



TURKEYFOOT VALLEY AREA

JUNIOR-SENIOR

HIGH SCHOOL

**VOLUNTEER COACHES
HANDBOOK**

2018-2019

WHAT CONSTITUTES VOLUNTEER COACHING

Volunteer coaching shall be interpreted to mean that no reimbursement will be given to any individual for their instruction or direction of members of a team or squad

STUDENT INSURANCE POLICY CHANGE

Insurance will no longer be free of charge for students or student athletes as in the past. As always, insurance will be offered at the beginning of each year that parents/guardians can purchase for their children. Unfortunately this insurance doesn't typically cover students participating in football. It is the parent/guardian's responsibility to provide their child with insurance. If your child does not have insurance, they will NOT be participating in any athletic practice or event. A written form will be required from every athlete that states the student's insurance carrier and/or insurance information. Pennsylvania offers insurance to ALL children through either medical assistance or PA Blue Chip. Medical Assistance information can be obtained by calling the Department of Public Welfare at 814-443-3681. If due to income you don't qualify for PA Medical Assistance and your employer does not offer insurance coverage, you can contact Blue Chip by either the internet at www.chipcoverspakids.com or by calling 1-800-543-7105.

Please note any deductible or co-pay from any injury sustained at school during the school day or during an athletic event/practice will no longer be paid by the school.

The District encourages all students to identify in new athletic opportunities and/or sports in which there is student interest to the District Athletic Director for purposes of gauging whether or not a new team can be fielded on an Intramural, Junior Varsity, or Varsity basis. Students are encouraged to contact the Athletic Director to express interest or otherwise identify sports they believe should be pursued at the Turkeyfoot Valley School District. The Athletic Director may be reached at 814-395-3621 ext. 314

All students participating in the Athletic Co-Op Agreements with the Rockwood, Meyersdale or Berlin School Districts will now be required to pay a \$300.00 participation *fee if the student quits the sport after the first regularly scheduled competition*. This participation fee will be added to your student financial obligation and is considered a graduation requirement. Turkeyfoot students needing to make restitution of this obligation will make their payment to the Turkeyfoot Valley Area School District (TVASD).

PREFACE

The Turkeyfoot Valley Area High School is a member of District V of the Pennsylvania Interscholastic Athletic Association. Our athletic teams participate in the following sports:

*** Indicates Rockwood Co-op Sport, **Meyersdale Co-op Sport, ***Berlin Co-op Sport.**

Boys Basketball	Girls Basketball
Basketball Cheerleaders	Competitive Cheer Squad
Cross Country Boys	Cross Country Girls
Baseball	Softball
Rifle	

*Soccer, *Volleyball, *Golf, *Tennis, *Track & Field

** Football

***Wrestling

Due to our geographical location and the small enrollment of the high school, our athletic teams must travel a fair distance for scheduled contests. However, every effort is made to schedule contests as close to Turkeyfoot as possible. In the past, these trips have proven to be most educational and worthwhile to our team members.

This handbook was compiled to help the coaches more efficiently perform their administrative duties. It is hoped that the listing of the various proven practices and procedures presented in this handbook will help to bring about a more efficient operation of the interscholastic athletic program in the Turkeyfoot Valley Area School District.

Turkeyfoot Valley students will not be permitted to participate in two (2) or more extracurricular sports that are running simultaneously during the same season. An example of this would be playing on the basketball team and being a member of the rifle team due to sharing the same calendar season causing conflict with practices and games/matches. Any questions regarding this policy must be addressed with the principal who would ultimately have the final say in the participation of the athletic team/sport in question.

THE AGE OF AN ATHLETE

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 shall be considered as conclusive if filed 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 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 with the date of birth recorded thereon; or in lieu of a passport, an affidavit by the parents or legal guardian filed not later than one year after the pupil's admission to the first grade of an elementary school. In the event of the non-existence of any of these records or evidences, 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.

A pupil of a junior high/middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in interscholastic athletic contests upon attaining the age of fifteen years, with the following exceptions:

- (1) If the age of 15 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.
- (2) If the age of 16 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete with pupils in the ninth grade.

A pupil of a junior high/middle school embracing the 7th, 8th and 9th grades shall be ineligible to compete in interscholastic athletic contests upon attaining the age of sixteen years, with the following exception:

- (1) If the age 16 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year

A pupil in the 10th grade of a junior high/middle school embracing the 7th, 8th, 9th and 10th grades shall be ineligible to compete in Interscholastic Athletic contests upon attaining the age of seventeen years, with the following exception:

- (1) If the age of 17 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

Where a junior high/middle school embracing grade 10 competes with a junior high/middle school not enrolling pupils above grade 9, then Section 1-B above shall apply to both schools.

THE ATHLETIC COMMITTEE

The Athletic Committee within the limits of school law and adopted school board policies, shall have charge of the athletic schedules, the recommendations for approval of the purchase of equipment, arrangements of games, approval of bills, granting of awards, and shall conduct such other business as pertains to the efficient management of the athletic program of the Turkeyfoot Valley Area Schools.

The Athletic Committee may make recommendations to the Board. It may not usurp the powers and duties delegated to the Principal, nor may it supersede the action and power of Board of School Directors.

The Athletic Committee shall be composed of the following representing members:

- (1) Principal
- (2) The Director of Athletics
- (3) Three (3) voting members appointed by the President of the Board of School Directors (only voting members)
- (4) The Superintendent of Schools

The Athletic Committee shall determine the time and place for the regular meetings. The chairman may call special meetings. The presence of four (4 members) shall constitute a quorum including a minimum of two (2) Board members.

Any Board member, in addition to the three (3 mentioned, shall have the right to attend the meetings of the Athletic Committee, make recommendations, and take part in discussions, but may make no motions and shall have no vote.

