

Lakeview School District

Athletic Handbook for Coaches



SAILORS

2015-2016

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Elementary Principal:
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Athletic Overview

The Lakeview Senior High School is a District 10 member of the Pennsylvania Interscholastic Athletic Association, which is one of the twelve districts. District 10 includes Crawford, Erie, Mercer, Venango and Warren Counties.

Lakeview's interscholastic sports program consists of the following sports:

- Baseball: This spring sport is offered for boys at the varsity level, 9th-12th grades.
- Basketball: In the fall, this sport is offered to 7th and 8th grade girls at the junior high level. In the winter, competition includes boys 7th, 8th, and 9th grades at the junior high level, as well as, boys/girls junior varsity and varsity teams, 9th-12th grades.
- Cheerleading: In the fall, cheerleading is available for football at the junior high level for 7th and 8th grades and 9th-12th grades at the varsity level. In the winter, the sport is offered for boys' basketball for 7th and 8th grades at the junior high level and a combined winter cheerleading squad for 9th-12th (covering both basketball and wrestling).
- Cross Country: This fall sport is offered to boys/girls 7th and 8th grades at junior high levels and 9th-12th grades at varsity levels.
- Football: This fall sport is offered at the junior high level for 7th and 8th grades and 9th-12th grades at the junior varsity and varsity levels.
- Golf: This fall sport is offered to 9th-12th grades at the varsity level.
- Softball: This spring sport is available for girls at the varsity level, grades 9-12.
- Track: This spring sport is offered to boys/girls at the junior high, 7th and 8th grades, and varsity, grades 9-12, levels.
- Volleyball: In the fall, this sport is available for girls at the junior varsity and varsity levels, 9th-12th grades. The sport is also offered to girls in the spring at the junior high level, 7th and 8th grades.
- Wrestling: This winter sport is offered at the junior high, 7th and 8th grades, and junior varsity/varsity levels, 9th-12th grades.

This handbook was compiled to help coaches efficiently perform their duties. It is hoped that the listing of various proven practices and procedures presented in this handbook, will promote a more efficient operation of the interscholastic athletic program at Lakeview High School/Middle School.

Administrative Organization

The **Board of School Directors** shall set policy with regard to conducting the athletic programs with the Lakeview School District.

The **Athletic Council**, within the limits of the adopted School Board policies, serves as liaison between the athletic programs and Board. The Council 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 the Board of Directors. The Council shall be composed of the following representing members: High School Principal, Athletic Director, Two Board of Education members (appointed by the Board of Directors' President), Two Head Coaches, and the Superintendent.

The **Principal**, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible to the PIAA. He/she may delegate some of those 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 **Athletic Director** is directly responsible to the principal. The primary responsibility of the athletic director is the administration and supervision of the interscholastic athletic program. The athletic director's duties will be those described in his/her job description and any other designations. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

All **Head Coaches** shall be responsible to the Athletic Director for the total operation of their respective sports programs. Head coaches will be responsible for normal duties required of interscholastic competition, those duties described within the Athletic Handbook for Coaches and/or any duties delegated by the Athletic Director and/or Principal.

Coaches Information

Responsibilities of a Coach

The responsibility of a coach is to properly educate students through participation in interscholastic competition focusing on integrity, respect, sportsmanship and fairness. The interscholastic program is designed to enhance academic achievement and should not interfere with opportunities for academic success. The following guidelines promote the District's expectations and responsibilities of coaches:

