WEST SHORE SCHOOL DISTRICT

INTERSCHOLASTIC

Athletic & Student Activities Manual

2026-2027

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Interscholastic Athletic & Student Activities MANUAL

SECTION I

Philosophy & Objectives

SECTION I

PHILOSOPHY AND OBJECTIVES

The *Athletic and Student Activities Manual* provides the policies and procedures necessary for the effective and efficient administration of the West Shore School District's interscholastic athletic and student activity programs. This manual houses the official operating guidelines for interscholastic athletics/student activity. 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 regulations 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.

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, when possible, members of the District's instructional staff.

It is also the responsibility of the Board to ensure that the costs of such programs are reasonable and controlled. With the goal of developing ever-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.

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 the PIAA.

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 MANUAL

SECTION II

Code of Conduct

SECTION II

CODE OF 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. In doing so, 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. **SCHOOL**

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 accepted.
- Officials and opponents are to be regarded and treated as honest in intention.

B. **ADMINISTRATION**

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 operations procedures and provide for facilities and privacy for officials.

C. **COACHES AND ACTIVITY DIRECTORS**

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. In addition to the **Coaches' Code of Conduct** outlined below, all coaches and directors shall: Develop a written set of guidelines and rules specific to their programs. These shall be communicated to athletes/students at the beginning of the season.

- 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/director's behavior must be of the highest caliber so as to influence a positive reaction from players and/or spectators.
- **Professionalism**: Coaches are expected to conduct themselves with professionalism at all times, both on and off the field. This includes maintaining a positive attitude, showing respect for players, officials, opponents, and parents, and upholding the reputation of the school or organization.
- **Ethical Behavior**: Coaches should adhere to high ethical standards, including honesty, fairness, and integrity. They should avoid actions such as cheating, favoritism, or dishonesty in any form.
- **Player Welfare**: The well-being of players should be a top priority. Coaches are responsible for creating a safe and supportive environment, both physically and emotionally. This includes ensuring proper training techniques, monitoring for injuries, and addressing any concerns about player health or safety.
- **Sportsmanship**: Coaches should promote good sportsmanship and positive behavior among players, emphasizing respect for opponents, officials, and teammates. They should discourage unsportsmanlike conduct, such as trash-talking, taunting, or aggressive behavior.
- **Fair Play**: Coaches are expected to teach and uphold the principles of fair play and equitable treatment for all student-athletes.
- **Compliance with Rules and Regulations**: Coaches must familiarize themselves with and adhere to all relevant rules, regulations, and policies governing their sport and the organization they represent. This includes rules related to eligibility and conduct both on and off the field. Consistent with PIAA regulations, coaches are not permitted to recruit students from other schools, school districts, or states.
- **Professional Development**: Coaches should continuously seek opportunities for professional development to improve their coaching skills, knowledge of the sport, and understanding of best practices in coaching and player development.
- **Communication**: Effective communication is essential for coaches to convey expectations, provide feedback, and address concerns with players, parents, and other stakeholders in a timely and respectful manner.
- **Role Modeling**: Coaches serve as role models for their players and should demonstrate behavior and attitudes that reflect positively on themselves and the team. This includes displaying traits such as perseverance, dedication, and good sportsmanship.
- **Conflict Resolution**: Coaches should be prepared to handle conflicts or disputes that may arise among players, parents, or other members of the coaching staff in a constructive and respectful manner, seeking resolution through dialogue and mediation whenever possible.

D. **PARENTS**

Interscholastic athletics are a valuable extension of the educational experience in the West Shore School District. Through participation in sports and other student activities, student-athletes learn critical life lessons such as perseverance, sportsmanship, dedication, teamwork, and integrity. Athletics and other student activities provide a unique setting for students to grow both physically and emotionally while fostering a healthy, active lifestyle. Our gymnasiums and athletic fields are extensions of the classroom, spaces where students develop not only athletic skills but also character. In order to support this learning environment, we ask that parents partner with the District by modeling behaviors that promote a respectful and student-centered athletic culture. Below are the expectations we ask all parents and guardians to follow. These guidelines help ensure a safe, supportive, and constructive athletic experience for every student.