THE BOARD OF SCHOOL DIRECTORS

The Board of School Directors shall set policy with regard to the conducting of the athletic programs within the Turkeyfoot Valley Area School District and shall make all such decisions as are required by Law and of the Board of School Directors.

COACHING AND EXTRA-DUTY EMPLOYEE ASSIGNMENTS

Coaching and extra-duty employee assignments shall be made by the Board for one (1) year periods and shall not acquire tenure or any other form of seniority as the result of such employment. The Athletic Committee may have a special meeting with each head coach or any assistant coach prior to recommendation for reappointment to their position.

THE DUTIES AND RESPONSIBILITY OF THE ATHLETIC DIRECTOR

Be responsible to the principal for all matters involving interscholastic athletics and crowd control. This would include both boys and girls activities. The director of athletics is the specialist in the field of athletics and shall make recommendations and keep his/her principal informed concerning all matters pertaining to athletics.

Represent his school at athletic meetings when assigned. This would include all conference, county, state, and other meetings in which his school is involved. If his/her principal does not accompany him to the meeting, it would be his/her responsibility to see that his/her principal is informed as to what transpired.

Prepare a budget each year to cover the required expenditures necessary to conduct the total interscholastic athletic program. This would include all facets of the athletic program. Great care must be given in the preparation of the budget so that the needs of all activities are given proper consideration. The AD is responsible for submitting a requisition for all athletic equipment and supplies. The individual coaches should be consulted regarding the equipment and supplies they want and then the athletic director will select and give the quantity, complete description (sizes, color, trim, composition, etc.) manufacturer and number. Unit and total cost should be included on the requisition.

Keep on file a complete financial record of receipts and expenditures. Each game's receipts should be carefully checked so that the number of tickets sold balances with money received. A record of all paid bills should be readily available.

Keep an inventory of all athletic equipment and supplies. With the help of the coach, all equipment and supplies should be inventoried at the end of each sport season.

Hold professional meetings and clinics with members of the athletic department. Regular meetings should be scheduled at least at the beginning and closing of each school year, plus additional meetings as required.

Arrange schedules for all athletic contests and file contracts in the athletic director's office. A contract should be prepared for all athletic contests. The schedule should be arranged with schools that: (1) have approximately the same enrollment; (2) are located in the same geographical area; (3) have similar goals and objectives; and (4) league games.

Arrange transportation for all athletic teams and cheerleaders. Transportation should be arranged with a company that is dependable, prompt, and properly licensed and insured. Teams must reciprocate by being ready to board the bus at the assigned time and be respectful of public property and the bus.

Contract for all home game officials and have checks prepared for them. The athletic director should have on file a written contract with each official assigned to work at the school. Checks should be written in advance so that officials can be paid the day they work.

Maintain complete athletic records for all sports. This would include such things as (1) scores of all contests; (2) won and lost records of all teams; (3) lists of boys and girls ineligible for competition; (4) list of boys and girls who are members of the team; (5) list of lettermen; (6) running inventories; (7) equipment requisitions; (8) budget; (9) assignment of coaches; (10) financial receipts; (11) state, county and conference rules and regulations; (12) transportation schedules; (13) sports schedules; (14) first aid supplies; (15) parental permission slips.

Be responsible for the care, maintenance and storage of all athletic equipment. The director of athletics must impress upon the coaches the need for their cooperation with this matter.

Be responsible for publicity and press releases concerning athletics. This is often a neglected area, and it is important that a favorable image of athletics be presented to the public. The time spent in preparing press releases will be more than worth the effort in the resulting good public relations.

Assume leadership in the development of the varsity and junior varsity programs. In order to develop the individuals, as well as team play, to an optimum level, the director of athletics must assume leadership in organizing and systematizing each team sport from the junior high through the senior high.

Attend home games, meets, contests, or appoint a representative to act in his/her behalf. The director of athletics is the representative at all athletic functions of the school.

Arrange for all athletes to have medical examinations. The director of athletics in conjunction with the school doctor and nurse should establish the most convenient time and place to conduct medical examinations.

Check all athletes to see they are properly covered by insurance. No students should be allowed to participate until it has been ascertained that he/she is adequately covered by insurance as required by the School Board.

Approve all recommendations for athletic awards. Each coach should submit to the director of athletics, for his approval, the members of his team whom he is recommending for athletic awards.

Recommend the best qualified teacher available for coaching positions. When head coaching positions are available, seek candidates from inside and outside the school for the vacant position who will be considered by the principal, superintendent and the Board. The director of athletics should recommend to the principal the staff members who are qualified for the vacant positions in the athletic department.

Stimulate cooperation between the coaches of various sports and between coaches, teachers, and administrators concerning general athletic policies. There is always a great need for understanding the other person's problems as they pertain to the general welfare of the total educational system - - the director of athletics should be the person who helps bridge the gap where it pertains to athletics.

Have a thorough knowledge of the PIAA rules and regulations. Not only should the director of athletics have a thorough knowledge of the PIAA rules and regulations, but he/she is responsible to see that the coaches have a working knowledge of them.

Be responsible for the preparation of facilities. It is the responsibility of the director of athletics to see that the facilities (locker rooms, officials dressing area, toilet facilities, press box) are unencumbered, clean, orderly, and ready for spectators, home team and visiting team. It is the responsibility of the director of athletics to have all playing areas properly marked and equipped in conformity to the official rule of each sport. It is the responsibility of the director of athletics to coordinate advertisements, arrange and edit for printing game program. It is the responsibility of the director of athletics to have the public address system, scoreboards, football telephones connected, football lights and gym lights **checked and working properly**. It is the responsibility of the director of athletics to arrange for the parking of vehicles and seating of spectators at all home athletic events. The facilities must be such as to provide for the safety of all involved and to make it possible to handle the events in an efficient manner. Informational materials should be sent to visiting team coaches, director of athletics, and officials concerning color of uniforms, location of visitor's bench, time of pre-game ceremonies, routes to field and gym, access to doors to be used and other pertinent game information.

