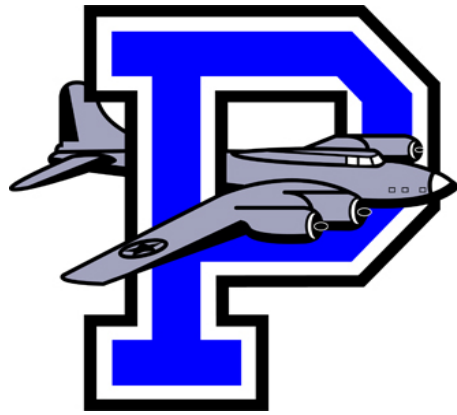


# Palmerton Area School District



Home of the Blue Bombers

Coaches Handbook  
2024-2025

## NONDISCRIMINATION POLICY

The Palmerton Area School District provides to all person's equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The Palmerton Area School District shall make reasonable accommodations for qualified individuals with disabilities upon request. Coordination of these efforts shall be the responsibility of the district employee listed below and/or his/her designee:

Ms. Jamie Shuler, Assistant to the Superintendent  
680 Fourth St.  
Palmerton, PA 18071  
610-826-7101  
jschuler@palmerton.org

The Palmerton Area School District will also comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator. In compliance with Title IX, the Palmerton Area School District has a designated Title IX Coordinator. For questions/information, please contact:

Ms. Jamie Shuler, Assistant to the Superintendent  
680 Fourth St.  
Palmerton, PA 18071  
610-826-7101  
jschuler@palmerton.org

The Palmerton Area School District enforces its commitment to non-discrimination through a series of school board policies includes polices 103, 103.1, and 104. The Palmerton Area School District's entire [policy manual](#) is available on our website.

## MANAGEMENT AND CONTROL OF ATHLETIC PROGRAMS FOR THE PALMERTON AREA SCHOOL DISTRICT

- Board of Education
- Superintendent of Schools – Dr. Jodi Frankelli
- High School Principal-Paula Husar
- Junior High School Principal-Richard DeSocio
- Secondary Assistant Principal- David Sodl
- Athletic Director- Kyle Porembo
- Coaching Staff

## *FOREWARD*

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

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

### WHY DO YOU COACH?

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

### WHAT THE PALMERTON AREA SCHOOL DISTRICT EXPECTS FROM YOU...

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

- To have fun. It is indeed possible to work hard, be intense, and still enjoy every minute of it.
- To be open-minded and receptive to recommendations and constructive criticism which you may receive from the school district.

#### WHAT SHOULD YOU EXPECT FROM THE PALMERTON AREA SCHOOL DISTRICT...

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

#### PALMERTON AREA SCHOOL DISTRICT ATHLETIC PHILOSOPHY

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

#### OBJECTIVES

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

## COMMUNITY OBJECTIVES

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

## SCHOOL AND STUDENT BODY OBJECTIVES

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

## DUTIES AND RESPONSIBILITIES

### RESPONSIBILITIES OF THE BOARD OF EDUCATION

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

### RESPONSIBILITIES OF THE PRINCIPAL

- The Principal in each school, in all matters pertaining to the interscholastic athletic programs of the school, is responsible to the P.I.A.A. He / She may delegate some of these powers, but such delegation shall not relieve him / her of responsibility for any infraction by his / her school of the Constitution and By- Laws of the P.I.A.A.
- To have control over all athletic relations in which the school participates. This applies to interscholastic sports for both boys and girls.

- To sanction all contests in which the school participates and to notify the Executive Director of the P.I.A.A. within ten days if the school has entered a contest which has not been sanctioned.
- To exclude any contestant who, because of bad habits or improper conduct, would not represent the school in a becoming manner; and also to exclude any contestant who has suffered illness or injury until that contestant is pronounced physically fit by the school physician or, if none is employed, by another licensed physician.
- To be responsible for the treatment of all visitors and officials attending contests conducted by the school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such case, penalties may be imposed upon either or both schools.
- To see that all contracts for interscholastic athletic contests in which his / her school participates are in writing and bear his / her signature or designee's signature.
- All written contracts with officials shall be signed by the principal, Athletic Director, or by one principal representing a league, conference, or school.
- To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the P.I.A.A.
- The principal shall have such other powers concerning interscholastic athletics within the school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-Laws of the P.I.A.A.

#### RESPONSIBILITIES OF THE STUDENTS

- Student habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of their school.
- It is expected that students know and demonstrate the fundamentals of good sportsmanship.
- They should respect, cooperate, and respond positively to cheerleaders.
- They are expected to help control the unruly behavior of fellow students.
- They should respect the property of the school and the authority of school officials.
- It is expected that they show respect for an injured player when he/she is removed from a contest.
- They should not criticize coaches or players who participated in the game.
- They should respect the judgment of game officials and referees.
- They should refrain from using obscene or vulgar language.
- They should respect the efforts of all participants, both home and visitors.
- It is expected they conduct themselves with proper respect during public address announcements in the playing of the national anthem.
- The Palmerton Area School District has the right to restrict students from attending or participating in any athletic activities.

## JOB DESCRIPTIONS

### TITLE: ATHLETIC DIRECTOR

*All personnel MUST be recommended to and approved by the Board of Education of the Palmerton Area School District. Volunteer coaches must file an ACT 34 Criminal Clearance check and an ACT 151 Child Abuse check through the Pennsylvania State Police. ACT 114 Fingerprint Check, School Personnel Health Record (TB test) and I-9 Eligibility Form.*

#### Basic Function

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

#### Scope

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

#### Authority and Responsibility

##### I. Operation

- A. Approve specifications for all athletic equipment and supplies; direct and control the receipt, storage, inventory, usage, and distribution of equipment and supplies.
- B. Supervise the care and maintenance of athletic fields and gymnasiums.
- C. Plan, arrange, and prepare a master schedule for all interscholastic activities.
- D. Secure transportation for athletes and coaches at away events.
- E. Promote and enhance the relations of the school and the district with the community through public relations media and encourage a display of good sportsmanship on the part of participating athletes and spectators.
- F. Represent the school at meetings and conferences pertaining to the athletic program.

##### II. Organization

- A. Recommend the organization and coordination of the areas of responsibility to meet the approved objectives of the school athletic program.

##### III. Personnel

- A. Supervise the health and safety of all athletes requiring parental permission and physical examinations for each active participant.
- B. Contract approved individuals to officiate at all home events.
- C. Contract for gate / game personnel for all home events.
- D. Direct and control the conduct of spectators.
- E. Assist athletic coaches in developing improved effectiveness in coaching.

#### IV. Finance

A. Initiate, develop, coordinate, recommend, and justify the athletic budget to the Principal and Board of Education.

B. Recommend expenditures within the approved budget.

#### Relationships

##### *Principal*

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

##### *Others*

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

#### Additional Duties and Responsibilities

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

TITLE: HEAD ATHLETIC COACH



*All personnel MUST be recommended to and approved by the Board of Education of the Palmerton Area School District. All paid positions must file an ACT 34 Criminal Clearance check, ACT 151 Child Abuse check through the Pennsylvania State Police, ACT 114 Fingerprint Check, School Personnel Health Record (TB test) and I-9 Eligibility Form. Also, Concussion Education Clearance and Sudden Cardiac Arrest Clearance. Volunteers must submit all of the previously listed EXCEPT the School Personnel Health Record*

### Basic Function

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

### Scope

The authority and responsibility of the Head Athletic Coach extend to assistant coaches and all athletes specifically involved in the particular sport in providing for the health; safety; and physical, mental, and athletic development of each athlete as the Athletic Director may assign.

### Authority and Responsibility

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

### IV. Finance

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

### Relationships

#### *Athletic Director*

The Head Athletic Coach will be under the direction of and accountable to the Athletic Director.

#### *Others*

The Head Athletic Coach will establish and maintain such other relationships within and without the school as are required to carry out job responsibilities.