- ↷ The coach must uphold the honor and dignity of the profession; adhering to strong ethical and integrity standards in all personal contact with student athletes, officials, athletic directors, school administrators, the media, and the public. The coach shall strive to set an example of the highest moral character, behavior and leadership.
- ↷ The coach shall display respect when working with contest officials and rival coaches. The coach shall not indulge in conduct that will incite players or spectators against the officials and/or opposing team. Before and after contests, the coach shall exchange friendly greetings with rival coaches to set the correct tone for the event.
- ↷ The coach shall actively promote proper sportsmanship by student athletes, spectators, cheerleaders, booster organizations and administrators.
- ↷ The coach shall be modest in victory and gracious in defeat.
- ↷ The coach shall inform and discourage athletes from hazing. Hazing activities of any type are inconsistent with the District's educational goals and are prohibited at all times.
- ↷ The coach must recognize individual worth and reinforce self-image of each athlete. The coach shall strive to develop competence, character, and civility in each student athlete.
- ↷ The coach shall establish a realistic team goal or vision for each season and communicate that to the athletes and parents. The coach shall encourage and assist student athletes to set personal goals to accomplish athletic and academic achievement.
- ↷ The coach must be certified in CPR and trained in concussion evaluation/management and sudden cardiac arrest, as well as gain information on the importance of prevention, care, and treatment of athletic injuries and encourage athletes to see the Athletic Trainer or School Nurse, if available, regarding any injuries. When a significant accident occurs, the coach must report the incident to the Athletic Director.
- ↷ The coach must verify prior to an athlete's participation that the athlete has submitted the following paperwork: a completed PIAA physical form, proper insurance coverage information, the Coach's rules and expectations, the District Parent/Student Athlete Assurance form, the concussion protocol, and sudden cardiac arrest awareness form. All forms must have the required signatures prior to the athlete participating.
- ↷ The coach must take an active role in the prevention of drug, alcohol, and tobacco use by student athletes in accordance with the District's policy.
- ↷ The coach shall be familiar with contest rules and is responsible for the interpretation to team members. Coaches must abide by the rules of Contest in letter and in spirit.
- ↷ The coach shall assume responsibility for care and security of the building during and prior to leaving each practice and game. The coach must ensure all lights are turned off and doors and windows are closed and locked at the end of practices and games.
- ↷ The coach shall be the first to arrive and last to leave all practices and games. The coach must ensure all athletes are gone from school premises prior to leaving practices and games.
- ↷ The coach, in the absence of the Principal, Athletic Director, and Game Manager, is the acting authority of the school district. For some contests (Golf, Track, Cross Country,

Baseball, Softball, JV and Junior High events), the head coach or his/her assistant will be the designated game manager. (See Game Manager Duties)

Duties of a Coach

Commitment to Athletes

It is the coaches' duty to ensure appropriate behavior, safety, and welfare of the members of his/her team during practice and games. Each head coach must conduct a meeting with his/her athletes and parents to review all rules, regulations and requirements of the athletic department, the school district and the coaching staff. The District Parent/Student Assurance form, Concussion & Sudden Cardiac Arrest Acknowledgement, and Coach's Rules form must be signed by both the athlete and parent/guardian. The coach must keep a copy and forward a copy of each form to the Principal and Athletic Director.

Coaches shall encourage the following behavior for athletes:

- ↷ Athletes shall understand that they are leaders and must assume responsibilities at home, in school, and in the community. As a representative of the school and community, athletes must be neatly groomed and properly dressed.
- ↷ Athletes shall attend all practices and be punctual unless he/she has an approved and reasonable excuse.
- ↷ Athletes shall be encouraged to develop good study habits and work to their maximum scholastically.
- ↷ Athletes must be reminded that the use of profane language will not be tolerated.
- ↷ Athletes shall be informed that hazing of any type is prohibited.
- ↷ Athletes must understand that drug, alcohol, and/or tobacco use is strictly forbidden and District policy will be enforced.
- ↷ Athletes shall display respect for authority both on and off the field of play.
- ↷ Athletes shall display proper sportsmanship and modesty in victory and graciousness in defeat.
- ↷ Athletes must be supervised at all times when under the coach's jurisdiction. This includes in the locker room, on the bus and also on the field of play.
- ↷ Athletes shall be informed on the importance of personal fitness and good nutrition and prevention, care and treatment of athletic injuries and shall seek consultation from the District's School Nurse or Athletic Trainer, if available.

Practice/Game Schedules

All coaches must submit facility requests and/or practice schedules to the Athletic Director prior to the start of his/her season. **There will be NO Sunday practice.** However, permission may be granted by the principal *if* playoffs are involved; and, student athletes can *only* practice six days in one calendar week during the regular season.

Region sanctioned events will be assigned by the PIAA District 10 committee. All scheduling of non-region games and scrimmages will be done by the Athletic Director and/or Principal in conjunction with the head coach. Schedules for all sports will be posted and updated on www.usatodayhss.com, www.lakeviewsailorsathletics.org, or www.schedulestar.com. No overnight scrimmages are permitted. No coach is authorized to reschedule or cancel an athletic event.