THE DIRECTOR OF ATHLETICS SHALL BE RESPONSIBLE FOR

- Editing and distributing the Coaches Handbook.
- The director of athletics shall carry out the athletic policies of the Board of School Directors in accordance with the regulations of the PIAA and in cooperation with the secondary principal.
- The director of athletics will be responsible for the scheduling of all multi-purpose rooms and gymnasiums during the season in session. He/she shall make up a schedule each month for the high school gymnasium and distribute the schedule to the coaches and high school office.
- The director of athletics shall make recommendations to the principals and the Athletic Committee concerning general conditions that need improvement and to follow their suggestions to maintain the athletic program.
- In conjunction with the principal, the director of athletics shall supervise all the activities of the athletic program.
- The director of athletics shall invite all head coaches to attend Athletic Committee meeting when appropriate. The head coach has the prerogative to attend the meetings by requesting permission through the director of athletics.
- Treat visiting teams and officials as guests.
- The Athletic Director and the community should cooperate in developing a wholesome athletic program.
- The Athletic Director, Principal or Guidance Office will inform coaches and Co-op Districts when students are ineligible for practices or games.

DUTIES AND RESPONSIBILITIES OF THE COACH

Neither the Public School Code nor the Regulations of the Pennsylvania Department of Education currently place restrictions on the hiring or qualification of persons employed as coaches in public schools, with the exception of an Act 34 background check clearance, Sudden Cardiac Arrest Training and Concussion Screening/Training. Therefore, Turkeyfoot Valley may hire coaches as any person(s) who meet their hiring criteria. The P.I.A.A. does not currently impose any additional requirements on the hiring of coaches in either public or private schools however and beginning in 2017/2018, all coaches and volunteers must complete PIAA mandated coach training. Details will be set forth by the Athletic Director.

In order to encourage the hiring of individuals who have knowledge of the skills needed to coach interscholastic sports, the P.I.A.A. Board of Control has endorsed the National Federation Interscholastic Coaches Education Program (NFICEP) and recommends that individuals hired as coaches have successfully completed (or agree to complete) this or a similar certification program designed to prepare coaches in their respective sports.

WHAT CONSTITUTES COACHING

Coaching shall be interpreted to mean instruction or direction of members of interscholastic athletic teams, individually or as a group, for the purpose of developing ability or skill to perform in athletic contests. It includes such voluntary instruction as that which in some cases has been given, in the past, by high school alumni, professional athletes, and citizens of the community who are interested in developing winning teams.

MANDATORY RULES MEETING

A member of the coaching staff of each member senior high school must attend at least one P.I.A.A. mandatory rules meeting each year for each boy's sport and each girl's sport coached by that staff. The principal of a member senior high school may appoint a representative of the coaching staff to attend said mandatory annual rules meeting if the coaching staff in the sport has not been designated by the school district, and, therefore, a member of the coaching staff is not able to attend the mandatory annual rules meeting.

A member senior high school that fails to have a member of its coaching staff, or an appointed representative of the coaching staff, attend a minimum of one (1) P.I.A.A. mandatory rules meeting each year for each boys' sport and for each girls' sport offered by the school, and in which a P.I.A.A. Mandatory rules meeting is offered, shall pay a fine of \$100.00 for non-attendance. Payment of said fine shall be made to P.I.A.A. within forty- five (45) days of notification from P.I.A.A. that a member or representative of the coaching staff failed to attend the annual mandatory rules meeting. If the fine is not paid within forty- five (45) days of notification, the member school shall automatically be on probation in all sports and shall automatically forfeit the right to compete in district and inter-district championship competition in all sports until such time as the fine is paid.

It is recommended that a member of the coaching staff of each member junior high/middle school attend at least one (1) P.I.A.A. mandatory rules meeting each year for each boys' sport and for each girls' sport coached by that staff. When a member of the coaching staff for a particular sport does not attend the annual mandatory rules meeting, it is required that a coach in that sport meet with the respective senior high school coach or appointed representative in that sport for the purpose of obtaining all of the information that was presented at the annual mandatory rules meeting.

THE DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

- (A) Prepare the scouting schedule with assignments.
- (B) Send no more than two (2) coaches on a scouting trip.
Any cost of transportation shall be made chargeable to the Athletic Fund.
- (C) Prepare the roster of his/her team on the first day of practice due to insurance coverage.
- (D) See that every member of his/her squad is covered by insurance. It is no longer mandatory that each student take out student accident insurance. The head coach, along with the athletic director, must have on record written proof that every student is covered by insurance before any equipment is issued.
- (E) Prepare a roster of all passengers, contestants, and personnel on buses for out-of-town athletic contests, which must be turned in to the Athletic Office before scheduled departure times of buses. This roster must also be made available to the bus driver and the coach is to retain a copy as well. All contestants will be required to use the transportation made available by the Turkeyfoot Valley Area School District. The only exception to this would be if one (1) of the parents would contact the coach in person, and request permission to transport their son/daughter to the contest in the family car, taking full responsibility. If these requirements are met, this request could be granted. Two (2) sign-out forms will be made available for parents following away games. Once the form is signed, students are not permitted on the bus. They are the responsibility of parent and are to be removed from the roster for the return trip.

