundamental skills in the sport he/she is coaching, and he/she should be capable of applying sound teaching techniques when he/she is giving instruction to the participants in the sport. They are to follow the same district rules that all head coaches adhere to.

### **Weight Room Policy**

At no time should a student be using the weight room without supervision of a coach or faculty member. **A COACH MUST BE PRESENT WHEN STUDENTS ARE LIFTING WEIGHTS...**

The following safety measures should be observed while students are using the weight room:

1. Take care not to hold the breath while lifting heavy weights, this will cause dizziness and blacking out may occur.
2. Avoid maximum efforts without spotters.
3. Secure collars before performing any exercise.
4. Remain safely clear of an individual in the act of lifting.
5. Put weights away– Keep the area neat.
6. Remove weights from the bar upon completion of a workout.
7. Form the habit of returning the bar upon completion of a workout.
8. Avoid distracting an individual in the act of lifting through noise movement.
9. Warm up properly with light weights or the body's own resistance before attempting Maximum or heavy lifts with any muscle groups.
10. Master proper form in doing exercises.
11. Avoid doing "bent -over rowing" or other exercises of this nature with heavy weights that place the body in an unsound position.
12. Be considerate of others in the weight room and in the general gym area. Extremely loud music and noise is not permitted.

### **Pre-Season Compliance**

#### **Coach's preparation prior to the start of the season:**

1. An announcement should be made via the school's communication system for all students interested in going out for the sport.
2. During the pre-season meeting with the candidates the following should be explained:

- a. What is expected and required of the athlete who plans to participate.
- b. Requirements for earning a letter.
- c. The inherent dangers of the sport. i.e. the possibility of being injured and the nature of these injuries.
- d. That any damages done by a student athlete to a bus or any other type of school property will not be tolerated.
- e. That he/she not only represents the Highlands School District but also their community. Any conduct that detracts from either will result in his/her case being reviewed by the Principal and Athletic Director which could lead to a suspension or expulsion from the team.
- f. That any kind of theft by the student athlete will result in his/her expulsion from the team with the very definite possibility that he /she will not be permitted to take part in any other sport for the balance of the year.
- g. The grade requirements in order to maintain athletic eligibility.
- h. Procedures to follow in the event of an injury.
- i. The attendance policy as dictated by the P.I.A.A. and also that of the Highlands School District.
- j. That he/she must be in school by 11:00am in order to practice or play that day (See players' rules and regulations).
- k. Make sure each athlete has the required insurance card and the procedures for each completion
- l. Make sure that each athlete has had a physical exam (either by our physician or their own physician) and their physical cards are completely filled out.

## **RULES AND REGULATIONS**

**These set of rules, along with any additional rules that the individual coaches may have, are to be given to each athlete at the beginning of each season. They are to be taken home, discussed with parents or guardians, and returned signed by both the athlete and his /her parents or guardians.**

**These rules and regulations are merely an extension of normal school policy or of proper behavior and are expected to be followed without exception.**

1. Absolutely no disrespect will be tolerated towards any coach, sport official, fans, teammates, or opposing players.
2. You are expected to be at practice as scheduled. If you are arriving late or leaving early you must have a note. If you are in school and miss practice you must have a note giving the reason before you can play or practice again. **If you are not in school or you arrive after 11:00am you may not play or practice that day.** The exceptions to this are: you were at a doctor's appointment, on a school related trip, a college visit, family matters, vo-tech, or a work study program. In all of these instances a written excuse is required. If you are absent in the morning and return to school in the afternoon or vice-versa, you must produce an excuse (for the above reasons) in order to participate that day. **If you are out sick, you cannot practice or play that day.**
3. If you are injured to the extent that it requires a doctor or hospital visit then you must have a signed release from that doctor or hospital before you are permitted to play or practice again.
4. If you are suspended from school (either in or out) you will also be suspended from the team for an equal number of days beginning on the day your suspension begins. A second suspension could result in being dismissed from the team. Players who are assigned DT may not play or practice on the day they are serving the DT. If you receive DT a second time you will be suspended from the team for 3 school days. A third DT could result in being dismissed from the team.
5. **No activities are to begin without a coach being present.** If you must arrive early, sit and wait for a coach to arrive.
6. Use of tobacco, alcohol, or drugs will cause your suspension or possible dismissal from the team. This applies to in school or outside of school.
7. If at any time you are sick or hurt you must let the coach or trainer know. Do not attempt to play or practice if sick or injured.