### *Additional Duties and Responsibilities*

- The Head of a Varsity sport is charged with the responsibility for providing leadership, coordination and supervision of that sport at every level of competition played (middle school, freshmen, junior varsity, varsity, etc.). While delegating responsibility to assistants with certain duties and responsibilities is permissible, this does not relieve the Head Coach of his/her responsibility.
- Be a teacher of the fundamentals as well as the fine points of the sport assigned. To develop the individual and collective skills of the members of the team. To build strong men and/or women, ethically, physically, and mentally. To provide general supervision and guidance. To reflect the philosophy of the school and of the athletic program from the elementary grades through the senior year.
- Develop and distribute team rules, regulations, and standards in accordance with school policies.
- Inform all athletes of P.I.A.A. rules and School District Athletic policies.
- Properly supervise athletes at all times on the playing area, in locker rooms, including before and after practice, and on buses.
- Submit a post-season report to the Athletic Director which includes the following:
  1. Number of players starting the season
  2. Number of players ending the season
  3. Number of Varsity winners
  4. Scores of each game
  5. Special awards won by athletes in that sport
  6. Proposed changes for the following season
  7. Inventory of all equipment
  8. Requisition of equipment for the following season
  9. General comments. This report will be used to assess the needs of the program, set goals for the following season, and provide an historical record of sports programs.
- Attend or have an assistant attend all mandatory rules meetings.
- Determine that all players have obtained the necessary clearance requirements before beginning practice.
- Complete or have an assistant coach complete requested forms pertaining to the evaluation of officials, if applicable.
- Complete or have the Athletic Trainer complete the accident report forms and submit them to the school nurse.
- Observe and cooperate with all School District policies, including those guidelines pertaining to the conduct of practices and scrimmages.

- Conduct a pre-season meeting for athletes trying out for the sport.
- Inform the Athletic Director and Principal of any disciplinary matters and of any athletes who have quit the team.
- Ensure that first aid supplies are available for practices and games by contacting the Athletic Trainer.
- Inform the Athletic Trainer of any injuries which occur during practices or games.
- Coaches must follow the recommendation of the Athletic Trainer in all matters regarding the athlete's participation in practices and games.
- Ensure that scores and information from home games are reported to the local media.
- Cooperate with reporters.
- Report any unsafe facility conditions to the Athletic Director and/or Principal.
- Maintain accurate team records and statistics.
- Report all lost or stolen equipment to the Athletic Director.
- Keep an up-to-date file including a schedule of playing dates with opponents, starting times, bus departure times, and places of events, eligibility lists, for all athletes, and emergency phone numbers and parent phone numbers. Coaches should make use of the Emergency Information cards available in the nurse's office to be filled out by the athlete and his/her parents. They should be kept in the first aid kit for easy access.
- Along with the Athletic Director, create pre-season and in-season practice schedules so that the availability of facilities may be anticipated. Set up the practice schedule one month in advance and submit to the Athletic Director for review and publication. Do not schedule practices more than six days per week, as per P.I.A.A. regulations and district policy and procedures. Practices will not be scheduled on Sunday unless there are extenuating circumstances.
- Prepare eligibility information and submit to the Principal's Secretary one week prior to the first scheduled contest, as well as rosters and numbers where applicable.
- Adhere to and follow the coaching guidelines received at the beginning of the season. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules. Coaches shall be in-serviced each year by the Athletic Director on rules, regulations, and procedures.
- Develop procedures for squad selection and consult with the Athletic Director on any potential cuts which might be made. Coaches shall select the players for the squad.
- Develop and refine coaching skills through any of the following: meetings and discussions with other coaches, reading articles, coaching journals, attendance at workshops, clinics, or other programs pertaining to coaching.
- Consult with and keep the Athletic Director informed of all athletic related matters.
- Conduct organized practices. Practices start when scheduled and end when scheduled. Parents and students are provided with definite start and end times ahead of time.
- Serve as a role model for the athletes in the areas of demeanor, language, and conduct during contests, practices, and all school related functions and/ or employment.
- Remind the athletes of the importance of schoolwork and encourage them to maintain good grades.
- Communicate with the athlete's parents/guardians whenever the need arises.

TITLE: ASSISTANT ATHLETIC COACH

*All personnel MUST be recommended to and approved by the Board of Education of the Palmerton Area School District. All paid positions must file an ACT 34 Criminal Clearance check, ACT 151 Child Abuse check through the Pennsylvania State Police, ACT 114 Fingerprint Check, School Personnel Health Record (TB test) and I-9 Eligibility Form. Also, Concussion Education Clearance and Sudden Cardiac Arrest Clearance. Volunteers must submit all of the previously listed EXCEPT the School Personnel Health Record*

#### Basic Function

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

#### Scope

The authority and responsibility of the Assistant Athletic Coach extend to all athletes in the particular activity as the Head Athletic Coach may assign.

#### Authority and Responsibility

- I. Operation
  - A. Assume complete charge of the team and its operation in the absence of the Head Athletic Coach.
  - B. Identify and inform the Head Athletic Coach of any current or potential problem situations.
  - C. Scout the play of opposing teams as time and budget permit and as designated by the Head Athletic Coach.
  - D. Assist the Head Athletic Coach in readying athletes, equipment, supplies, athletic fields, and/or gymnasium, and instructional, training, and practice sessions.
  - E. Assist the Head Athletic Coach in operational areas, i.e., distribution of uniforms and equipment, inventory of equipment and supplies, supervision of athletes transported to away events, etc.
- II. Organization
  - A. Recommend the organization and supervision of the areas of responsibility to meet approved objectives of the athletic activity.
- III. Personnel
  - A. Coordinate all aspects of student eligibility and parental permission as assigned by the Head Athletic Coach.
  - B. Work with the team to develop a spirit of good sportsmanship and fair play, and to establish and maintain the physical fitness and mental alertness of each individual athlete.
- IV. Finance
  - A. Assist the Head Athletic Coach in developing budget requests for the team's activities.

#### Relationships

*Head Athletic Coach*

The Assistant Athletic Coach will be under the direction of and accountable to the Head Athletic Coach.

*Others*

The Assistant Athletic Coach will establish and maintain such other relationships as are required to carry out the job responsibilities.

**TITLE: ATHLETIC TRAINER**

*All personnel MUST be recommended to and approved by the Board of Education of the Palmerton Area School District. All paid positions must file an ACT 34 Criminal Clearance check, ACT 151 Child Abuse check through the Pennsylvania State Police, ACT 114 Fingerprint Check, School Personnel Health Record (TB test) and I-9 Eligibility Form. Volunteers must submit all of the previously listed EXCEPT the School Personnel Health Record*

Basic Function

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

Scope

The authority and responsibility of the Athletic Trainer extend to assistance and cooperation with the athletic coaches in providing for the health, safety, and welfare of in-season athletes as the Athletic Director may assign.

Authority and Responsibility

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

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

### Relationships

#### *Athletic Director*

The Athletic Trainer will be under the direction of and accountable to the Athletic Director.

#### *Athletic Coaches*

The Athletic Trainer will work cooperatively with athletic coaches in assisting them to carry out their job responsibilities. He/She will work in collaboration with the team physician and rehabilitation facility staff shall make all decisions regarding an athlete's injury, rehabilitation, and all matters regarding the athlete's participation. Coaches must follow the advice of the

Athletic Trainer in all matters regarding the athlete's participation in practices and games in regard to injuries.

**TITLE: VOLUNTEER COACH**

*All personnel MUST be recommended to and approved by the Board of Education of the Palmerton Area School District. All Volunteer positions must file an ACT 34 Criminal Clearance check, ACT 151 Child Abuse check through the Pennsylvania State Police, ACT 114 Fingerprint Check, and the I-9 Eligibility Form and Concussion Education Clearance and Sudden Cardiac Arrest Clearance.*

Basic Function

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

Authority and Responsibility

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

Relationships

*Head Athletic Coach*

The volunteer coach reports directly to the head athletic coach.

PRACTICE PLANNING AND PROCEDURES

No more important time is spent in athletics than in practice sessions. Games are literally won or lost at practice prior to a game. Since this time is so valuable, it is imperative that it is used efficiently.

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

Timing is of the utmost importance. A member of the coaching staff must be the first to arrive and the last to leave the practice area. Leaving athletes unsupervised is not allowed.

Practices are to start and end as scheduled. Monthly practice schedules with start and end times on all practice dates are to be developed and distributed to all coaches, players, and parents. Practices are not to be scheduled for more than six days per week as per P.I.A.A. regulations and district policy and procedures. Coordination will be through the Athletic Director.

