

WEST SHORE SCHOOL DISTRICT



INTERSCHOLASTIC

**Athletic &  
Student Activities  
Manual**

**2022 - 2023**

## FOREWORD

The *Athletic and Student Activities Manual* aims to forward information regarding policies and procedures relative to the effective and efficient management of the interscholastic athletic and student activity program in the West Shore School District. This manual houses the official operating guidelines for interscholastic athletics/student activity and is updated annually with annual approval by the West Shore Board of School Directors. The *Athletic and Student Activities Manual* complies with the National Federation of State High School Associations (NFHS) policies and guidelines, the Pennsylvania Interscholastic Athletic Association (PIAA) rules and regulations, the PIAA District III regulations, the Mid- Penn Conference and incorporates West Shore School Board Policy where applicable.

This document represents the outcome of a great deal of thought and effort by coaches, athletic directors, principals, and central office administrators. A copy of the manual is placed with each head coach and director for use in the administration of his or her sport/student activity. Each facet of the manual undergoes ongoing evaluation as to practicality, needed corrections, updating, and so on.

## TABLE OF CONTENTS

Section I: Philosophy and Objective .....	1
Section II: Organizational Relations .....	3
Section III: Athletic and Student Activity Code of Ethics/Conduct.....	4
Section IV: Organizational Responsibilities and Job Descriptions .....	13
A. Organizational Chart .....	13
B. Building Athletic Director.....	14
C. Building Athletic Secretary .....	18
D. High School Principal Role in Athletic Program .....	20
E. Middle School Asst. Principal Role in Athletic Program ....	21
F. Head Athletic Coach.....	22
G. Assistant Athletic Coach .....	24
H. Volunteer Coach.....	25
I. Cheerleading – Director.....	25
J. Cheerleading – Assistant Director.....	27
K. Head Athletic Trainer.....	27
L. Assistant Athletic Trainer.....	29
M. Equipment Manager .....	30
N. Strength Training Coach .....	31
O. Game Personnel .....	32
Section V: Relevant Board Policies .....	35
Section VI: Pertinent Administrative Policies and Procedures .....	43
A. Activity Fee.....	43
B. Admissions .....	44
C. Athletic Awards.....	45
D. Athletic Injuries.....	46
E. Booster Clubs .....	46
F. Budget Development and Administration .....	47
G. Cheerleading Activities .....	49
H. Communication Devices for Athletes and Coaches.....	49
I. Department of Athletes/Cheerleaders.....	49
J. Eligibility of Athletes/Cheerleaders .....	50
K. Evaluation of Athletic Personnel.....	52
L. Expenses for Trips.....	53

M. Game Operations .....	54
N. Major Athletic and Student Activity Trip Guidelines .....	57
O. Permanent Records.....	58
P. Press Box/Gymnasium.....	58
Q. Recommendation for Employment .....	58
R. Release from Classes.....	59
S. Scheduling Guidelines .....	59
T. Strength Training.....	62
U. Transportation .....	62
V. Travel Expenses and Meals.....	65
W. Uniforms.....	66
Section VII: Applicable Glossary of Forms .....	68
Appendix A: Positions and Wage Schedules .....	90



# **Interscholastic Athletic & Student Activities M A N U A L**

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## **SECTION I Philosophy & Objectives**



## **SECTION I**

### **PHILOSOPHY AND OBJECTIVES**

Interscholastic athletics and student activities have the potential for being an exceptional educational tool. The excitement, competition, and social opportunities inherent in these programs offer a special way to help students reach many of the goals commonly held for the secondary school.

The athletic program of the West Shore School District will consist of those activities designed for boys and girls aimed at the development of wholesome competition, physical aspects of human growth and development, athletic excellence, pride in school and community, and self-esteem.

The District's athletic program consists of the interscholastic program and may include an intramural program. The interscholastic program operates under the auspices of the Pennsylvania Interscholastic Athletic Association and the Mid-Penn Conference. The interscholastic programs of the District shall not exceed those programs formally scheduled by the Conference. The intramural program is organized and supervised by the building administrators. These programs achieve worthy educational goals based upon a clearly defined philosophy and are planned with educational outcomes in mind.

### **EDUCATIONAL ASPECTS OF THE PROGRAM**

The district views the competition venues as extensions of the classroom. Skills and attitudes should be taught in athletics and student activities in the same manner that desirable qualities are taught in the classroom. Goals and objectives, though possessing athletic overtones, are nevertheless the same as those established in the overall educational program.

The athletic and student activity program must be a part of the supervised education program. The administration bears the same responsibility with respect to the athletic and student activity program as it does to the instructional phase of academic areas. The relationship of coaches/directors to students/athletic squads bears the same relationship as that of teacher to students. For this reason, athletic coaches/directors should be the best qualified individuals and, where possible, members of the District's instructional staff.

It is also the responsibility of the Board to ensure that the cost of such programs are reasonable and are controlled. With the goal of developing every-increasing ownership for these programs by those who benefit most directly, reasonable student activity fees have been established. These fees are to be paid by students as a prerequisite for involvement in co-curricular activities in grades 7-12. Provisions will be made for exemption from paying either a part or all of the fees by students whose economic situation would otherwise preclude their involvement.

## **OBJECTIVES OF THE PROGRAM**

To provide opportunities at an appropriate level for interested students to experience the benefits of participation in athletic and student activity and competition.

- To offer activities to provide for a wide variety of student interests and abilities.
- To comply with West Shore School District Board Policy, PIAA, NFHS, District III and Mid-Penn rules, policies and procedures.
- To promote the practice of self-discipline and emotional maturity in learning to make decisions under pressure.
- To develop an understanding of the value of athletics and student activities in a balanced educational process and as an enhancement to the academic program.
- To provide opportunities for boys and girls to learn sports and improve playing skills to the best of their abilities.
- To provide opportunities to develop lasting friendships with teammates and team member acquaintances of opposing schools.
- To develop the realization that athletic and student participation is a privilege that carries definite responsibilities.
- To maximize the number of playing participants.
- To provide athletes on every team opportunities to participate in decisions of importance to the team's functioning.
- To encourage team members to engage in goal-setting in the areas of teamwork, cooperation, and sportsmanship.
- To develop individuals and teams that are successful, both over the short term and the long term.



# **Interscholastic Athletic & Student Activities M A N U A L**

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## **SECTION II Organizational Relations**

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## SECTION II

### ORGANIZATIONAL RELATIONS

The athletic programs of the West Shore School District are governed by policies established by the Board of School Directors, the National Federation of State High School Associations (NFHS), the Pennsylvania Interscholastic Athletic Association (PIAA), District III, and the Mid-Penn Conference.

Since West Shore Schools are members of these agencies, adherence to the established principles of each organization is paramount in conducting interscholastic athletics. As members, District schools are obligated to adhere strictly to all the rules and regulations of these four agencies. It is the responsibility of the principals and the athletic directors to see that athletic programs meet or exceed all requirements. To this end, a copy of the *PIAA Handbook*, which contains the Constitution, By-Laws, and Rules and Regulations of the PIAA is on file in the office of the athletic directors. The document is available for review by all coaches. Further, the PIAA website features all of the policies and by-laws governing scholastic sports. Likewise, a copy of the Constitution, By-Laws, and Sport Guidelines of the Mid-Penn Conference is on file in the office of the athletic directors. This material is available for review by all coaches. Further, a copy of the Conference's updated sport guidelines and a copy of the District's *Athletic and Student Activities Manual* shall be made available to the head coach of each respective sport by the athletic director.

The PIAA conducts mandatory rules meetings in each sport on an annual basis. The athletic director shall assign such attendance to the head coach of the sport. It is the head coach's responsibility to attend the meeting and/or have an assistant attend in his/her absence. The District will not accept any liability for non-attendance; i.e., the head coach shall be responsible for any non-attendance fee levied by PIAA.



**Interscholastic Athletic  
& Student Activities  
M A N U A L**

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**SECTION III  
Athletic and  
Student Activity  
Code  
of Ethics / Conduct**

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## SECTION III

### ATHLETIC AND STUDENT ACTIVITY CODE OF ETHICS/CONDUCT

Inherent in interscholastic athletics and student activities are such principles as professional courtesy, ethics, conduct, and player and spectator decorum. Through example, each person associated with athletics and student activities must exemplify these principles and earnestly advocate them before others; by so doing, the goals of interscholastic athletics and student activities will be furthered. The following are guidelines governing the conduct of schools, principals, athletic directors, coaches, students (players and other performers and spectators) and adult spectators.

- A. The school will strive for sportsmanlike and participation conduct. As such:
- The development of pride in school and community is a primary goal of the interscholastic program but only in an honorable fashion.
  - Unsportsmanlike conduct is not to be exhibited even if it appears others are not adhering to acceptable principles.
  - The rules of the game are to be regarded as mutual agreements.
  - Visiting teams are honored guests of the home team and should be treated as such.
  - All decisions of officials are to be abided by.
  - Officials and opponents are to be regarded and treated as honest in intention.
- B. The athletic director, with support of the administration, will provide the leadership in enforcing the athletic and student activities code of conduct and should:
- Heartily endorse the provisions of the code and transmit same (by appropriate means) to the student body, athletes, coaches, directors, and spectators.
  - Issue verbal and written instructions to the athletic coaches/directors to assist in carrying out these provisions.
  - Remind coaches that the athletic area is his/her classroom for the extension of the educational program.
  - Be visible at athletic and student activity events to indicate support of the program as well as a readiness to take immediate action should the situation warrant.
  - Properly plan for crowd control before, during, and after “home” interscholastic contests, and be present at “away” contests where unusual circumstances, pressures, etc., may be anticipated to exist.
  - Ensure the hiring of competent officials on the basis of their ability.
  - Directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.
  - Have a definite and mutual understanding for operations with the administration and the respective coaches and directors.
  - Arrange for contests, which are educationally and physically sound for the athlete/student.
  - Ensure the proper game management of all home athletic events.
  - Strive to cooperate with all District, school, community, and league entities to maintain a wholesome athletic and student activity program.
  - Treat visiting teams and officials as guests.
  - Meet before the game with game officials to review game operation procedure and provide for facilities and privacy for officials.
- C. The coaches and directors will serve as a model not only for those participating in the program but also for those assuming the spectator role. All shall:

**IMPORTANT** →

- Be a person of high moral character, a person of integrity whose first concern is for the welfare of the athletes/students.
- Demonstrate professional attitude and appropriate attire at all times.
- Develop a written set of guidelines and rules for participants to include the Athletic and Student Activities Code of Conduct which is administered in a fair and consistent manner and which has been approved by the athletic director and/or administration. This shall be distributed to athletes/students prior to the beginning of the season. Each athlete/student and parent/guardian **MUST** sign the **Athletic and Student Activity Code of Conduct Memorandum of Understanding** prior to participation in the sport/activity.
- Strive to make each experience a positive one, never sacrificing the safety or welfare of an athlete/student.
- Operate the athletic/student activity program within the guidelines of the West Shore School District. Support the athletic/student success of all and remember that each coach/director is an integral member of the school and District “team.”
- Be instrumental in crowd control. The coach’s/director’s behavior must be of the highest caliber so as to influence a positive reaction from players and/or spectators.
- Be knowledgeable of the rules of the game, attending PIAA update meetings as required.
- Maintain positive and accountable relations with parents and other supporting groups.

D. The athlete/student must be the leaders in the school system and community. Since participation is voluntary and is a privilege, those who choose to participate must adhere to a code of conduct, which operates within a framework of rules and regulations. Those athletes/students whose conduct falls outside this code may be excluded from the athletic/student activity program.

Athletes/Students must strive to:

- Behave according to all rules and regulations adopted by the coach or supervisor of the activity.
- Demonstrate an interest in academic achievement by being punctual, working to ability level, respecting teachers and classmates, completing all classroom requirements, and by avoiding discipline problems.
- Exhibit leadership qualities, both in the classroom and in the athletic/student activity endeavor.
- In general, an athlete/student:
  - must attend every practice session and meeting unless excused by the coach/director or absent from school with an excused absence.
  - should be neat, clean, and groomed.
  - shall treat coaches/directors, players, team managers, and officials with respect.
  - will not use profanity or illegal tactics.
  - will always display good sportsmanship.
  - will be responsible for all equipment. Any obligation must be paid for equipment lost or misused at the end of the individual season. It is the individual’s responsibility to return all equipment at that time.
  - will not use the athletic/student activity area for “horseplay,” rowdiness, loitering or hazing.
  - will have the responsibility to maintain locker rooms, team rooms, and training rooms in a clean and healthy manner.
  - comply with the rules, regulations, and guidelines of the District and the school.

E. The student spectators play a vital role in the development of school spirit and school morals. The objectives of the student body’s participation at athletic/student activity contests also involve a code of conduct. Student spectators shall:

- Behave in a manner expected at athletic/student activity events.
  - Display good sportsmanship, fair play, and good citizenship. Poor sportsmanship is unacceptable and is grounds for removal from athletic/student activity contests.
  - Exhibit proper student interest in activities.
  - Be enthusiastic and loyal representatives of the school.
  - Express positive recognition and appreciation to contestants and game officials.
  - Remember that first impressions are lasting; make the school's image the look of a "champion."
- F. The adult spectators of the community must be cognizant of their role in the interscholastic athletic/student activities program. Objectives for an adult code of conduct include:
- Being cognizant that the responsibility for school athletics/student activities rests entirely with school authorities.
  - Understanding that the athletic/student activity program is conducted for the benefit of student competition and student spectators with recreational opportunities for the community being a desirable secondary objective.
  - Recognition that admission to an interscholastic contest entitles the spectator to the privilege of watching the more talented students of two or more schools exhibit what they have learned in the athletic/activity classroom, but also that all athletes/students make mistakes.
  - Willingness to judge program success on the number of participants and spectators, new skills acquired, good citizenship, and sportsmanship.
  - Making an attempt to learn the rules of the game and allowing the officials to administer the contest.
  - Recognizing that all spectators are guests of the school and that, while winning is certainly an admirable goal; victory is hollow if it comes at the expense of morals, ethics, and plain common sense.
  - Recognize that blatant displays of poor sportsmanship, use of profanity, vulgar or inappropriate language or behavior as judged by the officials or District administration are grounds for removal from an athletic/student activity contest.

**CODE OF CONDUCT**  
**FOR**  
**WEST SHORE SCHOOL DISTRICT STUDENTS**  
**PARTICIPATING IN THE INTERSCHOLASTIC ATHLETIC AND STUDENT**  
**ACTIVITIES PROGRAM**

Athletic and Student Activities are an extension of the educational experience that the District offers. Therefore, student participation is voluntary and is a privilege, not a right. Those who choose or are selected to participate must be aware of this and abide by the code of conduct for the West Shore School District athletic and student activities program; each participant will receive an Athletic and Student Activities Code of Conduct, be required to sign the **Athletic and Student Activities Code of Conduct Memorandum of Understanding** and is expected to operate within the framework of the code and regulations.

This code of conduct is designed to further describe expectations as outlined in the District's Athletic and Student Activities Philosophy and Objectives statement of the *Athletic and Student Activities Manual* and appropriate Board policies. The Athletic and Student Activities Code of Conduct and the **Athletic and Student Activities Code of Conduct Memorandum of Understanding** will be distributed the first day of practice during the season.

**I. Definitions**

The following definitions shall apply:

**Athletic/Student Activity Suspension** – exclusion for a given period of time from competitions, events, and any other functions (trips, banquets, etc.) related to the activity excluding practice. Inclusion or exclusion from practice will be made on a case-by-case basis by the review committee. A suspension will not necessarily be limited to the season during which the infraction occurred but may be imposed during subsequent seasons. Where applicable, a suspended athlete's/student's name may be removed from award consideration and from similar recognitions.

**Review Committee** – body to conduct informal hearings, comprised of two building administrators, the Director of Human Resources or Director of Secondary Education and the building athletic director.

**Substantiated** – found to have committed a stated offense based on an investigation of an event.

**Athletic/Student Activity Expulsion** – loss of participation privileges in the District's athletic/student activity program.

**Season** – the interval commencing with the approved PIAA starting date of practice or the first day of practice, whichever is later, and terminating with the final competitive event for the sport/student activity.

**Probation** – imposed for school related offenses that result in students being ineligible to participate in extra-curricular activities until such probation is formally lifted by the Board or administration.

**Hazing** – any activity that recklessly, intentionally or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization including but not limited to a sport or extracurricular activity recognized by the Board of School Directors.

Endangering the physical health includes but is not limited to any contact of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health includes, but is not limited, to any activity that would subject an individual to unusual mental stress, such as sleep deprivation, prolonged exclusion from social contact, forced conduct which might result in extreme embarrassment, or any other activity, which could adversely affect the mental health or dignity of the individual. Any activity if made part of an initiation, shall be presumed to be hazing, even if a student willingly participates.

## II. General Rules

A. An athlete/student who quits a team/activity during the sport/activity season shall not be permitted to participate in another sport/activity during the sport/activity season unless the coaches/directors of all teams/activity involved agree. The athletic director will make the final determination.

B. The rules listed below are to be read both in addition to and in conjunction with the District's discipline policy. The actions listed below represent serious violations of the Athletic and Student Activity Code of Conduct and may result in the consequences as listed with each action in addition to any penalties imposed pursuant to the District's discipline code. Offenses are cumulative for the year except in the case of #1, which is cumulative for the student's discipline as provided for in other District policies.

1. **Possessing, using, delivering, or selling alcohol, or any controlled substance as defined by the Controlled Substance, Drug, Device, and Cosmetic Act while on school property or at a school sponsored activity or while on the way to or from a school sponsored activity or in uniform regardless of location. The term possession includes but is not limited to having previously ingested alcohol, a controlled substance or drug while on the way to school or school sponsored activity.**

Consequence:

- a) Immediate suspension from the team/student activity for a minimum of forty-five (45) calendar days. Violators will be referred to the school's Student Assistance Team (SAT) for possible assessment recommendation. An athlete/student may not participate in the sport/student activity until the assessment has been completed and until any assessment recommendations have been followed.
- b) If the athlete/student is at a school event, ten (10) days out-of-school suspension as per District School Board Policy 218 and may include expulsion from school.
- c) In addition to the penalties set forth in (b) above, a second offense will result in athletic/student activity expulsion, and the student will be prohibited from participating on any school team.

2. **Action as stated in #1 above occurring offsite and not on the way to or from any school sponsored activity during the athletic/student activity season of which the student participates.**

Consequence:

- a) Immediate suspension from the team/student activity for fifteen (15) calendar days and referral to the school's SAT. Should the offense occur when the SAT is not functioning, the principal and/or athletic director and coach/director will make a referral to a licensed provider appropriate to the offense for an assessment and recommendation. Failure to complete an assessment will result in continued suspension from the team/student activity until the assessment is conducted.
- b) Second offense results in athletic/school activity suspension for the remainder of the season.
- c) A subsequent offense will result in athletic/student activity expulsion.

**3. Action as stated in #1 above occurring offsite and not on the way to or from a school sponsored activity during off-season.**

Consequence:

- a) Suspension from the team/student activity for fifteen (15) calendar days beginning on the first day of the season.
- b) Second offense results in athletic/student activity suspension from the team/student activity.
- c) A subsequent offense will result in athletic/student activity expulsion.

**4. Possessing or using tobacco in any form, whether on or off school property (Off property only applies if the athlete/student was in uniform).**

Consequence:

- a) If at school event, in-school suspension as per District code and other penalties as allowed by District School Board Policy 222.
- b) One contest athletic/student activity suspension.
- c) Second offense results in athletic/student activity suspension from the team/student activity for ten (10) calendar days. A subsequent offense will result in additional suspensions or expulsion from the team/student activity for the remainder of the season.

**5. Intentional damage (vandalism), theft, or degradation of school or person's property from any location on school property or off school property during any school sponsored event or related to any school sponsored activity.**

Consequence:

- a) See District discipline policy for possible penalties including administrative probation, suspension or expulsion depending on the severity of the offense and other penalties, including referral to law enforcement authorities as allowed by District School Board Policy.
- b) Immediate athletic/student activity suspension from the team/student activity for up to seven (7) calendar days, depending on severity of the incident, payment of restitution or return of property.



**6. Failure to return equipment.**

Consequence:

- a) Suspension from all program participation until equipment is returned or paid for.

**7. Acts that constitute a violation of the Pennsylvania Criminal Code, whether or not delineated as part of the student code of conduct.**

Consequence:

- a) Immediate athletic/student activity suspension from the team/student activity for the remainder of the season or the school year depending upon the severity of the offense.
- b) The athlete/student must petition to have the athletic/student activity suspension lifted after the period of suspension.

**8. Failure to carry out the directions or rules and regulations established by the coach/director. (Such rules and regulations must be distributed in writing to all athletes/students and be approved by the principal and/or athletic director).**

Consequence:

- a) As established by each coach/director.

**9. Any improper conduct, which either violates District policy or constitutes behavior inappropriate for a District student representative.**

Consequence:

- a) As established by each coach/director, may include suspension from the team/student activity or expulsion depending on the nature of the violation.
- b) As established by the District discipline code.

**10. Use of Anabolic Steroids. The use of anabolic steroids is prohibited.**

Consequence:

- a) A violation of this policy or District School Board Policy 227 shall result in immediate suspension from the team/student activity for the remainder of the season and may result in expulsion from athletics/student activities.

## **Procedural Guidelines for Code of Conduct**

- (1) If an infraction is reported, the coach/director shall notify the athletic director or administration of the alleged conduct or violation. Either the administrator or the coach/director at the direction of the administrator shall investigate, to determine if a violation of the code has occurred.
- (2) If, after investigation, a violation of the code can be substantiated, the coach/director, after consultation with the administration and athletic director, shall impose the appropriate consequence by giving written notice to the athlete/student, the athlete's/student's parents or guardian, the athletic director, and the building administrator. Imposition of disciplinary consequences by the athletic director is in addition to any disciplinary penalty imposed by the building administration pursuant to District policy.
- (3) The athlete/student or parent/guardian may appeal the coach's/director's decision to the administration who will convene a Review Committee to hear the appeal and render a decision. Such decision will be made within ten (10) business days of the appeal. During the ten (10) business days, the initial disciplinary action imposed will remain in effect. Appeal of the discipline penalties imposed by the building administrator under District policy is governed by the school code.
- (4) If the parent/guardian or athlete/student is not satisfied with the decision of the Review Committee, a hearing may be requested within five (5) business days of the decision. The appeal shall be in writing and directed to the Superintendent of Schools or designee. The Superintendent or designee has complete discretion whether or not to hear the appeal. If the Superintendent or designee decides to hear the appeal, such hearing shall be conducted within ten (10) business days of the date of the appeal. If such hearing is granted, the initial disciplinary action will remain in effect. The appeal hearing shall be informal and the decision of the Superintendent or his/her designee shall be final.
- (5) Once an athletic/student activity suspension or athletic/student activity expulsion has been imposed, the athlete/student will not be permitted to participate in any competitions, events or other functions unless the recommendation for suspension/expulsion is reversed after appeal.
- (6) An expulsion includes forfeiture of any school related awards for that season.
- (7) Nothing in the code shall preclude any building principal, in consultation with the athletic director, from suspending or excluding an athlete/student from an athletic team/student activity for any violation of the disciplinary rules of the West Shore School District.
- (8) Athletic and Student Activity Code of Conduct and District School Board Policy infractions and discipline imposed are not limited to the season in which the infraction occurred.