In the event of a school closing or early dismissal due to inclement weather, all home practices, games, and scrimmages are to be cancelled. Participation in away events may or may not be permitted at the discretion of the Principal. In the event of school closings or early dismissals for reasons other than inclement weather, events may or may not be permitted at the discretion of the Principal.

Extracurricular Activities/ Sports Practices

Students must be under direct supervision of a coach or adult advisor at all times before and after school hours. No one should be in the building or on school grounds unsupervised; this includes those students with practice times scheduled later than directly after school hours. Areas such as the football field are to be used only when permitted. The District is not responsible for the safety of anyone on school property without permission.

Coaches Release time

Any District employee acting as a coach for the Athletic Department must submit a written request for any coverage needed during the season to his/her building principal prior to the start of the season. Coaches will be released after their responsibilities to students have been fulfilled. If it is possible to release coaches during the season for necessary coaching obligations, the principal may do so. On the other hand, coaching time shall not infringe in any way on a coach's classroom responsibilities with students.

Recommendations for Assistant/Volunteer Coaches

Each year head coaches are required to submit a written recommendation for assistant and volunteer coaches to the Athletic Director and/or Principal. All assistant and volunteer coaches should reflect a positive image for the athletic program. Board approval, concussion and sudden cardiac arrest training, and Act 34, 114, and 151 clearances are required for anyone assisting with a program.

Mandatory Rules Meeting

All head coaches must attend a PIAA mandatory rules meeting prior to the start of each season as directed by the Athletic Director. The coach shall know the rules and regulations of local, district and PIAA organizations. The coach shall abide by these rules at all times.

Mandatory Trainings

Each year paid and volunteer coaches are required to complete a concussion training approved by the Centers for Disease Control and Prevention, NFHS, PDE or PDH, which will aid in recognizing and managing the signs and symptoms of a concussion. Coaches are required to follow the District outlined Concussion Management Protocol.

Each year paid and volunteer coaches are required to complete a sudden cardiac arrest training approved by PDH and/or PDE, which will aid in recognizing the signs and symptoms of sudden cardiac arrest.

Any coach in violation of removing a player who exhibits signs or symptoms of a concussion or sudden cardiac arrest or returns an athlete to play in practice or game prior to the injured athlete completing the required return-to-play steps will be suspended from coaching the remainder of the season. A second violation will result in the coach's suspension from coaching any athletic activity for the remainder of the season and the next season. For a third violation, a coach will receive permanent suspension from coaching any athletic activity.

Spectators/ Disturbances during Sports Practices

The presence of spectators at a sports practice is subjective to each sport and the associated coaching staff. The head coach has the right to ask any spectator to leave the practice if causing disturbances/ distractions to the players and the coaching staff.

There cannot be student's siblings/ children at a sports practice unless under direct supervision of a parent/ guardian.

Game Manager Duties of a Head Coach

Each head coach and/or designee shall work as Game Manager for three Varsity events assigned by the Athletic Director and/or Principal. A list of responsibilities as Game Manager will be given with a copy of the schedule at the time of assignment. By serving as Game Manager, coaches earn \$75 per event as clinic money. Coaches are permitted to use the clinic allotment earned to purchase literature and equipment pertaining to their sport. At any time the total allowance is unused by the coach, the balance will revert to the athletic treasury.

Equipment and Supplies

Each year the head coach of each varsity sport shall recommend equipment and supplies for purchase within budget limitations for his/her sport including junior varsity and junior high teams. The written request shall be submitted to the Athletic Director on the provided requisition form by the deadline date established by the Athletic Director.

Locker Room/ Facility Integrity

All coaches are responsible for maintaining the locker rooms and sport facilities at all times. Any damages to the facilities will be taken directly out of the guilty sport's budget. If damages occur the building principal and the athletic director must be contacted immediately. All damages will be assessed as per investigation by the high school principal. At the end of each sport season a facility checklist must be completed and signed for approval by both the high school principal and athletic director. The coaching staff will not receive payment for the season until the checklist is completed and approved. A copy of this checklist is attached at the end of the handbook.