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

The school day begins at 7:35 a.m. and ends at 2:25 p.m. Keep those times in mind when scheduling practices. Early dismissals may be a necessity for lengthy away games but will not be allowed for practice time.

### PRE-SEASON PREPARATION

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

- An organizational meeting with athletes several weeks before the season begins affords the coach an opportunity to make necessary announcements and assess the degree of interest in the sport. This meeting should serve to inform the athletes of what is expected of them in the upcoming season. You must realize that Palmerton Area High School is a small school. Our athletes often participate in two or three different programs. Please communicate with other head coaches as to not infringing upon the practice and game times of the sport which is currently in-season. Below is a suggested agenda for a pre-season meeting.
  - Date of the first practice
  - Practice schedule
  - A review of the upcoming schedule of games
  - Dates of physical examinations
  - Instructions for filling out emergency information cards
  - Information needed for the P.I.A.A. eligibility sheet
  - Off-season conditioning suggestions

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

### SCHOOL CLOSINGS AND EARLY DISMISSALS

Practices on days of early dismissal and/or traditional snow days due to inclement weather are not permitted. When school is dismissed early due to inclement weather, all extracurricular activities are cancelled. Practice on Flexible Instruction Days (FID) may be permitted upon consultation with the Palmerton Administration, Facilities Director, and the custodians. On FID days, a final determination will be made by 1:00 PM. If such a determination cannot be made by 1:00 PM, all athletic events for that day will be cancelled. The safety of our students and staff is the primary concern. For sports cancellations, please contact the Athletic Director.



## HOLIDAY AND SUNDAY PRACTICES

Practices and athletic contests during scheduled school closings such as Winter or Spring vacation are permitted only when approved by the administration prior to the practice or contest. Also, it is not recommended to schedule practices on Sunday. Coaches are asked to consider student/family needs when considering Sunday practices.

## ABSENCE FROM PRACTICES AND/OR GAMES

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

How do you determine if an absence should be excused or unexcused? What is the priority of commitments? One of the many lessons to be learned from athletic participation is the importance of making a commitment. Many commitments are more important than athletics and many other commitments are less important than athletics. The type of commitment which causes the absence will determine whether the absence is considered excused or unexcused. Excused absences include unforeseen family commitments (excluding vacations), religious commitments, academic commitments, and extracurricular commitments which logically demand the student's attendance. Every effort should be made by families to schedule vacations out of the athlete's sport season. If a family vacation does arise, a request for absence must be submitted to the Coach and then passed onto the Athletic Director and Building Principal for consideration. It should be made clear to the athlete that in most circumstances an absence from practice for an extended vacation will be considered unexcused. Even if the absence is approved, the athlete may lose playing time due to the fact they will be missing valuable practice time. Coaches will ultimately determine the consequences for missing practices due to a family vacation or any other unexcused absence.

Coaches and advisors of extracurricular activities should attempt to resolve scheduling conflicts by communicating with each other. If conflicts cannot be resolved, contact the Athletic Director or Principal. In general, a contest or scheduled activity takes precedence over a practice or a meeting.

### Excused Absence Quick Reference

- Injury
- Illness
- Academic commitment
  - ↳ SAT's, ACT's, College Visits, College Orientations, AP Testing, etc.
- Unforeseen family emergency
- Religious commitment

### Unexcused Absence Quick Reference

- Skipping practice
- Skipping games
- In-season vacations
- School suspensions

Coaches and players should know that an isolated unexcused absence will not necessarily result in disciplinary action. However, numerous or persistent unexcused absences can result in suspension or dismissal from the team.

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

## SELECTING YOUR SQUAD - MAKING CUTS

### *Palmerton Area School District Philosophy*

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

### Procedures for Squad Selection

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

- I. Always consult with the Athletic Director to determine the maximum number of athletes you can keep without adversely affecting safety, supervision, and, /or instruction. You should check to ensure that you have enough uniforms to accommodate the maximum number of athletes that you plan to keep.
- II. Announce at the preseason meeting with the athletes that cuts may have to be made. You must remind athletes that no spots on the team are guaranteed. If an athlete made the team last year, it does not mean they will automatically make the team this year. This principle applies to members of the senior class. Cutting seniors is not ideal but is sometimes necessary depending on the composition of your team.
- III. Determine the proper composition of the team with regard to the number of team members from each grade. Although the current season is foremost in your mind, development of players for future seasons should always be a part of your thinking.

- IV. All athletes are required to be at tryouts in order to make the team if cuts are necessary. Athletes who are injured from a previous sport may be exempt from the tryout, however they should be present during the time of the tryout and must be assessed on their skills upon their return. Alternative tryouts may be held under extenuating circumstances, but only if an athlete is considered to have a doctor's notes and/or an excused absence from school. Such alternatives must be approved by the Athletic Director prior to the start of the season if applicable.
- V. Suggestion for coaches when dealing with selecting a team-----Allow athletes to cut themselves. Being honest all of the time with an athlete will help to reduce the number of players on a team. After observing your athletes for a certain period of time, you will have a good idea as to who will be the starters, who will be in the regular substitute rotation, and who will not get into the game until it is won or lost. By informing certain players that although you have a spot for them on the team, it is likely that they will not get much playing time during the course of the season, you have provided these athletes with an honest projection of their playing time for that season. If they are willing to stay on, given those expectations, that is fine.
- VI. Inform all athletes of cuts. Anyone who does not make the team is entitled to an explanation. Meet with the player(s) at the conclusion of practice. Do not post a list. Thank the athlete for trying out for the team. Explain why the athlete did not make the team. Encourage the athlete to keep practicing the sport, to play in a recreational league, or to attend a camp or clinic.
- VII. If you must make several cuts, consider calling in several players with similar weaknesses. It is a bit easier to accept a cut when a player sees that he/she is not the only one who is being cut.
- VIII. As difficult as cutting can become, there can be some short-term and long-term lessons learned from being cut. The athlete has an opportunity to apply his/her athletic skills to another sport. One sport's loss can be another sport's gain. An athlete may be successful in a second sport after being cut from the first.
- IX. It is generally not advised to cut a single athlete from your team. Such decisions should only be made after consulting with the athletic director and building principal.
- X. A student athlete must be academically eligible (60% or higher in 3 of 4 classes) in order to participate in tryouts. Student athletes who are not academically eligible at the time of try outs will be automatically cut from the team.
- XI. If a student athlete quits, he/she is not permitted to join another team in the same season. Student athletes may not join a team after the third day of in season practice.

### COMMUNICATE WITH YOUR PLAYERS

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

*Remember...*

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

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

Once something is said or done, it cannot be unsaid or undone. Refrain from using "obscenities." There is no motivational benefit, and you can easily make your point without using them. The main reason for refraining from using obscenities is not to shelter our athletes from hearing words which they never have heard before. The main problem is that it is prohibited. It also creates a potential conflict in which our teachers will attempt to reprimand or discipline a student for using obscenities and the student's response is: "but my coach uses that language all the time."

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

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

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

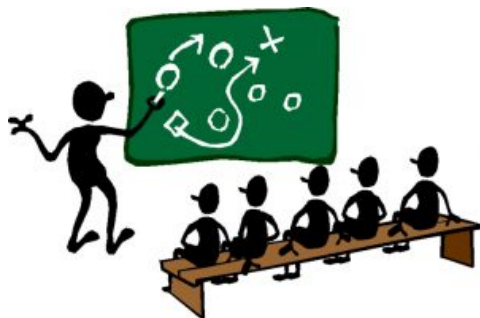
Select captains who possess communication skills. Then, encourage them to provide you with feedback on the conduct of the team, especially in the areas of conditioning and team morale. Do not use your captains to deliver messages about another player's performance. Nothing good will come of that. The bottom line is that they are peers and some of them are very good friends. This is a road that you do not want to travel down.

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

With few exceptions, removing an athlete from a contest immediately after making a mistake tends to be counterproductive. When athletes begin to associate making a mistake with being

removed from the game, they will play in a very tentative way. This tends to be detrimental to the performance of an entire team. We understand that you are the person entrusted with doing what is best for the team. However, it is a big responsibility and one that should not be taken lightly.