Parent Expectations

Participation in athletics is a valuable part of the educational experience. We ask that all parents help maintain a positive, respectful, and student-focused environment by upholding the following expectations:

- **Support Your Child in a Positive Way:** Encourage your child through both triumphs and challenges without applying pressure. Celebrate effort and improvement over outcomes.
- **Let Participation Be the Student's Choice:** Allow your child to pursue athletics for their own enjoyment and development. Avoid forcing participation based on personal expectations.
- **Promote Effort, Growth, and Teamwork:** Emphasize the importance of hard work, character, and team success over individual accolades or winning at all costs.
- **Prioritize Academics and Life Balance:** Support your child's academic success first and help them keep sports in perspective. Remind them that education, family, health, and integrity come before competition.
- **Model Sportsmanship and Respect:** Demonstrate respect toward officials, coaches, athletes, opponents, and fellow spectators. Avoid arguing, taunting, or unsportsmanlike behavior.
- **Respect Coaches and School Leadership:** Trust the decisions of coaches and school staff. Avoid negative comments, especially in front of your child. Use appropriate channels to express concerns.
- **Communicate Concerns Constructively:** If an issue arises, encourage your child to speak with the coach first. If needed, contact the coach directly to schedule a respectful discussion. If unresolved, reach out to the Athletic Director.
- **Stay Positive and Avoid Gossip:** Maintain a constructive attitude. Avoid constant complaints, rumors, or negativity that could harm the team culture or school community.
- **Get Involved and Contribute:** Support the program by volunteering, joining the booster club, or helping with team activities whenever possible.
- **Recognize the Efforts of Coaches and Staff:** Appreciate the time, energy, and dedication of those who support your child's athletic development.
- **Reinforce Fair Play and Integrity:** Teach your child to respect the rules, play with honesty and show humility whether they win or lose.
- **Understand the Consequences of Misconduct:** Violations of this code, including repeated poor behavior or unsportsmanlike conduct, may result in loss of privileges, including the privilege of attending future contests in accordance with PIAA and District guidelines.

By working together, we can ensure that athletics and student activities remain a positive, character-building experience for all students. Thank you for modeling the behavior we hope to see in our student-athletes**. Failure to uphold this code may result in disciplinary action, including removal or exclusion from future athletic events.**

E. **SPECTATORS**

The student spectators play a vital role in the development of school spirit and school morale. 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."

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.

F. **STUDENTS**

The athlete/student must be a leader 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.

General Rules for Athletes and Students include:

- 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 the best of their ability, 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 for equipment lost or misused must be paid at the end of the individual's 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.

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 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.

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 coach, Athletic Director, and building administration. 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 that might result in extreme embarrassment, or any other activity that 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.

Discrimination shall mean to treat individuals differently or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability, or differently abled status.

Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, differently abled status, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

II. Disciplinary Consequences

A student who is determined to be responsible for a violation of District policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges;
2. Permanent transfer to another school building, classroom or school vehicle;
3. Exclusion from school-sponsored activities;
4. Detention;
5. Suspension;
6. Expulsion; or
7. Referral to law enforcement officials

Procedural Guidelines for Violations of the 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 coach and/or 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, which 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 disciplinary 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.