8. **Do not damage equipment or school property. This not only applies to our school and at away events also.**
9. Your uniform is your responsibility. Make sure it is always clean and in good condition. At the end of your season it should be returned as such. If you lose your uniform, You will be expected to pay for its replacement.
10. Improper bus behavior will not be tolerated. Observe all bus rules and obey the bus driver. **Profanity anywhere will not be tolerated.**

11. Do not bring jewelry or large sums of money, etc. to practice or games. Coaches, managers or the trainer cannot be responsible for your items. If you must bring these to games or practices, bring a lock to secure them. This applies to away events, also.
  
12. **Failure to follow team and school rules can result in your suspension or dismissal from the team. Suspension can be for a period of not less than 60 calendar days from the date of the incident. At the end of the suspension, the participant may be permitted, at the discretion of the coach and principal to resume participation. A second violation shall prohibit participation for at least one full calendar year from the date of the incident. If a rule is violated, the coach will make every effort to meet with you to discuss the violation and penalty. The school and coach's decision is final.**

I/We have read the above rules and regulations and do agree to follow them in accordance with the Highlands School District guidelines.

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

**GUIDELINES FOR SUPPORTING ATHLETES FROM INTERSCHOLASTIC EVENTS:**

1. Whenever a coach deems it necessary to suspend an athlete on a limited basis from an interscholastic event(s) (less than 10 calendar days), the coach shall notify the parents and Athletic Director immediately of the reason for the suspension and the action taken by the coach. A follow-up letter shall be sent to the parents/guardian and student indicating the charges against the student and action taken.
  
2. Any limited suspension from a team (less than 10 calendar days) shall be at the discretion of the head coach with subsequent approval from the principal and the Athletic Director.

3. Whenever it is recommended that a student be suspected from interscholastic activities for 10 calendar days or more, the parents/guardians have the right to a conference to hear the alleged charges against the athlete and to present testimony on their behalf and cross-examine the person(s) making the charges.
4. The hearing conference shall be held as soon as possible following the alleged incident but no later than three school days following the incident. The time and place of the informal hearing shall be mutually agreed upon by the parents/guardians and staff. The student and parents/guardians shall be notified that they have the right to be represented by counsel and, if desired, a stenographic record be made of the conference at the parents/guardians expense.
5. A letter shall be sent to the student and parents/guardians from the Athletic Director or principal outlining the rights granted to the student and parents/guardians for a due process hearing and the charges against the athlete.
6. A written report of the findings and recommendations of the hearing committee shall be sent to the parents/ guardians, students, and administration.

**\*The rules and penalties set forth are not intended to be exclusive or exhaustive or to in any way restrict or abrogate the right, duty, and authority of individual athletic coaches to promulgate reasonable rules and regulations. They are designed to promote the goals of the interscholastic athletic programs as stated herein. They are intended to impose upon participants the appropriate penalties for violation of those rules and regulations, and the Highlands School District hereby reaffirms the right, duty, and authority of the athletic coaches to do so.**

## **NINTH GRADE PARTICIPANTS RULE**

### **When Ninth Grade Students are Eligible**

Ninth grade students are eligible to compete on varsity or junior varsity athletic teams when a sport is not offered at the ninth grade level.

However, when a sport is offered at the ninth grade level, regardless of the season, a ninth grader may be given a three week trial period at the varsity level to determine his/her ability to make the varsity team. (This rule is concurrent with the P.I.A.A. "Super Frosh" rule.)

This requires written approval of the high school principal, the athletic director, the head coach, and parents/guardians using the waiver form shown on the next page. **Failure to sign off by any one of the parties invalidates student participation.** At the conclusion of the trial period, the ninth grader will be added to the varsity roster or will return to the ninth grade program provided that he/she has not competed against another school including scrimmages during the trial period. Once this option is exercised, it may not be changed. The student is committed to that level of competition in the sport involved for the entire year. If the student does not make starting unit or is not considered as a first back up at the varsity level and cannot go back to the ninth grade level, the student must sit out for the remainder of the season.