All communication with student-athletes or parents should be via email or a third-party application (Remind, Team Snap, Hudl, etc.). If using a third-party application, the student-athletes' school provided email must be used to receive notifications. A district provided e-mail address / account will be assigned to each head coach. Coaches should not communicate with a student-athlete via text message, Facebook messenger, Snap Chat, etc. Direct cell phone communication should only be used in an emergency situation. Coaches should communicate with the entire team as a whole for announcements about practices, games, housekeeping items, etc. Any reports of private communications with student athletes will be investigated thoroughly by the administration of the Palmerton Area School District. If deemed necessary, this situation could result in disciplinary action.



#### INDIVIDUAL MEETINGS OR WORKOUTS

Coaches should refrain from holding one-on-one workouts or having a one-on-one meeting with any student athlete. Meetings should be held with at least two coaches present. Workouts should also be done in small groups. In the case where a coach needs to speak to an athlete individually, the coach should ensure that another coach, athlete, or trainer is nearby / visibly present. Any reports of private one-on-one meetings will be investigated thoroughly by the administration of the Palmerton Area School District. If deemed necessary, this situation could result in the loss of all coaching privileges.

#### DISCIPLINE & ATHLETICS

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

to the welfare of the team, the athlete must willingly assume these obligations, as the role of the athlete demands that the individual make sacrifices which are not required of those who do not participate in the athletic program.

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

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

Parents or guardians must be made aware of any discipline action by the head coach that will result in the loss of playing time. It is important that the parents/guardians be kept informed. If you have reached a point where you are going to suspend and athlete from the team or even remove them, this warrants conversations and meetings with the parent(s) and the Athletic Director. If you can have the ability to remove a player from the team, then you also have the responsibility to meet and discuss things with all of the appropriate parties. An e-mail message simply does not qualify as an adequate outlet.

## DISCIPLINE PROCEDURES

### SUSPENSION FROM A TEAM

Suspensions from a team may be made by the Coach of the sport, Athletic Director, or Building Administrator. The Coach, Athletic Director and/or the Administrator will confer with each other before action is taken. Causes for suspension include violations of team, department, school or District rules and policies.

If a student-athlete is under investigation for dismissal from a team, the Coach, Athletic Director, or Administrator may invoke a suspension until the investigation is complete. (If a student-athlete is under consideration for suspension from a team, he/she has the right to an informal hearing as explained below.

### DISMISSAL FROM A TEAM

Removal of a student-athlete from a team may be made by the Coach of the sport, Athletic Director, or Building Administrator for severe or repeated violations of team, department, school or District rules and policies. The Coach, Athletic Director and/or the Administrator will confer with each other before action is taken. If a student-athlete (is under consideration for dismissal from a team,) he/she has the right to in informal hearing as explained below.

Any student-athlete dismissed from a team will not be permitted to participate on another team during that sport's season. School board policy may further restrict a student's participation during that school year.

## INFORMAL HEARING

The following procedure has been developed by the Athletic Department to provide for an informal hearing if a student is under consideration to be suspended or dismissed from a team.

- The Coach, Athletic Director, or Principal will notify the student-athlete and the student-athlete's parent / guardian of the possibility of a suspension or dismissal. The proposed date / time of this action and the details of the actual infraction will be provided. This notification may take place either in person or by telephone call. The student-athlete and his / her parent / guardian will be afforded an opportunity to reply to the charge as well as present evidence for their case. If requested, a conference will be held as soon as possible at a mutually agreed upon date / time. The conference will be attended by the school district official(s), the student-athlete, and his / her parent / guardian.

## CATEGORIES OF CONDUCT VIOLATIONS AND DISCIPLINARY ACTION

Below are possible conduct violations you may encounter from student-athletes while coaching. Disciplinary action charts are also provided on Page 26 & 27. Each disciplinary action can be determined by identifying the level of the conduct violation (See Below) and the number of documented times an offense has been committed by an individual.

**Conduct Violation #1: Attendance:**

<b>Level</b>	<b>Behavior</b>	<b>Examples May Include</b>
1	-Late to Practice -Unexcused Absence from a practice with prior communication to the Head Coach	-Arriving after the start of practice without communication to the Head Coach -Unexcused absence for the entire/majority of practice with prior communication to the Head Coach.
2	-Unexcused absence from a practice/game with prior communication to the Head Coach -Late to the bus for an away departure -Not serving a school discipline	-Unexcused absence for the entire/majority of practice with prior communication to the Head Coach. -Unexcused absence of a game/contest with prior notification to the Head Coach. -Leaving a practice or game without the Head Coach's permission. -Arriving after the identified arrival time for an away bus departure. -Not attending or failing to inform the Head Coach of an after-school detention or In-School Suspension.
3	-Unexcused absence from a practice/game without prior communication to the Head Coach -Missing the bus for an away departure.	-Unexcused absence of a game/contest without prior notification to the Head Coach. -Arriving after the bus has departed for an away game. -Failing to inform the Head Coach of an Out-of-School Suspension
4	N/A	N/A

**Conduct Violation #2: Program/Team Rules**

<b>Level</b>	<b>Behavior</b>	<b>Examples May Include</b>
1	-Inappropriate behavior that is disruptive to the team -Dress/Uniform Violations	- Being inattentive, disruptive, or distracting to one's self or others. -Not adhering to team rules -Inappropriate dress/defying team dress code -Unauthorized alterations of school issued uniform.
2	-Actions that may be disruptive or damaging to team image, culture, or chemistry.	-Defiance of school or team rules -Inappropriate actions that take place on or off school property.



3	-Accessing areas that are off-limits	-Accessing equipment rooms, wrestling rooms, athletic training rooms, locker rooms, and/or the weight room without permission.
4	Participating in or initiating a prank or severe disturbance.	-Major school disruption or prank. -Major practice/game disruption. -Any form of Hazing.

### Conduct Violation #3: Insubordination and Disrespect

Level	Behavior	Examples May Include
1	-Negative actions or attitudes	-Arguing, ignoring, or failing to follow instructions.
2	-Negative actions or attitudes that are intended to defy a request by an adult and/or coach -Undermining the authority of an adult and/or coach.	-Refusing to follow instructions. -Talking back -Disrespectful language or actions -Use of profanity or vulgar language.
3	-Recurring offenses after repeated unsuccessful interventions -Forgery or lying -Verbal assault of a student or adult/coach. -Unacceptable language, gestures, or actions.	-Repeated backtalk or refusal to comply with reasonable request. -Defiance of team and/or school rules. -Providing false information, documentation, or forgery. (Lying, forged notes). -Words meant to demean or hurt another including the misuse of social media. -Verbal or written abusive language. -Using vulgarity or offensive language/gestures directed at others (opponents, teammates, fans, coaches, officials etc.)
4	-Repeated or Elevated Level 3 Behaviors	-Repeated or elevated actions from the list above.

### Conduct Violation #4: Defacing School Property/ Theft / Vandalism

Level	Behavior	Examples May Include
3	-Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$200 & below)  -Damaging, vandalizing, altering and/or taking of any school, team, or individual property that can be replaced or repaired at minimal cost (\$200 & below- 2 <sup>nd</sup> degree misdemeanor)	-Theft of any property, uniforms, or school equipment  - Writing on walls, desks, lockers, or other school property.  -Destroying or defacing property.  -Reckless disregard for property, uniforms, or school equipment.