Publicity

Coaches shall report game information, statistics, etc. to the media immediately following an event. The Athletic Director and/or Principal will keep the various news media informed on the athletic events and other publicity occurrences relating to the athletic program.

District Transportation

All transportation will be arranged by the Athletic Director; and, a schedule given to the coach prior to the season starting. Any changes to the departure schedule shall be requested by the coach to the Athletic Director prior to the season beginning. The coach shall have his/her team members ready to board the bus at the designated time in the designated location. The coach must use the team bus roster (provided by the Athletic Department) to ensure all athletes are accounted for prior to departing the home and the visiting schools. The coach shall submit the completed bus roster with any parent/guardian notes to the Athletic Department prior to the season ending.

No athletic team or cheerleaders will be transported to events using private transportation unless special permission requested in writing is granted by the Principal. Athletes are

permitted to depart visiting schools in private transportation as long as the athlete's parent/guardian submits a note to the coach or has signed the bus roster provided by the coach. An athlete may only ride home with someone other than a parent/guardian if a note signed by the parent/guardian is presented to the coach prior to departure from the home school. At no time will a student be permitted to ride with a student driver to/from an event.

The head coach shall remind students that riding the District provided transportation is a privilege. Proper conduct is expected and required. The head coach shall ensure that his/her athletes comply with transportation rules and regulations and remind athletes to clean off shoes/cleats prior to entering and to pick up all items, including trash, prior to departing the transportation. The coach shall be the last to depart after checking for items forgotten.

Transportation arrangements for post-season/playoff events will be the responsibility of the Principal and/or Athletic Director. The Principal and/or Athletic Director will determine if a charter bus/van or regular school bus/van will be used as transportation for post-season events. Consideration will be given for distance to the event, the time involved in traveling to the event, and the athletic budget. If a regular school bus or van is determined by the Principal and/or Athletic Director to be sufficient for the event, an outside organization, such as a Booster Organization, can request a charter bus or van with the understanding that the group is responsible for the charter transportation costs.

Filming and Scouting of Contests

The head coach is responsible for filming and scouting the athletic events for his/her sport. A scouting verification form is available from the Athletic Director to access free admission to opponent events. A reimbursement form must be completed and submitted to the Athletic Director indicating mileage incurred during scouting within the financial maximum allowance of \$200.00 for regular season events and \$100.00 for play-off contests.

Meal Money

The head coach shall request meal money for play-off contests in writing to the Athletic Director. The money must be used only for the people that it was requested. Tips cannot be included in the money. Any/all receipts must be returned with any remaining money as soon as possible after the event to the Athletic Director.

Medications

Coaches are **not** permitted to dispense any medications to students. However, with written parental permission as well as a Doctors order, medications can be given at school by the school nurse or certified athletic trainer. Note that the school will not purchase any form of medications for the students; the medications must be purchased by the student/parent and given to the school nurse or athletic trainer with a written parental note and a Doctors order.

Heat Acclimation (Football)

Each year, prior to the beginning of the pre-season camp, a five day time span must be used to acclimate the student athletes to the heat. The students must wear helmet and shoulder pads for the first four days and can wear full gear the fifth day. The process when done before pre-season camp concludes no more than 48 hours prior to pre-season camp.

End-of-Season Meeting

At the end of each sports season, the Athletic Director and/or Principal will schedule meetings with all head coaches. At the meeting, coaches will submit a self-evaluation, a complete inventory list of all equipment, season records, outstanding bus rosters, a listing of any outstanding athlete equipment, a request for future equipment and supplies, and suggestions for improvement and/or changes to the sports program.

Coaches' Salaries

Coaching salaries for professional staff are established through contractual agreements between the School Board and the LEA. Non-professional staff salaries are established through the Superintendent's Office and presented to the Board of Directors.

Resignations

Coaches wishing to terminate their coaching obligations must submit a letter of resignation to the Athletic Director. A letter of resignation from a head coach terminates all assistant coaches' positions. In the event that a resignation letter from a coach is not submitted, the Principal may recommend to the Board that the one-year contract not be extended and new coaches be hired. All vacant coaching positions will be posted according to the collective bargaining agreement.