**WEST SHORE SCHOOL DISTRICT**  
**ATHLETIC AND STUDENT ACTIVITY**  
**CODE OF CONDUCT**

**Memorandum of Understanding**  
**For**  
**Athletes and Students Participating**  
**In**  
**Interscholastic Athletics and Student Activities**

The undersigned have read and understand the “Code of Conduct for West Shore School District Students Participating in the Interscholastic Athletic and Student Activities Program” as provided in the West Shore School District *Athletic and Student Activities Manual*. Further, we have read and understand the rules and regulations provided by the coach/director for this sport(s)/student activity. We understand the Athletic and Student Activity Code of Conduct applies throughout the school year and for conduct that occurs on and off school property. The below affixed signature(s) denote our agreement to abide by the Athletic and Student Activity Code of Conduct and promote decorum which serves as a positive role model in our community and beyond.

Participant’s Name \_\_\_\_\_

Season(s) (circle/check all that apply)     Fall             Winter             Spring

Sport(s)/Student Activity \_\_\_\_\_

Participant’s Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Coach’s/Director’s Signature Fall \_\_\_\_\_

Coach’s/Director’s Signature Winter \_\_\_\_\_

Coach’s/Director’s Signature Spring \_\_\_\_\_



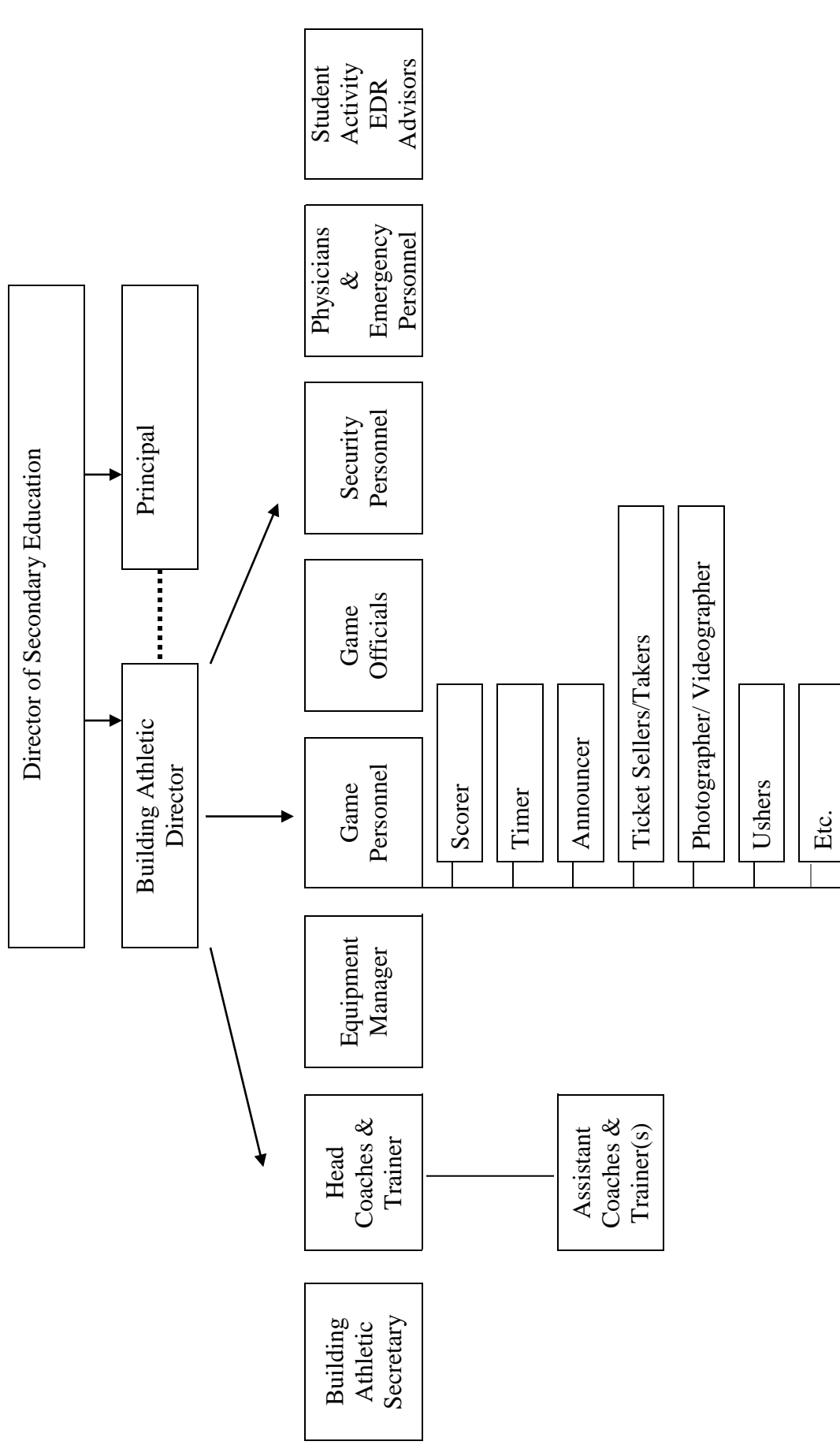
**Interscholastic Athletic  
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M A N U A L**

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**SECTION IV  
Organizational  
Responsibilities &  
Job Descriptions**

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### A. Organizational Chart: Athletics and Student Activities



**B.**

**WEST SHORE SCHOOL DISTRICT  
Job Description**

**TITLE:** **BUILDING ATHLETIC DIRECTOR**

**QUALIFICATIONS:**

1. Master's degree and additional graduate study in public school or athletic administration.
2. Administrative Certificate preferred.
3. Five years experience as a teacher preferred.
4. Valid PA driver's license.
5. Compliance with Employment Eligibility, Criminal History Record, Child Abuse History Clearance, FBI Clearance, Physical Examination, and a negative TB Test.
6. Ability to sit and stand for extended periods.
7. Ability to assist with the moving and placement of equipment.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Secondary Education and High School Principal

**SUPERVISES:** Assists in the supervision and evaluation of all coaches.

**JOB GOAL:** To work to coordinate, monitor, and develop the athletic programs in the District and respective high school, as well as the student activities programs in the secondary schools.

The athletic director shall be responsible to the building principal and to the Director of Secondary Education.

**PERFORMANCE RESPONSIBILITIES:**

Essential Elements:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing school programs in general and athletic and student activities programs in particular.
2. Reads, interprets, and incorporates District policies, the Code of Conduct, and the District *Athletic and Student Activities Manual*.
3. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, coaches, and community.
4. Possesses and applies computer skills to the job and is able to engage in repetitive hand movements as required for using the computer.

5. Operates office machines, files materials in filing cabinets, and is able to lift and carry up to, or occasionally in excess of, fifty pounds
6. Supervises the maintenance of all required records.
7. Completes annual administrative assignments as directed by the immediate supervisor.
8. Ensures the highest degree of confidentiality appropriate to the position.
9. Participates with the school principal in the evaluation of all coaches.
10. Works directly with the building level administrators and the Director of Secondary Education to ensure equitable programs and opportunities in all schools.
11. Develops, implements, and monitors the athletic and student activities budgets for the high school with the help of the high school and middle school administration.
12. Develops the interscholastic athletic schedules, including scrimmages, scheduling officials for all contests, coordinates transportation for all athletic contests via a scheduling matrix and ensures emergency personnel and apparatus coverage at necessary contests.
13. Serves as each school's major liaison (outside the Council on Booster Activities, per se) with Booster Clubs, attending meetings as necessary and coordinating, as needed, fund raising activities and special athletic activities/events.
14. Works cooperatively with the Aquatics Coordinator/Instructor to schedule interscholastic swimming and diving practice time for the high schools.
15. Inspects athletic facilities and arranges for conditioning and repairs where needed.
16. Prepares for dissemination of annual bids for equipment and supplies for the athletic and student activity programs.
17. Assumes complete game management responsibility for all revenue-producing and non-revenue producing contests at the stadium, natatorium, respective high school buildings, or District facilities/fields.
18. Organizes District involvement at away events to ensure effective and cooperative participation.
19. Represents the schools and principals, as needed at Conference, District III, and state meeting for administering the interscholastic program.
20. Communicates to the coaching staff District, school, and PIAA information, directives, etc., on a timely basis, including annual issuance of the most update PIAA rule book for the given sport. Conducts mandatory meetings to highlight the provisions of the *Athletic and Student Activities Manual* prior to the onset of the seasonal sport.
21. Implements the school's interscholastic athletic schedules, including the scheduling of facilities, to meet the needs of all girls and boys athletic teams as well as extracurricular and athletic Booster activities requiring use of these facilities.

22. When acting as game manager, greets and takes care of the game officials and visiting teams, and arranges for the set-up and control of the athletic facility used during the contest.
23. Achieves, through coordination with the principal, any postponements/re-schedulings, including notification of coaches, squads, officials, workers, transportation, etc.
24. Works in the collection of income for each home athletic event for which admission is charged; assumes responsibility, following each such game, to deposit funds, submit forms of accountability to the Business Office, and maintain all income records for each contest.
25. Maintains a wholesome working relationship with Booster Clubs and other community organizations and assists in their activities as needed.
26. Arranges for medical examinations for all athletes before their first practice session, including distribution of permission cards, waivers, and other forms to coaches, and the maintenance of appropriate official files.
27. Coordinates the issuance of equipment between the athletic equipment manager and respective coaches.
28. Ensures the preparation of a valid eligibility list for each sport, by season, the listing to be developed by the respective head coach.
29. Provides athletic awards for all sports and maintains records of same.
30. Arranges for the printing of necessary materials as these relate to athletics.
31. Ensures the valid compilation of inventory reports for each sport.
32. Ensures the necessary complement of game workers and security police for each contest, as needed.
33. Communicates, in writing, with visiting schools regarding eligibility lists, parking (including reserved parking passes), location of locker rooms, review of times, etc.
34. Chairs one conference sport committee if requested.
35. Co-Chairs the District Athletic Council and the Booster Presidents' Council, organizing all meetings during the year.
36. Annually reviews the District *Athletic and Student Activities Manual* and makes recommendations for updates and changes.
37. Establishes, at the request of the yearbook staff, the scheduling of any team or individual pictures.
38. Verifies and records transportation costs.
39. Serves on the building committee regarding the athletic Code of Conduct.



40. Verifies athletic shipments, packing slips, and invoices and, where necessary, files discrepancy reports with the Business Office.
41. Maintains historical records for all sports at the high school of assignment.
42. Ensures training of coaches in the use of equipment that has the potential to cause injury to athletes and/or players if used inappropriately.
43. Performs such other activities as from time to time may be assigned by the principal or Director of Secondary Education.

**TERMS OF EMPLOYMENT:** 245 Days

**EVALUATION:** Performance of the Building Athletic Director will be evaluated by the Director of Secondary Education or designee.

**RESPONSIBILITY LEVEL:** Level 8

REVISED 6/10/09

*Reasonable accommodations under Qualifications and Performance Responsibilities will be in compliance with the Americans with Disabilities Act (ADA).*

**WEST SHORE SCHOOL DISTRICT  
Job Description**

**TITLE:** **BUILDING ATHLETIC SECRETARY**

**QUALIFICATIONS:**

1. High school diploma.
2. Proficiency with keyboarding.
3. Prior experience in productivity applications and electronic communications.
4. Strong verbal and written communication skills.
5. Compliance with Employment Eligibility, all required background clearances, and Physical Examination/TB test standards.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**SUPERVISED BY:** Building Athletic Director

**JOB GOAL:** To aid and assist the Building Athletic Director in coordinating a successful athletic program at the secondary level.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs the following tasks: proofreading; filing in a five-drawer file cabinet; filing and storage on nine-foot high shelves, standing to operate copier and collate materials, handling mail, operating paper cutter and paper drill; transporting up to ten reams of paper and printed material to office; assuring readiness of office equipment.
2. Assists administration in monitoring and screening all visitors to the building.
3. Verifies athletic schedules with various stakeholders including coaches, opponents, and assignors.
4. Helps to develop seasonal (fall, winter, spring) schedules for use on calendars.
5. Enters transportation trip tickets for athletic activities and verify trips daily.
6. Prepares certificates of participation and varsity letter awards for team banquets.
7. Tracks and collects student activity fees.

8. Maintains schedule of facilities, ensuring calendars are up to date (Gymnasiums, Stadium (CC), Pool (RL) and Cardio Room).
9. Enters athletic eligibility information for PIAA.
10. Creates and maintains files for EDR positions.
11. Maintains various athletic files including financial, transportation, contracts, schedules, etc.
12. Reads and correctly interprets written material and performs accurate computations related to the functions of the position.
13. Assists with general office duties to include mailings and various clerical functions.
14. Performs telephone and receptionist duties as needed.
15. Participates in required staff development activities.
16. Promotes positive public and employee relations for the District through courteous and efficient handling of contacts and communications while serving as a resource person on District policies, procedures, rules, and regulations as relevant to the position.
17. Works during established operating hours and works extra time as needed and approved.
18. Ensures highest degree of confidentiality appropriate to the position.
19. Complies with the Pennsylvania School Code, the policies of the School Board, and the provisions of the Non-Bargaining Support Personnel Handbook.
20. Performs such other tasks and assumes such other responsibilities as may be assigned by supervisor.

TERMS OF EMPLOYMENT: 1. 200-day position.  
2. Compensation as per District guidelines.

RESPONSIBILITY LEVEL: 4

EVALUATION: Performance of this job will be evaluated by the Building Athletic Director in accordance with the Board policy on evaluation of support personnel.

## **D. High School Principal Role in the Athletic Program**

### **General Description:**

The principal has the responsibility to oversee the total athletic program of the building. With such accountability, the principal has the opportunity to delegate responsibility to the athletic director and/or assistant principal.

The principal's management of the athletic program shall be guided by local Board policy and District guidelines, Mid-Penn Conference regulations, and the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association. Article IX of the Constitution is particularly important to the principal's responsibilities in the area of athletics.

### **Duties to be Performed:**

1. Ensures that the athletic program of the school promotes the highest level of capability for participants and spectators.
2. Promotes and evaluates the quality of the athletic program and develops plans for overcoming weaknesses.
3. Approves the formulation of the athletic budget for the school.
4. Promotes the growth of the coaching staff.
5. Maintains a well-structured athletic environment within the school.
6. With the building athletic director may provide input in the performance evaluation of the coaching staff.
7. Oversees the total management of the athletic program in an exemplary manner, including accounting and inventory control, complying with District, conference and PIAA regulations, and organizing and scheduling coaches and activities.
8. Communicates effectively with participants, parents, faculty, colleagues, media, and the community generally.
9. Maintains visibility at major athletic events and takes timely and appropriate action as needed.
10. Promotes the participation of students in the athletic programs of the school.
11. Ensures that the athletic director communicates the evaluation procedure for athletic personnel to all such personnel as part of the initial pre-season coaches meeting.
12. Ensures effective presentation of parent awareness meetings prior to each sport season.

## **E. Middle School Assistant Principal Role in the Athletic Program**

### **General Description:**

The high school athletic director and middle school assistant principal are responsible for the planning, coordinating, and managing of the interscholastic program at the school of assignment. The athletic director and the middle school assistant principal are responsible to the principal of the building.

### **Duties to be Performed:**

1. Inspects athletic facilities and arranges for conditioning and repairs where needed.
2. Assists high school athletic directors in organizing District involvement at away events to ensure effective and cooperative participation.
3. Greets and takes care of the game officials and visiting teams, and arranges for the set up and control of the athletic facility used during the contest.
4. Arranges for the availability of emergency medical personnel and equipment at athletic events as needed.
5. Coordinates transportation with high school athletic directors for all athletic contest via scheduling matrix or other District form or, because of unusual circumstances, by personal contact with the transportation office.
6. Schedules the gymnasiums and fields to meet the needs of all girls' and boys' athletic teams as well as other extracurricular and athletic booster activities requiring use of these facilities.
7. Coordinates the issuance of equipment.
8. Arranges for the printing of necessary materials as these relate to athletics.
9. Recommends to the principal suggested changes in the athletic program.
10. Assists high school athletic directors to prepare and administer the school athletic budget, including requisitions, vouchers, adequate records of income and expenditures, and bid list specifications.
11. Ensures the valid compilation of inventory reports for each sport.
12. Participates in the hiring, releasing, and evaluation of coaches.
13. Recommends the employment of auxiliary personnel and coordinates the assignment of all such personnel.
14. Maintains a wholesome working relationship with community organizations and assists in their activities as needed.
15. Maintains historical records for all sports in the middle school.

16. Coordinates parent awareness meetings, where needed.
17. Checks carefully all schedules, dates and starting times; if there are any problems, contact the high school athletic director immediately.
18. Writes disbursement vouchers to obtain official's checks and send to high school athletic directors.
19. Middle school personnel shall administer all home games and tournaments.

## **F. Head Athletic Coach**

### **General Description**

The head coach in the area of athletics is responsible for the daily and the long range administration of that sport program. The head coach is accountable to the building principal and the high school athletic director.

### **Duties to be Performed:**

1. Functions within the philosophy and objectives developed for the District's interscholastic athletic program as well as within guidelines available in the *Athletic and Student Activities Manual*, in building manuals, and in PIAA regulations.
2. Enhances coaching skills through personal means such as subscription to professional journals, membership in professional associations, and attendance at clinics. Attends the mandatory pre season coaches' meeting.
3. Ascertains that each player is eligible, including parent permission, insurance, etc., and ensures that each player is properly equipped and prepared for competition.
4. Determines the number of athletes to be carried on the squad in order to achieve a workable player/coach(es) ratio.
5. As appropriate, organizes, administers, and supervises in-season and out of season programs the latter entailing a minimum of 75% of the actual program hours, according to District guidelines.
6. Administers emergency treatment of injuries in the absence of a trainer, physician, or other person more qualified than himself/herself.
7. Administers discipline in a firm but fair fashion according to The Athletic Code of Ethics/Conduct for West Shore School District Students Participating in the Interscholastic Athletic Program and other guidelines explained to student-athletes prior to the start of a season.
8. Projects a positive model for student-athletes, the general student body, and the community at large through appearance, positive attitude, and enthusiastic personality, emotional maturity, and self-control, leadership, planning and preparation, and good sportsmanship.

9. Maintains positive rapport and on-going communications with those to whom the head coach is accountable as well as with all of the program's support personnel.
10. Teaches each athlete the skills necessary for the appropriate position in the sport using proven and up-to-date coaching techniques.
11. Maintains sound relationships with the media.
12. Holds athletics in the proper perspective relative to the athlete, to the athlete's family, and to the role of the sport as one facet of the total educational program.
13. Supports assistant coaches where applicable and assists them to grow professionally.
14. Accepts responsibility for the welfare and conduct of athletes and assistant coaches while each is under the head coach's jurisdiction. Provides necessary supervision of students at all athletic functions.
15. Establishes the overall strategy to be employed by the team and oversees the management of this strategy in the competitive situation.
16. Assumes responsibility for the issuance, care and maintenance, and return of athletic equipment, provides input into the selection of equipment, and, as applicable, develops and maintains the inventory of equipment. Practice equipment is to be collected immediately following the final practice for the sport; game/match equipment is to be collected immediately following the last contest for the sport.
17. Develops and presents a sound, positive program for parent awareness meetings.
18. Explains to all athletes, prior to the season, the letter award policy and guidelines for participation in PIAA playoffs.
19. Contributes to the maintenance of the athletic facility and calls maintenance problems to the attention of the athletic director.
20. Recommends athletic awards to the athletic director according to District guidelines.
21. Ensures that the athletic facility is secure following use by the team of his/her responsibility.
22. Explains to each assistant coach the expectations of the head coach as pertains to performance and the evaluation of performance.
23. Assures staff representation at mandatory PIAA rules meetings for each sport, as per Article XIII, Section 3 of PIAA Bylaws. Payment of any fine levied by PIAA for non-representation would be the responsibility of the head coach.
24. Provides each student athlete with an Athletic Code of Conduct which meets the requirements of this *Athletic and Student Activities Manual*.
25. Must possess a current CPR certification, annual sudden cardiac arrest training and annual concussion management certification.

26. Completion of Child Abuse Training.
27. Completion of PIAA Mandated Coaching Education Requirement.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director with input from the principal in accordance with the plan for evaluation of athletic personnel.

**G. Assistant Athletic Coach**

**General Description:**

The assistant athletic coach is directly responsible to the head coach and, through the latter, to the athletic director and principal.

**Duties to be Performed:**

1. Functions within the philosophy and objectives developed for the District's interscholastic athletic programs as well as within guidelines available in the *Athletic and Student Activities Manual* and in building manuals.
2. Enhances coaching skills through personal means such as subscription to professional journals, membership in professional associations, and attendance at clinics.
3. Administers emergency treatment of injuries in the absence of a trainer, physician, or other person more qualified than himself/herself.
4. Projects a positive model for student-athletes, the general student body, and the community at large through appearance, positive attitude and enthusiastic personality, emotional maturity, self-control, leadership, planning, preparation, and good sportsmanship.
5. Teaches each athlete the skills necessary for the appropriate position in the sport, using proven and up-to-date coaching techniques.
6. Holds athletics in the proper perspective relative to the athlete, to the athlete's family, and to the role of the sport as one facet of the total educational program.
7. Maintains total loyalty, support of, and communication with the head coach and program while assisting the former in the physical, mental, and skills preparation of the student-athletes.
8. Applies disciplinary procedures fairly and in concert with those of the head coach, school, and District.
9. Effectively utilizes practice time allotted by the head coach in the prescribed manner to further individual and team performance.
10. Conducts other coaching functions, including scouting, game duties, off-season program, etc., as assigned by the head coach.