4	<ul style="list-style-type: none"> <li>-Second “Defacing School Property/ Theft/ Vandalism offense.</li> <li>-Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$201 &amp; above)</li> <li>-Damaging, vandalizing, altering and/or taking of any school, team, or individual property that can be replaced or repaired at minimal cost (\$201 &amp; above- 1<sup>st</sup> degree misdemeanor)</li> </ul>	<ul style="list-style-type: none"> <li>- Repeated offense from above.</li> <li>-Theft of any property, uniforms, or school equipment</li> <li>- Writing on walls, desks, lockers, or other school property.</li> <li>-Destroying or defacing property.</li> <li>-Reckless disregard for property, uniforms, or school equipment.</li> </ul>
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#### **Conduct Violation #4: Student Safety / Fighting / Assault**

<b>Level</b>	<b>Behavior</b>	<b>Examples May Include</b>
1	-Horseplay or throwing of objects	<ul style="list-style-type: none"> <li>- Throwing dangerous objects</li> <li>-Horseplay that can lead to injury</li> </ul>
2	-Player fighting (inside or outside of competition)	<ul style="list-style-type: none"> <li>-Fighting or physical retaliation</li> <li>-Player ejection from a game (PIAA Rule)</li> </ul>
3	-Attempting to harm another	<ul style="list-style-type: none"> <li>-An attack on another person with intent to cause harm.</li> <li>-Engaging in any physical behavior that has the potential to harm another.</li> </ul>
4	<ul style="list-style-type: none"> <li>-Physical assault</li> <li>-Reckless endangerment</li> </ul>	<ul style="list-style-type: none"> <li>-Intentionally, knowingly, or recklessly causing bodily injury.</li> <li>-An unlawful attack by one person on another.</li> <li>-Deliberately disregarding safety rules.</li> </ul>

#### **Conduct Violation #5: Bullying / Harassment / Sportsmanship**

<b>Level</b>	<b>Behavior</b>	<b>Examples May Include</b>
1	N/A	N/A
2	-Alarming or annoying unwanted behavior that shows no purpose	<ul style="list-style-type: none"> <li>-Engaging in conduct that knowingly annoys another.</li> <li>-Unwanted contact, texting, or messaging others.</li> </ul>
3	<ul style="list-style-type: none"> <li>-Harassment; sexual, racial, ethnic, and/or gender.</li> <li>-Unwanted electronic, verbal, written, or physical action or series of actions directed at a student(s) that is severe, persistent or pervasive.</li> </ul>	<ul style="list-style-type: none"> <li>-Slurs or insensitive remarks.</li> <li>-Threats or bullying which includes cyber-bullying.</li> <li>-Pushing, shoving, or physical aggression.</li> <li>-Unwanted physical contact.</li> </ul>

4	-Severe harassment / bullying or sexual, racial, ethnic, and/or gender intimidation.  -Hazing activities- any activity that recklessly or intentionally endangers others.	- Repeated level 3 offense. -A threatening strike, kick, or physical contact. -Team initiation activities. - Endangering the mental health, physical health or student safety with an intent to harm.
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### Conduct Violation #6: Other Violations

Level	Behavior	Examples May Include
2	-Tobacco / e-cigarettes / vapes	-Possession, use, sale, or distribution of tobacco including e-cigarettes and vapes.
4	-Alcohol	-Possession, use, sale, or distribution of alcohol.
4	-Drugs, Possession of Steroids (non-use)	-Possession, use, sale, or distribution of drugs or paraphernalia. -Possession of steroids.
PA General Assembly Act 93	-Use of Steroids	-1 <sup>st</sup> Offense- Suspension from school athletics for the remainder of the current season. -2 <sup>nd</sup> Offense- Suspension from school athletics for the remainder of the current season and the following season -3 <sup>rd</sup> Offense- Permanent suspension from school athletics.

### Disciplinary Action: Level 1:

Number of Offenses by an Individual	Disciplinary Action
1 <sup>st</sup> Offense	-Coach discusses behavior with student-athlete and documents meeting. -Coach finds solution and issues a verbal warning
2 <sup>nd</sup> Offense	-Coach revisits previous discussion with student-athlete and documents meeting. -Coach notifies Athletic Director -Coach reviews documentation with Athletic Director and principal before assigning consequence. -Coach notifies parent/guardian. -Coach issues and assigns consequence: eligible to practice, ineligible for participation for first half of next game (or comparable consequence for sports with no halves).
3 <sup>rd</sup> Offense	-Coach revisits previous discussion with student-athlete and documents meeting. -Coach notifies Athletic Director -Coach notifies parent/guardian.

	-Coach issues and assigns consequence: eligible to practice, ineligible for participation for 1 game.
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### Disciplinary Action: Level 2:

Number of Offenses by an Individual	Disciplinary Action
1 <sup>st</sup> Offense	-Coach discusses behavior with student-athlete and documents meeting. -Coach notifies Athletic Director -Coach reviews documentation with Athletic Director and principal before assigning consequence. -Coach notifies parent/guardian. -Coach issues and assigns consequence: eligible to practice, ineligible for participation for 1 game. <b>*Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 2, 2<sup>nd</sup> offense consequence.</b>
2 <sup>nd</sup> Offense	-Coach revisits previous discussion with student-athlete and documents meeting. -Coach notifies Athletic Director -Coach reviews documentation with Athletic Director and principal before assigning consequence. -Coach notifies parent/guardian. -Coach issues and assigns consequence: eligible to practice, ineligible for participation for 2 games. <b>*Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 2, 3<sup>rd</sup> offense consequence.</b>
3 <sup>rd</sup> Offense	-Coach revisits previous discussion with student-athlete and documents meeting. -Coach notifies Athletic Director -Coach reviews documentation with Athletic Director and principal before assigning consequence. -Coach notifies parent/guardian. -Coach issues and assigns consequence: eligible to practice, ineligible for participation for 3 games. <b>*Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 3, 1<sup>st</sup> offense consequence.</b>

### Disciplinary Action: Level 3:

Number of Offenses by an Individual	Disciplinary Action
1 <sup>st</sup> Offense	-Coach discusses behavior with student-athlete and documents meeting. -Coach notifies Athletic Director. -Coach reviews documentation with Athletic Director and principal before assigning consequence. -Coach notifies parent/guardian. -Coach issues and assigns consequence: eligible to practice, ineligible for participation for 2 games. <b>*Note: Any subsequent offense of any level, combined with a level 3 offense, may result in a level 3, 2<sup>nd</sup> offense consequence.</b>
2 <sup>nd</sup> Offense	-Coach revisits previous discussion with student-athlete and documents meeting. -Coach notifies Athletic Director

	<ul style="list-style-type: none"> <li>-Coach reviews documentation with Athletic Director and principal before assigning consequence.</li> <li>-Coach notifies parent/guardian.</li> <li>-Coach issues and assigns consequence: eligible to practice, ineligible for participation for 3 games.</li> <li><b>*Note: Any subsequent offense of any level, combined with a level 3 offense, may result in a level 3, 3<sup>rd</sup> offense consequence.</b></li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>-Meeting with the student-athlete, parents/guardians, coach, Athletic Director, and principal to discuss behavior and review documentation.</li> <li>-The student-athlete will be dismissed from the team.</li> </ul>

**Disciplinary Action: Level 4:**

<b>Number of Offenses by an Individual</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>-Coach discusses behavior with student-athlete and documents meeting.</li> <li>-Coach notifies Athletic Director.</li> <li>-Coach reviews documentation with Athletic Director and principal before assigning consequence.</li> <li>-Coach notifies parent/guardian.</li> <li>-Meeting with the student-athlete, parents/guardians, coach, Athletic Director, and principal to discuss behavior and review documentation.</li> <li>-The student-athlete will be dismissed from the team.</li> </ul>

COMMUNICATING WITH THE PUBLIC

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

Parents and the Public

- Having a meeting with the parents between the start of practice and the first athletic contest is an excellent way to establish communication. If you do not have a meeting, then let parents know how your team will operate by ensuring that players take home a copy of the team's rules and regulations.
  
- Encourage parents to follow the Palmerton Area School District Honor Code with any questions or concerns. Keep in mind that although you are the designated expert in your particular sport, parents are the experts in what makes their son/daughter "tick." You can learn a lot about how to communicate with an athlete from the athlete's parents.
- Regarding topics which are unique to your sport or are inherently within the scope of the coach's authority (strategy, fundamentals, play-calling, X's & O's), only you can determine if listening to suggestions will add to your knowledge or add to your

confusion/aggravation. The only reminder in this area is that if you choose to discuss with and listen to one parent's or community member's suggestions, then you must be consistent and be prepared to listen to any and all parents and members of the public. Remember, you are the Head Athletic Coach.

- Treat your athletes' parents with courtesy, dignity, and respect, and you should expect the same treatment in return. However, because of the subjective nature of interscholastic athletics, there will be occasions in which your explanations will not be perceived as being satisfactory.
- Under no circumstance are you obligated to listen to rude comments or personal insults from a parent or any member of the public. If you feel that your discussion with a person is becoming rude or personal in nature, then you should politely inform the person that no positive outcome can be achieved by continuing the discussion. Encourage the person to contact the Athletic Director to arrange a meeting at a mutually agreeable time.