**The following guidelines are to be adhered to without exception. Student participation shall be as follows:**

- 1. Football: Seventh and eighth graders may participate in Middle School football. Ninth graders may participate on the ninth grade teams or varsity if they adhere to the guidelines in the above paragraphs. Tenth, eleventh and twelfth graders may participate on the junior varsity and varsity levels.**
- 2. Basketball: Seventh, eighth, and ninth graders may participate on their respective teams. Ninth graders may participate on the varsity if they adhere to the above guidelines.**
- 3. Wrestling: Students in seventh and eight grades may participate on the Middle School Team. Ninth graders may participate on the junior varsity or varsity team.**
- 4. Since at the present time there are no Middle School teams for golf, tennis and baseball, students from the ninth grade up may participate on these teams.  
All ninth graders playing varsity with the exception of those sports without a ninth grade team must have completed the waiver form on the next page.**

**HIGHLANDS SCHOOL DISTRICT  
ATHLETIC DEPARTMENT**

**NINTH GRADE APPLICATION FORM**

**Student Information:**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



City \_\_\_\_\_ Phone \_\_\_\_\_

**Parent Request**

I hereby give my son/daughter, \_\_\_\_\_, permission to practice and try out for the varsity \_\_\_\_\_ team for the \_\_\_\_\_ season.

Signature of Parent /Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Coaches Request**

I request that \_\_\_\_\_ be granted approval to practice and try out for the varsity \_\_\_\_\_ team. I understand that the ninth grade athlete must compete on the varsity team. All varsity letter requirements will be followed.

Varsity Coach: \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Action:**

The above named student has/has not been approved to participate in varsity \_\_\_\_\_

Under the provisions of the P.I.A.A. By-Laws and the Highlands School District.

Senior High Principal \_\_\_\_\_

Athletic Director \_\_\_\_\_

**ATHLETIC COUNCIL MEETINGS**

1. All form requirements for the upcoming season will be finalized.
2. Eligibility requirements will be summarized.
3. Weekly posted gym times will be discussed.
4. **P.I.A.A. mandatory rules interpretation requirements will be discussed-ANY MISSED MEETINGS WILL RESULT IN A FINE BY THE P.I.A.A. PAYABLE BY THE HEAD COACH...**
5. Procedure for cancellations will be discussed. The Athletic director will notify the various personnel and will reschedule the event.
6. Coaches duties concerning building security will be discussed.
7. Involvement with boosters will be discussed, such as fundraising, etc.
8. Head coaches are reminded that conduct of assistant coaches is their responsibility.

9. Finalization of inventory, payment of coaches at season's end, and coaches' evaluation will be discussed.
10. "Proof of Insurance" forms will be carried in the team's medicine kit at all times. A copy will also be in the nurse's office.
11. Procedures dealing with injuries etc. Will be discussed in cooperation with the trainer. Use of bee sting kits for outdoor sports will be discussed.
12. Procedure for reporting athletic results will be discussed. Coaches will be responsible for notifying the newspaper and building administrators
13. Availability of funds for clinics and seminars will be discussed. Emphasis should be in the areas of injury prevention and drug use prevention.
14. Playoff procedures are to be discussed.
15. Parental Involvement will be discussed.
16. Indoor practice guidelines will be discussed.
17. Post season recognition of athletes will be discussed.
18. When coaches make major changes in their programs, they should consult the Athletic Director prior to implementation so that concurrence and approval is established.
19. Coaches are not authorized to use the swimming pool unless prior approval is requested in writing with certified lifeguards. Coaches are to emphasize to students that under no circumstances should they be in the swimming pool area.
20. If an athlete has a complaint, that complaint should first be voiced with the coach, then the Athletic Director. If necessary, the Athletic Director will request the Principal to be involved.
21. When coaches anticipate problems or complaints, they should consult the Athletic Director for guidance. Keep in mind, the Athletic Director will support sound, prudent decisions, but it is his/her job to review complaints and to advise the coaches.
22. **Coaches are asked to distribute to each athlete the district's Rules and Regulations concerning the Athletic Program. It is suggested that they return a signed copy acknowledging that they have read such rules.**

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## SEASON AND OUT OF SEASON RULES AND REGULATIONS

The P.I.A.A. Board of Control believes that compliance with the regulations listed below can be best accomplished with enforcement, direction, and supervision by Principals. Principals can help to successfully control interscholastic athletic programs with the backing of Superintendents and School Boards. Thus, the P.I.A.A. Board of Control believes Superintendents and School Boards must provide strong support for principals who must obtain compliance from all parties concerned.

### Guidelines

Consistent with the concept those interscholastic athletes are a part of the educational system, and consistent with the established goals of health, safety, and sportsmanship, the following guidelines for Out Of Season regulations are set forth:

1. The basic responsibility of all administrators and athletic coaches is to provide students, who are participating in interscholastic athletics, with a worthwhile, educational experience.
2. All sports have a defined season, and **no sport shall operate to the detriment of any other sport.**
3. The student should have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the P.I.A.A.