11. Particulars that relate to the diving coach, actually an assistant coaching position, include:
  - a. Rules for divers shall not conflict with the rules established by the head swimming coach. With the diving coach serving two schools, uniformity of rules need to be established by both head coaches.
  - b. If there is a conflict in scheduling, the diving coach shall attend the home meet. If the conflict involves pool usage, the diving coach shall attend the home meet and shall stay for the alternate practice following that meet.
  - c. The head swimming coach will be responsible for having all swimming and diving materials and sheets ready for meets, both home and away. The diving coach shall check that the diving sheets are completed correctly.
  - d. The diving coach should be available to all divers and officials during warm-ups and through the completion of the diving portion of the meet.
  - e. The head swimming coach is responsible for listing entries for all post-season championships, with input from the diving coach.
12. Must possess a current CPR certification, annual sudden cardiac arrest training and annual concussion management certification.
13. Completion of Child Abuse Training.
14. Completion of PIAA Mandated Coaching Education Requirement.

**Evaluation:**

Evaluation of this position shall be completed annually by the Head Coach in accordance with the plan for evaluation of athletic personnel. Assistant Coaches' evaluations will receive final approval by the Building Athletic Director.

**H. Volunteer Coach**

**General Description:**

All volunteer coaches for PIAA sponsored activities must adhere to the Mandated Coaches Education requirements per PIAA regulations. Volunteer coaches must also complete the West Shore School District volunteer application process before being approved to volunteer.

**I. Cheerleading - Director**

**General Description:**

The Cheerleading Director is an extra-duty staff position responsible to the athletic director for managing the personnel, finances, and logistics of the activity of cheerleading.

### **Duties to be Performed:**

1. Develops objective and fair selection standards and coordinates the selection of all cheerleading squads.
2. Administers discipline in a firm but fair fashion according to The Athletic Code of Ethics/Conduct for West Shore School District Students Participating in the Interscholastic Athletic Program and other guidelines explained to student-athletes prior to the start of a season.
3. Inspires the various squads to build school spirit and enthusiasm.
4. Arranges for cheerleading coverage of athletic events.
5. Ensures adequate supervision for squads representing the school at functions away from home. The principal must approve arrangements for supervision by other than the director/assistant director(s).
6. Keeping in mind PIAA and District III guidelines, ensures direct supervision of cheerleading practices that involve acrobatic movements and pyramiding.
7. Develops budgets for uniforms, equipment, etc., submits same to the athletic director, and implements budgets when approved.
8. Issues, collects, and coordinates the maintenance and care of uniforms and equipment, and develops and maintains the equipment inventory.
9. Maintains adequate records of participation and membership, submitting the appropriate forms to the athletic director at the conclusion of a "season."
10. Shares with the coaches responsibility for maintaining open communications between coaches and cheerleading directors.
11. Works through the principal with regard to the approval of fund-raising activities.
12. Apprises cheerleaders of available enrichment activities: camps, competitions, etc. If the squad participates as a representative of the school, the director will arrange suitable transportation and supervision.
13. Explains to each assistant director the director's performance expectations and the evaluation of performance.
14. Ascertains the eligibility of each squad member as established by the school and PIAA regulations. Ensures each participant is physically able to participate and ensures that each is equipped to participate.
15. Provides each cheerleader with an Athletic Code of Conduct which meets the requirements of this *Athletic and Student Activities Manual*.

16. Must possess a current CPR certification, annual sudden cardiac arrest training and annual concussion management certification.
17. Completion of Child Abuse Training.
18. Completion of PIAA Mandated Coaching Education Requirement.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director with input from the principal in accordance with the plan for evaluation of athletic personnel.

**J. Cheerleading - Assistant Director**

**General Description:**

The Cheerleading - Assistant Director is an extra-duty staff position designed to work with the Cheerleading Director to carry out those duties as outlined on the Cheerleading Director's job description. The assistant director is directly responsible to the Cheerleading Director.

**Duties to be Performed:**

See Cheerleader Director's duties.

**Evaluation:**

Evaluation of this position shall be completed annually by the Cheerleading Director in accordance with the plan for evaluation of athletic personnel. Assistant Directors' evaluations will receive final approval by the Building Athletic Director.

**K. Head Athletic Trainer**

**General Description:**

The head trainer may be a contracted position with a service provider approved by the Board. Otherwise, the head athletic trainer may be part of a professional position entailing half-time teaching and half-time athletic training activities and planning, with planning to be scheduled at the incumbent's convenience. An additional stipend over and above the teaching salary, in recognition of post-school training athletics responsibilities, shall be negotiated between the Board and WSEA as part of the EDR package. It would be recommended that the incumbent not be involved as the head coach of a major revenue producing sport nor be assigned as a game worker.

The position incumbent shall be responsible for the daily management of the school's sports medicine program and other functions outlined below. The primary role of the athletic trainer focuses in the areas of injury prevention, emergency first aid, referral, and rehabilitation following injury. The trainer also should assist the coaching staff with conditioning and strength training programs.

The head athletic trainer shall be responsible to the building principal and the Building Athletic Director. The incumbent will also report indirectly to the Director of Secondary Education.

### **Duties to be Performed:**

1. Overall responsibilities begin with the initial day of the fall practice season and extend until the spring season has ended or the rehabilitation of all athletes is completed. The head athletic trainer shall be expected to provide 60% of the needed coverage, as defined later, and the assistant, 40%. Such coverages shall be mutually agreed upon by the parties, striving for consistency of coverage for a given sport where possible.
2. Practice responsibilities are as follows: Fall preseason; all football; one hour minimum after school for all other activities on dates where no games are scheduled.
3. Covers or provides coverage for all home post-school contests and away football games. When multiple activities are staged the trainer's first responsibility would be to high risk sports. These high risk sports are, in priority order: Fall Season - football, soccer, field hockey; Winter Season - wrestling, basketball; Spring Season - track and field, soccer. See section VII for detailed information. Provides coverage for all "non high risk sports" as directed.
4. Works cooperatively with the athletic directors, the coaches, and the team doctor in assisting with the scheduling and administering of medical exams.
5. Assists the coaches of individual sports in the development of off-season and in-season conditioning programs.
6. Administers first aid and emergency life support to injured athletes and, if necessary, refers the athlete to the team physician or other medical personnel, including arranging for transportation of an injured person to a medical facility according to established procedures.
7. Employs therapeutic equipment and modalities in the rehabilitation of athletic injuries; consultation with a physician shall be initiated as needed.
8. Maintains detailed records of medical histories, examinations, injuries, and treatments of all athletes.
9. Applies needed protective equipment, strapping, bandaging, and braces.
10. Supervises the training room including inventory, annual and emergency budget requisitions, storage of supplies, preventive and corrective maintenance of equipment, cleaning, and security.
11. Recruits student trainers as a support staff for both the training room and in covering athletic events; establishes an educational program for these persons and supervises their work.
12. Cooperates with the equipment manager and the coaches in the selection and fit of athletes' equipment.
13. Provides a well supplied medical kit to each team.
14. In the absence of a physician, and after needed consultation with the coach, makes the final decision as to the athlete's participation in a given activity at the given time.

15. Through personal means, remains abreast of professional developments in the area of athletic training through professional memberships, perusal of journals, attendance at clinics, and so on.
16. Completion of Child Abuse Training.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director with input from the principal in accordance with the plan for evaluation of athletic personnel.

**L. Assistant Athletic Trainer**

**General Description:**

The assistant athletic trainer shall be part of a professional position entailing a full teacher schedule. An additional stipend over and above the teaching salary, in recognition of post-school training athletics responsibilities, shall be negotiated between the Board and WSEA as part of the EDR package. It would be recommended that the incumbent not be involved as the head coach of a sport or coach a sport in the same season as the head trainer, nor be assigned as a game worker.

The position incumbent shall assist in the daily management of the school's sports medicine program and other functions outlined below.

The assistant trainer shall be responsible to the head trainer, building principal, and athletic director.

**Duties to be Performed:**

1. Overall responsibilities begin with the initial day of the fall practice season and extend until the spring season has ended or the rehabilitation of all athletes is completed. The head athletic trainer shall be expected to provide 60% of the needed coverage, as defined later, and the assistant, 40%. Such coverages shall be mutually agreed upon by the parties, striving for consistency of coverage for a given sport where possible.
2. Practice responsibilities are as follows: Fall preseason; all football; one hour minimum after school for all other activities on dates where no games are scheduled.
3. Covers or provides coverage for all home post-school contests and away football games. When multiple activities are staged the trainer's first responsibility would be to high risk sports. These high risk sports are, in priority order: Fall Season - football, soccer, field hockey; Winter Season - wrestling, basketball; Spring Season - track and field, soccer. Provides coverage for all "non high risk sports" as directed.
4. Assists the coaches of individual sports in the development of off-season and in-season conditioning programs.
5. Administers first aid and emergency life support to injured athletes and, if necessary, refers the athlete to the team physician or other medical personnel, including arranging for transportation of the injured to a medical facility according to established procedures.

6. Employs therapeutic equipment and modalities in the rehabilitation of athletic injuries; consultation with a physician shall be initiated as needed.
7. Maintains detailed records of medical histories, examinations, injuries, and treatments of all athletes.
8. Applies needed protective equipment, strapping, bandaging, and braces.
9. Supervises the training room including inventory, annual and emergency budget requisitions, storage of supplies, preventive and corrective maintenance of equipment, cleaning, and security.
10. Cooperates with the equipment manager and the coaches in the selection and fit of athletes' equipment.
11. In the absence of a physician, and after needed consultation with the coach, makes the final decision as to the athlete's participation in a given activity at the given time.
12. Through personal means, remains abreast of professional developments in the area of athletic training through professional memberships, perusal of journals, attendance at clinics, and so on.
13. Completion of Child Abuse Training.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director with input from the principal in accordance with the plan for evaluation of athletic personnel.

**M. Equipment Manager**

**General Description:**

The equipment manager is responsible to the athletic director regarding the issuance, care and maintenance, collection, and, where applicable, the inventory of athletic equipment.

**Duties to be Performed:**

1. Addresses the purchase of athletic equipment through input to the athletic director.
2. Issues needed equipment to the head coach for use in coaching and to athletes and collects same from the head coach.
3. Properly stores athletic equipment and maintains an up-to-date inventory of same.
4. As applicable, directs the reconditioning and cleaning of athletic equipment.
5. Completion of Child Abuse Training.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director, with input from the principal in accordance with the plan for evaluation of athletic personnel.

**N. Strength Training Coach**

**General Description:**

The strength training coach(es) shall be directly accountable to the athletic director and is responsible to supervise the school's strength training program and facilities, striving to make such facilities available to student-athletes of all sports.

**Duties to be Performed:**

1. Works with coaches of the various sports to develop strength training programs designed to enhance students' physical preparation for that sport.
2. Develops programs for individual athletes, in concert with the athlete, to enhance his/her development.
3. Strives to provide incentives for participation in the strength training program.
4. Makes the strength training facilities available on a regular basis, supervising such facility at any time that permission is given for a student-athlete to use the facility.
5. Administers emergency treatment of injuries in the absence of a trainer, physician, or other person more qualified than himself/herself.
6. Projects a positive model for student-athletes through positive attitude, enthusiasm, emotional maturity, self-control, leadership, and planning and preparation.
7. Teaches each participant the skills necessary for effective use of the equipment and facilities with minimal risk.
8. Contributes to the maintenance of the facility and calls problems to the attention of the athletic director.
9. Ensures that the facility is secure following use by those student-athletes under his/her supervision.
10. Strives for equal access to facilities for athletes of all sports.
11. Maintains accurate records of attendance and progress of student-athletes.
12. Submits budget requests to the athletic director on an annual basis.
13. Through personal means, enhances strength training coaching skills through subscription to professional journals, membership in professional associations, visits to viable programs/facilities, attendance at clinics, etc.

14. Must possess a current CPR certification, annual sudden cardiac arrest training and annual concussion management certification.
15. Completion of Child Abuse Training.

**Evaluation:**

Evaluation of this position shall be completed annually by the Building Athletic Director with input from the principal in accordance with the plan for evaluation of athletic personnel.

**O. Game Personnel**

**General Description:**

Auxiliary personnel are recommended for appointment by the athletic director to perform specific tasks in the effective operation of home athletic contests. Guidelines for the number of appointees are outlined by Board action. A brief description of the responsibility for each position is presented below.

**BASKETBALL and WRESTLING**

Scorekeeper

Scoreboard Operator

Ticket Sellers

Ticket Takers

Ushers

- Personnel reports approximately 1/2 hour prior to contest and works to completion of the game.
- Keeps the official score book.
- Keeps the official time and maintains the running score.
- Sells tickets, and counts receipts.
- Collects tickets and controls entry/re-entry of spectators.
- Crowd control in gymnasium; safety of participants.

**CROSS COUNTRY**

Timer/Coordinator

- Coordinates the meet, starts the runners, times the finish, and “places” the runners at the finish line.

**FIELD HOCKEY**

Ticket Seller

Ticket Taker

Timer

Ushers

- Sells tickets; counts the money and validates sales during second half.
- Collects tickets, verifies passes, and controls entry and re-entry of spectators.
- Keeps the official time of the contest.
- Crowd control; safety of participants.

**FOOTBALL**

Announcer

Scoreboard Operators

Photographer

Ticket Sellers

Ticket Takers

- Personnel reports 1 1/2 hours prior to kickoff and works until game ends.\*
- Announces player introductions, general announcements, play by play, and penalties.
- Keeps the official time of contest, score, down, etc.
- Sets up and takes down equipment, films the game, and delivers film to pick-up point.
- Sells tickets until half time; counts the money and validate sales during second half.
- Collects tickets, verifies passes, and controls entry and re-entry of spectators.



- Ushers - Control crowd in stands and fringes of the field, regulates press box traffic, assists with safety of participants and spectators.
- Chain Crew - Responsible for operation of down marker and chains.

\* Personnel working JV and Freshman games have the same responsibilities but a shorter work time.

### **BASEBALL and SOFTBALL**

- Scoreboard Operator/Scorekeeper - Keeps the official scorebook and operates the scoreboard.

### **SOCCER**

- Ticket Seller - Sells tickets, counts money, and validates sales during the second half.
- Ticket Taker - Collects tickets, verifies passes, and controls entry and re-entry of spectators.
- Timer/Scorer - Maintains the official running time and score.
- Usher - Controls crowd in the stands and “on the fringes” of the field, assists with safety of spectators and participants.

### **SWIMMING/DIVING**

- Timer - Maintains the official clock.
- Announcer/Scorekeeper - Calls participants to the various events, keeps meet on schedule, announces event results, meet score, maintains official score.
- Ushers - Controls crowd in stands and assists with safety of spectators and participants.

### **TRACK and FIELD**

- Announcer/Scorer - Announces event results, final meet results and keeps names and scores of teams.
- Event Coordinator - Administers the various field events, determines official rules, etc.
- Ticket Seller - Sells tickets until one (1) hour after starting time, counts money and validates sales.
- Ticket Taker - Collects tickets, verifies passes, and controls entry and re-entry of spectators.
- Timers - Judges the official times and “places” in all running events.

### **VOLLEYBALL**

- Scorekeeper/Libero - Maintains the official score of the match.
- Ticket Seller/Taker - Sells and collects tickets until one (1) hour after the starting time of the meet; counts money and validates sales.
- Usher/Asst. Scorekeeper - Controls crowd in gymnasium; assists with safety of participants.

### **GAME MANAGER/ MONEY MANAGER**

- Oversees all game operations, game workers, officials, ticket sales, reconilation, etc.

**PIAA OFFICIALS**

- Designated as the official administrators of the given athletic events.

**SECURITY POLICE**

- Assigned to maintain security, control crowd in and around the site of the activity, assists in traffic control, assists in player safety, etc.



**Interscholastic Athletic  
& Student Activities  
M A N U A L**

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**SECTION V  
Board Policies  
Relevant to Athletics**

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A complete listing of WSSD Board Policies can be found on the District's website (<https://www.boarddocs.com/pa/wsho/Board.nsf/Public>)

The following policies are directly applicable to components of the *Athletic and Student Activities Manual*.

#### 104. NON-DISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES

Purpose – The West Shore School District (“District”) does not discriminate against any person in any of its business or educational activities, including but not limited to any employment practice, student related matter, or contracting activity.

The District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. 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.

#### 122. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Purpose – The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program. There will be no discrimination on the basis of age, race, color, creed, religion, sex, sexual orientation, pregnancy, ancestry, national origin, disability, or marital status in the formation of or participation in extracurricular activities.

All learning experiences offered by the schools of this District, curricular and extracurricular, should be planned and integrated toward the attainment of the District's objectives. Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills.

#### 123. INTERSCHOLASTIC ATHLETICS

Purpose – Interscholastic athletics have the potential for being an exceptional educational tool. The excitement, competition, and social opportunities inherent in these programs offer a special way to help student athletes of both sexes reach many of the goals commonly held for the secondary school.

The athletic program of the West Shore School District will consist of those activities designed for boys and girls aimed at the development of wholesome competition, physical aspects of human growth and development, athletic excellence, pride in school and community, and self-esteem.

##### 123.1 INTERSCHOLASTIC ATHLETICS – PROGRAM ADDITIONS – CANCELLATIONS

###### Procedure for Adding a New Sport

The West Shore School District Board of Education shall determine if a new sport can be added or cancelled with regard to the best interest of the District. Students, teachers, staff, or parents may initiate the process for adding a new sport, or expanding an existing sport to another level, to the approved list of interscholastic sports sponsored/funded by the Board of Education.

###### Cancellation of Athletic Programs

The District's Board of Directors shall determine whether an approved sport(s) should be cancelled with regard to the best interest of the District. If the Board of Directors proposes to eliminate a varsity sport due to budget constraints, the sport's existing Booster Club(s) may request to take over the funding in order for it to remain a school sponsored varsity sport.

Section V  
Board Policies  
Relevant to Athletics and Student Activities

137. HOME EDUCATION

Purpose – The purpose of this policy is to establish guidelines that will govern participation in Home Education programs within the West Shore School District.

The West Shore School District will authorize a student to participate in Home Education after the Superintendent of Schools or his/her designee, the Director of Pupil Services, receives completed and appropriate documentation and assurances that a Home Education program will occur in accordance with the Public School Code of 1949, 24 P.S., Section 13-1327.1 (Act 169 of 1988).

218. STUDENT DISCIPLINE

Purpose – In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules is also essential. This policy, which is to be considered the Student Code of Conduct, sets forth the rules for social interaction in the West Shore School District and is intended to offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and the discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, natural origin, or handicap/disability.

Any student disciplined by a District employee shall have the right to notice of the infraction.

218.1 WEAPONS

Purpose – The West Shore School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The West Shore School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community. As an educational institution, the District will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the District will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon.

School personnel will be instructed regarding the Pennsylvania law regarding weapons on school property. Also, personnel will be instructed regarding the handling of weapons situations.

218.4 TERRORISTIC THREATS

Purpose – The Board recognizes the danger that terroristic threats by students present to the health, safety, welfare, and well-being of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

222. TOBACCO/NICOTINE

Purpose – The Board recognizes that the use of tobacco, nicotine, and nicotine delivery products (ex. Juuls and other electronic cigarettes) presents a health hazard which can have serious consequences both for the user and for the nonuser and the safety and environment of the schools; therefore, they are of concern to the Board. The purpose of this policy is to prohibit student possession, use, purchase, and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Section V  
Board Policies  
Relevant to Athletics and Student Activities

Students who possess, use, purchase, or sell tobacco products on school property commit a summary offense and are subject to prosecution for such offense. The District has long been a proponent of such legislation, and intends to implement the provisions of this law to the fullest extent.

227. DRUG and ALCOHOL AWARENESS

Purpose – The West Shore School Board recognizes that students who abuse controlled substances place themselves in a high-risk category for serious problems that have legal, physical, and social implications for the student and the entire school community. This policy and its associated guidelines are an effort to respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population.

The Board prohibits students from using, possessing, distributing, and/or being under the influence of any controlled substances as defined above on school property including buildings, grounds and buses, and at any school sponsored event, regardless of the time of day.

A student shall be deemed to be *under the influence* if there is reasonable suspicion that there has been recent consumption or ingestion of a controlled substance.

229. STUDENT FUND RAISING

Purpose – The Board acknowledges that the solicitation of funds from and by students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the school program. If properly organized and directed, fundraising activities by students can produce a desirable learning outcome by providing opportunities for nurturing responsibility, school spirit, and a general feeling of cooperation in a common cause. At the same time, an unmanaged solicitation campaign or too many sales campaigns by students, especially on a door-to-door campaign, can create a negative effect on school-community relations.

For purposes of this policy **student fundraising** shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for goods or services.

232. PARTICIPATION IN SCHOOL AFFAIRS

Purpose – The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:

1. Students should have a part in the determination of activities which so deeply affect their lives; and
2. As part of their educational development, students should assume some of the responsibility of planning and executing the activities of the schools.

237. ELECTRONIC AND PERSONAL COMMUNICATION DEVICES

Purpose – The Board recognizes that the school environment should be safe and secure for employees, students, and visitors. The Board also recognizes the need to provide access to technological resources.

**Electronic and personal communication devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

Section V  
Board Policies  
Relevant to Athletics and Student Activities

It is the intention of the Board to limit the use of electronic and personal communication devices and to prohibit the possession of laser pointers and its attachments by students on school property, on buses and other vehicles provided by the District and at school-sponsored activities. The Superintendent or designee shall annually notify students, parents/guardians, and staff about the West Shore School District's electronic device policy by publishing such policy in handbooks and building newsletters.

247. HAZING

Purpose – The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, advisor, volunteer, or District employee shall engage in, condone, or ignore any form of hazing. The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building administration or designee.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, advisors, volunteers, and District employees shall be alert to incidents of hazing and shall immediately report such conduct to the building administration or designee. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

323. TOBACCO/NICOTINE

Purpose – The Board recognizes that the use of tobacco, nicotine, and nicotine delivery products (ex. Juuls and other electronic cigarettes) used during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety and environment of the schools. The purpose of this policy is to regulate the use of tobacco and vaping products, including Juuls and other electronic cigarettes, by District employees and contracted personnel.