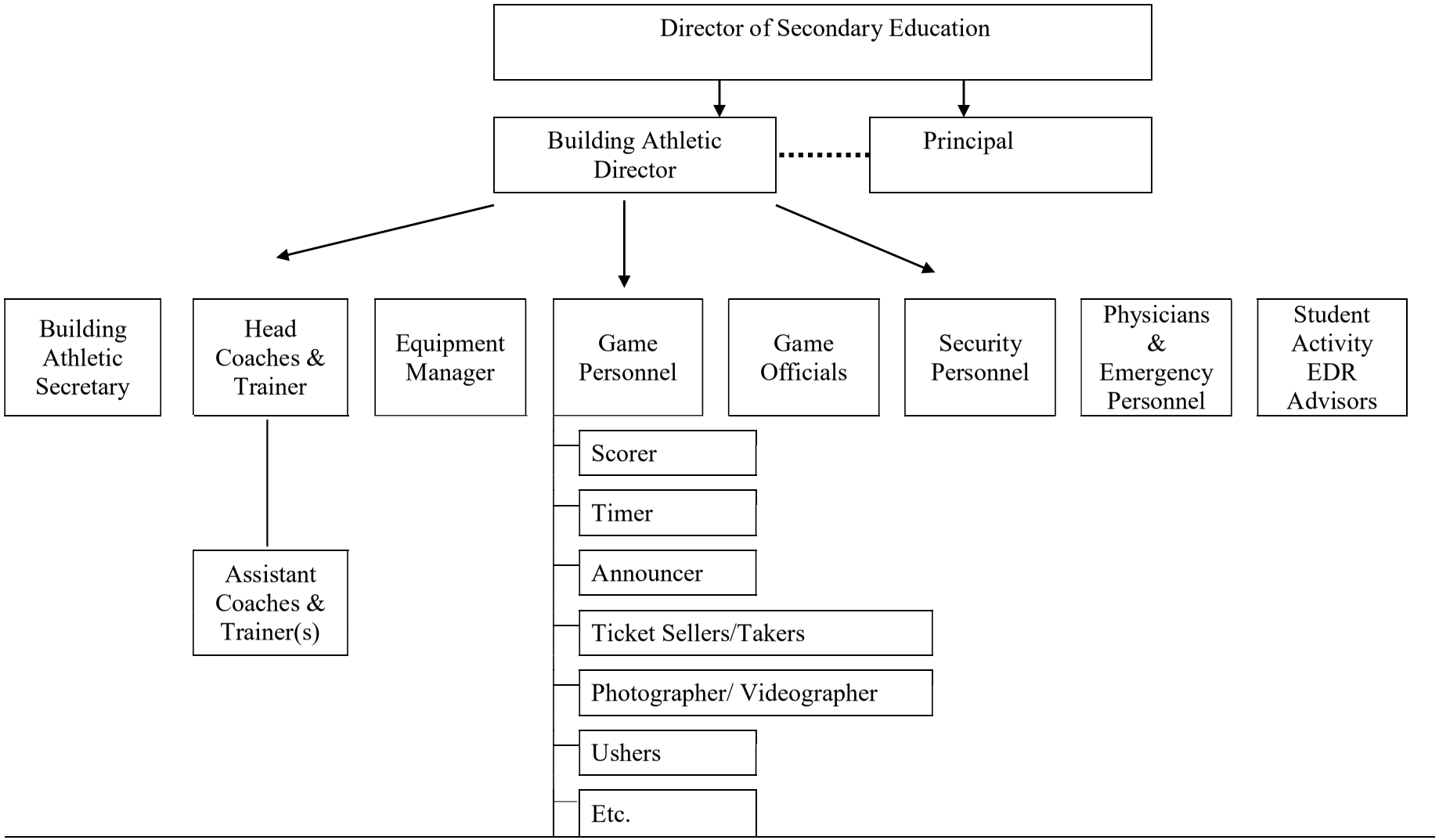
8. Athletic and Student Activity Code of Conduct and District School Board Policy infractions and discipline imposed are not limited to the season in which the infraction occurred.

Interscholastic Athletic & Student Activities M A N U A L

SECTION III

Organizational Responsibilities & Job Descriptions

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 interscholastic athletic schedules, including scrimmages; schedules officials for all contests; coordinates transportation for all athletic contests through a scheduling matrix; and ensures coverage by emergency personnel and apparatus 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, fundraising 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, 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 meetings for administering the interscholastic program.

20. Communicates to the coaching staff District, school, and PIAA information, directives, etc., in a timely manner, including annual issuance of the most current PIAA rulebook 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 setup and control of the athletic facility used during the contest.

23. Coordinates with the principal on any postponements or rescheduling, 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).

C.

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 the copier and collate materials; handling mail; operating the 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 verifies 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 the 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 the supervisor.

TERMS OF EMPLOYMENT: 1. 245-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.

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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, provides 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 preseason 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, 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. As an assigned game manager, greets and takes care of the game officials and visiting teams, and arranges for the setup 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. Arranges for the printing of necessary materials as these relate to athletics.

6. Recommends to the principal suggested changes in the athletic program.

7. Maintains a wholesome working relationship with community organizations and assists in their activities as needed.

8. Assists with historical records for all sports in the middle school.

9. Coordinates parent awareness meetings, where needed.

10. Checks carefully all schedules, dates, and starting times; if there are any problems, contacts the high school athletic director immediately.

11. As the game manager, shall administrator all indoor home games and tournaments.

F. Head Athletic Coach

General Description

The head coach in the area of athletics is responsible for the daily and 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 preseason 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 a professional appearance; a positive attitude, and enthusiastic personality; emotional maturity and self-control; leadership; planning and preparation; and good sportsmanship.