### **Rules and Regulations**

As stated above, each sport has a defined season which includes the first legal practice date, first legal scrimmage date, the first legal playing date, the last legal playing date for the regular season, the district deadline, the dates for the P.I.A.A. championships, the maximum number of contests for the regular season and the maximum number of scrimmages or inter-school practices for the regular season. All member schools must comply with the defined season for each sport.

Within each defined season, member schools may sponsor teams who compete against other member schools or schools that follow all PIAA policies, rules and regulations. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, “open gyms,” clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out of season period as described below.

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Any sports activity that occurs outside of the defined season for a sport is outside the jurisdiction of the PIAA except as set forth in the immediately preceding paragraph and as follows:

1. The coach or other personnel representing the school shall not require an athlete to participate in a sport or training program for a sport outside of the PIAA-defined sport’s season. **The participation of students in any sport activity that occurs outside of its defined season must be voluntary.**
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized football camps, clinics, drills, practices, games scrimmages or similar contact activities outside the PIAA-defined football season.
3. The school’s blocking/tackling dummies and blocking/tackling sleds may not be used by schools, community organizations and groups, coaches and students outside the PIAA-defined football season.
4. The school’s name, nickname, interscholastic athletic uniform, equipment and health/first aid supplies may not be used by community organizations and groups,

coaches and students outside the PIAA-defined football season.

Except as provided below, all activity in a sport, including practice shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament. If the team is entered into the PIAA playoffs or PIAA tournament, all activity in the sport must terminate on the day of elimination from the PIAA event.

With the approval of the District Committee, regular season contests which have been postponed may be rescheduled and played between the last legal playing date for the regular season in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed contest shall constitute the last legal playing date for the regular season in that sport.

Contests that are required to be played in order to determine qualifiers to PIAA district playoffs and/or tournaments, or contests that are required to be played to determine a league champion, which are approved by the District Committee, shall not count toward the maximum number of team competitions for regular season and shall be played by the district deadline in that sport.

### **District Policies**

**All “open gyms” must be approved by the athletic director. Number of days requested will be regulated. All athletes must be afforded a reasonable time off between seasons if they so desire one with no penalties held against the athlete.**

### **Athletic Insurance - Resolution and Coverage**

All students participating in Highlands School District sports activities must be covered by either family hospitalization/medical insurance or by student accident insurance. In the event family accident insurance is unavailable, student accident insurance may be purchased through the district approved carrier.

Since voluntary participation in extra-curricular activities entails an inherent risk of injury on the part of the participants, it is essential that all participants be covered by insurance.

### **Medical Forms**

Physical examinations, as required by the PIAA will be given to all athletes who want to try out for a particular team. The forms for physical examination will be signed by the parent/guardian and then signed by the doctor after the examination is completed. This form will be kept on file by the trainer/athletic office. **No athlete may try out, practice, or play in an event unless**

he/she had passed and a signed physical form is given to the trainer.

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## **GUIDELINES FOR INTERSCHOLASTIC ATHLETIC ACTIVITIES**

**The following guidelines have been set forth by the Highlands Board of School Directors and can only be amended by that group at a designated meeting.**

### **Schedule of Games**

The maximum of games and scrimmages that can be scheduled including all league and non-league play (excluding play off games) will be in compliance with the WPIAL guidelines sent out for each season.

### **Coaches and Assistants Evaluations Deadlines**

The dates for the coaches to have the evaluation sheets of the assistant coaches and their **Final Report** to the Athletic director are:

**DECEMBER 1<sup>ST</sup>**  
Football

**APRIL 1<sup>ST</sup>**  
Girls/Boys Basketball

**JUNE 1<sup>ST</sup>**  
Softball

Girls/Boys Soccer  
Girls Tennis  
Golf  
7/8th Girls Basketball  
Cross Country

Wrestling  
Girls/Boys Swimming

Baseball  
Girls/Boys Track  
Boys Tennis

### **Reimbursement for Coaching**

Payment of the supplemental contract will only be made after the Final Report is submitted. Generally, athletic reimbursements are paid the second check of the month following the conclusion to your season.