Personnel authorized to travel on the bus are:

- (1) Administrative personnel (superintendent, principals, director of athletics, scorer, timer and cheerleaders)
- (2) Coaches of sport involved
- (3) Members of the squad

No one else may be granted permission to ride the bus to or from a contest unless approved by the administration or the athletic director. Should a situation arise where team member or coach has inadvertently been left off the roster, the coach will add the name to the drivers list. At no time and under no circumstance is anybody else permitted to board a bus. Coaches have the say as to whether or not a team stops to eat following a contest. It is assumed that if multiple teams are on the same bus, the various coaches will be in agreement. Coaches will supervise students during such stops. Should the driver feel conditions unsafe to stop, they may override the coach (for example extreme weather conditions which would add length to a trip). While the coach is responsible for team conduct on the bus, the driver is ultimately responsible for the safety of all and will act in accordance with bus rules. This includes playing of music and disruptive behaviors. Coaches are expected to support the driver on such issues.

- (F) The head coach may recommend the amount and type of equipment to be purchased for this particular sport and concurrently prepare lists of equipment purchased or reconditioned for the following year. Forms furnished for current inventory and requisitions for the next year are to be completed and returned to the Athletic Office within two (2) weeks after received.

- (G) A two-way line of communication for appeals is as follows:
Assistant Coach to Head Coach, to Athletic Director, to Principal, to Athletic Committee, to School Board or reversed.
- (H) Know the rules and regulations of local, district, and P.I.A.A. organizations. He/she shall abide by these rules at all times.
- (I) Be responsible for the squad to and from all away games. He/she can delegate this responsibility to an acceptable adult but that person has the right to say no. If other persons do agree to ride the bus for the head coach, (such as assistant coaches) no extra compensation will be given.
- (J) Equipment must be inventoried and stored before payment to the coaches for that sport will be made.
- (K) Cancellation of practices must be made to the athletic director prior to the end of the previous school day with an acceptable reason for the cancellation.
- (L) When school is cancelled or the day is shortened because of weather practices will also be cancelled, unless approved by the principal.

GENERAL ADMINISTRATIVE POLICIES AND RESPONSIBILITIES

All head coaches are responsible for the behavior, safety, and welfare of the members of his/her squad during practice and games. The following are a few suggestions to the coaches in handling of their respective squads.

- (1) The athlete should attend all practices and should be punctual unless he/she has reasonable excuse.
- (2) Measures must be taken to prohibit the use of profane language.
- (3) Good sportsmanship should be encouraged in both victory and defeat.
- (4) There must be respect for authority both on and off the field of play.
- (5) Since the athlete represents his/her school and community, he/she should be neatly groomed and properly dressed.
- (6) Smoking, drinking of alcoholic beverages or the use of any illegal drug is strictly forbidden.
- (7) Encourage your athletes to develop good study habits and work to the maximum scholarship.
- (8) Athletes should be reminded that they are leaders and therefore must assume their responsibilities at home, in school, and in the community.
- (9) The coach should know the health status of his/her players. He/she should be sure that all injuries are given proper attention.
- (10) Players must be supervised at all times when under the coach's jurisdiction. This includes in the locker room, on the bus, on the field of play, and also waiting for a ride home.
- (11) At athletic contests, in the absence of the principal, director of athletics, the coach is the acting authority of the school district.

INJURED PLAYERS

The head coach has the responsibility for the welfare and safety of athletes participating in interscholastic athletics. Any time an athlete is injured and requires immediate medical attention an accident report form must be completed and filed in the principal's office the following school day.

CONCUSSION SCREENING/TRAINING

It is mandatory for all coaches, assistant coaches and volunteer coaches to take the Concussion Course. You will find the concussion course on the following website: www.nfhslearn.com. This course is free of charge, takes about 20 minutes to complete and you will receive a certificate of completion upon finalizing the course. The school district will need a copy of this certificate for your coaching file.

Action Plan: If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's ok to return to play.

Athletes who experience one or more of the sign and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Signs and Symptoms:

Appears dazed or stunned, may express having a headache or "pressure" in the head

Is confused about assignment or position, may experience Nausea or Vomiting.

Forgets an instruction, may have Balance Problems or Dizziness.

Is unsure of game, score or opponent, may have Double Vision or Blurry Vision.

Moves clumsily or answers questions slowly, may be sensitive to light or noise.

Loses consciousness (even briefly), may feel sluggish, hazy, foggy or groggy.

Shows mood, behavior, or personality changes, may have concentration or memory problems.

Can't recall events prior to hit or fall, may show confusion.

Can't recall events after hit or fall, may just not "feel right" or is "feeling down."

SUDDEN CARDIAC ARREST TRAINING

It is mandatory for all coaches, assistant coaches and volunteer coaches to take the Sudden Cardiac Arrest Training (Act 59 Compliance) Course. You will find the cardiac arrest training course on the following website: www.sportsafetyinternational.org/content/cardiacwise. This course is free of charge and takes approximately 20 minutes to complete. You will receive a certificate of completion upon finalizing the course. The school district will need a copy of this certificate for your coaching file.

Sudden cardiac arrest is the leading cause of death in young athletes. Cardiac Wise is an online program, developed in conjunction with the Pennsylvania Athletic Trainers' Society that is designed to educate coaches and others involved in sports and physical activity on the prevention of sudden cardiac arrest in athletes. The course covers the following topics: **Understanding Sudden Cardiac Arrest *Causes of Sudden Cardiac Arrest in Athletes, *Signs and Symptoms Cardiac-Related Conditions in Athletes *Strategies for Preventing Sudden Cardiac Arrest.*

POSTPONING GAMES

If a game is postponed due to weather or any other factor not conducive to home game conditions, the principal, athletic director and coach will confer. Factors considered in the decision are:

- a. Playing conditions on the playing surface
- b. Safe travel of opponents
- c. Safe travel of officials
- d. Safe travel of student – fans
- e. Damage to playing surface
- f. Factors involving gate receipts
- g. Consideration of band members and uniforms

PREPARATION FOR THE FIRST PRACTICES

An announcement must be made over the school public address system for all students interested in trying out for the sport. A meeting will be held for all students trying out for your sport, in accordance with P.I.A.A. regulations. At this time you should explain what is expected and required of the athlete who plans to participate. The Insurance Verification Forms should be distributed. Each student **must** have a completed Insurance Verification Form, with his parent/guardian signature and his/her physical examination card, with a licensed physician's and parent/guardian signature. All equipment from previous sport **must** be returned or paid for before any equipment will be issued. These forms **must** be turned in to the coach or athletic director. It is mandatory that all athletes be covered either by their parent/guardian's health accident insurance or have purchased the student school insurance offered by the Turkeyfoot Valley Area School District.