9. Maintains positive rapport and ongoing 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 they pertain 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, a 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 needs 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 them 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 responsibility with the coaches for maintaining open communications between coaches and cheerleading directors.

11. Works through the principal with regard to the approval of fund-raising activities. 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.

12. Explains to each assistant director the director's performance expectations and the evaluation of performance.

13. 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.

14. Provides each cheerleader with an Athletic Code of Conduct, which meets the requirements of this *Athletic and Student Activities Manual.*

15. Must possess a current CPR certification, annual sudden cardiac arrest training and annual concussion management certification.

16. Completion of Child Abuse Training.

17. 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 Cheerleading 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 is a contracted position with a service provider approved by the Board. 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 on 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 coverage 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: all football practices during the fall preseason and a one-hour minimum after school for all other activities on dates when 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. 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. 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.

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.

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 athletic training responsibilities, shall be negotiated between the Board and WSEA as part of the EDR package. It is 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 coverage 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 the equipment 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.

6. 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 responsible for supervising 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 a 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. In some sports, personnel report approximately one-half hour prior to the contest and work through completion of the game.

- Announcer - Announces player introductions, general announcements, play-by-play, and penalties.
- Announcer/Scorer - Announces event results, final meet results, and keeps names and scores of teams.
- Announcer/Scorekeeper - Calls participants to the various events, keeps the meet on schedule, announces event results, meet score and maintains official score.
- 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.
- Event Coordinator - Administers the various field events, determines official rules, etc.
- Game Manager - Oversees all game operations, game workers, officials, ticket sales, reconciliation, etc.
- Gate Security - Assigned to maintain security, control the crowd in and around the gate area, including, but not limited to, checking bags and re-entry of spectators.
- Libero (Scorekeeper) - Maintains the official score of the match.
- PIAA Officials - Designated as the official administrators of the given athletic events.
- Scorekeeper, Scorer - Keeps the official scorebook and/or score.
- Scoreboard Operator - Keeps the official time of contest, maintains the running score, and operates the scoreboard.
- Security Police - Assigned to maintain security, control crowds in and around the activity site, assist with traffic control, and support player safety, etc.
- Ticket Seller - Sells the tickets, counts money, counts receipts, and validates sales.
- Ticket Takers - Collect tickets, verify passes, and assist with entry and re-entry of spectators.
- Timer - Keeps official time of the contest, maintains the official clock, the official running time and score, judges the official times (in some sports starts the runners, times the finish, and "places" the runners).
- Ushers - Control crowds in gymnasiums, on fields, in stands, in stadium, fringes of the fields, and regulate press box traffic. Assist with safety of participants and spectators.
- Videographer - Films games with the End Zone Camera and downloads to HUDL for game breakdown.

Interscholastic Athletic & Student Activities

M A N U A L

SECTION IV

Administrative Procedures & Operations for Athletic & Student Activities

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 grades 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. After 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 prices in consideration of economic need, athletic philosophy, comparability to prices of other Mid-Penn schools, and other factors.

2. Hometown Ticketing shall be utilized as the District's online ticketing platform for District-hosted athletic and student activity events for which admission is charged. Online tickets may be purchased in advance through the District's designated event link and presented electronically or in printed form for scanning at the event.

3. Cash will continue to be accepted at the gate for District-hosted events. If an event is administered by PIAA, the Mid-Penn Conference, or another host organization under different ticketing procedures, the District will communicate those event-specific procedures in advance.

4. Admission fees will be levied as follows:

Event	**Freshman/JV/Varsity**	
	Student & Senior Citizen	**Adult**
Basketball - Boys'	$3.00	$5.00
- Girls'	$3.00	$5.00
Field Hockey	$3.00	$5.00
Football	$3.00	$5.00
Soccer (night, p.m.)	$3.00	$5.00
Lacrosse (night, p.m.)	$3.00	$5.00
Volleyball (night, p.m.)	$3.00	$5.00
Wrestling	$3.00	$5.00

5. Season adult general admission tickets shall be made available for boys' varsity basketball, girls' varsity basketball, varsity football, evening varsity volleyball, and varsity wrestling. Additionally, admission will be charged for all other games held in the stadium starting at 5:30 p.m. and later such as field hockey, lacrosse, and soccer.

6. 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 Facility I.D./Athletic Pass may be restricted according to provisions of the *Agreement*.

    b. Senior Citizen 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 Athletic Director may purchase from the administrative account the number of tickets requested by the Superintendent to meet the needs of the Superintendent, the Athletic Director, the sport's coaching staff, and the sport's support personnel.