Appealing Decisions

The head coach may appeal to the Athletic Council when he/she is not satisfied with the decisions made by the Principal.

Athlete Information

Eligibility of Athletes and Insurance Requirements

In order for a student to compete in interscholastic athletics, including cheerleading, he/she must fulfill all the requirements set forth by the PIAA and the Lakeview School District. This includes compliance with specifications set forth in the Lakeview School District extracurricular participation policy. In all cases, the Administration retains the right to use its discretion in evaluating cases; a student's past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate. Prior to participation in any/all interscholastic activities, the District Parent/Student Assurance form at the end of the Student Athlete/Parent Handbook, a Concussion and Sudden Cardiac Arrest Acknowledgement, and Coach's Rules form must be signed by both the athlete and parent/guardian. The coach must keep a copy and forward a copy of each form to the Principal and Athletic Director.

Consent of Parent/Guardian

Athletes involved with a sport (grades 7-12) are required to submit the following forms *prior to* participation in practices and/or games:

1. PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) - the student and parent/guardian is required to complete sections 1-5 and section 6 by an Authorized Medical Examiner. Upon completion, Sections 1-6 must be submitted to the Athletic Director for retention by the school. The CIPPE may not be performed earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st. (see Sports Physical Exam section)
2. Insurance information – an insurance form and copy of a valid insurance card must be completed and returned with parent/guardian signature to the Business Office by the due date of each participating sport's season. Athletes turning in insurance forms late will be assessed a one-day "no practice" penalty for each date the form is late.

Academic Eligibility

A student must be passing a total of four (4) full-credit subjects, or the equivalent excluding unified block courses, each week during his/her athletic season. A student who is declared academically ineligible on an eligibility report will be ineligible for a period of one week (from Sunday to Saturday) and in that time must bring his/her grades up to passing or he/she will remain ineligible for interscholastic competition until that condition is met. Practice is permissible and when possible and appropriate, extra help/time should be given to improve the student athlete's academic standing.

If a student is not passing the required four (4) credits at the end of a grading period (end of nine weeks), said student will be ineligible for the first fifteen (15) school days of the next grading period. At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine eligibility status for the next grading period.

Age

If the age of 19 is attained on or after July 1, the student shall be eligible, age wise, to compete through that school year. A student may not represent the District in interscholastic sports if he/she has reached the end of four consecutive years (eight consecutive semesters or the equivalent) beyond the eighth grade year, or participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.

Amateur Status

To be eligible to participate in interscholastic athletics, a student must be an amateur in the sport involved and cannot accept compensation, other Consideration, or an award not permitted as stated in PIAA Constitution and By-Laws Article II for or related to the student's athletic ability, participation, performance, services, or training in a sport.

Assumed Name

A student who participates in an Inter-School Practice, Scrimmage, or Contest in a sport under a name other than the student's own shall be ineligible to participate in that sport for up to one year from the date of such participation under an assumed name.

Attendance

A student athlete must be in attendance for a full day of school, the day of a game and/or practice in order to participate. Prescheduled appointments and/or emergencies are acceptable upon Principal approval. A student athlete is not permitted to participate in a game and/or practice if he/she leaves early from school due to an illness, unless a doctor excuse is provided.

A student accumulating twenty (20) or more absences during a semester shall not be eligible to participate in interscholastic activities until he/she has been in attendance for a total of forty-five (45) school days following the twentieth (20th) day of absence.

Behavior

Athletes shall understand that they are leaders and must assume responsibilities at home, in school, and in the community. As a representative of the school and community, athletes must be neatly groomed and properly dressed. Behavior unbecoming an athlete could result in the Principal revoking the privilege of a student to participate in an athletic event. This behavior includes, but is not limited to, disciplinary sanctions imposed for misbehavior.

Concussion and Sudden Cardiac Arrest Awareness

Athletes must be aware of possible health risks involved in athletic activity. Informational meetings on concussion awareness and management, as well as signs and symptoms of Sudden Cardiac Arrest, will be conducted prior to each sport season by the Athletic Trainer or District designee. Each school year the athlete and parent/guardian must sign a form acknowledging the receipt of information by the District pertaining to concussion and Sudden Cardiac Arrest awareness.