### The Press

- If you begin with the premise that reporters are human beings who are simply trying to do their jobs, you will usually find that they will cooperate with you if you cooperate with them.
- The home team is responsible for submitting all scores and results of the game on the Colonial League website as well as the District XI website. For non-league games all scores must be reported to the local media. Reporters are interested in box scores, statistics, and any highlights which you may provide.
- NEVER criticize your players, your opponents, your coaching staff, or the officials in front of the press. It serves no positive purpose and can create problems in the future.
- Try to say positive things about the team, although the press usually tries to focus on individual achievements. However, if a reporter tries to focus on one player's achievements, then say some positive things about that player. Be cooperative.
- Be sure to review the previous points with your players. There will be occasions when a reporter will want to talk with a player.
- Do not discuss team disciplinary matters with the press at all. If a starter has been benched for disciplinary reasons or has been suspended, that is the limit of what you should feel obligated to tell the press.
- Be very cautious about commenting "off the record" with a reporter. Although it may help a reporter to understand a certain situation, it is potentially dangerous. Unless you have established a trustworthy relationship with a particular reporter, it is almost always advisable to refrain from "off the record" remarks.
- Never get into a feud with the press because they always have the last word. If you begin to adopt a posture of refusing to talk to the press, your players will ultimately pay the price for your negative posture.

### PARTICIPATION

The Palmerton Area School District is committed to the development of well-rounded individuals both mentally and physically. Student athletes at Palmerton are encouraged to broaden their academic and athletic horizons by participating in a number of sports and

activities. As such, no coach should ever attempt to influence an athlete to participate in only one sport or activity.

### INJURED PLAYERS AND INSURANCE

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

- Never move an injured athlete until the extent of the injury is known. Keep the athlete still, comfortable, and reassured. Call the Athletic Trainer immediately, if he is unavailable, contact the Athletic Director. Make sure these numbers are in your cell phone.
- When the Athletic Trainer is available, he/she will make the initial assessment of the injury and recommend further action.
- Call the parents and inform them of the suspected extent of the injury and the recommendations of the Athletic Trainer.
- If it is determined that the athlete needs treatment, he/she may go to the physician of his/her choice.
- The coach and trainer must complete an Injury Report Form as soon as possible to file with the office.
- The coach needs to follow up with a phone call that evening to the parents to check on the progress of the student-athlete's injury. Remember, this parent has entrusted in you the safety and welfare of their child.
- Student-athletes may not return to practice or competition without being cleared by the Athletic Trainer. Without this clearance, the athlete may not participate. While coaches can discuss injury and playing status with the trainer and physician(s), he/she shall not override a firm recommendation by the trainer and/or physician that a student not participate. Nor shall coaches seek to persuade players to play against trainer's/physician's orders. Neither coaches nor parents may reinstate active status of an injured athlete. Re-instatement can only come by means of medical approval, in writing, from the attending physician.
- The Athletic Trainer will assist the student with filling out an injury report/insurance claim to forward to the business office.
- All student-athletes are covered by school district provided injury/accident insurance. This insurance coverage is secondary and in addition to parent/guardian provided health insurance. The district provided insurance will pay for claims that are not covered by the parent/guardian provided insurance and claims that fall under the deductible amount. In the case of a parent/guardian who does not have health insurance coverage for his/her child, the district provided insurance will be the primary coverage and will pay the approved claims. A claim form that is provided by the athletic trainer must be completed and submitted to the Business Office in a timely manner.

### SPECIAL EVENTS

Throughout the course of the season, certain non-athletic events will occur that require some thought and planning. Events such as Homecoming, Senior Recognition Night, Youth Team

Night, and others add something special to the season but are generally thought of as extra attractions. For these events to be successful and enjoyable the coach must work in conjunction with other faculty members, parents, booster clubs, custodians, and administrators. In addition, the normal game routine may be disrupted by extending half-time, prolonging an intermission between games, or delaying the start of a game or meet. Although coaches are encouraged to be well-prepared for contests and work within an established time schedule, your flexibility and cooperation are requested and appreciated.

### SCHEDULING

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

### STUDENT INTERVIEWS

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

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

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

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

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





## COLLEGE SIGNINGS

Palmerton Area School District will hold 2 college signings for any senior who plans to continue their athletic career at a college or university (Division 1, 2, or 3). The signings will be held each year after the completion of Fall Sports and once in the Spring. Student athletes are encouraged to invite friends, family, high school coaches, college coaches, etc. Members of the media will also be invited by the Athletic Department. Once dates are confirmed, the Athletic Director will share with the information with the senior class.

## TRANSPORTATION

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

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

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

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

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

## SCOUTING AND MEETINGS

Scouting is an important part of preparing athletes for upcoming contests. At this time, minimal funds have been budgeted for the purpose of defraying the costs of transportation when coaches scout opponents. In order to receive reimbursement for travel for the purpose of scouting, accurate records should be kept of the date of the event scouted and the mileage to and from each event. There are no guarantees as to any reimbursements.

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

## BOOSTER CLUBS AND FUND-RAISING

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

### MANAGERS

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

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

### CUSTODIANS AND MAINTENANCE STAFF

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

### POSTPONING GAMES

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

### UNIFORMS, EQUIPMENT, AND SUPPLIES

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

- Head coach is responsible for requisitioning equipment and supplies for his/her sport. This includes junior varsity and junior high school squads. Work with assistants to

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

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

## WEIGHTROOM

Strength and cardiovascular conditioning have become an integral part of high school athletics. As such, coaches are encouraged to have their athletes participate in strength and conditioning workouts during the season and more importantly during the off season. The Blue Bomber Fitness Center (located in the building under the home bleachers) has been remodeled and is now better equipped to provide both strength and cardiovascular workouts to all of our athletes. The coach of any sport may schedule a single workout in the fitness center or multiple workouts for his or her team by contacting the Athletic Director. A coach MUST be present with the team during the workout in the fitness center. Athletes and coaches alike must respect the fitness center and take care of all equipment. Coaches should also encourage their athletes to use the fitness center during the offseason. The fitness center will be opened and supervised by an adult almost every day of the week. Coaches and students should check the announcements or ask the Athletic Director for the weekly fitness center hours.

### RELEASE TIME AND DISMISSAL FOR ATHLETIC EVENTS

#### **Students**

It is generally accepted that athletes in-season may be dismissed during Block 4 for the purpose of preparing for games. However, in order for students to be properly supervised, a list of athletes to be excused will be made available. Only students participating in the sports listed will be excused during Block 4. All other athletes are to remain in class. Student-athletes are required, and it is their responsibility to make up all work missed as a result of early dismissal for athletic contests.

#### **Teachers/Coaches**

In order to properly supervise athletes at pre-game practice or games, coaches who teach in the district may need to be released during Block 4. Coverage should be coordinated through the main office.

### PROFESSIONAL GROWTH

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

Above all, coaching is a skill which can be cultivated and developed over time. Coaches can develop their coaching skills in a variety of ways. The easiest way is to talk with, listen to, and observe other successful coaches. To be a successful teacher of the sport, you must also be a successful student of the sport.

The Palmerton Area School District encourages coaches to improve their professional skills by encouraging them to attend coaching clinics. Reimbursement for coaches to attend clinics is budgeted each year. This amount usually does not cover all expenses incurred at a clinic. The remainder of the expenses is the coach's responsibility. It is wise to share information regarding

clinics with coaches at all levels of your program. Encourage your staff to grow and improve. Coaches are also encouraged to join professional coaching organizations.

### FILMING EVENTS

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

### TEACHER STRIKES

Schools which are closed because of teacher strikes will continue to participate in athletic competitions during the period of the strike. Coaches who choose to engage in the strike and do not continue in their positions as coaches will be replaced for the duration of the strike.