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**.

2. Basic awards for players and cheerleaders.

    a. Varsity
        1) Letter
        2) Recognition attachment (Pin)
        3) Award Certificate
        4) Varsity Awards
            a) First-time letter winner – Letter and Award Certificate
            b) Subsequent letter winners – Recognition attachment (pin) and Award Certificate

    b. Junior Varsity
        1) Award Certificate

    c. Freshman
        1) Award Certificate

3. 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
        Lacrosse
        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/Diving (or 35 points swimming or 16 points diving)
        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 particularly important 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 after the contest, and (d) are 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 postseason 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. Transportation to all regularly scheduled games will be provided 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;
      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. 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 their products and quote team prices. Where uniformity of shoes 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.

e. A strong effort should be made to collect all items purchased by the District and issued to athletes for use (exceptions: baseball and softball hats and hose). Athletes should pay the replacement cost for any items they lose. 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 Director of Business Affairs.

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 that phone use be kept to a minimum and used only before and after the event.

I. BEHAVIOR OF ATHLETES AND STUDENTS IN ACTIVITIES

1. It is the responsibility of the head coach or activity advisor 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 or advisor will submit his/her rules to the high school Athletic Director annually.

2. It is the responsibility of the head coach or activity advisor 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/student 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 II.

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 FOR ATHLETICS AND STUDENT ACTIVITIES

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.

1. By Board Policy 218, students on District (Board or Administrative) probation are ineligible for participation on any interscholastic team or student activity.

2. 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.

3. As needed, the Athletic Director shall remind the principal to secure eligibility for exchange students.

ACADEMIC ELIGIBILITY:

4. All students participating in interscholastic athletics and other extracurricular activities must meet the curriculum requirements as established by the PIAA. The following is a summary of the PIAA requirements and is subject to change in accordance with the PIAA Constitution and Bylaws. In order to be eligible for interscholastic athletics and all extracurricular activities, a student must meet the minimum academic requirements stated below:

    a. Athletes failing two or more courses will be deemed ineligible for one week (Sunday through Saturday).
        1) Exceptions
            a) A student taking only four courses will be deemed ineligible for one failing grade for one week (Sunday through Saturday).
                - Note: ExCEL online courses are also subject to eligibility requirements. Students are expected to stay on pace and maintain passing grades throughout the marking period. Students not on pace with online coursework may be deemed ineligible until work is submitted.

5. Student-Athletes failing two or more courses at the end of a marking period are ineligible for competition for fifteen (15) school days beginning the first day of the new marking period, except in the case of the last marking period of the school year.

6. Student-Athletes not passing four credits at the end of the year will be ineligible for the first fifteen (15) school days of the next school year beginning on the first day of school. Students who attend summer school and correct their deficiencies shall be eligible for extracurricular activities at the beginning of the next school year.

7. The Athletic Director will communicate the student eligibility status to the head coach/advisor of that student's current sport/activity. The head coach/advisor will then have a private meeting with the student-athlete/participant to make them aware of their eligibility status.

8. Students during this initial term of ineligibility may not be dismissed early from school to attend any games/meets/matches/performances, may not participate in games/meets/matches/performances and cannot be dressed in full uniform for competition/performance. Scrimmages are viewed as practice opportunities; as such, the student-athlete is permitted to participate in scrimmages during this initial period of ineligibility.

ELIGIBILITY AND ATTENDANCE:

9. 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, medical or dental appointment, educational trip, or a recognized and approved religious holiday, or a bereavement absence.

10. 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.

11. For purposes of application:

    a. An athlete/student on out-of-school suspension is ineligible for participation during the time of suspension.