If any additional students join your squad after the roster has been completed, it is the coach's responsibility to see that the student receives an Insurance Verification Form and a physical examination. It is also the coach's responsibility to contact the athletic director and principal's office to keep the eligibility roster up to date.

In following with the P.I.A.A. by-laws, the athletic office will contact the school physician to set up a date for the physical examination of athletes. If the student is not present at the time the physical is set up by the Athletic Office, it will be the responsibility of the athlete, **at his/her own expense**, to go to his home physician to obtain the necessary examination. An athlete may also go to the school physician's office after school for the examination.

An additional responsibility of all head coaches is to see that the athletic director and principal's office has a complete list of all students trying out for the sport as soon as possible. Without this list, the P.I.A.A. eligibility forms cannot be completed. As stated in item C, the coaches **must** notify the athletic director and principal's office of any additions/deletion to/from the roster. Failure to do this could result in the athlete being declared ineligible.

SCHEDULING OF ATHLETIC EVENTS

The athletic director, under the direction of the principal shall schedule all interscholastic athletic contests. When the sport schedule is completed, the athletic director will submit the schedule to the athletic committee for approval. As a member of various leagues and conferences, we are naturally obligated to schedule all conference teams. Any schedule changes requested by the coach will be given every consideration. No coach is authorized to reschedule an athletic event.

SCHEDULING OF GYMNASIUMS

During the season the sport is in session, the gymnasium and facilities must be scheduled through the athletic office. It is the coach's responsibility to contact the athletic director and submit to him/her the times and dates he/she would like to use the gym. The coaches must submit their schedule prior to the last Monday of the month for the following month. This pertains to not only the use of gyms during the regular school day, but also during weekends and various vacation periods. No team is permitted to use any facilities unless the coach is present. A monthly schedule will be distributed and any changes must be approved through the athletic office.

TRANSPORTATION OF ATHLETIC TEAMS

The athletic director will order all buses. The coach will submit to the athletic director the leave time for away contests. This must be turned in one (1) week prior to the contest to assure that proper arrangements can be made. It is the responsibility of the coach to have members of his/her squad ready to board the bus at the designated time. The head coach must exercise control and maintain proper supervision of his/her squad so that the bus is not damaged in any way. This also applies to the cheerleading advisors and squads.

The Turkeyfoot Valley School District does not provide transportation for Co-op Sports. The head coach must exercise control and maintain proper supervision of his/her squad so that the bus is not damaged in any way. This also applies to the cheerleading advisors and squads.

MINIMUM NUMBERS FOR PARTICIPATION

It has been determined by the TVASD that there must be a minimum number of participants to be considered a squad or team, if there is not the minimum number the team or squad may be terminated for that season:

Cheerleaders	5 Members	Volleyball	Co-op Sport
Basketball	5 Members	Soccer	Co-op Sport
Baseball	9 Members	Golf	Co-op Sport
Softball	9 Members	Tennis	Co-op Sport
Rifle	3 Members	Track & Field	Co-op Sport
Cross Country Boys	5 Members	Football	Co-op Sport
Cross Country Girls	5 Members	Wrestling	Co-op Sport

EQUIPMENT AND SUPPLIES

Equipment and supplies are ordered each year through regular purchasing procedures within budget limitations as outlined by the Turkeyfoot Valley Area Board of School Directors and Administration.

The head coach of each sport is responsible for ordering all the equipment and supplies for his sport. The head coach will also order the equipment and supplies for the junior varsity team. It is suggested that the head coach confer with his assistant. The director of athletics will provide the head coaches with the necessary requisition forms. These requisitions will be returned to the athletic director.

No athletic equipment issued to squad members may be worn in gym class or worn outside of practice or gym conditions. Coaches must instruct their squads of this regulation. All equipment must be returned to the equipment room at the close of the season. The athlete will be billed by the Athletic Office for missing equipment. The athlete will be ineligible until his/her account is cleared.

ELIGIBILITY OF ATHLETES

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four (4) full-credit **Core Curriculum** subjects or their equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on weekly basis, and shall be filed in the principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Thursday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Thursday, for any reason, the principal may, at his election, determine whether the student as of that day meets the standards provided for in this section.

To be eligible to participate in activities and/or athletics, a student must be passing four (4) full-credit **Core Curriculum** subjects or their equivalent. Eligibility is cumulative, beginning with a grading period, and is examined weekly, by Weekly Academic Report period, and quarterly. Students are ineligible for one (1) week or until eligibility is approved by the High School Office or Principal. To regain eligibility, a student must provide written proof that he/she is now passing four (4) or more full-credit **Core Curriculum** classes or their equivalent. Teachers' signatures are required. If a student is declared ineligible at the end of a grading period or semester, then the student is ineligible for a period of fifteen (15) school days.

If academically ineligible, student athletes will be expected to inform their coach. It is the coach's decision as to whether or not the student attends contests. Student athletes will however not be dismissed early from school to attend. Student athletes are required to attend scheduled practices.