Equipment

A student athlete will be issued sports equipment from the coach on behalf of the District. An athlete must be cleared of all equipment and/or financial obligation at the end of a sports season in order to participate in any subsequent athletic sports seasons. All items not replaced will be placed on the fine list and the student will not be permitted to participate in any subsequent sports seasons until the fines are paid in full.

If a student is given a piece of equipment from the certified athletic trainer to be used temporarily (ex. brace, crutches, or ace wraps) the piece of equipment must be returned in good condition and in a timely manner. If the piece of equipment is lost or broken, the student is responsible to replace the broken or misplaced item with a new piece. All items not replaced will be placed on the fine list and the student will not be permitted to participate in any subsequent athletic sports seasons.

Students Release time

The number of times a student athlete is given permission to leave class for extracurricular activities will be kept minimal. Dismissal times for students to participate in athletic activities will be decided by the Principal after conferring with the Athletic Director.

Spectators/ Disturbances during Sports Practices

The presence of spectators at a sports practice is subjective to each sport and the associated coaching staff. The head coach has the right to ask any spectator to leave the practice if causing disturbances/ distractions to the players and the coaching staff.

There cannot be student's siblings/ children at a sports practice unless under direct supervision of a parent/ guardian.

Tobacco/Drug/Alcohol, Extra-curricular Participation Policy

Athletes must adhere to the Lakeview School District Tobacco, Drug and Alcohol Policy and Administrative Guidelines as outlined in the Student/Parent Handbook. Violations of the policy will result in disciplinary action as outlined in the handbook. In all cases, the Administration retains the right to use its discretion in evaluating cases; a student's past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate.

Situation/ Category 6 (as per the handbook)

A student violates drug and alcohol policy at a school sponsored activity on or off school property (this includes all athletic practices and team activities).

Immediate Action: Security will be summoned as well as the building principal by the certified athletic trainer/athletic director or coach. If the building principal is not able to perform the initial investigation the superintendent will be summoned. An anecdotal report of the incident will be written and submitted to the building principal/ super intendant as soon as possible.

Investigation: The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.

Pre-Season (Summer Session- No Classes)

A student who violates the drug and alcohol policy during Pre-Season (August Session-No Classes) at a school sponsored activity on or off school property (this includes all athletic practices and team activities).

Immediate Action: Security will be summoned as well as the building principal by the certified athletic trainer/athletic director or coach. If the building principal is not able to perform the initial investigation the superintendent will be summoned. An anecdotal report of the incident will be written and submitted to the building principal/superintendent as soon as possible.

Investigation: The student, his/her locker, desk, and other possessions may be searched. Appropriate investigation conducted.

Disciplinary Action- Students found guilty of violating this policy will be fined....., suspended from team activities for three days' time, as well as miss the next competition play-if not included in the 3 days suspension.

Cheerleader Selection

Tryouts will be held for the purpose of selecting cheerleaders for the next school year, if the number of interested participants warrants a tryout session. For interested cheerleader participants, a mandatory sign-up will occur for two consecutive weeks prior to the scheduled tryout session. Participants must complete and submit the required paperwork by the deadline given in order to participate in the tryout session.

On the first tryout practice date, coaches will evaluate the number of participants for each cheer squad. If the number of participants per squad does not warrant a tryout session, it is at the coaches' discretion to eliminate the tryout process and assign cheerleaders to appropriate squads. Upon making this decision, coaches will notify the Athletic Director and/or High School Principal; and also, inform cheerleaders and parents/guardians by the end of the first tryout practice. There is no guarantee that cheerleaders will be assigned to multiple cheer squads in one school year at either the Varsity or Junior High level. If a tryout session is held, an alternate cheerleader may be chosen, but not notified, for each squad. In the event there is a vacancy on a squad, the alternate cheerleader will be notified and offered the vacant position.

A committee of judges will select the new cheerleaders during the tryout process. Anyone, including advisors, immediately related to or a near relative of a participant will remove him/herself from the selection process. Any questions regarding judge/participant relationship shall be directed to the High School Principal and/or Athletic Director.

NCAA Recruiting of High School Athletes

Any recruitment of a Lakeview athlete who is eligible for college or university athletic participation must be conducted within NCAA recruitment guidelines.