### OUT OF SEASON PARTICIPATION

Please be advised that the Palmerton Area School District does NOT sponsor any out-of-season activities (summer camp participation, summer leagues, etc.). All out-of-season activities are run independent of the Palmerton Area School District. As a result, the district assumes no liability or responsibility for these activities. The district has no authority with regard to these activities as they are NOT school-sponsored. You should also note that as these out-of-season activities are run independently of the school, the various coaches, advisors, and other staff may not have been approved by the Board of Education. Out of season activities are to be completed on a voluntary basis which can not hinder a student-athletes in-season participation. However, it is important to note that many of these activities come with a cost to the coach and/or booster club. Because of this, student-athletes and parents are asked to communicate any conflicts a family may foresee or encounter during this period in a timely manner. Coaches are asked to be considerate of extenuating circumstances that may exist within a household during this time.

### ATHLETE ATTIRE FOR AWAY EVENTS

Proper preparation for a game begins long before leaving for the away contest. Dressing properly for the game is a part of that preparation. Players should also remember that they are representing Palmerton Area School District and must always put their best foot forward.

The following are acceptable / suggested forms of attire for away contests:

- Uniform and/or Team issued warm-ups
- Formal attire (shirt, tie, khakis, skirt)

## SMOKING/TOBACCO USE

One of the functions of a coach is to serve as a role model for the athletes in the program. Therefore, coaches should NOT use any tobacco products on school grounds or in the presence of student athletes. Any reports of an infraction may result in disciplinary action.

## PASD GATOR/GOLF CART

Anyone wishing to drive the Trainer's Gator / Golf Cart must have a valid PA driver's license. A complete review of how to safely operate, store, and maintain each vehicle will be provided by the PASD Athletic Director and/or a member of the PASD Training Staff prior to usage.

## SUPERVISION

On the way to and from events or athletic contests, the coaches should actively monitor students. This may require the various coaches to mingle with various groups of students. Students should not be left alone for an extended period of time.

## MILEAGE REIMBRUSEMENT

Coaches should use the district provided transportation whenever possible. The school district will not provide mileage reimbursements when school transportation is available. Coaches will only be reimbursed for the following events:

- PIAA State playoffs
- PIAA State Track and Cross Country meets
- Mandatory PIAA preseason meetings
- Mandatory Colonial League post-season meetings.



## OVERNIGHT TRIPS AND STATE TOURNAMENTS PROCEDURES

### **Purpose**

This procedure outlines the responsibilities and guidelines related to state tournaments, including booking accommodations, meal reimbursements, and other relevant considerations. Only overnight trips and state tournaments will be eligible for meal reimbursement.

### **Responsibilities**

#### **1. Athletic Director (AD) or Designee:**

##### **• Booking Accommodations:**

- The AD or their designee is responsible for coordinating accommodations for athletes, coaches, and any necessary support staff attending state tournaments.

- The AD or their designee will submit a purchase order with all relevant information needed for booking to be processed by the Business Office who will reserve a room using the district's credit card.
- Accommodations should be secured well in advance to ensure availability during peak tournament times.
- Considerations include proximity to the tournament venue, safety, and cost-effectiveness but shall not exceed the Hershey Lodge rate.
- The AD or their designee shall cancel reservations, if necessary, prior to the hotels cancellation policy to ensure a full refund is granted. The AD or their designee should provide all cancellation information to the Business Office. Should the cancellation not occur within the required timeframe and full refund is not granted, the AD or their designee shall provide written explanation to the Business Office.
- **Meal Reimbursements:**
  - The AD or their designee will oversee meal reimbursements and travel expenses for athletes and coaches. Approved expenses should be paired with a purchase order originating from the Athletic Department and authorized by the AD.
  - Ensure that meal expenses are reasonable and necessary.
  - Maintain records of meal receipts and reimbursement requests.
  - Communicate reimbursement procedures to coaches and athletes.
- **Communication:**
  - Provide clear guidelines to coaches and athletes regarding travel arrangements, accommodations, and meal reimbursements.
  - Address any questions or concerns related to state tournaments promptly.

## 2. Coaches:

- **Booking Rooms:**
  - Coaches should inform the AD or their designee of the number of rooms required for athletes and coaching staff.
  - Rooms should be shared by coaches (two coaches per room) and athletes (two athletes per room of the same gender)
  - Specify any special requirements (e.g., accessible rooms, adjoining rooms).
  - Coaches should provide rooming lists in advance.
- **Meal Reimbursements:**
  - Coaches are responsible for ensuring that athletes receive appropriate meals during the tournament.
  - Coaches should encourage athletes to make cost-effective meal choices.
  - Coaches may submit meal reimbursement requests following district guidelines.
- **Documentation:**
  - Coaches should keep records of meal expenses, including receipts.
  - Submit reimbursement requests promptly to the AD after the tournament.
  - Provide necessary documentation to the AD or designated personnel.

### Meal Reimbursement Guidelines

**1. Breakfast:**

- Reimbursable if the athlete is away from home and the tournament schedule necessitates an early start.
- Coaches and athletes should make cost-effective dinner choices not to exceed \$8

**2. Lunch:**

- Reimbursable if the tournament schedule extends through lunchtime.
- Coaches and athletes should make cost-effective dinner choices not to exceed \$10

**3. Dinner:**

- Reimbursable if the tournament schedule extends into the evening.
- Coaches and athletes should make cost-effective dinner choices not to exceed \$10

**4. Non-Reimbursable Items:**

- Tips in Excess of 20%
- Alcoholic Beverages
- Expenses for Family or Friends

**5. Required Items for Reimbursement:**

- Detailed, itemized, original receipts that include a list of all individual items purchased.
- Documentation (such as a spreadsheet) outlining which coach or athlete the meal was for

SOCIAL MEDIA

The school district does not actively monitor personal social media accounts for its employees. Nonetheless, should the school district administration or School Board's attention be brought to a personal social media post that demonstrates insubordination, immorality, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the school district, the employee may be subject to disciplinary action. Coaches should refrain from all social media (Facebook, Twitter, Instagram, Snapchat, etc.) contact with students. Commenting on Facebook, Twitter, etc. or personal texting intimate information to student-athletes is inappropriate and unnecessary. All reported violations of this rule will be reviewed and may be forwarded to local law enforcement. Coaches should only use social media to disseminate team information that is relative to the operation and management of the team. Additionally, coaches should refer to Palmerton Area School District Social Media Board Policy.

BEHAVIOR

Paid and volunteer coaches should always realize that they are representatives of the school district. As such, they should always present themselves in a positive manner at all events, but particularly at Palmerton Area School District events. This includes events where they are only attending as spectators. Palmerton Area School District will investigate negative behavior reports which will be reviewed by the school district administration. The administration has the authority to implement disciplinary action(s) that may include, but are not limited to, suspension of practices, games, or termination of employment.

TURF RULES



We now have one to the top facilities in the area. Please always follow the below rules when practicing or playing on the turf. It is important to reinforce these with the student-athletes.

- **All appropriate types of athletic shoes may be worn by all teams.**
- **To ensure the proper care of the surface absolutely NO gum, tobacco, soft drinks, sport drinks, food or seeds of any kind are permitted on the turf.**
- **Water is the only beverage allowed inside the playing area.**
- **Please do not dump ice or beverage containers / coolers onto the track surface or the turf surface at any time.**
- **No spikes of any kind are permitted on the track surface...with the exception of track and field events.**
- **Team gear, personal gym bags/clothing must remain behind the team benches at all times.**
- **All teams must enter the turf playing area utilizing the black cross over matting which is located at the gate by the scoreboard endzone.**
- **Absolutely no chemical ice bags allowed on the turf / track surfaces at any time**
- **No pets of any kid are permitted inside the stadium facility**
- **Please advise parents, fans and spectators that they are NOT permitted on the track or field prior to, during or after the athletic contests**
- **All sports equipment should be cleared from the field of play in preparation for the next day's events (Soccer and Field Hockey Goals, Tackling dummies, etc.)**
- **Finally, we ask your cooperation in keeping the Palmerton High School Stadium Field clean. Please clean-up all debris left during the event. Dispose of trash in receptacles provided.**

#### NAME, IMAGE AND LIKENESS (NIL)

Students may receive Consideration for the use of their own name, image and likeness (NIL).