To be eligible to participate in activities and/or athletics, a student within the Summit Schools Learning Curriculum must be passing four (4) full-credit subjects or their equivalent. Students

must be passing three (3) Summit Core Classes along with one (1) full credit class to remain eligible. Eligibility is examined for students working within the Summit Schools curriculum weekly at 2:00pm on Thursdays. Students are ineligible for one (1) week or until eligibility is approved by the administration. After two (2) weeks of ineligibility, students must attend the After-School Tutoring Program. To regain eligibility, a student must set goals within their PLT class and demonstrate progress towards those goals to their mentor teacher. If a student is declared ineligible at the end of a grading period or semester, then the student is ineligible for a period of fifteen (15) school days.

Varsity/Junior High Basketball Option:

The intent of the following guidelines is to foster an atmosphere in which student athletes will have the opportunity to better develop their individual skills relative to their current abilities. Students in 9th grade may be presented with the option of moving up to play varsity basketball or staying down to play junior high basketball. This decision in large part will be made in conjunction with the coaching staff, parents, student and administration. If a 9th grade student chooses to play varsity basketball against the guidance of the coach, parent and administration, they must understand that their game playing time may be extremely limited.

VARSITY/JUNIOR HIGH BASKETBALL OPTION

The intent of the following guidelines is to foster an atmosphere in which student athletes will have the opportunity to better develop their individual skills relative to their current abilities. Students in 9th grade may be presented with the option of moving up to play varsity basketball or staying down to play junior high basketball. This decision in large part will be made in conjunction with the coaching staff, parents, student and administration. Several issues must be considered in this process. One is that the junior high basketball seasons coincide with varsity baseball and softball. As such, if a 9th grade student plays junior high basketball, they will be unable to play varsity baseball or softball. Also, if a 9th grade student chooses to play varsity basketball, against the guidance of the coach, parent and administration, they must understand that their game playing time may be extremely limited

To be eligible to participate in activities and/or athletics, a student within the Summit Schools Learning Curriculum must be passing four (4) full-credit subjects or their equivalent. Students must be passing three (3) Summit Core Classes along with one (1) full credit class to remain eligible. Eligibility is examined for students working within the Summit Schools curriculum weekly at 2:00pm on Thursdays. Students are ineligible for one (1) week or until eligibility is approved by the administration. After two (2) weeks of ineligibility, students must attend the After-School Tutoring Program. To regain eligibility, a student must set goals within their PLT class and demonstrate progress towards those goals to their mentor teacher. If a student is declared ineligible at the end of a grading period or semester, then the student is ineligible for a period of fifteen (15) school days.

SCHOOL ATTENDANCE

Students participating in athletics must attend the entire day of school (8:05 am – 2:45 pm) the day of the game, practice or other event, unless an excuse is pre-arranged with the principal. The coach is responsible for enforcing this rule.

Tardy to School = Arrival after 8:05 am

Early Dismissal – Leave after 2:45 pm

All aspects of the student attendance policy will be followed for athletics. Upon entering school after 8:05 am and leaving prior to 2:45 pm at the end of the school day due to an early dismissal, you must report to the office and sign in or out.

On non-school days the coach will determine whether to have practices but cannot make those practices mandatory.

If you are absent from school during a semester for a total of 20 or more school days (without a medical excuse), you will lose your eligibility until you have been in attendance for a total of 45 school days following your 20th day of absence.

STEROID AND HEALTH

Pennsylvania Law Provisions Affecting Athletic Eligibility of Students Using Anabolic Steroids

Pennsylvania Act 1989-93 requires the Board of School Directors (“School Board”) in every Pennsylvania school district to prescribe, adopt, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics.

The Act also requires the School Board to prescribe the following **minimum** penalties for any pupil found in violation of the rules and regulations adopted by the School Board:

- (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 for the following season.
- (3) For the third violation, permanent suspension from school athletics.

A student who has been suspended for violation of the School Board regulations shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.

The penalties which the law requires School Boards to adopt are minimum penalties. More severe penalties may be adopted by individual school districts, and the actual penalties may therefore vary from school district to school district.

PHYSICAL EVALUATION NECESSARY BEFORE PUPIL BEGINS PRACTICE

No pupil shall be eligible to represent his high school in any interscholastic athletic contest unless he has **participated in a pre-participation physical evaluation** performed by a licensed physician of medicine or osteopathic medicine, a certified **registered** nurse practitioner, or a certified physician assistant before his first sports season’s **first legal practice date** of that

school year, and the physician certified **registered** nurse practitioner, or **certified** physician assistant has signed the P.I.A.A. Physician's Certificate. **The pre-participation physical evaluation for fall sports shall not be performed earlier than June 1.**

ATHLETIC AWARDS

It is permissible for a school to purchase a sweater, jacket, medal, or similar trophy for an athlete who has earned the official school letter of award and to present the same at the time the official school award is made. (Article X, PIAA By Laws)

Authority to Make Awards

The coach shall recommend the members of his/her squad who have met the requirements for a letter/award. If any problems arise due to extenuating circumstances, a committee composed of the principal, athletic director, and coach shall make the final decision.

Letters

Awarding of a letter

During high school, the first time an athlete meets the requirements for an athletic award, he shall receive the appropriate letter, plaque, or pin and certificate for the level of competition. Only one (1) varsity letter will be issued to the athlete. The athlete will receive additional pins and certificates for the number of years lettered in all other sports. **New as of June 2009:** *Cheerleaders must cheer the entire season, they must participate in 80% of the floor cheers including games, pep rallies and any other scheduled event. Cheerleaders cannot receive more than eight (8) demerits in one season in order to Letter. The coach/assistant coach will determine these demerits.*

General Criteria in Meeting the Requirement for a Letter or Award

Attendance - - Athletes should attend all practices unless excused by the head coach.

Sportsmanship - - Athletes should realize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.

Adhere to Training Rules - - Athletes must abide by the training rules as set for by the coach and the athletic department.