The Board prohibits use of tobacco, nicotine, and nicotine delivery products, including the product marketed as Juul and other e-cigarettes, by District employees and contracted personnel at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the School District. The Board also prohibits use of tobacco, nicotine, and nicotine delivery products, including the product marketed as Juul and other e-cigarettes, by District employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property. This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by District employees and contracted personnel of legal age. The Board deems it to be a violation of this policy for any District employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student or anyone under the age of 21. For purposes of this policy, **furnish** shall include, but not be limited to, the purchasing for, selling to, or giving of tobacco products to a person. The District shall annually notify employees and contracted personnel about the Board's tobacco/nicotine policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods. Violations of this policy will result in appropriate disciplinary action up to and including termination.

Section V  
Board Policies  
Relevant to Athletics and Student Activities

Delegation of Responsibility

The Superintendent or designee shall annually, by July 31, report all incidents of use and sale of tobacco, nicotine, and nicotine delivery products by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

702. GIFTS, GRANTS, DONATIONS

Purpose – The Board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board has the authority to accept such gifts and donations as may be made to the District or to any school in the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this District or the ownership of which would tend to adversely affect the District. Any gift accepted by the Board or its designee shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

707. USE OF SCHOOL FACILITIES

Purpose – The use of West Shore School District buildings and grounds is a privilege which students, school-related groups and local community groups expect. School facilities of this District may be made available for community purposes so long as this use does not interfere with the operation of the school program or result in undue operational costs to the School District. The Board of School Directors may make its school facilities and grounds available to individuals of the local community and to responsible non-profit organizations and associations, according to District policy.

The operation and maintenance of school buildings and grounds represent an expense to the School District. Free uses, therefore, must be limited as nearly as possible to those, which have a direct relationship to the school system or its programs, and/or include a significant percentage of District residents as participants. In general, fifty percent (50%) of District residents using the facilities and/or grounds shall be deemed significant for free use for Category A and B organizations (see detailed list on website) <https://go.boarddocs.com/pa/wsho/Board.nsf/Public#>. School activities will take precedence over any scheduled request.

Rental fees are assessed in accordance with applicant category. Any Sunday usage prior to 12:00 PM must have prior Board approval.

710. USE OF FACILITIES BY STAFF

Purpose – School equipment and facilities may not be used by District staff for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these guidelines.



Section V  
Board Policies  
Relevant to Athletics and Student Activities

The facilities and equipment of the District are only available for staff use if such use is clearly granted by administrative regulations. Staff shall not use District property to provide private lessons when a fee is charged the student, family, or other source.

#### 915. BOOSTER ORGANIZATIONS

Purpose – Booster organizations for the West Shore School District are uniquely important to the continuation of excellence in extracurricular activities for the students of the District. The purpose of booster organizations is to provide positive support to the students, the programs, and the personnel in district-sponsored programs. Such programs include both athletic and nonathletic, as well as interscholastic, cocurricular and extracurricular programs.

Booster organizations shall comply with established guidelines, with review and revision of the guidelines being charged to the appropriate central office administrative liaison to be appointed by the Superintendent of Schools or his/her designee. Guidelines shall be implemented by each booster organization according to Board Policy.

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the administrative liaison shall resolve the issue within the established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines.

Further, in conducting its activities, booster organizations shall comply with The Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.

### **VOLUNTEERS**

The West Shore School District welcomes and encourages volunteers in its schools, classrooms and as part of extracurricular activities. For the safety of District students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so. More detailed information can be found in the Guidelines for Volunteers Guide available on the West Shore School District website.

In August 2018, the West Shore School District revised this process to meet the requirements of the Child Protective Services Act of 2014. This Act requires that any returning or prospective volunteer:

- Present themselves at any district school building or the District Administration building with a government issued photo identification card. The ID card will be logged into the District's School Gate Guardian system, which checks the volunteer's information against several state databases. This is required of prospective volunteers **and** returning volunteers annually.
- If volunteering for the first time, provide the District with an original Act 34 PA Criminal History Record Check (PA State Police) and an Act 151 Child Abuse History Certification which are less than five years old at time of submission.
- In addition to the above, prospective volunteers who have not lived in Pennsylvania continuously for the past ten (10) years at the time of application must also provide an Act 114 FBI Criminal History Clearance (fingerprint) obtained at the prospective volunteer's expense until such time as the volunteer lives continuously in Pennsylvania for ten (10) years. Those prospective volunteers who **have** lived in Pennsylvania continuously for the past 10 (10) years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would

Section V  
Board Policies  
Relevant to Athletics and Student Activities

prohibit selection as a volunteer. This waiver is available for download on the West Shore School District website.

- Provide the District with a Tuberculous (TB) test that is less than ninety (90) days old at the time of presentation. A TB test is **not** required to be repeated **provided** at least on occurrence of volunteer occurs during a school year. A break in volunteering will require a new TB Test.

Clearances must be renewed every sixty (60) months. The District reserves the right to require additional information as part of the volunteer application process.

The first time registering as a volunteer and annually thereafter, a volunteer will be asked to provide a signed Volunteer Affirmation form. Signature on this form affirms that the volunteer is in compliance with state volunteer regulations AND has read and understands the District's Guidelines for Volunteers, which includes important information regarding the volunteer's responsibility as a Mandated Reporter of suspected child abuse and the procedures for reporting any such suspicion. Current school district employees wishing to volunteer in any capacity must also complete and submit this form. This form is available on the West Shore School District website and is to be provided to District staff with all other clearances and required paperwork.

Volunteers must report changes in clearance status within 72 hours. Failure to submit the required information could result in:

- Being charged with a Misdemeanor of the Third Degree; and/or
- Discipline up to and including termination or denial of volunteer position

Persons who have been arrested, indicted, or convicted of an offense or offenses specified under 24 P.S. §§ 1-111 (e) or (f.1) ("Reportable Offenses(s)") will be excluded from serving as a volunteer.

Any question(s) regarding the Volunteer Guidelines should be directed to the building administration. Board Policy 907 outlines safety and security procedures for persons wishing to visit a school building.

If child abuse is suspected and/or a student discloses abuse, it must immediately be reported to Childline. There are two methods for reporting.

A. Verbal Reporting Via Call to Childline

1. Obtain blank copies of CY-47 and WSSD Child Abuse Reporting Cover Sheet, which can be obtained from a school nurse, counselor or building administrator.
2. Complete CY-47 in its entirety, taking special care when completing the section describing the injuries and documenting where marks are observed.
3. Building administration will assist you in calling Childline at 800-932-0313 and making a report. Ensure that all blanks in the "submitted via telephone" section of the WSSD Child Abuse Reporting Cover Sheet are completely filled in based on the telephone call.
4. Fax CY-47 to county where suspected abuse occurred.
  - a. York County C&Y Fax: 717-771-9884
  - b. Cumberland County C&Y Fax: 717-240-6433

If the suspected abuse occurred in another county, ask Childline representative for that county's fax number

5. Give the completed CY-47, WSSD Child Abuse

B. Electronic Reporting Via Child Welfare Portal

1. Log onto <https://www.compass.state.pa.us/cwis/public/home>. Prior to submitting an online report, a person making report must set up an account. Once account is set up and user is logged in, directions for "Create Abuse Referral" should be followed.

Section V  
Board Policies  
Relevant to Athletics and Student Activities

2. The Childline Report of Suspected Abuse and Neglect template should be completed and submitted. A copy of the completed template should be printed.
3. Submission of referral generates a confirmation email that should be printed.
4. Obtain a blank copy of WSSD Child Abuse Reporting Cover Sheet which can be obtained from a school nurse, counselor or building administrator. The blanks in the “submitted electronically” section of the form should be completed.
5. The completed Childline Report of Suspected Abuse and Neglect template, WSSD Child Abuse Reporting Cover Sheet, any notes and confirmation email are to be given to the building principal.



**Interscholastic Athletic  
& Student Activities  
M A N U A L**

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**SECTION VI  
Administrative  
Policies &  
Procedures Pertinent  
to Athletics**

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## **A. ACTIVITY FEE**

1. Implementation of an activity fee will assist the district with its efforts to continue to provide a robust offering of athletics, fine arts and other student activities.
2. This fee will be charged to students in grade seven through twelve (7-12) participating on any district athletic team or color guard/marching band. Fees do not apply to groups that perform specific services for school or community populations such as Student Council and Key Club. Accommodations will be made for students/families experiencing economic hardships as well as for those students who qualify for the Free/Reduced student meal program.
3. It is important to note that this is not a participation fee that guarantees any playing time or level of participation; it is a payment required of all students rostered in a sport or activity. Parents should submit payment to the High School office at the start of an activity. As the rosters and cast lists have been finalized and submitted to the administration by coaches, directors, and activity advisors, refunds will be made upon request for those students who are cut or not selected for a team, activity or performance. Students who quit activities after rosters/lists are finalized will still be subject to payment of the fee.
4. The fee structure includes an individual cap as well as a family cap.
5. Any individual who would potentially be unable to participate in an activity as a result of this fee may contact the High School Athletic Office for additional information.

## B. ADMISSIONS

1. The West Shore School Board shall exercise the right to establish admission price in consideration of economic need, athletic philosophy, comparability to prices of other Mid-Penn schools, and other factors.
2. Admission fees will be levied as follows:

Event	Freshman		JV		Varsity	
	Student	Adult Senior Citizen	Student	Adult Senior Citizen	Student	Adult Senior Citizen
Basketball - Boys'	--	--	--	--	\$3.00	\$5.00
- Girls'	--	--	--	--	\$3.00	\$5.00
Field Hockey	--	--	--	--	\$3.00	\$5.00
Football	\$2.00	\$4.00 (night)	\$2.00	\$4.00 (night)	\$3.00	\$5.00
Soccer (night) (6 p.m.)	--	--	--	--	\$3.00	\$5.00
Track (night) (6 p.m.)	--	--	--	--	\$3.00	\$5.00
Volleyball (night) (6 p.m.)	--	--	--	--	\$3.00	\$5.00
Wrestling	--	--	--	--	\$3.00	\$5.00

3. Season adult general admission ticket books shall be made available for boys' varsity basketball, girls' varsity basketball, varsity football, evening varsity volleyball and varsity wrestling. Available for purchase through the day of the initial home game or match for the sport, per ticket prices shall be \$4.00.
4. Passes
  - a. District passes shall be issued in accordance with existing personnel policies. For a given athletic event, where a sell-out crowd is anticipated, the use of the Faculty I.D. /Athletic Pass may be restricted according to provisions of the *Agreement*.
  - b. Senior Citizen's Gold Cards shall be distributed in accordance with District Board Policy 904.
  - c. Mid-Penn passes shall be issued to coaches "in season," the building administration, to Board members, and central office administrators (maximum of three). The latter two categories shall be distributed through the Superintendent.
  - d. **Any other requests for free or reduced admission to athletic events shall be acted upon by the Board President or designee.**
  - e. Complimentary tickets to PIAA events involving the school shall be offered at the discretion of the Superintendent. The principal may purchase, from his administrative account, the quantity of tickets claimed by the Superintendent to meet his/her needs, the athletic director, the coaching staff of the sport, and support personnel of the sport.

## C. ATHLETIC AWARDS

### 1. Basic guidelines

- a. The athletic letter is not to be considered lightly and is to be earned.
- b. An individual may earn one letter per sport per level. An attachment (Pin) to the letter shall be awarded in subsequent years.
- c. The basic awards and award criteria shall be standardized at both high schools. Additional awards shall be at the prerogative of the individual school.
- d. It is the head coach's responsibility to comply with awards criteria, submit award recommendations to the athletic director via the Athletic Awards and Records Report, and present the awards to the participants.
- e. Any exceptions to the awards policy shall be approved by the athletic director and building principal.
- f. Any student-athlete whose season terminates prematurely due to quitting or expulsion from the squad shall forfeit his/her award.
- g. No athletic award shall be made to a student having an obligation to the school. The athletic director shall not issue a letter for later issuance by a coach for any athlete with an obligation; **this includes the return of all school equipment or restitution thereof.**

**IMPORTANT**

### 2. Basic awards for players and cheerleaders.

- a. Varsity
  - 1) Letter
  - 2) Recognition attachment (Pin)
  - 3) Award Certificate
- b. Junior Varsity
  - 1) Award Certificate
- c. Freshman
  - 1) Award Certificate

### 3. Presentations

- a. Varsity Awards
  - 1) First time letter winner - letter and Award Certificate
  - 2) Subsequent letter winners - recognition attachment (Pin) and Award Certificate
- b. Junior Varsity Award
  - 1) Award Certificate
- c. Freshman Award
  - 1) Award Certificate

4. Awards criteria by sport, all levels

The athlete must have participated in a minimum of:

- a. Half the total number of quarters or periods during the regular season.
  - Basketball
  - Field Hockey
  - Football
  - Soccer
- b. Half the meets in the top 8 runners.
  - Cross Country
- c. Half the meets in the top 7 players.
  - Golf
- d. Half of the team's regular season contests.
  - Baseball (except pitchers and batting practice catchers)
  - Softball
  - Swimming (or 16 points diving, or 35 points swimming)
  - Tennis
  - Track (or score 20 points)
  - Volleyball
  - Wrestling
  - Cheerleaders must successfully complete the season.
- e. All team managers, trainers, and statisticians are at the discretion of the coaches.
- f. Coaches have the discretion to give an award, even if the minimum requirement is not met.

**D. ATHLETIC INJURIES**

1. It shall be the responsibility of the principal, athletic directors, equipment manager, head coach, and athletic trainers to ensure that each athletic participant is outfitted in suitable, quality athletic equipment. This is significantly so in the area of protective equipment for contact sports.
2. It shall be the responsibility of the head coach and the athletic trainers to ensure that the athlete's physical condition warrants his/her participation in the activity.
3. Emergency treatment of athletic injuries rests with the first available qualified individual -- physician, emergency personnel, trainers, and/or coach.
4. Rehabilitation of athletic injuries has inherent responsibilities for the player, family, coach, and trainers.

**E. BOOSTER CLUBS**

1. The athletic director shall serve, as needed, as liaison between booster clubs and the administration, supporting the approved activities of the Boosters.



- a. The athletic director shall cooperate with Boosters relative to approved Booster-sponsored tournaments, including compliance with PIAA tournament application policy and procedures.
2. **The District shall be the primary supplier/purchasing agent for game uniforms.** Ancillary gear and apparel such as coaching aid equipment items, shoes, bags (totes), etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school but sanctioned entities. Items purchased or donated other than by the District must meet criteria as defined in the Athletic Manual and Board Policy 915.

**All game uniforms shall be purchased by the District.** The "game uniform" shall include any clothing, headgear, or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the District, (c) are worn in warm up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season.

Boosters may purchase one-time, special occasion T-shirts or hats for post-season competition, for summer league play, for tournaments, relays, etc., to be worn except during the actual officiated competition.

Regarding the purchase/donation of goods other than by the West Shore School District;

- The donation/purchase of goods shall meet all policies and procedures of the District;
  - The donation/purchase of goods shall adhere to all PIAA policies and guidelines;
  - The donation/purchase of goods shall have the written approval of the building principal and athletic director prior to any deliberations commencing with a potential provider;
  - Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;
  - Any agreement or contract proposed shall be reviewed by the West Shore School District Solicitor and Superintendent of Schools, or designee.
3. All booster clubs shall follow the guidelines prescribed by West Shore School District Board Policy 915.
  4. All regularly scheduled games will be transported by the West Shore School District transportation department. Booster clubs may pay for coach quality vehicles if approved by the building Athletic Director. All reservations must be made through the athletic director's office. Any vehicles scheduled directly by booster clubs will be done at the boosters' expense.

## **F. BUDGET DEVELOPMENT AND ADMINISTRATION**

1. The building athletic director is responsible to:
  - a. Meet on a timely basis with all head coaches and equipment managers to establish equipment needs for the respective sports.
  - b. Based on the *Athletic Budgeting Manual*, formulate the athletic budget for the school for approval by the principal. The budget shall include all projected income and expenditure items.
  - c. Administer athletic funds for the appropriate school year. All vouchers must be approved by the building principal.

- d. Prepare bid/quote specifications and recommend acceptance of bids/quotes from the various suppliers.
- e. Judiciously exercise emergency purchasing power, with the approval of the building principal, when the need arises. All purchases must be by purchase order, picked up by the athletic director, and added to the inventory. Reasons may include higher than expected student participation, emergencies, loss or theft, breakage or damage, etc.
- f. Ensure that purchase orders parallel bids in terms of item, quantity, cost, etc.
- g. Ensure that final specifications are exact.
- h. The high school athletic directors shall cooperate to standardize items for bidding. At the same time, it is recognized that some items may be unique to the respective buildings; this is particularly so with uniforms.

## 2. Miscellaneous

- a. The District shall not purchase socks, shorts, jocks, T-shirts, etc., for athletes or coaches unless there is the need to standardize that facet of the external uniform worn in the arena of competition.
- b. An individual player's need for special equipment may be met by District funds if:
  - 1) A doctor so recommends, and;
  - 2) The item is to become a part of the school's permanent inventory, and;
  - 3) It is reviewed by the head coach, athletic director, parents, and principal before purchase is made.
- c. The purchase of outer uniform items for coaches is to be considered at budget time. If approved, the items may be purchased and are to become part of the school athletic inventory for that sport.
- d. "Personal" athletic gear should be purchased according to the guidelines below:
  - 1) The athlete has total purchase responsibility for: baseball, basketball, cheerleading, cross-country, field hockey, football, golf, soccer, softball, tennis, track, volleyball, and wrestling shoes.
  - 2) Purchase shall be by the District, including collection, reconditioning as warranted, storage, and reissuance, for: swimsuit, tennis shirt, and wrestling singlet and briefs.
    - a) All competitive swimmers and divers have the option of purchasing their own suit from the school at the school's cost.
    - b) First year swimmers and divers will be assigned suits by number and year. Participants assigned a suit will use the same suit each year unless growth makes it impractical.
    - c) New suits will be ordered by the school annually to replace those, which are worn out, lost, or unusable.
    - d) Participants shall be notified in writing of these provisions by the coach at the start of each season.
- e. Where the athlete has the total responsibility for the purchase of shoes, it is recommended that the athletic director arrange to have several area suppliers meet with the coach and players of each squad to show his product(s) and quote team prices. Where uniformity of

shoe is desirable, as in basketball, the squad could decide which shoe to purchase and proceed accordingly. In any case, i.e., whether or not uniformity is desired, this process should allow the best possible price for the athletes via the quote process. The mechanics of the meeting, the selection process, the ordering, the collection of money, etc., shall be left to viable management procedures to be developed in each building by the principal and the athletic director.

- f. Strong effort should be exerted to collect all items purchased by the District and issued to athletes for use (exceptions: baseball and softball hats and hose). Any items lost by the athlete should be paid for at replacement cost. Athletes should be so informed at the time of issue. There can be no direct sale of school-purchased items to the athlete or to any other party unless so directed by the Business Manager.

#### **G. CHEERLEADING ACTIVITIES**

1. No cheerleader shall stand on another person unless that other person has at least one (1) foot on the ground.
2. No flips are permitted from another person unless that other person has both feet on the ground.
3. Trampolines and/or mini tramps shall not be used.

#### **H. COMMUNICATION DEVICES FOR ATHLETES AND COACHES**

1. Coaches are to make clear their policy for cell phone use and storage during all school events to include contests and practices. It is strongly recommended use of phone be kept to a minimum and used only before and after the event.

#### **I. DEPARTMENT OF ATHLETES/CHEERLEADERS**

1. It is the responsibility of the head coach to establish reasonable rules, regulations, and a standard of discipline for his/her sport. These are to be developed in concert with District and school policies and communicated in writing to the players prior to the season. Each coach will submit his/her rules to the high school athletic director annually.
2. It is the responsibility of the head coach to maintain discipline in the locker rooms, on fields and courts, etc., and while being transported to playing and practice sites. This includes overnight activities.
3. If an athlete commits an offense (alcohol, tobacco products, controlled substances, weapons, etc.) for which the coach removes him or her from competition, parents may be notified and requested to pick up their son or daughter immediately for return to their home. If the parent refuses and supervision of the other athletes at the meet is in jeopardy, the coach shall contact the transportation office to request transportation for the student as soon as possible.
4. The official *"Code of Conduct for West Shore School District Students Participating in the Interscholastic Athletic and Student Activities Program"* is outlined in Section III.
5. The cheerleading director will submit to the high school athletic director for approval a schedule of all games to be attended for each squad.

## J. ELIGIBILITY OF ATHLETES/CHEERLEADERS

1. The head coach/cheerleading director shall be absolutely certain that no athlete/cheerleader is permitted to practice or compete before each of the following conditions are met.
  - a. The physical exam packet has been collected and ascertained to have been (1) certified or recertified by a physician and (2) appropriately signed by the parent/guardian.
  - b. The West Shore School District Medical Release/Insurance Form has been completed in full and received.
  - c. The athletic trainer certifies that a current *Health Record and Questionnaire* are on file.
  - d. The athletic director certifies that the student is eligible both academically and behaviorally.
    - 1) By District policy 218, students on District probation are ineligible for participation on any interscholastic team or cheerleading squad.
    - 2) To be considered academically eligible on a weekly basis, high school and middle school students may not be failing more than one (1) class.
    - 3) Eligibility in extra-curricular athletic programs, to include, but not limited to PIAA sanctioned sports, will be based on the student athlete failing no more than one course during the reporting period. A course is defined as any class that the student athlete attends at least one time per six-day cycle. Eligibility will be reported by the classroom teachers on a weekly basis to the building principal, who will, in turn, submit the Eligibility List to the appropriate Athletic Director.
    - 4) High school students not passing at least five (5) classes at the end of a marking period are ineligible for competition for fifteen (15) school days following the close of the marking period, except in the case of the last marking period for the year.
    - 5) The semester schedule at the high school poses a particular concern for student athletes in maintaining eligibility when we come to the end of the year. It is possible for a student to fail the fourth marking period in a subject, but still pass the class for the year. It is also possible for a student to be promoted to the next grade but fail a subject in the second semester that is not offered in summer school. This provides the student with no opportunity to make up the subject before the start of the next season. In order to address this, a different procedure is followed.
      - a. High school students not passing at least five (5) courses in the final marking period of the school year are ineligible for competition for the first seven (7) calendar days of the fall sport beginning with the first day of pre-season.
      - b. High School students who fail a total of two or more courses by the end of the year, regardless of which semester they were taken are

ineligible to participate in fall sports for the first seven (7) calendar days of the fall sport beginning with the first day of pre-season.