Such permissible activities include commercial endorsements, promotional activities, social media presence, product or service advertisements, and unique digital items/assets. NIL contracts/agreements need to come from analysis of the value an athlete brings for providing a specific service/activity, not as an incentive for enrollment decisions or membership on a team. No school or anyone employed by or affiliated with a member school, including booster clubs, coaches, collectives, administrators and alumni, may solicit, arrange, negotiate or pay for a student's, other than their own child, use of their NIL and/or the provision of Consideration to a student for the use of their NIL.

In engaging in NIL activities, students may not make any reference to PIAA or a PIAA member school (including the school and/or team name, nicknames, terms by which a school or team is commonly referred or identified, logo) and may not wear school uniforms or school-identifying apparel or items). Students may not endorse or promote any third-party entities, goods or services during team/school activities. Students may not wear the apparel or display the logo, insignia, or identifying mark of a NIL partner during any team/school athletic activities unless it is part of the standard school uniform for that sport. Students may not engage in any NIL activities involving, displaying or endorsing the following categories of products and services:

- (1) Adult entertainment products and services;
- (2) Alcohol products;
- (3) Casinos and gambling, including sports betting, the lottery, and betting in connection with video games, on-line games and mobile devices;
- (4) Tobacco and electronic smoking products and devices
- (5) Opioids and prescription pharmaceuticals;
- (6) Controlled dangerous substances;
- (7) Weapons, firearms and ammunition.

**Within 72 hours after entering into any type of NIL contracts/agreements, a student, or the student's parents/guardians must notify the Principal or Athletic Director of the student's school of entering into that agreement.**



## **COACHING DUTIES CHECKLIST**

Below is a generic checklist that you may find helpful navigating through your respective season as a head coach. If you decide to personalize this checklist, please be sure to confirm with the Athletic Director on any additions/subtractions etc. As you will find out, coaching is a large responsibility that comes with year-round tasks. Be sure to contact the Athletic Director with any questions, comments, or concerns throughout the year.

### **Preseason**

- Preseason meeting with Athletic Director to discuss budget, transportation, practice and game schedule, tryouts, etc.
- Review sign-up sheets and start to build a team communication chain.
- Discuss with the Athletic Director the possibility of try outs and determine the maximum number of individuals that should make the team.
- Schedule a preseason meeting with assistant coaches for planning and preparation.
- Schedule a preseason meeting with athletes to schedule tryouts and other details.
- Check physical exams and ImPact Testing with the Athletic Training Staff.
- Confirm schedule and transportation requests with the Athletic Director.
- All overnight trips must be board approved.
  - Prior to board approval a [Field Trip Request Form](#) must be completed which will be approved by the Building Principal and Superintendent.
  - A [Transportation Request Form](#) must also be submitted which will be approved by the Building Principal, Director of Facilities and the Superintendent.
  - Overnight trips should be submitted 2 months prior to the trip.
- All paperwork is now completed online through PlanetHS.
  - Distribute [Pre-Participation Requirements](#) document to tentative players and their parents/guardians.
- Make sure you have the necessary keys for each facility.
- Finalize practice times, field assignments, and gym times with other coaches.
- Visit practice/game facilities and bring any questions or concerns to the Athletic Director.
- Complete the supply budget and submit it to the Athletic Director.

- All supply budget requests start by obtaining a quote from a vendor.
- Once a quote is provided from a vendor, a purchase order (PO) is created.
- The PO requires approval prior to obtaining or ordering the goods.
- Any order that is placed/obtained prior to PO approval, the coach will be expected to pay for that expense.
- If you are unsure of the Purchase Order process be sure to discuss with the Athletic Director before proceeding with an order.
- Establish emergency procedures with coaching staff and athletic training staff if a student/coach is injured.
  - Obtain athletic training staff contact information in the event of an emergency.
- Ensure the entire coaching staff has up to date clearances.
- Complete all required coaching education courses.
  - [Sudden Cardiac Arrest Training](#)
  - [Concussion Training](#)
  - [PA Coaching Courses](#) (Must be completed within 2 years of hire date)
- Review chain of command with your staff.
  - The Varsity Head Coach is in charge of the entire program (Grades 7 to 12).
  - All assistant(s) and sub varsity coaches report to the Varsity Head Coach.
- Review Post Game Report Instructions sent from Athletic Director.
- Review, sign, and return consent form from the Coaches Handbook.
- Coordinate Senior Night, Youth Night, and benefit games with Booster Club and confirm the date(s) with the Athletic Director.
- Finalize in season expenses with Booster Club such as warm up clothing, post-game meals, and other possible expenses.

## **In Season**

- Conduct tryouts. Make sure that there are criteria for selecting the team and that ALL athletes trying out understand the criteria. Head coaches should make sure that all coaches in the program are on the same page, and that this is a collaborative effort in selecting athletes for all levels. Cuts are a team effort, and a single coach should not be stuck making all the cuts. Keeping lines of communication open and the criteria as transparent as possible.
- Finalize a team communication chain for players and parents/guardians.
- Determine Jr. High, JV, and Varsity Rosters and submit to the athletic department.
- Conduct parent meetings during the first week of the season.
  - Review team rules, student athletic handbook, fundraising efforts, practice and game schedules, parent/guardian expectations, chain of command etc.
- Once teams are selected, fill out a numerical roster and return to the Athletic Director. See Athletic Director for last year's roster to use a template.
- Physicals are to be submitted online via [PlanetHS](#). Any student athlete who does not submit paperwork online will not be eligible to practice.
- Distribute uniforms and record sizes.
- Review warm-up music before submitting to the Athletic Director. All music must be school appropriate. There should be no swearing, lyrics about drugs, etc.

- Review eligibility and attendance policy with student athletes.
- Monitor attendance and academic eligibility daily. Remind your team they are students before they are athletes.
- Always supervise student athletes.
- Keep lines of communication open with parents and players.
  - Take the time to get to know your players and their parents/guardians.
  - Weekly updates are strongly encouraged via district provided email.
- Disseminate weekly/monthly practice schedules and be sure to provide updates for postponements as soon as possible.

### **Postseason**

- Submit the end of season report and submit it to the Athletic Director.
- Submit all varsity letter recipients to the athletic department a minimum of 2 weeks prior to the scheduled banquet. This allows time to create, sign, and distribute.
  - You must work with the Athletic Secretary prior to the banquet to ensure all banquet materials are ready for distribution.
  - Schedule an appointment with the Athletic Secretary to pick up banquet materials.
- Collaborate with booster clubs for sport specific awards, plaques, trophies etc.
- Nominate student athletes for scholar athlete banquets, all-star teams, scholarship opportunities etc.
- Collect all the uniforms and equipment after the last contest.
  - Student athletes are responsible to replace lost uniforms.
  - Provide such information in the End of Season Report.
  - All replacement uniforms will be billed to the student athlete in the form of an obligation.
- Clean out the locker room. (Please leave it in the same condition or better than you received it.)
  - Locks off lockers and turned in.
  - All clothing and equipment out of lockers
  - Floor swept and clear of debris for next season.
  - If needed, hold one extra practice to do final clean out.
- Make an appointment to go over the end of year coach's evaluation with the Athletic Director.
- Create a schedule for off season workouts.
- Review non-league opponents and determine whether to renew for the next cycle.
- Facilitate conversations with recruiters for student athletes who may be interested in participating in college athletics.
- Support your athletes at other school functions (Sporting events and non-sporting events).
- Continue to monitor district provided email for athletic department updates.

### PRESEASON MEETINGS

Prior to the start of each sports season the Athletic Director will meet with the Head Coaches of each sport. During that meeting, the handbook will be reviewed and there will be time to ask any questions or raise any concerns as it relates to the handbook. The preseason meeting may also include other topics such as game and practice scheduling, the ordering of supplies, facility concerns etc. The High School Principal may be present during these meetings as well. At the conclusion of the meeting, the Head Coach will sign and return the Coaches Handbook Consent Form (See Below).

**PALMERTON AREA SCHOOL DISTRICT COACHES HANDBOOK CONSENT FORM**

I have read the Palmerton Area School District Coaches Handbook and agree to abide by the terms and standards set forth.

Coach Name (Printed) \_\_\_\_\_

Coach Signature \_\_\_\_\_

Date \_\_\_\_\_ Sport \_\_\_\_\_

**All coaches will return the signed consent form to the head coach of each sport. The head coach will submit the entire staff's consent forms to the Athletic Department to be kept on file.**