Junior High Letters of Participation:

Junior high athletes will be eligible for an athletic letter in grades 7-9. Criteria for this letter are 100% participation in all practices, 100% attendance at all games and player conduct as determined by the coach and administration. The head coach is responsible for maintaining these records and reporting them to the Athletic Director following the season.

AWARDING VARSITY LETTERS

Basketball, Baseball, Softball, Rifle and Basketball Cheerleaders;

All participants must compete in at least half of the total quarter/innings played to receive a varsity letter.

- * Baseball and Softball - - **Pitchers only** - - may receive a varsity letter by participating in one third of the total innings.

All participants receiving a varsity letter must complete the season of that sport. The varsity coach may award a varsity letter to a participant that was injured and would have participated in at least one half of the total quarters in the opinion of the coaches.

TURKEYFOOT VALLEY AREA HIGH SCHOOL EXTRACURRICULAR ELIGIBILITY AND TUTORIAL PROGRAM

Participation in extracurricular activities is a privilege and therefore the Turkeyfoot Valley Area School District has adopted the following standards of academic eligibility.

To be eligible for extracurricular activities a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, P.I.A.A., as well as any local policies established by the local school board. The pupil must be passing the core academic areas. Eligibility shall be cumulative from the fifteenth day of school and reported on a weekly basis. In cases where a student's cumulative work from those areas does not as of any Thursday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the following Saturday.

In all cases, a student's work must meet P.I.A.A. standards for eligibility.

New students must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.

Students declared ineligible have the right to an appeal before the high school principal and the faculty member awarding the failing grade. The final decision in regards to eligibility rests with the high school principal.

EXTRACURRICULAR ACTIVITIES INCLUDE:

All activities beyond the regular school day, students declared ineligible may continue to practice their activity.

TUTORIAL PROGRAM

Students attend school primarily to become educated, productive, and well-adjusted young adults to the fullest of their individual abilities and talents. The successful pursuit of academic studies is the most important key to success as an adult. Everything possible must be done to prepare our young people for adult life.

It is proposed that a tutoring program shall be established through which help in any of the four core academic areas shall be available to students who desire it (English-Math-Science-Social Studies).

The only prerequisite for tutorial assistance shall be that the student actively participate in classroom activity and not rely solely on the tutoring experience.

Teachers (retired or active) shall provide tutoring assistance. Any other capable tutor could be used only upon the recommendation of the administration and the school board.

The tutoring program shall be of special significance for students who participate in extracurricular activities.

In all tutoring instances, cooperation and strict attendance patterns shall be expected on the part of the student involved.

GUIDELINES – JR. HIGH TUTORING / SUMMIT LEARNING PROGRAM (Grades 7-9)

1. The responsibility for basic instructions lies with the classroom teacher. Under no circumstances will the tutoring process be a substitute for regular and conscientious attendance in the classroom. At no time is the tutor to become responsible for primary teaching.
2. Each teacher regardless of failures must turn a tutoring list into the office, by the close of school on Thursday.
3. Teachers will inform students in their class who are failing, that their names have been submitted for tutorial assistance.
4. Students who are failing the second week must report for tutoring as prescribed above and may not participate in contests until they receive a passing grade in the class.
5. Students being tutored must sign an attendance sheet. These attendance sheets will be checked to ensure eligibility of participants.

EXTRACURRICULAR CODE OF ETHICS

1. Participation in athletics at Turkeyfoot Valley Area High School is a privilege extended to you and is subject to this Code of Ethics.
2. Each athlete is required to do his best at all times. This includes practice sessions as well as in competition.
3. Each athlete is required to display proper conduct in school, in the community, at practice sessions, and in competition, that will reflect well on him, his coaches, his parents, and the school.
4. Each athlete is required to attend practice sessions regularly. Being excused from practice should be the discretion of the coach who should be notified in advance.
5. Each athlete is fully responsible for all equipment issued him. It is required that equipment be properly cared for during the time it is in his/her possession. The student will pay for lost or stolen equipment.
6. Each athlete is required to abide by the training rules established by the coach as well as the school district.
7. In addition to the above standards of academic eligibility, the Turkeyfoot Valley Area School District has also adopted the following attendance requirement.

Students participating in athletics must attend school for *the entire day (8:05 am–2:45 pm)* of the game or other events unless an excuse is pre-arranged with the Principal. If the student is late to school, he/she will not be eligible for the game that day. If the student is going to be late for school due to unforeseen circumstances, a parent/guardian must attempt to contact the school as soon as possible. If the above has been abused, the student will be declared ineligible for the day's game. The coach is responsible for enforcing this rule.

9. Each athlete will recognize the authority of his/her coach and the administration over his participation in athletics. He/she should understand that for reasons of improper conduct, disobedience, low grades, etc., he/she will be expelled or suspended from the squad or disciplined in other ways as seen necessary by the coach or principal.
10. Individuals that violate any of the above rules or regulations will automatically relinquish all and any types of honors that have been bestowed upon the team or the individual by the school district.
11. Final authority involving athletics rests with the school administration.

RULES

1. Snuff or smoking or use of tobacco in any form:
 - 1st Offense: Shall not practice or participate during the suspension
 - 2nd Offense: Cut from the team
2. Drugs and Alcohol:
 - 1st Offense: Cut from the team
3. Bus Behavior:
 - 1st Offense: One-week suspension
 - 2nd Offense: Cut from the team
4. Unbecoming Conduct:
 - 1st Offense: Cut from the team
5. After-School Detention:

Must serve penalty, then return to game or practice the following day
6. Supervised Study Suspension (SSS):

Students are not eligible to play in the game that day. Student must return to practice that day.
7. Out Of School Suspension (OSS):

Students are not allowed on school property for any reason during suspension period.
8. Hair: Neatness as well as the health factor and safety of the team are taken into consideration.