- c. A high school student athlete who successfully attends summer school and passes the required number of courses to equal at least five (5) passed courses for the final marking period of the year will maintain eligibility for the subsequent fall season.
- 6) In those cases, where a middle school student is failing 8th grade for a second time, but is, by Board policy moved to ninth (9th) grade, the student will be placed on Administrative/Academic Probation by the assistant principal of the school being attended. The student will remain on probation until such time as he/she completes the requirements of the probation contract established in conjunction with the school administration, the parents, and the student.

Middle School students who fail for the year (Grade 6 and Grade 7) must attend summer school and successfully complete summer school and be coded as passing for the year in order to be permitted to participate in interscholastic sports at the middle or high school level the next year. A middle school student who fails for the year and does not pass to the next grade will be placed on Administrative/Academic Probation by the assistant principal of the school being attended. The student will remain on probation until such time as he/she completes the requirements of the probation contract established in conjunction with the school administration, the parents, and the student.

Note Relative to I. Above

- The physical exam packet shall be received by the head coach of the athlete's initial sport each school year. After authentication by the coach, the packet is to be forwarded to the athletic trainer for (1) filing for a period not less than one school year subsequent to the current year, or (2) filing and then submittal to the re-certifying physician/parent should the participant elect to pursue another activity that year. In the latter case, the head trainer is ultimately responsible to authenticate the card before the individual may participate. ***NO SHORTCUTS - NO EXCEPTIONS - MULTIPLE CHECKS.***
- The West Shore School District Medical Release/Insurance Form shall be received by the coach of the athlete's initial sport each school year. The head coach shall forward it to the trainer for authentication; the trainer binds each sports notebook and conveys the collection to the head coach to transport to all contests. At the conclusion of the season, the notebook with forms intact is returned to the trainer for filing (a minimum of not less than one school year subsequent to the current year) or for redistribution to the head coach of a subsequent season that school year. ***NO SHORTCUT - NO EXCEPTIONS - MULTIPLE CHECKS.***
- The West Shore School District Training Room Medical Questionnaire shall be received by the head coach of the athlete's initial sport each school year. The head coach forwards the form to the athletic trainer for authentication and filing in the training room. These are to be maintained for a minimum of not less than one school year subsequent to the current year. ***NO SHORTCUTS - NO EXCEPTIONS - MULTIPLE CHECKS.***

2. The athletic director has the responsibility through uniform high school procedures to ensure the academic, attendance, and behavioral eligibility of each participant according to PIAA and District guidelines.
  - a. By Board Policy 218, students on District (Board or Administrative) probation are ineligible for participation on any interscholastic team or student activity.
  - b. For purposes of application, the eligibility/ineligibility week shall be the period Sunday through Saturday following the weekly submittal of teachers' grades. Such submittal shall be by noon on the last student day of attendance each week. Grades not submitted by noon shall be assumed as passing for eligibility purposes.
  - c. As needed, the athletic director shall remind the principal to secure eligibility for exchange students.
3. To be eligible to practice or play in a contest the athletic or cheerleading participant must be officially in attendance in school by **11:00 a.m.** of the day in question unless excused for a field trip, college visitation, doctor or dental appointment, educational trip, or a recognized and approved religious holiday, or bereavement.
4. A student approved for excusal from physical education for medical reasons shall generally be ineligible for participation in an interscholastic activity, including cheerleading, for the duration of the physical education excusal.
5. For purposes of application:
  - a. A student-athlete/cheerleader on out-of-school suspension is ineligible for participation during the time of suspension.

#### **K. EVALUATION OF ATHLETIC PERSONNEL**

1. All persons working in athletic-related positions (except game personnel) shall be evaluated annually in accordance with the District plan on evaluation of athletic personnel. Athletic Directors shall directly evaluate position heads; position heads shall evaluate assistants. Evaluations and the necessary conferences shall be completed within four weeks of the end of the incumbent's "season," but no later than the close of the school year.
2. Position heads shall have completed evaluations of assistants prior to the conference with the high school athletic director concerning his/her personal evaluation. All evaluations shall be reviewed and approved or disapproved by the high school athletic director at that time. Two copies of each evaluation must be returned to the principal for processing to the personnel office.
3. Other considerations:
  - a. Athletic evaluations are not to be considered as part of the Rating of Professional Performance. This does not preclude, however, a negative act committed in the arena of extracurricular or co-curricular activities being considered in terms of termination of contract as defined in Section 1122 of the (Pennsylvania) Public School Code of 1949, as amended.

- b. The decision to recommend or not to recommend shall be based on the evaluation. To be certain, a recommendation for continuance or discontinuance rests finally with the Building Athletic Director in consultation with the Principal.
- c. Decisions to terminate or open Head Coaching positions will result in immediately posting the position through Human Resources. Decisions to terminate or open Head Coaching positions will result in immediately opening all assistant coaching positions reporting to said EDR.
- d. Annually, each person to be evaluated with the Athletic Personnel Evaluation Form shall be invited to a meeting held by the Building Athletic Director in consultation with the principal to explain expectations for evaluation. At that time, each person who does not possess an *Athletic and Student Activities Manual* shall be issued a copy of the appropriate job description.
- e. At the option of a position head, the instrument used to evaluate athletic personnel may be used "in reverse" to informally evaluate the performance of the position head by assistants. This process shall have no bearing on the high school athletic director's evaluation of the position head.

#### **L. EXPENSES FOR ATHLETIC TRIPS**

These guidelines apply to anticipated expenses and/or expenses incurred for away athletic trips taken by individuals or teams, or by coaches.

- 1. All anticipated expenses should be estimated and an estimate presented by the coach to the athletic director prior to the trip. A two (2) week notice should be allowed when possible, using the *Request for Prepayment Form*.
- 2. The athletic director should review the request with the principal and each must approve or disapprove on the basis of guidelines and reasonableness.
- 3. The athletic director will submit approved vouchers for advance payment. The coach will receive estimated expenses before departure for the trip.
- 4. The coach will be responsible for securing receipts for all expenses and returning to the athletic director receipts plus change to equal advance payment. The voucher for this purpose is entitled *Report of Expenditures*. In the event of a short advance, the athletic director will request reimbursement through the customary *Disbursement Voucher* route.
- 5. The following principles will be followed by coaches relative to meals:
  - a. Requests for meals relative to scrimmages and regular season games/matches cannot be honored.
  - b. If school cafeterias are available, they should be used.
  - c. When cafeterias are not available, coaches should make arrangements to eat at a reasonable nearby restaurant. When possible, the entire team should eat together. In the case of wrestling, etc., the coach may advance the athlete money and must obtain a restaurant receipt for each individual's expenditure; cash advanced but not used for the meal must be returned to the coach and subsequently to the District.

- d. For state competitions, breakfast will be provided when a team or individual is away overnight or leaves before 6:00 a.m. Lunch will be provided if departure is prior to 11:30 a.m. Dinner will be provided when the anticipated arrival back at the home school is after 6:00 p.m.

Advances will be made by the Business Office only to coaches; reimbursement for out-of-pocket expenses shall be made only to coaches.

In all cases, prior approval of the principal and the athletic director is required for any expenditure, advance or otherwise. Further, all expenditures must be justified after the fact by receipts; no receipts, no reimbursement.

**REIMBURSEMENT SHALL NOT BE MADE FOR SALES OR OTHER STATE TAXES FROM WHICH THE DISTRICT IS EXEMPT.** The coach should attempt to avoid this by securing the District's tax-exempt number from the Business Manager prior to the activity.

**M. GAME OPERATIONS**

1. The contracting of game officials in compliance with PIAA, District III, Mid-Penn, and District policy, and for the payment of these personnel.
2. Arranging for the deployment and payment of needed security police.

EVENT	USUAL NUMBER	SALARY**
Boys' Basketball game	2 Security/Game Mgr.	Game Worker Rate \$15-22 /hr.
Girls' Basketball game	1 Security/ Game Mgr.	↓
Field Hockey	1 Security/ Game Mgr.	Applicable Rate
Football game, Varsity	1 Security Early* 1-2 LA Police 12 Security/1 Game Mgr. & Money Mgr.	Game Worker Rate
Football game, JV	2 Security (1Early*)/Game Mgr.	↓
Football game, 9th (in Stadium)	1 (or 2) Security/Game Mgr.	Applicable Rate
Soccer game (Varsity and JV)	1 (or 2) Security/Game Mgr.	Game Worker Rate
Volleyball (Varsity and JV)	1 Security/Game Mgr.	↓
Wrestling (Varsity and JV)	1 Security/Game Mgr. 2 Security	Applicable Rate
		Game Worker Rate

\* One security staff member is awarded \$15.00 additional to commence duties at 4:00 p.m.

\*\* The billing of overtime is the prerogative of the provider.

3. CCHS/RLHS Varsity football games: The “away” school shall be permitted to vend programs at its respective “Spirit” table.



4. Providing for the deployment and payment of auxiliary personnel to assist in the staging of athletic events.

- a. The following table defines personnel to be employed.

<b>PERSONNEL EMPLOYED TO STAGE ATHLETIC EVENTS</b>						
Sport		Announcer, Timer, Timer/Scorer, Scoreboard Operator, etc.	Photographer	Ticket Sellers	Ticket Takers	Usher(s), Scorekeeper Including Press Box
Baseball -	Varsity	1	--	--	--	--
	JV	1	--	--	--	--
Football -	Varsity	2-3	1	4-6	4-7	2-4
	JV	2	1 (2 games)	1	1	1
	Freshman	1 (night)	--	1 (night)	1 (night)	1
Cross Country		1	--	--	--	--
Soccer -	Varsity/JV	1	--	1 (night)	1 (night)	1
	Freshman	1	--	--	--	--
Basketball -	Varsity/JV	2	--	1-2	1-2	2-4
	Junior High	2	--	--	--	1
Wrestling -	Varsity/JV	2-3	--	1	2	2-4
	Freshman	2	--	--	--	1-2
Softball -	Varsity	1	--	--	--	--
	JV	1	--	--	--	--
Swimming/Diving -		2	--	--	--	--
<b>PERSONNEL EMPLOYED TO STAGE ATHLETIC EVENTS</b>						
Sport		Announcer, Timer, Timer/Scorer, Scoreboard Operator, etc.	Photographer	Ticket Sellers	Ticket Takers	Usher(s)/Asst. Scorekeeper Including Press Box
Track and Field -		4	--	1 (night)	1 (night)	+ 17 Event Coordinators
Volleyball -		1	--	1	1	1
Field Hockey -		1	--	1 (night)	1 (night)	1

The remaining sports do not require the employment of additional personnel.

- b. The subsequent table delineates the pay schedule for game worker personnel.

<b>PAY SCHEDULE FOR GAME WORKERS</b>			
<b>Sport / Position</b>	<b>Remuneration</b>	<b>Sport / Position</b>	<b>Remuneration</b>
<b>Baseball</b>		<b>Swimming/Diving</b>	
Scoreboard Operator	\$ 26	Timer	\$ 33
Scorekeeper	28	Scorekeeper/Announcer	33
		Usher	27
<b>Football - Varsity</b>		<b>Basketball - Varsity/JV</b>	
Announcer	40	Scoreboard Operator	35
Photographer	36	Scorekeeper	35
Scoreboard Operator	40	Ticket Sellers	30
Ticket Sellers	36	Ticket Takers	30
Ticket Takers	36	Ushers	35
Ushers, incl. Press Box	44		
Chain Crew (Game Worker/PIAA)	46	<b>Basketball - Junior High</b>	
Referee)		Scoreboard Operator	25
<b>Football - JV</b>		Scorekeeper	25
Announcer	30	Usher	25
Chain Crew	31		

<b>Sport / Position</b>	<b>Remuneration</b>	<b>Sport / Position</b>	<b>Remuneration</b>
Photographer	26	<b>Volleyball</b>	
Scoreboard Operator	30	Scorekeeper/Libero (2)	30
Ticket Seller	24	Ticket Seller/Taker	30
Ticket Taker	24	Usher	30
Usher	30		
<b>Football - Freshman</b>		<b>Volleyball-Junior High</b>	
Chain Crew	31	Scoreboard Operator	25
Scoreboard Operator	30	Scorekeeper	25
Ticket Seller	23	Usher	25
Ticket Taker	23		
Usher	30	<b>Wrestling - Varsity/JV</b>	
Announcer	30	Announcer/Score Operator	35
Photographer	25	Scorekeeper	33
		Ticket Seller	30
		Ticket Takers	30
		Usher	30
<b>Field Hockey – All Levels</b>		<b>Wrestling - Freshman</b>	
Ticket Seller	26	Scoreboard Operator	25
Ticket Taker	23	Scorekeeper	26
Timer	26-1 game/33-2 games	Usher	25
Usher	30		
		<b>Track and Field</b>	
<b>Cross Country</b>		Announcer/Scorer	35
Coordinator/Scorer	30	Coordinators	35
		Ticket Seller	23
<b>Soccer - All Levels</b>		Ticket Taker	21
Ticket Seller	30	Timers	35
Ticket Taker	30		
Timer/Scorer	33	<b>Lacrosse</b>	
Usher	30	Timer	33
Usher (Yellow Card)	25		(2 games)
		Scorer	33
<b>Softball</b>			(2 games)
Scoreboard Operator	26		
Scorekeeper	28		

## N. MAJOR ATHLETIC AND STUDENT ACTIVITY TRIP GUIDELINES

Coaches and advisors may request a major trip for a varsity team or student organization if there is a significant benefit in traveling to another site that is not available in this area. A major trip is defined as one involving an overnight stay or one that results in school days being missed. Major trips afford students/student-athletes certain athletic/educational experiences and are designed with the following purposes in mind.

1. To provide benefits in the sport/activity offered by visiting another site.
2. To provide students/student-athletes with a competitive experience beyond that which is available in the Mid-Penn area.
3. To provide students/student-athletes with an opportunity to compare their performance with students/student-athletes from other regions.
4. To provide students/student-athletes with an opportunity to visit other areas of the country.
5. To enrich students/student-athletes educationally through a non-athletic experience, such as a visit to an historic area, museum, and /or special geographic area.
6. To promote team unity.
7. To provide an opportunity for students/student-athletes to experience a contest at the collegiate or professional level.

### Guidelines

1. Trips may not exceed three (3) school days.
2. Trip requests must be submitted to the athletic director and principal on the Major Trip Application Form and is recommended to be submitted at *least three (3) months prior* to the trip. Such requests shall include dates, location, purpose, and suggested itinerary for the trip.
3. All trips requested will be reviewed with the building athletic director prior to the principal making a recommendation. The form will then be sent to the Director of Secondary Education.
4. All trips must be approved at all administrative levels. The Director of Secondary Education will provide notification of the trip to the Board.
5. No trip shall be taken until at least one week of practice has occurred except in the instance where a summer camp is being requested. Summer camps are not deemed major trips but may be presented as informational items to the Board.
6. All PIAA and District guidelines must be adhered to during the trip.
7. No expenses for the trip will be borne by the District other than remuneration for substitutes, if applicable.
8. No chaperone expenses will be borne by the students. Booster organizations must financially support such trips. Student costs to be paid for by the boosters or by the student in cash or with credits from fund-raising done by the student.
9. The school's athletic trainer shall not be permitted to participate in these trips due to that individual's responsibilities for other athletic programs at the school.
10. The team's coaches are the only District staff members who are eligible to attend the trip as chaperones. Every effort should be made to obtain a volunteer chaperone with a nursing or training background.
11. Athletes involved in a major trip must uphold the standards of conduct as outlined in the *Athletic and Student Activities Manual*, school handbook, and as stipulated by the coach. Students failing to meet such standards may be sent home at their own expense. Students on probation will not be permitted to participate.
12. All students attending a major trip must meet eligibility. Eligibility of all students attending the trip should occur one week prior to the trip.

**Important**

13. Athletes/students must adhere to the policy of the school regarding the makeup of all academic work.
14. No students may be excluded from the team because of non-participation in the trip.
15. Students and Coaches may be requested to schedule a presentation at the first board meeting subsequent to the trip and provide a post-trip report to the board.

#### **O. PERMANENT RECORDS**

1. It is the responsibility of each head coach to file a team roster, scores of each event, seasonal record, etc., with the athletic director at the end of the season. The athletic director shall keep records on permanent file.
2. A form containing letter winners, non-letter winners, and individual or team outstanding achievements should be filed with the athletic director with the information listed in "1." The athletic director shall keep records on permanent file.

#### **P. PRESS BOX/GYMNASIUM**

1. Only authorized District or school personnel, media, or individuals authorized by the Director of Secondary Education or Athletic Director shall occupy the press box during athletic contests.
2. The top of the press box is to be reserved for photographers, home coaches, and those individuals authorized by the athletic director.
3. Broadcasting stations should contact the building athletic director for permission to broadcast athletic events. A fee of \$25.00 per event will be charged for radio rights and \$50.00 per event for delayed (11:00 p.m.) television rights; a fee of \$250.00 shall be levied for live TV broadcasts. In each case, prepayment shall be required.

#### **Q. RECOMMENDATION FOR EMPLOYMENT**

The following procedures shall be followed in the employment of all athletic coaches. Unless approved on an interim basis by the Superintendent, Board approval is required prior to any person commencing EDR duties.

1. Office of Human Resources informed of an Extra Duty Vacancy
  - a. Letters of resignation forwarded to high school athletic director and Office of Human Resources.
  - b. Office of Human Resources advertises the position.
  - c. Office of Human Resources prepares Board agenda item.
2. Interview Procedures
  - a. Building athletic director, principal and/or head coach (if applicable) interview applicants. "High profile" coaching vacancies/applicants interviews will include the Director of Secondary Education and an invitation for Board member observation. A second round of interviews may be appropriate.
  - b. Building athletic director and Director of Secondary Education reviews final recommendation with the Office of Human Resources.

- c. **Building athletic director completes "Credentials Summary - Extra Duty Personnel" and submits all information to the Office of Human Resources at least ten (10) working days prior to Board meeting.**

3. Office of Human Resources

- a. Receives completed packets for extra duty recommendations from the building principal/athletic director.
- b. Office of Human Resources reviews Criminal History Record, Employment Eligibility Verification, Pennsylvania Child Abuse History Clearance, TB test; new hire form (PA), FBI Clearances, PSERS and all application materials.
- c. Office of Human Resources will prepare Board action item for the position.

4. Volunteers

Please refer to Section V. Volunteer Guidelines (page 40).

**R. RELEASE FROM CLASS(ES)**

1. The athletic director will prepare a seasonal matrix indicating game time, bus departure, and class dismissal with approval of administration.
2. Whenever possible, with the exception of football, class dismissal time should be not more than fifteen (15) minutes before bus departure for away contests. For home contests, starting times and league regulations will dictate any necessity for early class dismissal.
3. The coach shall apprise the school administration at least one week in advance of a coach's need for early release from a regular assignment; the more lead-time the better.

Coaches should attend PIAA competitions under these conditions:

- a. The head coach of any athlete/athletes competing in District/State competition shall be expected to attend such meets and supervise athletes representing the West Shore School District.
- b. Assistant coaches may attend District/State competition with approval of the head coach and the principal. Priority shall be given those assistants coaching the specialties of the competing District athletes.
- c. If the competition is within reasonable driving distance, assistant coaches may attend after performing their normal duties at their assigned schools.
- d. At least one female, preferably a staff member, must attend and supervise if female athletes are required to stay overnight. If ten (10) or more female athletes participate, one (1) additional female supervisor should be added.

**S. SCHEDULING GUIDELINES**

The building athletic director:

1. Schedules all contests, including scrimmages, with input of the principal and head coach, in compliance with PIAA, Mid-Penn Conference, and District guidelines.
  - a. Factors to be considered in the scheduling of competitions, including scrimmages, outside the Mid-Penn Conference.
    - 1) The availability of competitive opponents on the school's open date(s).
    - 2) The maintenance of existing rivalries in a given sport.
    - 3) Travel expenses.
  - b. Any regular season trips exceeding 75 miles one way, exclusive of Mid-Penn competitions and existing rivalries, must have the approval of the Director of Secondary Education prior to the signing of a contract.
  - c. Scrimmages should be kept local (within 50 miles) whenever possible.
  - d. Intradistrict contests shall be scheduled on a priority basis.
2. Athletic activities shall be scheduled in deference to PIAA guidelines that speak to Sundays and the Six-Day Rule; for the latter, Sunday shall be a no practice/no play day.
3. Handles the postponement of contests when deemed necessary because of inclement weather or other mitigating factors and the rescheduling of the contest according to league and West Shore School District guidelines. In case of stadium usage, the principal and the central office administrator assigned to provide oversight of the interscholastic athletic program will be included in the decision.
4. Major athletic events (for example, Homecoming, Parents' Night, etc.) shall not be scheduled on the eve of or on the day of the Jewish High Holy Days, Rosh Hashanah, and Yom Kippur.
5. Practice on holidays (Thanksgiving and New Year's Day) is a building level decision. Concerning middle school sports, Thanksgiving Day, Christmas Day, and New Year's Day are no contest/practice days. Otherwise, practice is permitted over holiday breaks with the principal's permission. Practice on non-student days and holidays must be voluntary for those students who can make transportation arrangements with no penalty for those who cannot attend. Middle school students participating in high school programs (9-12) will follow the high school policy on practice and games.

Every effort will be made, using the latest available proposed school calendar when scheduling is adopted to avoid scheduling middle school contests on non-student days. If a contest must later be rescheduled, it becomes the athletic director's responsibility to reschedule.

6. Student activities on "snow days" shall be handled as follows:
  - a. If school is canceled:
    - 1) As a general rule, activities are canceled unless granted permission by the Director of Secondary Education in consultation with the Superintendent.
    - 2) The only exceptions would be at the high school level regarding athletics and student activities. High school principals have the discretion to allow an optional activity

provided (1) there is strong justification based on the health and well-being of the students and (2) weather and road conditions permit.