MEDICAL PREPARTICIPATION ELIGIBILITY:

12. The athletic trainer, in coordination with the Athletic Director, shall verify through Rank One that each student has completed all required medical preparticipation documentation and has been cleared before the student is permitted to practice or compete. Coaches and activity advisors shall not permit participation until the student's clearance status has been confirmed.

    a. Parents/guardians shall complete the District's required online forms in Rank One and upload the current PIAA physician-certified physical examination or recertification documentation in the format required by the District.

    b. The District's Medical Release/Insurance Form, waiver and acknowledgment, risk and consent to participate, and any other required authorizations shall be completed through Rank One unless an approved alternative-access process is used.

    c. The athletic trainer shall review submitted documentation and record approval or deficiency status in Rank One. The clearance status shown in Rank One shall be the District's official authorization for participation. Submission alone does not constitute clearance.

    d. Coaches and activity advisors may receive or view only the participation-clearance and emergency information necessary to perform their assigned duties. Access to underlying medical records shall be limited to authorized personnel and managed through District-approved permissions.

    e. A family that cannot complete or upload documentation through Rank One shall contact the Athletic Office or athletic trainer for an accessible alternative. Any paper documentation received through that process shall be entered or retained securely by authorized staff and shall not be maintained by a coach.

    f. Medical and preparticipation records shall be retained and disposed of in accordance with District record-retention requirements and applicable PIAA rules. Authorized staff shall have access to necessary emergency information during practices and contests through a District-approved process, including a contingency for a service or connectivity interruption.

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. 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.

   b. Decisions to terminate or open head coaching positions will result in the immediate posting of the position through Human Resources. Decisions to terminate or open head coaching positions may result in immediately opening all assistant coaching positions reporting to said EDR.

   c. 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.

   d. 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. Two (2) weeks' 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 receipts and any change to the Athletic Director so that the total equals the 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, whether advanced 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 Office prior to the activity.

M. GAME OPERATIONS

1. Athletic Directors shall contract game officials in compliance with PIAA, District III, Mid-Penn, and District policy.

2. Athletic Directors will arrange for the deployment and payment of needed security police for varsity football games and other events in consultation with the Director of Safety and Student Attendance and/or Director of Secondary Education.

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

4. Athletic Directors will provide for the scheduling, deployment, and payment of game management personnel to assist with all game operations. The following tables define typical personnel to be employed as well as salary per position.

FALL SEASON

Sport	Salary (per event flat rate)	Personnel Employed	Sport	Salary (per event flat rate)	Personnel Employed
Cross Country			Field Hockey – Varsity and Junior Varsity		
Coordinator/Scorer	35	1	Ticket Seller	35	1
Game Manager	50	1	Scorer	40	1
			Timer	40	1
			Usher/Announcer	40	1
			Game Manager	65	1
Football – Varsity			Field Hockey – Freshman and Junior High		
Announcer	50	1	Scoreboard Operator	30	1
Scoreboard Operator/Spotter	50	4	Scorekeeper	30	1
Ticket Sellers	50	4	Game Manager	40	1
Ticket Takers	50	4			
Ushers (incl.) Press Box	60	5-6			
Chain Crew	50 or Paid by PIAA				
Game Manager	100	1			
Parking Crew	60	6-8			
Security - WSSD	*35/hour	3-4			
Security - Police	LAPD	2-3			
Football – Junior Varsity			Soccer – Varsity and Junior Varsity		
Announcer	35	1	Ticket Seller	35	1
Chain Crew	35	3	Ticket Taker	35	1
Scoreboard Operator/Scorer	35	2	Timer/Scorer	40	2
Ticket Seller	30	1	Usher	40	1
Ticket Taker	30	1	Game Manager	65	1
Usher	35	1			
Game Manager	50	1			
Football - Freshman			Volleyball Girls – Varsity and Junior Varsity		
Chain Crew	35	3	Libero/Scorekeeper	40	2
Scoreboard Operator	35	2	Ticket Seller/Taker	35	2
Game Manager	40	1	Usher	40	1
			Game Manager	65	1

WINTER SEASON

Basketball – Varsity and Junior Varsity			Wrestling - Varsity		
Scoreboard Operator	40	2	Announcer/Score Operator	35	2
Scorekeeper	40	1	Scorekeeper	35	1
Ticket Seller	35	2	Ticket Seller	40	2
Ticket Taker	35	2	Ticket Taker	40	2
Usher	50	2-4	Usher	50	2
Game Manager	75	1	Game Manager	50	1
Basketball – Freshman and Junior High			Wrestling - Freshman		
Scoreboard Operator	30	1	Scoreboard Operator	25	1
Scorekeeper	30	1	Scorekeeper	25	1
Game Manager	40	1	Usher	25	1
			Game Manager	40	1
Swimming/Diving					
Timer	35	1			
Announcer/Scorekeeper	35	1			
Game Manager	40	1			