### **Dismissal Times**

- Times must be approved by the principal after the original scheduling of bus departure times is done by the Athletic Director.
- When athletic events are to be played in the afternoon, all home games will be scheduled from 3:30 to 4:30pm. We will try when possible to get away games scheduled in the same time frame.
- Every effort should be made on the part of the coaches to keep athletes in class as much as possible. **Coaches should emphasize the importance of the academic program to all athletes.**

### **TRANSPORTATION/ACCOMMODATIONS**

The Athletic Director or his/her secretary, with his knowledge, will schedule buses. The Athletic Office will handle any cancellations or changes. **Coaches or sponsors are not permitted to arrange for bus times. Coaches and sponsors are to discuss preference times with the Athletic Director or his/her secretary.**

If any team requires overnight stay because of playoffs or tournaments (with board approval in some instances), accommodations and travel will be handled by the Athletic Office. **No coach is to arrange for motels or travel. The coach is expected to discuss any preferences and times at least 4 weeks prior to needing them. The Athletic Director will take all requests under advisement and then make the necessary arrangements.**

### **BUS DEPARTURES**

The coach shall give the athlete a five minute grace period before the bus is scheduled to leave. All athletes must use team buses for transportation to events. Private cars may not be used at any time.

If an athlete is to travel from an away event by other means than our scheduled bus transportation, this athlete must have written approval from his/her parents or guardians given to and signed and dated by the coach.

## **ELIGIBILITY SHEETS**

Coaches are to submit the list of the squad members on an eligibility sheet to the Athletic Director or his/her secretary on the following dates:

FALL SPORTS— AUGUST 30<sup>TH</sup>  
SPRING SPORTS— MARCH 20<sup>TH</sup>

WINTER SPORTS— DECEMBER 1<sup>ST</sup>

These lists will be sent out to all the other schools and also be given to the entire faculty. The faculty will turn in the eligibility sheet by noon Friday with the Athletic Director then notifying coaches of any athlete who has failed two or more subjects. All coaches must adhere to the eligibility rules and regulations set down by the PIAA. All students must be passing four (4) major subjects. When the eligibility sheets indicate an athlete may be trouble with his grades, the coach is to counsel with the athlete and notify the Athletic Director and Principal.

**Students declared ineligible will not be permitted to practice or play from Monday through the end of next Sunday. This begins the week immediately following the Friday the ineligible list came out.**

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## **CANCELLATIONS**

If school is canceled, there are to be no activities in school or outside. The only exception would be for those teams that are involved in playoffs. If travel to and from school will not pose a safety hazard to the athletes, then and only then those playoff teams possibly can practice. This decision will be made by the Principal and Athletic Director and cleared with the Superintendent.

## **PHYSICALS**

If a scheduled physical examination time has been missed, and a subsequent make up date(if there is one) also has been missed, the student must at his/her own expense get their physical before they can practice or play in their respective season. **There are no exceptions to this. They may not participate in any activity or accompany the team to any event until they have proof of their physical.**

## **DRESS CODE FOR COACHES**

Although the Highlands School district does not have a specific dress code for its employees, all coaches are to dress appropriately to best represent our district. Coaches of outdoor sports such

as football, soccer, tennis etc. Should dress either accordingly or in the case for baseball and softball by PIAA rules. Coaches of indoor sports should also dress appropriately. (Slacks and a shirt and tie for men/casual dress or pant outfits for women is suggested). **At no time should jeans be worn by a coach at an athletic event except for such times as scrimmages.**

## **BUDGET**

All head coaches will present a complete list of equipment that the team will need for the next season by January 1. The trainer will submit a list of medical supplies needed. Each item should be written with complete specifications so that all vendors will understand the quality of items desired. This will insure the school district is receiving the quality it desires. Complete specifications will also aid the vendors when they bid on these items. Please include catalogue numbers with each item. Catalogues may be secured from the Athletic Director or his/her secretary.

## **HAZING**

Coaches and students are to be aware of the Highlands School District's policy on hazing. Please familiarize yourself with this policy as set forth by the Highlands School District Board of Directors. A copy of these guidelines appears at the end of this handbook.

## **STEROID POLICY**

The use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school related athletics is strictly forbidden. Body building, muscle enhancement, increasing muscle bulk, or strength for the enhancement of athletic ability is not a valid medical purpose. Human growth hormone (G) shall not be included as an anabolic steroid under the provisions of the law (SB454).

Pupils found in violation of this policy will be penalized as indicated below:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and the following season.
3. For a third violation, permanent suspension from school athletics.