- b. If school dismisses early, all student activities controlled by the school are to be canceled or postponed. Away games may be contested as scheduled only if the host school refuses to reschedule.
  - c. The staging of student activities on non-school day(s) immediately subsequent to a school cancellation or early dismissal shall be a building level decision to be decided by the athletic director.
7. The interscholastic athletic programs of the District shall not exceed those programs formally scheduled by the Conference.
8. Ensures that no team's schedule exceeds these guidelines:
- a. Scrimmages - two (2) where District transportation costs are involved.
  - b. Regular season contests, including seasonal tournaments, shall not exceed the maximum number of contests permitted by the PIAA:

Baseball, Varsity	20	Golf	18
Baseball, JV	20	Soccer, Varsity	18
Basketball, Varsity	22	Soccer, JV	18
Basketball, JV	22	Soccer, JH*	12
Basketball, JH*	12	Softball, Varsity	20
Cross Country	16	Softball, JV	20
Cross Country, JH*	12	Swimming/Diving	18
Field Hockey, Varsity	18	Tennis	18
Field Hockey, JV	18	Track	16
Field Hockey, Freshman	18	Track, JH*	6
Football, Varsity	10	Volleyball	22
Football, JV	10	Volleyball, JH*	12
Football, JH*	6	Wrestling, Varsity	22
		Wrestling, JV	22
		Wrestling, JH*	12

\* Junior High (JH) will follow Mid-Penn recommendations for number of contests.

- c. Tournament entry shall require the approval of the principal and athletic director. The host school shall ensure compliance with PIAA tournament policy and procedures for District-sponsored and approved Booster-sponsored tournaments. Tournament fees shall be paid by the Boosters, where feasible.
- d. In a year of low numbers of participants, a level of a program may be dropped for the year. Such recommendation shall be an athletic director decision after consultation with the coaching staff and Director of Secondary Education. When a team is deleted, the following staffing guidelines will be followed:
  - 1) If the situation occurs two (2) successive years, the positions could be eliminated at the discretion of the building athletic director, building principal and Director of Secondary Education.

9. Ensures that Board Policy 123 is followed regarding team or individual participation in PIAA post-season competition (playoffs).
10. Schedules events in the West Shore Stadium in compliance with Board Policy 707.
  - a. The District's athletic directors shall attempt to schedule Friday night home football games without conflict. Resolution shall be on an alternating basis.
11. Schedules indoor facilities equitably, as needed; in case of conflict, a team in season shall have priority.
12. Ensures the presence of a female staff member during the administration of physical examinations to female athletes.

## **T. STRENGTH TRAINING**

1. The athletic director may determine the equipment needed to maintain a weight room and budget this equipment in the athletic budget.
2. Supervision and security of the weight room must be the responsibility of an adult member of the staff, preferably the strength training coach.
3. **Sports in season should have priority to the weight room after regular school hours. All conflicts concerning use of the weight room should be resolved by the athletic director and the building principal or designee.**
4. The use of anabolic steroids is unequivocally prohibited.

## **U. TRANSPORTATION**

The athletic director shall:

1. Prepare the seasonal transportation matrix that includes date, destination, time of departure, time of arrival, and type of transportation requested. The matrix should be forwarded to the transportation office.

Requests for transportation must be in writing to the transportation office seven (7) calendar days prior to needed date. In the event of rescheduled events, requests will be communicated in a timely manner. The more advance notice given to the transportation office, the greater the possibility of obtaining the desired type of transportation. Generally, such requests will be handled on a first-come, first-served basis. Procedures may be invoked for emergency conditions; these allow a coach or athletic director to directly call a driver should the transportation manager or his/her secretary not be available and time is of the essence.

### **Emergency Bus Transportation Procedures**

In the event a bus does not arrive for a scheduled activity, a coach or administrator may initiate the following procedures. Invoke these procedures only if the bus has not arrived by the team's departure time.



- a. Contact the building athletic director; he/she will call Transportation. If for some reason the athletic director is not in his/her office, the coach should call Grace Koppenhaver (First Student dispatcher) at (717) 938-8788 between 6:00am and 5:00pm and at (717) 805-2859 after 5:00pm.
  - b. If the trip is on a weekend or holiday and the bus does not arrive, call Grace Koppenhaver (First Student dispatcher) at (717) 805-2859. If she does not answer, call Kristen Pepperman at (717) 648-4608.
  - c. At away games, if a bus is not present at the time you are to return to West Shore, you may follow the same procedure listed in "(b)".
2. Personally arrange for any alteration to the transportation schedule through the transportation office.
  3. As warranted and as specified in the budget, arrange for commercial transportation for extensive trips (100 miles one way).

The head coach shall:

- a. Be responsible for the conduct of all District representatives on all West Shore School District vehicles and commercial carriers.
  - b. Be responsible for placement of any equipment on vehicles so as not to create a dangerous situation.
  - c. Be certain that the bus is clean and that all equipment is removed from the bus upon return.
  - d. Cooperate with the District bus driver in routing the trip. The driver has the responsibility to develop the route to the town or general vicinity of the athletic site. The head coach has the responsibility to direct the driver to the specific site once the vehicle is in the town or general vicinity. Commercial transportation may be used on extensive trips with the approval of the athletic director and the building principal and provided that such arrangements are identified in the school's athletic budget.
  - e. Ensure that all participants travel in the team vehicle to contests and that all travel in the team vehicle home from the contest. The only exceptions are those having prior approval of the principal or athletic director or, in infrequent cases for the return home, the student may be released to the parent, guardian, or other qualified adult 21 years of age or older as requested by prior written note to the head coach from the parent or guardian. The coach shall file the note until the end of the school year.
4. Transportation to and from Athletic Events...**Expectations and Guidelines**
    - a. As per the *Athletic and Student Activities Manual*, it is the responsibility of the coach(es) to maintain discipline while athletes are being transported to events and contests. In order to effectively do this, the following guidelines must be followed:
    - b. Coaches should position themselves on the bus so that they can easily monitor student behavior.

- c. Safety concern violations, as determined by the driver and communicated to the coach, must be addressed immediately. Safety concern violations include:
- 1) Not remaining seated with athlete's posterior on the bench seat of the bus while the bus is in motion. Changing clothes should occur after the bus stops.
  - 2) Excessive noise on the bus.
  - 3) Items blocking the aisle.
  - 4) Eating items with a stick while bus is in motion.
  - 5) Throwing things.
  - 6) Hands/arms out the window.
  - 7) Exiting through the emergency door in the back or side along with hanging on that door as the athlete jumps out.

*(Please note that as per law, violations cited by the police carry a \$50.00 fine for the driver, and a \$150.00 fine for the coach. These fines will not be paid with School District funds).*

- d. After arriving back to school following the event or contest, coaches should check with the driver to determine what needs to be cleaned up on the bus prior to dismissing the athletes. Coach(es) and the team are responsible to leave the bus in the same condition they found it when they boarded the bus.
- e. Students must use headphones to listen to music on the bus; otherwise, music is not to be played aloud on the bus.
- f. Coaches must show the driver an up-to-date attendance roster clearly indicating those athletes on the bus **for that day**. It is preferable to provide a copy of said roster to the driver prior to departure.
- g. The rear or side emergency door can be used to load and unload equipment but **cannot be used** for athletes to get on or off the bus. Make certain equipment is properly secured and is **not** in the aisle.
- h. A coach's concerns about the driver or the trip should be addressed to the building athletic director/principal who will investigate, as appropriate, and report to Ms. Kristen Pepperman at Transportation.
- i. A driver's concerns about the coach(es) or team should be addressed to Ms. Kristen Pepperman, as appropriate. Ms. Pepperman will review with the building athletic director.
- j. Middle school athletes on a sports run to a District athletic field or facility are to remain on the bus until they reach their final destination. They may not get off the bus to purchase snacks and get back on the bus.
- k. Procedures and Guidelines for Use of District Vans.

Staff members using District vans for field trips/events shall follow the procedures and guidelines noted below. The Transportation Department will look over all vehicles when they are returned and any concerns will be communicated to the building principal.

1. See office personnel for your trip slip before leaving Transportation Base. Make sure you write your mileage down on your trip slip before you leave the lot and again when you return the vehicle to the lot. Do not keep vehicles more than your allotted time.
2. Keys will be given to the driver in the office and that person should be driving the vehicle at all times. Please place keys and completed trips slip in mail slot by the front door at the Transportation Office when finished with the vehicle. (If there is a problem or damage to the vehicle, please call one of the personnel listed below.)
3. When driving school vehicles, you must have your headlights on at all times. Do not forget to turn them off when vehicle is not running.
4. If you need fuel before your return, it is your responsibility to pay for this. You need to work out provisions for this and reimbursement with the building principal.
5. Check turn signals and tires before leaving.
6. Make sure you bring the vehicle back clean and report any body damage.
7. Make sure everyone in the vehicle is wearing a seat belt when vehicle is in motion. Do not carry more passengers than the vehicle is rated for use. The coach must check the seating capacity.
8. Make sure you lock your vehicle.
9. No smoking, vaping or tobacco products in school vehicles.
10. Cell phones may not be used while driving.
11. If you are in an accident, you must get information from the other driver(s) and police should be notified.
12. If the District van breaks down, call the Transportation Mechanic at (717) 943-2738. If he/she does not answer, call Kristen Pepperman at (717) 648-4608.

**RETURN THE PACKET WITH THE TRIP SLIP**

13. All parking tickets and driving violations are the responsibility of the driver. Violations should be reported upon the return of the vehicle. Routes requiring turnpike tolls or other fees are the responsibility of the coach or advisor responsible for the trip. Receipts must be submitted for consideration of reimbursement.

**V. TRAVEL EXPENSES AND MEALS**

1. Travel shall be by District vehicle, or coach's vehicle, wherever possible for all practices and contests. Only in infrequent cases should transportation by private vehicle be permitted, and then only with the approval of the principal and/or athletic director.
2. Expenses for West Shore School District athletes to remain overnight at District/State meets within reasonable driving distance of their school (50 miles or less) will be paid from athletic budget funds when the time of the event in which the athlete is to compete or weigh-in is earlier than 11:00 a.m.

3. Student athletes and their coaches attending District/State meets at locations more than 50 miles from the school may remain at the meet (including overnight stays as required) so long as any athlete from that school remains in competition.
4. Meal money will be provided to coaches, athletes, and cheerleaders representing the West Shore School District at district/state competitions. The present recommendation for meals is a maximum of \$22.00 per day, depending on local conditions, with maximum reimbursement for breakfast being \$5.00, lunch \$7.00, and dinner \$10.00. Coaches may request, in advance, sufficient funds to cover such expenses by completing the *Request for Prepayment Form*. Whether or not prepayment was requested, upon return the coach must submit a *Report of Expenditures*; this Report must be accompanied by all receipts and any overage of funds. The District cannot approve requests for meals related to scrimmages or regular season games/matches.

## W. UNIFORMS

In addition to the parameters stated in section VI.E. of this *Athletic and Student Activities Manual*, the following guidelines are in effect:

1. Restriction on advertisements or sponsors' names on uniforms and/or warm up suits: No advertisements or names of sponsors shall appear on any uniform or warm-up suit issued or provided by any PIAA member school in any sport under PIAA jurisdiction, except the name and/or logo of the manufacturer of the uniform or warm-up suit. (*PIAA Manual*)

Each sports rulebook restricts visual logos and tells where that logo may appear on the uniform. Logos cannot be larger than 2 1/4 square inches. In addition, the size and location of lettering and numbers is spelled out in each rulebook.

Athletes' names are not permitted on the game uniform nor on district purchased apparel.

A 2"x3" American flag on a sleeve is permitted.

Any item donated by a booster club, corporate sponsor, etc., becomes the property of the school.

2. Parameters for game uniform purchases
  - a. All squads of a sport wear the same type of uniform.
  - b. All uniform designs shall be basic and meet with the approval of the building athletic directors and principals; the placement of athletes' names on uniforms shall not be approved.
  - c. Style changes are to be kept at a minimum or not at all (depending on the market and what is available). All changes MUST meet with prior administrative and athletic directors' approval.
  - d. All sports are to replace individual damaged or unsafe uniforms on a yearly basis as deemed necessary by the equipment manager and athletic director(s).
  - e. Athletic Directors will attempt to design uniforms for Cedar Cliff High School and Red Land High School with three colors, if economically feasible. Red/White/Blue-RLHS and Gold/White/Blue-CCHS.

3. Replacement Cycle

Replacement cycle for uniforms will be determined by the Director of Secondary Education in conjunction with the building athletic director.

4. Uniform Disposal Procedures

Equipment and supplies, in this instance athletic uniforms and/or parts thereof, are to be disposed of according to the procedures found in Board Policy 701. Items, which are deemed by the head coach and equipment manager as obsolete, damaged, and/or no longer usable, may be disposed of after notifying, in writing, the athletic director and building principal of such intent.

The athletic director and building principal shall notify the Director of Secondary Education of the items to be disposed for possible Board action or other consideration.



**Interscholastic Athletic  
& Student Activities  
M A N U A L**

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**SECTION VII  
Applicable  
Glossary of  
Forms**



A number of forms are applicable for use as referenced within the *Athletic and Student Activities Manual*. In addition to the forms copied within this section, the following forms may be obtained through the athletic director's office, human resources department or on our website <https://www.wssd.k12.pa.us/> .

1. Request for Prepayment of Professional Leave
2. WSSD Athletic Accounts Expenditure Budget Summary
3. Application for Employment – Extra Duty Position(s)
4. Interview Rating Sheet – Extra Duty
5. Credentials Summary of Extra Duty Candidate Recommended for Employment
6. Pennsylvania State Police Request for Criminal Record Check
7. FBI Background Check
8. Pennsylvania Child Abuse History Clearance
9. Form I-9, Employment Eligibility Verification
10. PSERS Retirement Benefit Questionnaire
11. West Shore School District Retirement Account Information Form
12. Form W-4, Employee's Withholding Allowance Certificate
13. Memo – Receipt of Board Policy 104 and Worker's Compensation Procedures

## **WEST SHORE SCHOOL DISTRICT COACHING EVALUATION**

### **MISSION STATEMENT:**

The success or failure of athletic programs has a direct bearing on how community members view the entire school system. Community and parental pressure must be balanced with the objectives of good sportsmanship and good mental health. Coaches continually face risks, such as, player injury and due process predicaments. It is imperative that these are weighed against the pressures of winning or losing. Exercising common sense and good judgment are pre-requisites to final decisions. There are those who do not fit the model of a successful coach and the successful coach is not always the one who wins every game. A successful coach needs a broad spectrum of behavioral competencies and should be judged accordingly.

### **GOAL STATEMENT:**

To improve the fundamental skills, team strategy and physical fitness that are needed to achieve a degree of individual and team success. These, in turn, should lead to the formulation of normal and ethical values, pride of accomplishment, acceptable social behavior, self-discipline and individual self-confidence.

This instrument may be used to evaluate the head coach of an athletic activity. The form is to be completed by the supervisor in charge (usually the athletic director) who, in turn, submits a copy to the principal of the building where the coach performs his/her duties. Appeal and due process procedures of points in question are to be conducted according to School Board Policy. It is recommended that this evaluation be conducted twice during the season, if time permits – mid-season and the final review.



**WEST SHORE SCHOOL DISTRICT**

**COACHING EVALUATION**

Name of Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

**RATINGS:** Satisfactory (S); Marginal (M); Unsatisfactory (U)

A. Skills & Knowledge:	(S)	B. Self & Team Management:	(S)	C. Administration:	(S)	D. Leadership & Communication Skills:	(S)
	(M)		(M)		(M)		(M)
	(U)		(U)		(U)		(U)

**Comments (by Athletic Director/Administrator)**

**Status Recommendation:**

- Continued Employment
- Probationary Status
- Open Position
- Termination

**Signatures:**

Athletic Director and/or Principal: \_\_\_\_\_ Date: \_\_\_\_\_

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

This includes additional Continuation Sheet(s).

## **A. SKILLS, KNOWLEDGE, PERFORMANCE STANDARDS**

- Possesses knowledge of sport that he/she coaches
- Understands the fundamentals of the sport
- Understands the legal duties of coaching
- Demonstrates sound sport strategies for competition
- Knows the strengths and opportunities of each player
- Implements an appropriate conditioning program to promote sport specific fitness
- Sets challenging performance standards for the team
- Encourages each player to achieve their goals
- Requires players to work hard and hustle during practice
- Teaches positive sportsmanship and to be proud but humble in victory
- Understands basic principles of sport psychology and applies where and when appropriate
- Teaches persistence in the face of adversity

## **B. SELF AND TEAM MANAGEMENT**

- Maintains self and team discipline
- Conducts well planned and organized practices
- Uses practice time effectively
- Develops and implements effective game plans
- Keeps team focused during practices and games
- Encourages the team to work together
- Emphasizes the team approach -
- Creates a positive learning environment for players to learn from their mistakes
- Manages conflict in a positive manner
- Enforces rules and regulations for the team
- Evaluates team personnel and gives constructive feedback
- Develops a positive attitude with team
- Manages time spent with family, sport and profession
- Delegates authority with responsibility but remains
- Prepares team well for games
- Commands respect by example

## **C. ADMINISTRATION**

- Enforces school athletic policies, rules and regulations
- Emphasizes academic success with players
- Submits athletic award winners for season
- Submits pre-participation physical evaluation for each athlete
- Monitors student athlete academic performance
- Counsels coaches, student athletes and parents about college recruiting
- Supervises distribution, collection and inventory of all athletic supplies and equipment throughout season
- Conducts pre-season meeting with coaches, student athletes and parents to communicate philosophy and seasonal expectations
- Files with athletic director a list of all squad members including PIAA Parent's Certification of Consent prior to first practice session
- Submits athletic budget as requested
- Submits written reports as requested
- Informs coaches, student athletes and parents, of school district insurance policies and procedures
- Attends and participates in coaching meetings, clinics and professional development programs
- Attends PIAA mandatory rules and interpretation meetings each year
- Attended or was represented at the district physical
- Completed on-line concussion course
- Maintains current CPR Certification
- Sudden cardiac arrest
- Child Abuse Training
- PIAA Mandated Coaching Education

## **D. LEADERSHIP AND COMMUNICATION SKILLS**

- Exhibits qualities of leadership
- Establishes realistic, achievable goals for the team
- Communicates the expectations for the team
- Uses praise and encouragement to influence players' behavior
- Exhibits enthusiasm during practices and games
- Conducts self in a professional manner with players, parents, officials, media and public
- Exemplifies integrity throughout the program with all personnel
- Keeps athletic director informed
- Communicates effectively with staff, faculty administration, parents and media
- Values the contributions of all players and game personnel
- Cares about his/her players and believes in them
- Motivates players in an ethical manner
- Treats players, officials with respect and dignity
- Promotes players for appropriate recognition during and after the season
- Maintains effective rapport with parent/booster club

**WEST SHORE SCHOOL DISTRICT  
ATHLETIC AWARDS AND RECORDS REPORT**

School (CCHS, AMS, NCMS):

YEAR and SEASON

SPORT and LEVEL (Varsity, J.V., JH):

J.V. SEASON RECORD:

HEAD COACH'S NAME:

VARSITY SEASON RECORD:

ASSIST. COACH'S NAMES:

CAPTAIN'S NAMES:

- **This form is due to the athletic director within one week following the completion of the sport's regular season.**

\*It is the head coach's responsibility to ensure the validity of all information (spelling, completeness, etc.) and that District criteria are followed in these recommendations. Be sure that a student does not appear on two lists for the same sport for that season (i.e. Varsity and J.V.).

\*List all participants (including managers) in alphabetical order starting with seniors, in the first column; then check (√) one column as appropriate for the award the student has earned.

### ATHLETIC AWARDS

#### 1. Basic guidelines

- The athletic letter is not to be considered lightly and is to be earned.
- An individual may earn one letter per sport per level. An award certificate and PIN shall be awarded in subsequent years.
- The basic awards and award criteria shall be standardized at both high schools. Additional awards shall be at the prerogative of the individual school.
- It is the head coach's responsibility to comply with awards criteria, submit award recommendations to the athletic director via the Athletic Awards and Records Report, and present the awards to the participants.
- Any exceptions to the awards policy shall be approved by the athletic director and building principal.
- Any student-athlete whose season terminates prematurely due to quitting or expulsion from the squad shall forfeit his/her award.
- No athletic award shall be made to a student having an obligation to the school.**

#### 2. Basic awards for players, cheerleaders, and managers.

- Varsity
  - Letter (6-7")
  - Sport PIN
  - Award Certificate
- Junior Varsity
  - Award Certificate
- Freshman (With JH playing FR team)
  - Award Certificate

#### 3. Presentations

- Varsity Awards
  - First time letter winner - letter and Award Certificate
  - Subsequent letter winners - PIN and Award Certificate
- Junior Varsity Awards
  - JV Award Certificate
- Freshman Awards
  - Award Certificate

#### VARSITY LETTER CRITERIA

**\*Once a player receives a VARSITY LETTER-they will not receive a duplicate letter for that sport.**

**Recognition attachments (PINS) are given in place after they receive a varsity letter, for following season(s) they reach the following criteria:**

The athlete must have participated in a minimum of:

- Half the total number of quarters or periods during the regular season. Basketball, Field Hockey, Football, Soccer, and Lacrosse.
- Cross Country-Half the meets in the top 8 runners.
- Golf -Half the meets as one of the top 7 golfers.
- Baseball & Softball-Half of the team's regular season contests. (except pitchers and catchers). Pitchers and Catchers must play in half of regular season innings.
- Swimming & Diving- (35 points Swimming or 16 points Diving)
- Tennis- Half of matches as one of the top 5 players.
- Track (score 20 points)
- Volleyball-play in half of the regular season matches.
- Wrestling-wrestle in half of the regular season matches.
- Cheerleaders must successfully complete the fall and winter seasons.

Participant's Name	Grade Level	Varsity Letter & Certificate	Varsity Pin & Certificate	J.V. Certificate	Freshman Certificate
<b>HIGHLIGHT IF THIS PERSON OWES OBLIGATION (EQUIPMENT, UNIFORM, ACTIVITY FEE, ETC.)</b>		*Follow Criteria listed above	*After 1 <sup>st</sup> Varsity Letter	*1 <sup>st</sup> time for that sport at J.V. level	*All Freshman/JH players receive
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2.					
3.					
4.					
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30.					