RULES AND REGULATIONS FOR ATHLETIC TEAMS AND CHEERLEADING SQUADS

Turkeyfoot Valley students will not be permitted to participate in two (2) or more extracurricular sports that are running simultaneously during the same season. An example of this would be playing on the basketball team and being a member of the rifle team due to sharing the same calendar season causing conflict with practices and games/matches. Any questions regarding this new policy must be addressed with the principal, who would ultimately have the final say in the participation of the athletic team/sport in question.

1. If you miss a practice the night prior to a scheduled game you will be ineligible for the next game and the coach reserves the right to suspend you for an indefinite amount of time. However, you will be expected to attend the game with the team or squad, you will not dress, and you will be expected to sit with the team or squad. Exceptions: If the absence is excused by the coach prior to practice due to illness, doctor's excuse or anything that would be considered an excused absence by the Student Handbook.
2. If you are caught smoking, chewing tobacco, rubbing snuff, to or from a school sponsored event, (this includes practice), and you will be referred to the Principal. Use/Possession of a tobacco product by a minor is an illegal offense and will be referred to the Magistrates Office. The participants will be suspended from game participation for a period of one (1) week for the first offense. The second (2) offense, you will be ineligible to play for the remainder of the season. A report will be turned into the school after each offense, and all Student Handbook Rules will apply.
3. If you are caught using drugs or alcohol at a school sponsored event you will be cut from the squad. Participants will be referred to the Principal. Use/Possession of drugs/alcohol by a minor is an illegal offense and will be referred to the Magistrates Office.
4. Any player ejected from a game will not be permitted to participate in the next scheduled game.
5. You will not be permitted to ride home from an away game with anyone but a parent or legal guardian. The coach must verify this. You are permitted to leave with someone else if you bring a permission slip from your parents to the coach or Athletic Director the day before the game so it may be verified. No notes will be accepted at the game. In any of the above cases, all students not riding the bus home must have a student release form completed and signed by the approved person taking them home from the game.
6. Regarding the bus ride to and from a game as to music, talking, cheerleaders and players sitting together, and where we stop to eat, will be left to the discretion of the individual coaches.
7. Fighting among teammates will result in a one game suspension for persons involved. Participants will be referred to the Principal for appropriate district action as well.
8. It goes without saying, that you will be expected to conduct yourselves as ladies and gentlemen, to and from games, at all home and away games, and at any restaurant that is chosen, and that all Student Handbook rules will apply.
9. We encourage all students to be at practice on time. Students who are continuously late are being disrespectful to teammates and coaches. The coaches/advisor will handle this at their discretion and inform the principal.
10. The principal has final say so in all disciplinary actions involving students in extracurricular activities.
11. In addition to the above, all SCHOOL RULES will be in effect.

CHEERLEADING AND COMPETITIVE SPIRIT SQUAD

Varsity/JV Cheerleading:

- The schedule will be determined by the coaches, principal and athletic director.
- If a sports team makes the playoffs, the cheerleading squad will attend the game to cheer.

Jr. High Cheerleading:

- Jr. High Cheerleaders will cheer at the Junior High Basketball Games only. The schedule will be determined by the coaches, principal and athletic director.
- Jr. High Cheerleaders may cheer from the floor during the junior varsity basketball games only. JV games are played on the same night as the varsity cheerleaders are cheering for the varsity games. (boys and girls)
- Jr. High cheerleaders may cheer for the varsity basketball games but ONLY from the sidelines and not on the floor which are on the same night as the varsity is cheering for the varsity games (boys and girls)
- Jr. High Cheerleaders may participate in Pep Rallies.
- Jr. High Cheerleaders will ONLY be awarded a Jr. High Participation Letter.

Competitive Spirit Squad:

- TVASD students will have the option to participate on the Competitive Spirit Squad. Competitive Spirit holds all student athletes to the same standards of other school sports and will follow all guidelines in the Student Athletic Handbook. Competitive Spirit participates in a district competition each year. If a high enough ranking at the District Completion is reached, the team may qualify for the State Competition. Practices are mandatory and can affect participation in events.
- Members of the competitive spirit squad will be the Varsity Cheerleading Squad. Athletes who are not members of the competitive spirit squad will cheer as part of the Jr. Varsity Cheerleaders.

Yearly Athletic Meeting

As of April 21, 2014:

A parent/guardian of each player must attend one athletic parent meeting which will cover your child's entire athletic career, grades 7 – 12 while at Turkeyfoot Valley. A parent or guardian must attend one meeting before the student will be permitted to practice or participate in extracurricular events. Administration reserves the right to require additional meetings as necessary.

Behavior Expectations of All Spectators

Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition; not to intimidate or ridicule the other team or its fans.

Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.

A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.

Learn the rules of the game, so that you may understand and appreciate why certain situations take place. Rules do change over time.

Show respect for the opposing players, coaches, spectators, and support groups.

Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.

Recognize and show appreciation for an outstanding play by either team.

Use only cheers that support and uplift the teams involved.

Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.

Overall Unacceptable Behavior

- Yelling or waving arms during an opponent's free throw attempt, serve, etc.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Confronting a coach before during or after the game.
- Confronting another player or spectator.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Blaming loss of a game on officials, coaches, or participants.
- Use of profanity or displays of anger that draw attention away from the game.

Consequences for NOT following rules

First offense: spectator will receive a verbal warning by the administrator in charge.

Second offense: spectator will be asked to leave and escorted from the contest.

Third offense: spectator will be banned from attending all athletic events held at Turkeyfoot Valley Area Jr/Sr High School for one year.

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
5. Procedure followed should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

Appropriate concerns to discuss with coaches:

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent, these are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.

What a parent can do if the meeting with the coach did not provide satisfactory resolution.

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. If a meeting with the Athletic Director is unsatisfactory, you may call and set up an appointment with the Principal to discuss your questions and concerns.

Adopted: June 18th, 2012