**No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The school district may require a participation in any drug counseling, rehabilitation, testing, or other program**



## STUDENT ATHLETES USE OF THE ATHLETIC FACILITIES

1. Practice activities are to be held only when accompanied by your coach.
2. Under no circumstances should students be in the pool area or use the pool without written approval prior to the date requested. A certified lifeguard must be on duty.
3. Do not arrive at the building before the time assigned by your coach. If you do arrive early wait quietly until your coach opens the door for your group.
4. After practice and showering, you will leave the building by the assigned exit. Do not enter the hall lobby or other areas or the building unless your coach is with you.
5. When you report to the locker room to dress, take your books and your outer coats with you. You are not permitted in your regular locker after dismissal.
6. **Never leave money or valuables in the locker room. Either take them with you or lock them up using your own lock.**
7. Athletic equipment will be used only in the manner for which it was intended.
8. Shoes with cleats are not to be worn in the building except in the locker room.
9. Vandalism or theft of any kind will not be tolerated. You have a responsibility to report any observed destructive acts.
10. Only the areas designated on the practice schedule distributed each week will be used by an athletic team and only at the time designated on that schedule.
11. Under **no** circumstances may a team member use the hallways, classrooms, stairways, etc. for any type of athletic practice. (Unless approved by the Principal and Athletic Director.
12. Athletes will enter and exit the building by the main entrance doors unless their coach has authorized another exit for a specific reason.

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## LETTER AWARDS

Varsity letters will be awarded after the student has met requirements set forth by the coach. Each head coach shall annually submit the requirements participants must meet in order to receive a varsity letter to the Athletic Director for approval prior to the start of the season, if these requirements exceed the Athletic Department's requirements listed below. These approved criteria must be communicated to the participants prior to the first event so that each member is aware of what is required to earn a varsity letter. Head coaches have the right to withhold awards if necessary as a disciplinary measure. The principal and the athletic director are to be made aware of any withholding of letters.

## GENERAL REQUIREMENTS FOR VARSITY AWARDS

1. Attendance is required at all meetings and events unless excused by the coach.
2. Participation in at least one-half the total number of quarters, innings, games, etc..
3. Letters are not to be given for practice time.
4. Junior Varsity contests do not count toward earning a letter.

5. In the judgment of the head coach, the student has made a significant contribution to the team.
6. The participant must finish a complete season in good standing.
7. Managers and statistician awards will parallel the regular award system.
8. If an athlete earns a letter for a fall sport then earns a letter in any subsequent sport in that school year, they will receive a pin of that sport to be added to their letter.

## **ALL- STAR CONTEST**

PIAA neither approves nor disapproves of all-star contests in any sport. Students who participate in an all-star contest as a result of their participation in interscholastic athletics shall be ineligible for interscholastic athletics in the involved sport period of one year from the date of such participation.

PIAA considers an athletic activity to constitute an all-star contest(s) if either of the following elements is present:

1. Participants qualify for participation in the activity as a result of athletic ability, athletic performance, or athletic reputation.
2. Participants are selected by a means other than qualifying for the activity through a try-out session.

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## **ELIGIBILITY**

### **ATTENDANCE:**

**Where enrolled for Attendance**— In order to be eligible to participate in any interscholastic athletic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter. The pupil is eligible only at the school in which the pupil is enrolled.

**How Absence Affects Eligibility**— “A pupil who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to confirming injury, death in the immediate family as defined in Section 1154 of the Public School

Code of 1949, as amended, court subpoena, or quarantine, or to attend a religious function/activity which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the sixty days required.”

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

**Number of Days of Enrollment necessary to Count as a Semester**– Fifteen days or more of enrollment in a semester in any secondary school shall count as one semester of membership. Enrollment at summer school does not count as a semester or part of a semester.

**AGE:**

**Maximum Age Rule**– a pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception:

If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

**How to determine Age**– In determining the age of a pupil, the date of birth as recorded in a State Bureau of Vital Statistics within one year after the date of birth. If a birth record from a State Bureau of Vital Statistics is not available, proof of a pupil’s age may be determined by requiring the submission of a birth certificate which was issued within one year after birth; or in lieu of a birth certificate, a passport, an affidavit by the parents or legal guardian filed not later than one year after the pupil had admission to the first grade of an elementary school. In the event of the non-existence of any of these records or evidence, the earliest date of birth as recorded in the records of the school or schools attended by the pupil shall be considered the date of birth. PIAA..

**Pupil Ineligible Who Competes on another Similar Team**

- A. Any member of high school team, who participates in an athletic contest as a member of any other similar team during the same season, the season to begin with the school’s first scheduled game and the season to include vacations, holidays, and periods of suspension, shall be ineligible to compete in that sport for the remainder of that season.
- B. **How waiver of Similar Rule May be Obtained** – Article VII, Section 1 (A) may be waived for all sports providing that such waiver is first approved in writing by the Principal of the School concerned and is placed in the school’s permanent file in the PIAA office.