**WEST SHORE SCHOOL DISTRICT  
ATHLETIC AWARDS AND RECORDS REPORT**

School (RLHS, CMS, etc.):

YEAR and SEASON

SPORT and LEVEL (Varsity, J.V., JH):

J.V. SEASON RECORD:

HEAD COACH'S NAME:

VARSITY SEASON RECORD:

ASSIST. COACH'S NAMES:

CAPTAIN'S NAMES:

- **This form is due to the athletic director within one week following the completion of the sport's regular season.**

\*It is the head coach's responsibility to ensure the validity of all information (spelling, completeness, etc.) and that District criteria are followed in these recommendations. Be sure that a student does not appear on two lists for the same sport for that season (i.e. Varsity and J.V.).

\*List all participants (including managers, trainers, statisticians, etc.) in alphabetical order starting with seniors, in the first column; then check (✓) one column as appropriate for the award the student has earned.

**ATHLETIC AWARDS**

1. Basic guidelines

- The athletic letter is not to be considered lightly and is to be earned.
- An individual may earn one letter per sport per level. A major certificate and attachment to the letter shall be awarded in subsequent years.
- The basic awards and award criteria shall be standardized at both high schools. Additional awards shall be at the prerogative of the individual school.
- It is the head coach's responsibility to comply with awards criteria, submit award recommendations to the athletic director via the Athletic Awards and Records Report, and present the awards to the participants.
- Any exceptions to the awards policy shall be approved by the athletic director and building principal. If any student-athlete whose season terminates prematurely due to quitting or expulsion from the squad shall forfeit his/her award.
- No athletic award shall be made to a student having an obligation to the school.

2. Basic awards for players, cheerleaders, managers, trainers, statisticians.

a. Varsity

- Letter (6-7")
- Recognition attachment (PIN)
- Award Certificate
- Certificate of Participation

b. Junior Varsity

- Award Certificate
- JV Recognition attachment (PIN)
- Certificate of Participation

c. Junior High

- Award Certificate
- Certificate of Participation

3. Presentations

A. Varsity Awards

- First time letter winner - letter and Award Certificate
- Subsequent letter winners - recognition attachment and Award Certificate
- Non-letter winner - Certificate of Participation

B. Junior Varsity Awards

- JV Recognition attachment (PIN) - Award Certificate
- Certificate of Participation

C. Junior High Awards

- Award Certificate (per criteria)
- Certificate of Participation

**VARSITY LETTER CRITERIA**

**\*Once a player receives a VARSITY LETTER-they will not receive a duplicate letter for that sport.**

**Recognition attachments (PINS) are given in place after they receive a varsity letter, for following season(s) they reach the following criteria:**

The athlete must have participated in a minimum of:

- Half the total number of quarters or periods during the regular season. Basketball, Field Hockey, Football, Soccer, and Lacrosse.
- Cross Country-Half the meets in the top 8 runners.
- Golf -Half the meets as one of the top 7 golfers.
- Baseball & Softball-Half of the team's regular season contests. (except pitchers and catchers). Pitchers and Catchers must play in half of regular season innings.
- Swimming & Diving- (35 points Swimming or 16 points Diving)
- Tennis- Half of matches as one of the top 5 players.
- Track (score 20 points)
- Volleyball-play in half of the regular season matches.
- Wrestling-wrestle in half of the regular season matches.
- Cheerleaders must successfully complete the fall and winter seasons.

Participant's Name	Grade Level	Varsity Letter & Certificate	Varsity Pin & Certificate	JV Certificate	Freshman	Certificate of Participation
<b>HIGHLIGHT IF THIS PERSON OWES OBLIGATION (EQUIPMENT, UNIFORM, ACTIVITY FEE, ETC.)</b>		*Follow Criteria listed above	*After 1 <sup>st</sup> Varsity Letter	*1 <sup>st</sup> time for that sport at J.V. level	*All Freshman Players	*Managers/ Participants on Roster
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30.						

**WEST SHORE SCHOOL DISTRICT**

507 Fishing Creek Road • P.O. Box 803 • New Cumberland, Pennsylvania 17070-0803

**VOUCHER AND LOG FOR REIMBURSEMENT REQUEST**

NAME \_\_\_\_\_ MONTH OF \_\_\_\_\_ 20 \_\_\_\_\_  
BUILDING \_\_\_\_\_

Employees required to use personal vehicles in the course of employment with the Board shall be reimbursed per mile traveled at such mileage rate as may be excludable or deductible on account of automobile travel from the income of the recipient under the Internal Revenue Code and Regulations of the United States if allowed by applicable Pennsylvania law and/or regulations and, if not, at the rate allowed by applicable Pennsylvania law and/or regulations.

The Board at all times shall have the right to reasonably assign any employee or employees to duties outside its school district. Additionally, to the extent that employees may desire to be assigned to duties outside the school district for such purposes as attendance at professional meetings and seminars, they shall have the right to submit requests for such assignments to the Board, and the Board will accept or reject the request accordingly.

Employees who have received the prior permission of the Board to be away from the Board's school district in the course of employment with the Board shall be reimbursed for reasonable out-of-pocket expenses.

To obtain reimbursement for any expenses, an employee shall be required to submit a voucher on a form approved and provided by the Board, and receipts for meals, lodging, registration, tolls, and parking fees. The Board shall not reimburse employees for sales or other state taxes from which the district is exempt.

Date Board Approved Activity Request \_\_\_\_\_

Personal Vehicles Miles Traveled as Listed on Log \_\_\_\_\_ Miles @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Reimbursement Requested for Attendance as Approved Activity (attach receipts):

Travel (Public Fare) \$ \_\_\_\_\_  
Meal(s) Total \$ \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Purpose(s): \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Registration Fee \$ \_\_\_\_\_  
Other Cost (Describe Briefly) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TOTAL OF ALL REIMBURSEMENTS REQUESTED \$ \_\_\_\_\_

Requester's Signature \_\_\_\_\_

Administrator's Approval \_\_\_\_\_

Account No. \_\_\_\_\_ \$ \_\_\_\_\_  
(Mileage and Expense Log Other Side)







**PIAA COMPREHENSIVE INITIAL  
PRE-PARTICIPATION PHYSICAL EVALUATION**



**INITIAL EVALUATION:** Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests, at any PIAA member school in any school year, the student is required to (1) complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE); and (2) have the appropriate person(s) complete the first seven Sections of the CIPPE Form. Upon completion of Sections 1 and 2 by the parent/guardian; Sections 3, 4, 5 and 6 by the student and parent/guardian; and Section 7 by an Authorized Medical Examiner (AME), those Sections must be turned in to the Principal, or the Principal's designee, of the student's school for retention by the school. The CIPPE may not be authorized earlier than June 1<sup>st</sup> and shall be effective, regardless of when performed during a school year, until the latter of the next May 31<sup>st</sup> or the conclusion of the spring sports season.

**SUBSEQUENT SPORT(S) IN THE SAME SCHOOL YEAR:** Following completion of a CIPPE, the same student seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must complete Section 8 of this form and must turn in that Section to the Principal, or Principal's designee, of his or her school. The Principal, or the Principal's designee, will then determine whether Section 9 need be completed.

**SECTION 1: PERSONAL AND EMERGENCY INFORMATION**

**PERSONAL INFORMATION**

Student's Name \_\_\_\_\_ Male/Female (circle one)

Date of Student's Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Age of Student on Last Birthday: \_\_\_ Grade for Current School Year: \_\_\_

Current Physical Address \_\_\_\_\_

Current Home Phone # ( ) \_\_\_\_\_ Parent/Guardian Current Cellular Phone # ( ) \_\_\_\_\_

Parent/Guardian E-mail Address: \_\_\_\_\_

Fall Sport(s): \_\_\_\_\_ Winter Sport(s): \_\_\_\_\_ Spring Sport(s): \_\_\_\_\_

**EMERGENCY INFORMATION**

Parent's/Guardian's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Emergency Contact Telephone # ( ) \_\_\_\_\_

Secondary Emergency Contact Person's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Emergency Contact Telephone # ( ) \_\_\_\_\_

Medical Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Family Physician's Name \_\_\_\_\_, MD or DO (circle one)

Address \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Student's Allergies \_\_\_\_\_

Student's Health Condition(s) of Which an Emergency Physician or Other Medical Personnel Should be Aware \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Prescription Medications and conditions of which they are being prescribed \_\_\_\_\_

\_\_\_\_\_

**SECTION 2: CERTIFICATION OF PARENT/GUARDIAN**

The student's parent/guardian must complete all parts of this form.

A. I hereby give my consent for \_\_\_\_\_ born on \_\_\_\_\_ who turned \_\_\_\_\_ on his/her last birthday, a student of \_\_\_\_\_ School and a resident of the \_\_\_\_\_ public school district, to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests during the 20\_\_\_\_ - 20\_\_\_\_ school year in the sport(s) as indicated by my signature(s) following the name of the said sport(s) approved below.

Fall Sports	Signature of Parent or Guardian
Cross Country	
Field Hockey	
Football	
Golf	
Soccer	
Girls' Tennis	
Girls' Volleyball	
Water Polo	
Other	

Winter Sports	Signature of Parent or Guardian
Basketball	
Bowling	
Competitive Spirit Squad	
Girls' Gymnastics	
Rifle	
Swimming and Diving	
Track & Field (Indoor)	
Wrestling	
Other	

Spring Sports	Signature of Parent or Guardian
Baseball	
Boys' Lacrosse	
Girls' Lacrosse	
Softball	
Boys' Tennis	
Track & Field (Outdoor)	
Boys' Volleyball	
Other	

B. **Understanding of eligibility rules:** I hereby acknowledge that I am familiar with the requirements of PIAA concerning the eligibility of students at PIAA member schools to participate in Inter-School Practices, Scrimmages, and/or Contests involving PIAA member schools. Such requirements, which are posted on the PIAA Web site at [www.piaa.org](http://www.piaa.org), include, but are not necessarily limited to age, amateur status, school attendance, health, transfer from one school to another, season and out-of-season rules and regulations, semesters of attendance, seasons of sports participation, and academic performance.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

C. **Disclosure of records needed to determine eligibility:** To enable PIAA to determine whether the herein named student is eligible to participate in interscholastic athletics involving PIAA member schools, I hereby consent to the release to PIAA of any and all portions of school record files, beginning with the seventh grade, of the herein named student specifically including, without limiting the generality of the foregoing, birth and age records, name and residence address of parent(s) or guardian(s), residence address of the student, health records, academic work completed, grades received, and attendance data.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

D. **Permission to use name, likeness, and athletic information:** I consent to PIAA's use of the herein named student's name, likeness, and athletically related information in video broadcasts and re-broadcasts, webcasts and reports of Inter-School Practices, Scrimmages, and/or Contests, promotional literature of the Association, and other materials and releases related to interscholastic athletics.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

E. **Permission to administer emergency medical care:** I consent for an emergency medical care provider to administer any emergency medical care deemed advisable to the welfare of the herein named student while the student is practicing for or participating in Inter-School Practices, Scrimmages, and/or Contests. Further, this authorization permits, if reasonable efforts to contact me have been unsuccessful, physicians to hospitalize, secure appropriate consultation, to order injections, anesthesia (local, general, or both) or surgery for the herein named student. I hereby agree to pay for physicians' and/or surgeons' fees, hospital charges, and related expenses for such emergency medical care. I further give permission to the school's athletic administration, coaches and medical staff to consult with the Authorized Medical Professional who executes Section 7 regarding a medical condition or injury to the herein named student.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

F. **Confidentiality:** The information on this CIPPE shall be treated as confidential by school personnel. It may be used by the school's athletic administration, coaches and medical staff to determine athletic eligibility, to identify medical conditions and injuries, and to promote safety and injury prevention. In the event of an emergency, the information contained in this CIPPE may be shared with emergency medical personnel. Information about an injury or medical condition will not be shared with the public or media without written consent of the parent(s) or guardian(s).

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### SECTION 3: UNDERSTANDING OF RISK OF CONCUSSION AND TRAUMATIC BRAIN INJURY

#### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way a student's brain normally works.
- Can occur during Practices and/or Contests in any sport.
- Can happen even if a student has not lost consciousness.
- Can be serious even if a student has just been "dinged" or "had their bell rung."

All concussions are serious. A concussion can affect a student's ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most students with a concussion get better, but it is important to give the concussed student's brain time to heal.

#### What are the symptoms of a concussion?

Concussions cannot be seen; however, in a potentially concussed student, **one or more** of the symptoms listed below may become apparent and/or that the student "doesn't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

#### What should students do if they believe that they or someone else may have a concussion?

- **Students feeling any of the symptoms set forth above should immediately tell their Coach and their parents.** Also, if they notice any teammate evidencing such symptoms, they should immediately tell their Coach.
- **The student should be evaluated.** A licensed physician of medicine or osteopathic medicine (MD or DO), sufficiently familiar with current concussion management, should examine the student, determine whether the student has a concussion, and determine when the student is cleared to return to participate in interscholastic athletics.
- **Concussed students should give themselves time to get better.** If a student has sustained a concussion, the student's brain needs time to heal. While a concussed student's brain is still healing, that student is much more likely to have another concussion. Repeat concussions can increase the time it takes for an already concussed student to recover and may cause more damage to that student's brain. Such damage can have long term consequences. It is important that a concussed student rest and not return to play until the student receives permission from an MD or DO, sufficiently familiar with current concussion management, that the student is symptom-free.

**How can students prevent a concussion?** Every sport is different, but there are steps students can take to protect themselves.

- Use the proper sports equipment, including personal protective equipment. For equipment to properly protect a student, it must be:
  - The right equipment for the sport, position, or activity;
  - Worn correctly and the correct size and fit; and
  - Used every time the student Practices and/or competes.
- Follow the Coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If a student believes they may have a concussion:** Don't hide it. Report it. Take time to recover.

I hereby acknowledge that I am familiar with the nature and risk of concussion and traumatic brain injury while participating in interscholastic athletics, including the risks associated with continuing to compete after a concussion or traumatic brain injury.

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby acknowledge that I am familiar with the nature and risk of concussion and traumatic brain injury while participating in interscholastic athletics, including the risks associated with continuing to compete after a concussion or traumatic brain injury.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION 4: UNDERSTANDING OF SUDDEN CARDIAC ARREST SYMPTOMS AND WARNING SIGNS

### What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### How common is sudden cardiac arrest in the United States?

There are about 350,000 cardiac arrests that occur outside of hospitals each year. More than 10,000 individuals under the age of 25 die of SCA each year. SCA is the number one killer of student athletes and the leading cause of death on school campuses.

### Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as

- Dizziness or lightheadedness when exercising;
- Fainting or passing out during or after exercising;
- Shortness of breath or difficulty breathing with exercise, that is not asthma related;
- Racing, skipped beats or fluttering heartbeat (palpitations)
- Fatigue (extreme or recent onset of tiredness)
- Weakness;
- Chest pains/pressure or tightness during or after exercise.

These symptoms can be unclear and confusing in athletes. Some may ignore the signs or think they are normal results of physical exhaustion. If the conditions that cause SCA are diagnosed and treated before a life-threatening event, sudden cardiac death can be prevented in many young athletes.

### What are the risks of practicing or playing after experiencing these symptoms?

There are significant risks associated with continuing to practice or play after experiencing these symptoms. The symptoms might mean something is wrong and the athlete should be checked before returning to play. When the heart stops due to cardiac arrest, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience a SCA die from it; survival rates are below 10%.

### Act 73 – Peyton's Law - Electrocardiogram testing for student athletes

The Act is intended to help keep student-athletes safe while practicing or playing by providing education about SCA and by requiring notification to parents that you can request, at your expense, an electrocardiogram (EKG or ECG) as part of the physical examination to help uncover hidden heart issues that can lead to SCA.

### Why do heart conditions that put youth at risk go undetected?

- Up to 90 percent of underlying heart issues are missed when using only the history and physical exam;
- Most heart conditions that can lead to SCA are not detectable by listening to the heart with a stethoscope during a routine physical; and
- Often, youth don't report or recognize symptoms of a potential heart condition.

### What is an electrocardiogram (EKG or ECG)?

An ECG/EKG is a quick, painless and noninvasive test that measures and records a moment in time of the heart's electrical activity. Small electrode patches are attached to the skin of your chest, arms and legs by a technician. An ECG/EKG provides information about the structure, function, rate and rhythm of the heart.

### Why add an ECG/EKG to the physical examination?

Adding an ECG/EKG to the history and physical exam can suggest further testing or help identify up to two-thirds of heart conditions that can lead to SCA. An ECG/EKG can be ordered by your physician for screening for cardiovascular disease or for a variety of symptoms such as chest pain, palpitations, dizziness, fainting, or family history of heart disease.

- ECG/EKG screenings should be considered every 1-2 years because young hearts grow and change.
- ECG/EKG screenings may increase sensitivity for detection of undiagnosed cardiac disease but may not prevent SCA.
- ECG/EKG screenings with abnormal findings should be evaluated by trained physicians.
- If the ECG/EKG screening has abnormal findings, additional testing may need to be done (with associated cost and risk) before a diagnosis can be made, and may prevent the student from participating in sports for a short period of time until the testing is completed and more specific recommendations can be made.
- The ECG/EKG can have false positive findings, suggesting an abnormality that does not really exist (false positive findings occur less when ECG/EKGs are read by a medical practitioner proficient in ECG/EKG interpretation of children, adolescents and young athletes).
- ECGs/EKGs result in fewer false positives than simply using the current history and physical exam.

**The American College of Cardiology/American Heart Association guidelines do not recommend an ECG or EKG in asymptomatic patients but do support local programs in which ECG or EKG can be applied with high-quality resources.**

#### *Removal from play/return to play*

Any student-athlete who has signs or symptoms of SCA must be removed from play (which includes all athletic activity). The symptoms can happen before, during, or after activity.

Before returning to play, the athlete must be evaluated and cleared. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner, or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

I have reviewed this form and understand the symptoms and warning signs of SCA. I have also read the information about the electrocardiogram testing and how it may help to detect hidden heart issues.

_____ Signature of Student-Athlete	_____ Print Student-Athlete's Name	Date ____/____/____
_____ Signature of Parent/Guardian	_____ Print Parent/Guardian's Name	Date ____/____/____

**Section 5: SUPPLEMENTAL ACKNOWLEDGEMENT, WAIVER AND RELEASE: COVID-19**

The COVID-19 pandemic presents athletes with a myriad of challenges concerning this highly contagious illness. Some severe outcomes have been reported in children, and even a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable.

While it is not possible to eliminate all risk of being infected with or furthering the spread of COVID-19, PIAA has urged all member schools to take necessary precautions and comply with guidelines from the federal, state, and local governments, the CDC and the PA Departments of Health and Education to reduce the risks to athletes, coaches, and their families. As knowledge regarding COVID-19 is constantly changing, PIAA reserves the right to adjust and implement precautionary methods as necessary to decrease the risk of exposure to athletes, coaches and other involved persons. Additionally, each school has been required to adopt internal protocols to reduce the risk of transmission.

The undersigned acknowledge that they are aware of the highly contagious nature of COVID-19 and the risks that they may be exposed to or contract COVID-19 or other communicable diseases by permitting the undersigned student to participate in interscholastic athletics. We understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability or death. We acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others. The undersigned further acknowledge that certain vulnerable individuals may have greater health risks associated with exposure to COVID-19, including individuals with serious underlying health conditions such as, but not limited to: high blood pressure, chronic lung disease, diabetes, asthma, and those whose immune systems that are compromised by chemotherapy for cancer, and other conditions requiring such therapy. While particular recommendations and personal discipline may reduce the risks associated with participating in athletics during the COVID-19 pandemic, these risks do exist. Additionally, persons with COVID-19 may transmit the disease to others who may be at higher risk of severe complications.

By signing this form, the undersigned acknowledge, after having undertaken to review and understand both symptoms and possible consequences of infection, that we understand that participation in interscholastic athletics during the COVID-19 pandemic is strictly voluntary and that we agree that the undersigned student may participate in such interscholastic athletics. The undersigned also understand that student participants will, in the course of competition, interact with and likely have contact with athletes from their own, as well as other, schools, including schools from other areas of the Commonwealth. Moreover, they understand and acknowledge that our school, PIAA and its member schools cannot guarantee that transmission will not occur for those participating in interscholastic athletics.

NOTWITHSTANDING THE RISKS ASSOCIATED WITH COVID-19, WE ACKNOWLEDGE THAT WE ARE VOLUNTARILY ALLOWING STUDENT TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS WITH KNOWLEDGE OF THE DANGER INVOLVED. WE HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY AND/OR DEATH RELATED TO COVID-19, ARISING FROM SUCH PARTICIPATION, WHETHER CAUSED BY THE NEGLIGENCE OF PIAA OR OTHERWISE.

We hereby expressly waive and release any and all claims, now known or hereafter known, against the student’s school, PIAA, and its officers, directors, employees, agents, members, successors, and assigns (collectively, "**Releasees**"), on account of injury, illness, disability, death, or property damage arising out of or attributable to Student’s participation in interscholastic athletics and being exposed to or contracting COVID-19, whether arising out of the negligence of PIAA or any Releasees or otherwise. We covenant not to make or bring any such claim against PIAA or any other Releasee, and forever release and discharge PIAA and all other Releasees from liability under such claims.

Additionally, we shall defend, indemnify, and hold harmless the student’s school, PIAA and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorney fees, fees, and the costs of enforcing any right to indemnification and the cost of pursuing any insurance providers, incurred by/awarded against the student’s school, PIAA or any other Releasees in a final judgment arising out or resulting from any claim by, or on behalf of, any of us related to COVID-19.