Weight Room Regulations/Procedures

Students will **not** be permitted to utilize the weight room without an approved coach and/or supervisor. Inappropriate or unsafe behavior will not be tolerated and can result in dismissal and/or suspension from the weight room facility.

Athletic Training Room Regulations/ Procedures

Students will **not** be permitted to utilize the athletic training room without proper supervision (certified athletic trainer or coach). Inappropriate, unsafe, or disrespectful behavior will not be tolerated and can result in dismissal from the athletic training room.

Athletic Awards - Varsity

The coach shall recommend the members of his/her squad who have met the requirements for a letter, jacket, or plaque with approval from the Principal and Athletic Director.

General Letter Requirements

- ↷ 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.
- ↷ Adherence to rules and regulations - athletes must abide by the rules and regulations as set forth by the coach and athletic department.
- ↷ Athletes who discontinue participation forfeit all awards and recognition they may receive.

Specific Letter Requirements

- ↷ Baseball and Softball – pitchers shall participate 25% of the innings or 1/3 of the games and other participants should play 50% of the innings.
- ↷ Basketball (boys and girls) – participate in 50% of the Varsity quarters.
- ↷ Cheerleaders – must cheer one year for a letter and two years for a jacket.
- ↷ Cross Country – participants must score in 50% or more of the meets.
- ↷ Football – participate in 50% of the Varsity quarters.
- ↷ Golf – play in 50% of the matches.
- ↷ Track (boys and girls) – participate in 50% of the Varsity meets.
- ↷ Volleyball – plays in 50% of the Varsity matches.
- ↷ Wrestling – participates in 50% of the Varsity matches.

A participant receiving his/her first letter in any sport shall receive a letter and a pin (sport symbol). If the participant letters in a different sport, he/she will receive a pin (symbol of that sport). If the participant letters in the same sport during future seasons, he/she will receive a bar.

Letter Jackets

- ↷ Athletes and sports managers are eligible for a jacket after one letter is earned in any varsity sport.
- ↷ Participants may be awarded a jacket based on service as a senior, provided he/she has completed three (3) full seasons of participation in that particular sport but has not received the required letters. The awarding of this service jacket is initiated by the coach and must be approved by the Principal.
- ↷ Athletes are responsible for purchasing their own letter jackets. Jacket measurements will occur two times per school year and will be scheduled by the High School Office.
- ↷ Participants not lettering due to an injury and/or illness during a particular season can be designated as a letterman by the coach with approval from the Principal.

- ↷ At the close of a sports season all athletes who have met the requirements to earn a letter should be listed on the awards form and given to the High School Office.

Sports Physical Examinations

The Lakeview School District will provide sports physical examinations one time per school year, at no cost, to middle/high school athletes (grades 7-12) participating in FALL, WINTER and SPRING PIAA sponsored sports. The physical examination date will be after June 1st and advertised prior to the last school day of each year. The physical examinations will be valid for all sports seasons in a school year provided the student athlete does not sustain **any** of the following since completion of the initial physical exam:

- 1) An illness and/or injury that required medical treatment from a licensed physician of medicine or osteopathic medicine;
- 2) A Concussion (i.e. bell rung, ding, head rush) or traumatic brain injury
- 3) Any dizzy spells, blackouts, and/or unconsciousness;
- 4) Any episodes of unexplained shortness of breath, wheezing, and/or chest pain;
- 5) New prescription or pills;
- 6) Any concerns that need to be discussed with a physician.

In order for a student to partake in the one school sponsored physical exam, the first five sections (Sections 1-5) of the PIAA required Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form must be complete with parent/guardian **and** athlete signatures. Students may submit the **completed** CIPPE form to the middle school/high school office prior to the school offered examination or bring the **completed** form to the physical exam.

Students unable to attend the school sponsored examination or prefer to obtain a physical examination from a family physician must also complete sections 1-5 of the CIPPE form. Section 6 of the CIPPE must be signed by the physician and dated after May 31st to be valid for the following school year's sports seasons. After completion of Sections 1-6, the CIPPE must be returned to the middle school/high school office prior to participating in practices, inter-school practices, scrimmages and/or contests.