**Eligibility of College Students for High School Athletics**– No person who has been enrolled as a part-time or full time student in an institution of college standing and who has participated in an intercollegiate athletics contest shall be eligible for interscholastic athletics (as a member of any interscholastic athletic team in any other team, either within or outside of the State of Pennsylvania). PBSB

**TRANSFER/RESIDENCE**

All transfer students and questions of residence will be thoroughly checked by the Athletic Director to see if they are in accordance with all PIAA rules before they can be declared eligible

to compete on an interscholastic sports team.

## **PERIOD OF PARTICIPATION**

### **Section 1. Period of Participation**

A pupil shall not represent his/her school in interscholastic athletics if he/she has:

- a. Been in attendance more than eight semesters beyond the eighth grade.
- b. Played six seasons beyond sixth grade in any sport; or played four seasons beyond the eighth grade or any sport or
- c. Completed the work of grades nine, ten, eleven, and twelve, inclusive.

### **Section 2. When Pupil is Beyond the Ninth Grade.**

The satisfactory completion of three Carnegie units above the eighth grade, or the completion of a Junior High School course, shall classify a pupil as being beyond the ninth grade.

### **Section 3. When a Pupil Participates in a Game or Interscholastic Scrimmage**

A pupil is considered as representing his/her school during a particular season or sport only if he/she has participated in a game or interscholastic scrimmage or any part of a game or interscholastic scrimmage.

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\* Super Frosh Rule— If a ninth grader is allowed to participate on the varsity level, if there is such a sport for the ninth grader, has until the first scrimmage or game to declare his/her intention. If he/she plays in a scrimmage or game, then they must continue on that level for the entire season.

### **Section 4. Pupil Entering at Mid-Year.**

A pupil who enters school in the second semester and plays two partial seasons in the same sport in separate schools shall be considered as playing the equivalent of one season.

### **Section 5. What Constitutes a Semester.**

The first half of the total number of school days in a school term shall constitute the first semester; the second half shall constitute the second semester. Athletically, the first semester shall continue until such time as the second semester actually begins.

### **Section 6. Continuing Eligibility**

A pupil who used all remaining eligibility may retain eligibility for any portion of that athletic schedule not completed by the end of the semester in which he/she was eligible provided he/she is eligible in all other aspects.

## **Section 7. Waiver of Eight Semester Rule.**

- a. The District committee may waive the eight-semester limit in cases of long-confining illness or injury which meet all of the following requirements: (1) causes at least 90 days of absence from school, (2) causes the student to be confined to an institution and/or at home, and (3) necessitates repeating a grade or semester.
- b. The District Committee may waive the eight-semester limit in cases where a student has repeated a grade or semester for a reason beyond the student's control, which reason produced a condition equally as debilitation as a long-confining illness or injury.
- c. The District Committee may waive the eight-semester limit in cases where a student, as part of a recognized foreign exchange program, attended a school in a foreign country which did not offer an interscholastic athletic program.
- d. Any other provision of this section notwithstanding, the District committee shall not waive the eight-semester limit where the repetition of a grade or semester was in whole or in part for reasons of scholarship.

**Note: So that the District Committee and may make a more professional judgment, it is requested that the principal notify the district Committee whenever a situation dictates a possible request for additional eligibility.**

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## **SAFETY GUIDELINES**

Although the safety and welfare of athletes has always been of prime importance, it is the intent of the Highlands School District to reemphasize the responsibility of coaches to provide for the physical safety and effective instruction of participants.

**To this end, coaches will be expected to conform to the following general guidelines and to apply their own knowledge and skills in implementing them.**

1. Participants will be informed of the most serious types of injuries that can result for participation, the causes and practices which can lead to such injuries, and the ways that such injuries can be minimized or avoided.
2. Instruct all participants of the rules of the sport with an emphasis on those which have safety implications and the reason for such rules.
3. Require that participants report injuries to the coach or designated persons.
4. Utilize a variety of techniques and drills to condition athletes to perform in a manner which will be both effective and safe.
5. Provide immediate corrective action when athletes perform incorrectly as it relates to safety.
6. Inspect the facilities and equipment before every use for conditions, equipment or apparatus, which may be unsafe.
7. Utilize visual aids, demonstrations, verbal instruction and drills to reinforce the learning of safe and effective skills.

8. Maintain a daily record of all injuries which cause a participant to miss one or more days of practice or games.

### **Athletic Injuries Management– Universal Precautions.**

The following guidelines are meant to provide simple and effective precaution against transmission of disease for all people. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease. Body fluids of all people should be considered to contain potentially infectious agents. The term “body fluids” includes blood, semen, drainage from scrapes and cuts, feces, urine vomit and saliva. Contact with body fluids always presents a risk of infection with a variety of germs.