We willingly agree to comply with the stated guidelines put forth by the student’s school and PIAA to limit the exposure and spread of COVID-19 and other communicable diseases. We certify that the student is, to the best of our knowledge, in good physical condition and allow participation in this sport at our own risk. By signing this Supplement, we acknowledge that we have received and reviewed the student’s school athletic plan.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Student’s Name

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

\_\_\_\_\_  
Print Parent/Guardian's Name

**SECTION 6: HEALTH HISTORY**

**Explain "Yes" answers at the bottom of this form.  
Circle questions you don't know the answers to.**

<p>1. Has a doctor ever denied or restricted your participation in sport(s) for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do you have an ongoing medical condition (like asthma or diabetes)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you have allergies to medicines, pollens, foods, or stinging insects? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Have you ever passed out or nearly passed out DURING exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Have you ever passed out or nearly passed out AFTER exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Have you ever had discomfort, pain, or pressure in your chest during exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Does your heart race or skip beats during exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Has a doctor ever told you that you have (check all that apply):</p> <p><input type="checkbox"/> High blood pressure      <input type="checkbox"/> Heart murmur      <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> High cholesterol      <input type="checkbox"/> Heart infection      <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Has a doctor ever ordered a test for your heart? (for example ECG, echocardiogram) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Has anyone in your family died for no apparent reason? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12. Does anyone in your family have a heart problem? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Has any family member or relative been disabled from heart disease or died of heart problems or sudden death before age 50? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Does anyone in your family have Marfan Syndrome? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15. Have you ever spent the night in a hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>16. Have you ever had surgery? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 5px;"> <p>17. Have you ever had an injury, like a sprain, muscle, or ligament tear, or tendonitis, which caused you to miss a Practice or Contest? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, circle affected area below:</p> <p>18. Have you had any broken or fractured bones or dislocated joints? If yes, circle below: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, circle below: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <table border="0" style="width: 100%; font-size: small;"> <tr> <td>Head</td> <td>Neck</td> <td>Shoulder</td> <td>Upper arm</td> <td>Elbow</td> <td>Forearm</td> <td>Hand/ Fingers</td> <td>Chest</td> </tr> <tr> <td>Upper back</td> <td>Lower back</td> <td>Hip</td> <td>Thigh</td> <td>Knee</td> <td>Calf/shin</td> <td>Ankle</td> <td>Foot/ Toes</td> </tr> </table> <p>20. Have you ever had a stress fracture? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>21. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>22. Do you regularly use a brace or assistive device? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Head	Neck	Shoulder	Upper arm	Elbow	Forearm	Hand/ Fingers	Chest	Upper back	Lower back	Hip	Thigh	Knee	Calf/shin	Ankle	Foot/ Toes	<p>23. Has a doctor ever told you that you have asthma or allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>24. Do you cough, wheeze, or have difficulty breathing DURING or AFTER exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>25. Is there anyone in your family who has asthma? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>26. Have you ever used an inhaler or taken asthma medicine? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>27. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>28. Have you had infectious mononucleosis (mono) within the last month? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>29. Do you have any rashes, pressure sores, or other skin problems? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>30. Have you ever had a herpes skin infection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>CONCUSSION OR TRAUMATIC BRAIN INJURY</b></p> <p>31. Have you ever had a concussion (i.e. bell rung, ding, head rush) or traumatic brain injury? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>32. Have you been hit in the head and been confused or lost your memory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>33. Do you experience dizziness and/or headaches with exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <p>34. Have you ever had a seizure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>35. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>36. Have you ever been unable to move your arms or legs after being hit or falling? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>37. When exercising in the heat, do you have severe muscle cramps or become ill? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>38. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>39. Have you had any problems with your eyes or vision? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>40. Do you wear glasses or contact lenses? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>41. Do you wear protective eyewear, such as goggles or a face shield? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>42. Are you unhappy with your weight? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>43. Are you trying to gain or lose weight? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>44. Has anyone recommended you change your weight or eating habits? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>45. Do you limit or carefully control what you eat? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>46. Do you have any concerns that you would like to discuss with a doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>FEMALES ONLY</b></p> <p>47. Have you ever had a menstrual period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>48. How old were you when you had your first menstrual period? _____</p> <p>49. How many periods have you had in the last 12 months? _____</p> <p>50. Are you pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Head	Neck	Shoulder	Upper arm	Elbow	Forearm	Hand/ Fingers	Chest										
Upper back	Lower back	Hip	Thigh	Knee	Calf/shin	Ankle	Foot/ Toes										

#s	Explain "Yes" answers here:

I hereby certify that to the best of my knowledge all of the information herein is true and complete.

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby certify that to the best of my knowledge all of the information herein is true and complete.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 7: PIAA COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EVALUATION  
AND CERTIFICATION OF AUTHORIZED MEDICAL EXAMINER**

Must be completed and signed by the Authorized Medical Examiner (AME) performing the herein named student's comprehensive initial pre-participation physical evaluation (CIPPE) and turned in to the Principal, or the Principal's designee, of the student's school.

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Enrolled in \_\_\_\_\_ School Sport(s) \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ % Body Fat (optional) \_\_\_\_\_ Brachial Artery BP \_\_\_\_/\_\_\_\_ (\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_) RP \_\_\_\_\_

If either the brachial artery blood pressure (BP) or resting pulse (RP) is above the following levels, further evaluation by the student's primary care physician is recommended.

**Age 10-12:** BP: >126/82, RP: >104; **Age 13-15:** BP: >136/86, RP >100; **Age 16-25:** BP: >142/92, RP >96.

Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected: YES NO (circle one) Pupils: Equal \_\_\_\_ Unequal \_\_\_\_

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance		
Eyes/Ears/Nose/Throat		
Hearing		
Lymph Nodes		
Cardiovascular		<input type="checkbox"/> Heart murmur <input type="checkbox"/> Femoral pulses to exclude aortic coarctation <input type="checkbox"/> Physical stigmata of Marfan syndrome
Cardiopulmonary		
Lungs		
Abdomen		
Genitourinary (males only)		
Neurological		
Skin		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hand/Fingers		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot/Toes		

I hereby certify that I have reviewed the HEALTH HISTORY, performed a comprehensive initial pre-participation physical evaluation of the herein named student, and, on the basis of such evaluation and the student's HEALTH HISTORY, certify that, except as specified below, the student is physically fit to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in the sport(s) consented to by the student's parent/guardian in Section 2 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation form:

**CLEARED**  **CLEARED** with recommendation(s) for further evaluation or treatment for: \_\_\_\_\_

**NOT CLEARED** for the following types of sports (please check those that apply):

COLLISION  CONTACT  NON-CONTACT  STRENUOUS  MODERATELY STRENUOUS  NON-STRENUOUS

Due to \_\_\_\_\_

Recommendation(s)/Referral(s) \_\_\_\_\_

AME's Name (print/type) \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

AME's Signature \_\_\_\_\_ MD, DO, PAC, CRNP, or SNP (circle one) Certification Date of CIPPE \_\_\_\_/\_\_\_\_/\_\_\_\_





**Section 9: Re-CERTIFICATION BY LICENSED PHYSICIAN OF MEDICINE OR OSTEOPATHIC MEDICINE**

This Form must be completed for any student who, subsequent to completion of Sections 1 through 6 of this CIPPE Form, required medical treatment from a licensed physician of medicine or osteopathic medicine. This Section 9 may be completed at any time following completion of such medical treatment. Upon completion, the Form must be turned in to the Principal, or the Principal's designee, of the student's school, who, pursuant to ARTICLE X, LOCAL MANAGEMENT AND CONTROL, Section 2, Powers and Duties of Principal, subsection C, of the PIAA Constitution, shall "exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school's licensed physician of medicine or osteopathic medicine, or if none is employed, by another licensed physician of medicine or osteopathic medicine."

**NOTE: The physician completing this Form must first review Sections 6 and 7 of the herein named student's previously completed CIPPE Form. Section 8 must also be reviewed if both (1) this Form is being used by the herein named student to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in a subsequent sport season in the same school year AND (2) the herein named student either checked yes or circled any Supplemental Health History questions in Section 8.**

**If the physician completing this Form is clearing the herein named student subsequent to that student sustaining a concussion or traumatic brain injury, that physician must be sufficiently familiar with current concussion management such that the physician can certify that all aspects of evaluation, treatment, and risk of that injury have been thoroughly covered by that physician.**

Student's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Enrolled in \_\_\_\_\_ School \_\_\_\_\_

Condition(s) Treated Since Completion of the Herein Named Student's CIPPE Form: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. GENERAL CLEARANCE:** Absent any illness and/or injury, which requires medical treatment, subsequent to the date set forth below, I hereby authorize the above-identified student to participate for the remainder of the current school year in additional interscholastic athletics with no restrictions, except those, if any, set forth in Section 7 of that student's CIPPE Form.

Physician's Name (print/type) \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Physician's Signature \_\_\_\_\_ MD or DO (circle one) Date \_\_\_\_\_

**B. LIMITED CLEARANCE:** Absent any illness and/or injury, which requires medical treatment, subsequent to the date set forth below, I hereby authorize the above-identified student to participate for the remainder of the current school year in additional interscholastic athletics with, in addition to the restrictions, if any, set forth in Section 7 of that student's CIPPE Form, the following limitations/restrictions:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Physician's Name (print/type) \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Physician's Signature \_\_\_\_\_ MD or DO (circle one) Date \_\_\_\_\_

## Section 10: CIPPE MINIMUM WRESTLING WEIGHT

### INSTRUCTIONS

Pursuant to the Weight Control Program adopted by PIAA, prior to the participation by any student in interscholastic wrestling, the Minimum Wrestling Weight (MWW) at which the student may wrestle during the season must be (1) certified to by an Authorized Medical Examiner (AME) and (2) established NO EARLIER THAN six weeks prior to the first Regular Season Contest day of the wrestling season and NO LATER THAN the Monday preceding the first Regular Season Contest day of the wrestling season (See NOTE 1). This certification shall be provided to and maintained by the student's Principal, or the Principal's designee.

In certifying to the MWW, the AME shall first make a determination of the student's Urine Specific Gravity/Body Weight and Percentage of Body Fat, or shall be given that information from a person authorized to make such an assessment ("the Assessor"). This determination shall be made consistent with National Federation of State High School Associations (NFHS) Wrestling Rule 1, Competition, Section 3, Weight-Control Program, which requires, in relevant part, hydration testing with a specific gravity not greater than 1.025, and an immediately following body fat assessment, as determined by the National Wrestling Coaches Association (NWCA) Optimal Performance Calculator (OPC) (together, the "Initial Assessment").

Where the Initial Assessment establishes a percentage of body fat below 7% for a male or 12% for a female, the student must obtain an AME's consent to participate.

For all wrestlers, the MWW must be certified to by an AME.

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Enrolled in \_\_\_\_\_ School \_\_\_\_\_

### INITIAL ASSESSMENT

I hereby certify that I have conducted an Initial Assessment of the herein named student consistent with the NWCA OPC, and have determined as follows:

Urine Specific Gravity/Body Weight \_\_\_\_\_ / \_\_\_\_\_ Percentage of Body Fat \_\_\_\_\_ MWW \_\_\_\_\_

Assessor's Name (print/type) \_\_\_\_\_ Assessor's I.D. # \_\_\_\_\_

Assessor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### CERTIFICATION

Consistent with the instructions set forth above and the Initial Assessment, I have determined that the herein named student is certified to wrestle at the MWW of \_\_\_\_\_ during the 20\_\_\_\_ - 20\_\_\_\_ wrestling season.

AME's Name (print/type) \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

AME's Signature \_\_\_\_\_ MD, DO, PAC, CRNP, or SNP Date of Certification \_\_\_\_/\_\_\_\_/\_\_\_\_  
(circle one)

For an appeal of the Initial Assessment, see NOTE 2.

### NOTES:

1. For senior high school wrestlers coming out for the Team AFTER the Monday preceding the first Regular Season Contest day of the wrestling season the OPC will remain open until January 15<sup>th</sup> and for junior high/middle school wrestlers coming out for the Team AFTER the Monday preceding the first Regular Season Contest day of the wrestling season the OPC will remain open all season.
2. Any athlete who disagrees with the Initial Assessment may appeal the assessment results one time by having a second assessment, which shall be performed prior to the athlete's first Regular Season wrestling Contest and shall be consistent with the athlete's weight loss (descent) plan. Pursuant to the foregoing, results obtained at the second assessment shall supersede the Initial Assessment; therefore, no further appeal by any party shall be permitted. The second assessment shall utilize either Air Displacement Plethysmography (Bod Pod) or Hydrostatic Weighing testing to determine body fat percentage. The urine specific gravity testing shall be conducted and the athlete must obtain a result of less than or equal to 1.025 in order for the second assessment to proceed. All costs incurred in the second assessment shall be the responsibility of those appealing the Initial Assessment.

## **West Shore School District Waiver Of School Insurance**

I, the undersigned, being a parent or guardian of \_\_\_\_\_, hereby represent to the West Shore School District that the above-named student is covered by medical and hospitalization insurance which will be kept in force throughout the school year: \_\_\_\_\_. Therefore, I do not wish to subscribe to the plan available through the District by private carrier. I hereby waive any claim against the School District for injuries incurred by the above-named student while participating in a school-sponsored activity.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/ Guardian)

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### **Acknowledgement of Risk and Consent to Participate**

I/We hereby acknowledge that participation in athletics involves a risk of injury. I/We understand that this risk includes severe injuries possibly involving paralysis, permanent mental disability, or death, and that these injuries may occur, in some instances, as the result of unavoidable accidents. I/We assume these risks and give consent to participate in athletic activities during the current school year by the undersigned athlete and parent/guardian.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Athlete)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

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### **Authorization for Release of Medical Information**

I grant permission for the WSSD appointed Physician(s) and Nurse(s), Student Athlete's Primary Physician, any Physician serving a WSSD Student Athlete and Certified Athletic Trainer(s), at their discretion, to disclose all medical and individual identifiable Protected Health Information relating to any sports injury, including but not limited to diagnosis, treatment, prognosis, likelihood and timing of recovery, and recommendation concerning ability to play competitively and safely to the WSSD appointed Physician(s) and Nurse(s) , Certified Athletic Trainer(s), Coach(s) and Athletic Director. It is my understanding that the purpose of disclosure about the extent and nature of any sports-related injury is for the purpose of rehabilitation, training, recovery, and ability to play competitively and safely.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

## Medical Release/Insurance Form

*Please Print: To be completed and signed by student's parent or guardian.*

School \_\_\_\_\_ School Year \_\_\_\_\_ Current Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Address \_\_\_\_\_

Parent/Guardian's Name(s) \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

Parent/Guardian's Phone #s 1. ( \_\_\_\_\_ ) \_\_\_\_\_ 3. ( \_\_\_\_\_ ) \_\_\_\_\_

*Please list in order of preference for calls.*

2. ( \_\_\_\_\_ ) \_\_\_\_\_ 4. ( \_\_\_\_\_ ) \_\_\_\_\_

Person to contact in an emergency if unable to reach parent/guardian:

Contact Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

### Medical Insurance

Name of Company \_\_\_\_\_ Policy # \_\_\_\_\_

Name of Employing Company \_\_\_\_\_

Company Address \_\_\_\_\_

### Medical Record

*Complete all lines even if only with the words "None" or "Not Applicable"*

Allergies to Medication \_\_\_\_\_

Other Allergies \_\_\_\_\_

Serious Illnesses \_\_\_\_\_

Current Medication(s) \_\_\_\_\_

Other Health Problems \_\_\_\_\_

Date of Last Tetanus Shot \_\_\_\_\_

### Parental Consent

I hereby give consent for my child, \_\_\_\_\_ to participate in \_\_\_\_\_ and declare that we have either school insurance or family insurance to cover any accidents, and in consideration of my child's participation in said school activity. I hereby release the West Shore School District, its directors, agents, and employees of all responsibility and liability, for loss or injury to his/her person or property.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

I consent for a qualified physician to perform any medical or surgical procedures he deems advisable to the welfare of this applicant while he/she is participating in school-supervised events. Further, this authorization permits said physician to hospitalize, secure appropriate consultation, to order injections, anesthesia (local, general, or both) or surgery for this applicant. The undersigned does hereby assume and agree to pay any indebtedness or physician's and surgeon's fees and hospital charges for such services.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_



# **Interscholastic Athletic & Student Activities M A N U A L**

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## **Appendix A Positions & Wage Schedules**



## A. Principles Applied to Wage Payments

1. A salary schedule was established based on the existing pay scales from the collective bargaining agreement with the West Shore Education Association, incorporating comparative salary data for coaching positions from the CAIU salary survey.
2. Employees were placed on the schedule based on their position and years of service.
3. In the event that placement on the schedule yielded a reduction in pay, the employee received step increases on the schedule until the wage rate met or exceeded the current rate of pay.
4. In the event that placement on the schedule yielded a percentage increase in excess of 20.0%, the employee was given a step reduction on the schedule until the wage rate produced an increase less than 20.0% or the employee reached step 1 on the new schedule.
5. Event rates for Debate Judges, Mock Trial, and Model UN were developed using the 2019-2020 final contract rate x the average increase received by Division I EDR's.
6. Summer Program Rates were held at the 2021-2022 rate.
7. Employees who return to the same assignment in subsequent school years will advance one step on the schedule for each year of service.
8. Salary schedules will be established on an annual basis and included in the Interscholastic Athletic and Student Activities Manual.

## B. Event and Summer Program Rates

Activity	Rate
Debate Judge H	\$37.75
Debate Judge A	\$75.69
Debate Judge AD	\$155.56
Mock Trial Advisor	\$78.84
Model UN Advisor	\$78.84
Basketball Summer Program	\$4,054.00
Football Summer Program	\$4,729.00
Wrestling Summer Program	\$4,054.00
Band Summer Program	\$4,729.00

### C. EDR Position Listing

- Column 1: Football Head Coach
- Column 2: Basketball Head Coach, Marching Band Director, Wrestling Head Coach
- Column 3: Baseball Head Coach, Field Hockey Head Coach, Football Assistant Coach, Musical Director, Soccer Head Coach, Softball Head Coach, Swimming Head Coach, Track Head Coach
- Column 4: Basketball Assistant Coach, Cross Country Head Coach, Lacrosse Head Coach, Student Funds Treasurer, Volleyball Head Coach, Wrestling Assistant Coach
- Column 5: Cheerleading Director, Golf Head Coach, Marching Band Coordinator, Strength Training Coach, Tennis Head Coach
- Column 6: Athletic Equipment Manager, Baseball Assistant Coach, Basketball Freshman Coach, Basketball Jr. High Head Coach, Diving Coach, Field Hockey Assistant Coach, Field Hockey Freshman Head Coach, Football Freshman Coach, Indoor Guard Coordinator, Lacrosse Assistant Coach, Major Play Director, Soccer Assistant Coach, Soccer Jr. High Head Coach, Softball Assistant Coach, Swimming Assistant Coach, Track Assistant Coach, Track Jr. High Head Coach, Wrestling Freshman Coach
- Column 7: Debate Coach, Indoor Guard Assistant, Jazz Band Director, Marching Band Instructional Technician, Musical Instrumental Music, Stage Crew Manager, Tennis Assistant Coach
- Column 8: Basketball Jr. High Assistant Coach, Building Media/Technology Coordinator, Cheerleading Assistant Director, Class Dean - Senior, Cross Country Assistant Coach, Cross Country Jr. High Coach, Field Hockey Freshman Assistant Coach, Golf Assistant Coach, Musical Associate Director, Musical Choreographer, Soccer Jr. High Assistant Coach, Special Olympics Coordinator, Speech Coach, Track Jr. High Assistant Coach, Volleyball Assistant Coach, Volleyball Jr. High Coach
- Column 9: Artwork Director, Class Dean - Freshmen, Class Dean - Junior, Class Dean - Sophomore, Concessions Director, Marching Band Instruction Asst., Middle School Jazz Band, Middle School Play Director, Middle School Yearbook Advisor, Musical Sound/Lighting, School Store Advisor, Student Council Advisor
- Column 10: Academic Bowl, Brain Busters, Class Dean Assistant - Freshmen, Class Dean Assistant - Junior, Class Dean Assistant - Senior, Class Dean Assistant - Sophomore, Junior Achievement Coordinator, Middle School Stage Manager, Middle School Student Council, Musical Business Manager, National Honor Society, Science Olympiad, Technology Student Association, Yearbook Business Manager

**D. Extra Duty Responsibility (EDR) 2022-2023 Wage Schedule**

Increment	<b>\$150.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$85.00</b>	<b>\$85.00</b>
	Column 1	Column 2	Column 3	Column 4	Column 5
Step 1	\$9,850	\$8,650	\$5,300	\$4,300	\$3,500
Step 2	\$10,000	\$8,750	\$5,400	\$4,385	\$3,585
Step 3	\$10,150	\$8,850	\$5,500	\$4,470	\$3,670
Step 4	\$10,300	\$8,950	\$5,600	\$4,555	\$3,755
Step 5	\$10,450	\$9,050	\$5,700	\$4,640	\$3,840
Step 6	\$10,600	\$9,150	\$5,800	\$4,725	\$3,925
Step 7	\$10,750	\$9,250	\$5,900	\$4,810	\$4,010
Step 8	\$10,900	\$9,350	\$6,000	\$4,895	\$4,095
Step 9	\$11,050	\$9,450	\$6,100	\$4,980	\$4,180
Step 10	\$11,200	\$9,550	\$6,200	\$5,065	\$4,265
Step 11	\$11,350	\$9,650	\$6,300	\$5,150	\$4,350
Step 12	\$11,500	\$9,750	\$6,400	\$5,235	\$4,435

Increment	<b>\$70.00</b>	<b>\$70.00</b>	<b>\$70.00</b>	<b>\$55.00</b>	<b>\$40.00</b>
	Column 6	Column 7	Column 8	Column 9	Column 10
Step 1	\$2,800	\$2,550	\$2,150	\$1,050	\$750
Step 2	\$2,870	\$2,620	\$2,220	\$1,105	\$790
Step 3	\$2,940	\$2,690	\$2,290	\$1,160	\$830
Step 4	\$3,010	\$2,760	\$2,360	\$1,215	\$870
Step 5	\$3,080	\$2,830	\$2,430	\$1,270	\$910
Step 6	\$3,150	\$2,900	\$2,500	\$1,325	\$950
Step 7	\$3,220	\$2,970	\$2,570	\$1,380	\$990
Step 8	\$3,290	\$3,040	\$2,640	\$1,435	\$1,030
Step 9	\$3,360	\$3,110	\$2,710	\$1,490	\$1,070
Step 10	\$3,430	\$3,180	\$2,780	\$1,545	\$1,110
Step 11	\$3,500	\$3,250	\$2,850	\$1,600	\$1,150
Step 12	\$3,570	\$3,320	\$2,920	\$1,655	\$1,190





# WEST SHORE SCHOOL DISTRICT

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## **Board of School Directors**

Brian K. Guistwhite, President  
Christopher J. Kambic, Vice President  
Judith A. Crocenzi  
Edward G. Fogel  
Frank J. Kambic  
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Abigail A. Tierney

## **Non-Members**

Ryan E. Argot, Ed.D., Secretary  
Stevie J. Boone, Treasurer  
Brooke E.D. Say, Esq., Solicitor

## **Administration**

Todd B. Stoltz, Ed.D., Superintendent  
Jamie A. Whye, Ed.D., Assistant Superintendent

The West Shore School District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. 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.

Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070-0803, telephone 717-938-9577.