Forms are available in the middle/high school office, on the District website, and on the PIAA website: [http://www.piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE_FORM_SECTIONS_1_2_3_4_5_6_7_AND_8_\(no_shading\).pdf](http://www.piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE_FORM_SECTIONS_1_2_3_4_5_6_7_AND_8_(no_shading).pdf).

Any questions regarding the physical examinations may be directed to the Athletic Director.

ImPACT baseline Testing

The Lakeview School District will provide ImPACT baseline testing for each athlete in grades 7-12 every other school year, at no cost to the athlete. For those athletes who sustain a head injury or concussion, additional testing will be administered by the Athletic Trainer or School Nurse as needed. Athletes will follow the Concussion protocol implemented by the District.

Parent/Coach Relationship

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

Communication parents should expect from their child's coach

1. Philosophy of the coach.
2. Expectations the coach has for their child as well as all the players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should their child be injured during participation.
6. Discipline which results in the denial of their child's participation.

Communication coaches expect from parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Specific concern in regard to a coach's expectations.

As a child becomes involved in the programs at Lakeview School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there are also may be times when things do not go the way a parent or child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns for parents to discuss with coaches

1. Ways to help their child improve.
2. Concerns about their child's behavior

It is very difficult to accept a child's not playing as much as hoped. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As seen from the list above, certain topics can be and should be discussed with a 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. It is important that both parties involved have a clear understanding of the other's position. When those conferences are necessary, the following procedure should be utilized to help promote a resolution of the issue of concern.

Procedures for ideas, suggestions and complaints

- STEP 1. The concern should first be presented to the coach from the party concerned. The coach should make every attempt to resolve the concern.
- STEP 2. If the coach is not able to resolve the concern or if the party or coach is not satisfied with the result of Step 1 then: The party should address the concern to the Athletic Director.

The Athletic Director should gather the necessary information to attempt to resolve the concern. This may be accomplished by organizing a conference and acting as the mediator or by implementing other strategies necessary to resolve the concerns. The Athletic Director will determine at what point to share the concern with the High School Principal. Depending on the severity of the

concern, the Athletic Director may choose to go to Step 3 to have the assistance of the Head of Athletics (High School Principal).

STEP 3. If the parties concerned are not satisfied with the results of Step 2 then: The **Principal** will make every attempt to resolve the concern. This may be accomplished by strategies decided by the Principal.

STEP 4. If the parties concerned are not satisfied with the results of Step 3 then: The Principal will involve the **Superintendent** for guidance and direction. The Superintendent will make every attempt to resolve the concern. This may be accomplished by strategies decided by the Superintendent.

STEP 5. If the parties concerned are not satisfied with the results of Step 4 then: The Superintendent may direct the Principal to present the concern to **members of the Athletic Council**. The Principal will make the necessary arrangements for this meeting to take place with the following members:

1. Superintendent
2. High School Principal
3. Athletic Director
4. Middle School Principal (if situation warrants.)
5. 2 Board of Education Members (others if they so desire)
6. Coach
7. Party expressing the concern

STEP 6. If the parties concerned are not satisfied with the results of Step 5 then: The concern will be shared with the **Board of Education** in the manner and time recommended by the Superintendent and the 2 Board of Education Members, who serve on the Athletic Council.

Lakeview School District

End-of-Season Facility and Equipment Checklist

At the end of each sport season a facility checklist must be completed and signed for approval by both the high school principal and athletic director. The coaching staff will not receive payment for the season until the checklist is completed and approved.

The checklist is to be followed by the coaching staff and filled out by either the High School Principal or the Athletic Director.

| | | |
|-------------------------------------|---------------------------------------|--|
| Facility Integrity: | | |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | The facility has been cleaned of all debris and garbage. |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | The facility has been put back to its original condition – neat and organized. |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | All exits and closets are easily accessible for emergency staff and the maintenance staff. |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | The facility is clear of damages; all damages were reported to the High School Principal and Athletic Director in a timely manner. |
| Equipment Integrity: | | |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | All of the equipment was returned from all student athletes cleaned and in its original integrity (not broken or damaged). |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | All inventory of the equipment has been recorded and given to the High School Principal and the Athletic Director. |

| | | |
|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable | All equipment has been placed in its designated place, well organized by size and color. |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | |

Head Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Principal Signature: _____ Date: _____