### **The guidelines are to be followed by athletic trainers, coaches, student athletic trainers and managers, and participants.**

1. Avoid direct skin contact with body fluids. Disposable gloves should be readily available in the athletic training room, the medical kit, the equipment kit, and the coach’s office.
  2. Make certain the gloves have no tears or punctures. Remember gloves are disposable and not to be washed or reused.
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3. When putting gloves on, do it carefully and slowly to avoid ripping at the cuff. When removing gloves, use a skin-to-skin and glove-to-glove method and turn the last one removed inside out to contain the contaminated surfaces.
  4. Wash hands immediately after removing gloves.
  5. Waste contaminated with body fluids to include gauze pads, band aids, dressings, and protective gloves, should be placed in a plastic bag, sealed and deposited in the Bio-hazardous waste receptacle for proper disposal.
  6. Use disposable paper towels rather than cloth towels when wiping blood or fluid from an injured area. If a cloth towel is used, and becomes contaminated, dispose of immediately.
  7. Surfaces contaminated with body fluids should be cleaned with a chlorine-water solution (1part chlorine bleach to 10 parts water) or a commercial disinfectant. The chlorine /water mix should be made fresh each day.
  8. Athletes are to be reminded to avoid contact with blood and body fluids from wounds or injuries of another athlete.
  9. In the event CPR must be administered, the caregiver should use to Pocket Mask.
  10. Reinforce Universal Precautions as indicated by the situation.

11. For away athletic events, check to see if there are Universal Precautions in practice at the host school. If not, the contaminated material will need to be double bagged (placed in a plastic bag, then in the red infectious waste bag) and transported to home school for proper disposal.

### **Sports Specifics**

1. Wrestling mats must be cleaned prior to each use using a commercial product designed to inactivate most viruses including HIV.
2. Wrestling shoes should be worn only in the wrestling room and should be put on at mat-side.
3. Wrestlers should be encouraged to render first aid to himself when blood or body fluids are present.
4. Saliva boxes are to be lined and tied off and disposed of immediately after use.
5. Avoid using community towel.
6. In all sports, open wounds, cuts, scrapes, and sores should be bandaged and or covered with cloth when possible.
7. The remainder of the sports has specific situational guidelines as indicated in the rule book. The Universal Precautions should be followed.

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### **HIGHLANDS SCHOOL DISTRICT**

Dear Parent or Guardian;

Your child has indicated an interest in participating in the Highlands High School Athletic Program. We know it is your wish as well as ours that every possible precaution be taken to protect our students from injury. We do our utmost to promote this by proper training, by the use of good protective equipment, by supervising all activities, and by encouraging good safety habits.

Despite all our efforts, accidents do happen occasionally in athletics as elsewhere. The school is not legally liable for medical or hospital expenses, damages related to pain and suffering, loss of earning capacity or any other expenses or damages resulting from athletic injuries incurred in interscholastic sports.

All students participating in Highlands School District sports activities must be covered by either family hospitalization medical insurance or by student accident insurance. If needed, high school football team members may also purchase optional student accident insurance. All other participants may take advantage of this opportunity. Since voluntary participation in extracurricular activities entails an inherent risk of injury on the part of the participants, it's essential that all participants be covered by insurance.

Please complete the following information and return this letter to the athletic trainer's office immediately.

Sincerely,

Chuck Debor  
Athletic Director

NAME OF STUDENT \_\_\_\_\_

SPORT/SPORTS \_\_\_\_\_

\_\_\_\_\_ Family Insurance not available—student accident insurance requested.

\_\_\_\_\_ Family Insurance

NAME OF COMPANY \_\_\_\_\_

AGREEMENT NUMBERS \_\_\_\_\_

GROUP NUMBERS \_\_\_\_\_

In case of injury. Depending upon the nature of severity of the injury, the attending physician, or in his absence the coach, is authorized by you (parent/guardian) to send the player listed on the form to the closest medical facility.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Warning and Notification of Risk. Playing, practicing or participating in a sport can be a dangerous activity involving risk of injury. There is no limitation to the nature or severity of the possible injuries in some sports. Some sport injuries can result in serious permanent impairment or be life threatening. Unfortunately, injury may occur simply due to the nature of the sport without the occurrence of any unusual event and without fault.

I have read the above WARNING. I am aware and understand the risks of practicing, participating in and playing interscholastic activities. I recognize the importance of following the coaches' instructions regarding the activity.

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**STUDENT NAME** \_\_\_\_\_

**SPORT/SPORTS** \_\_\_\_\_

**STUDENTNT/GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_