SPRING SEASON

Baseball			Softball		
Scoreboard Operator	35	1	Scoreboard Operator	35	1
Scorekeeper	35	1	Scorekeeper	35	1
Game Manager	50	1	Game Manager	50	1
Lacrosse - Varsity and Junior Varsity			**Track and Field Vars. JV, Junior High (Boys & Girls)**		
Timer	40	1	Announcer/Scorer	50/40	2
Scorer	40	1	Coordinator	50/40	14
Usher	40	1	Timers	50/40	3
Ticket Taker	35	1	Game Manager	65	1
Ticket Seller	35	1			
Game Manager	65/50	1			
Soccer - Junior High (Boys & Girls)			**Volleyball Boys Varsity and Junior Varsity**		
Timer/Scorer	30	1	Libero/Scorekeeper	40	2
Usher	30	1	Ticket Seller/Taker	35	2
Game Manager	40	1	Usher	40	1
			Game Manager	65	1
			Volleyball Girls Junior High		
			Libero/Scorekeeper	30	2
			Game Manager	40	1

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 a 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 should 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 must be paid for by the boosters or by the student in cash or with credits from fundraising 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 requirements. Eligibility for all students attending the trip should be verified one week prior to the trip.

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. The Office of Human Resources is 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. Interviews for “high-profile” coaching vacancies will include the Director of Secondary Education and may include an invitation for a Board member to observe. A second round of interviews may be appropriate.

    b. Building Athletic Director and Director of Secondary Education review 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 the 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 a Board action item for the position.

4. Volunteers

   Please refer to Section V. Volunteer Guidelines.

R. RELEASE FROM CLASS(ES)

1. The Athletic Director will prepare a seasonal matrix indicating game time, bus departure, and class dismissal with the approval of the 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 the need for a coach's 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 or 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 to 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 scheduling competitions, including scrimmages, outside the Mid-Penn Conference include:

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. Intra-district 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 of 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 days immediately after a school cancellation or early dismissal shall be a building-level decision made 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 according to the PIAA Schedule of Sports Events.

    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. The Athletic Director shall make this decision after consulting 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 postseason 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. TEAM TRYOUTS

1. To maintain manageable team sizes and ensure fair opportunities, students may be required to participate in tryouts for athletic teams. Tryouts will begin on the official first day of practice and may extend as needed. While there is no set time limit for the duration of tryouts, coaches are encouraged to complete the evaluation process efficiently. Coaches will determine how and when team selections are communicated.

2. Before tryouts begin, coaches are expected to clearly explain team expectations, skill requirements, and performance objectives to all participants. Student-athletes are responsible for notifying coaches in advance about any scheduling conflicts that may affect their availability during the season.

3. If a student is not selected for the team, they are encouraged to speak with the coach to receive constructive feedback and understand areas for development. If further concerns remain after this conversation, a meeting involving the coach and parent may be scheduled. Should questions still persist, the parent may then request a meeting with the coach and the Athletic Director to seek additional clarity.

4. Student-athletes participating in multiple sports will not be issued gear for an upcoming sport until all equipment from a previous sport is returned or appropriately reimbursed if lost or stolen. Athletes are fully accountable for all equipment assigned to them.

PLAYING TIME:

5. Playing time often brings strong emotions and is one of the more sensitive aspects of high school athletics. Coaches are tasked with making key decisions regarding which athletes start, what positions they play, and how much time each athlete sees in competition. These choices are based on many factors and are not taken lightly.

6. Coaches evaluate athletes throughout practices, scrimmages, and games, using their professional judgment to make informed decisions about game participation. These decisions are made solely by the coaching staff and are grounded in what is believed to be in the best interest of the team and program as a whole.

V. TRANSPORTATION

The Athletic Director shall:

1. Enter all transportation requests electronically in the District-approved transportation system before the beginning of each season. Each request shall include the date, destination, departure and anticipated return times, and type of transportation requested. The Athletic Director or designee shall continuously monitor the electronic requests throughout the season and promptly update and communicate changes caused by weather, postponements, site changes, cancellations, or other schedule revisions. Urgent same-day changes shall also be communicated directly to the Transportation Office through the current emergency contact procedure.

Emergency Bus Transportation Procedures

If transportation does not arrive by the scheduled departure time, the coach shall contact the building Athletic Director or administrator. The Athletic Director, administrator, or authorized designee shall contact the Transportation Office or contracted carrier using the current emergency contact procedure issued by Transportation. Current contact names and telephone numbers shall be maintained and distributed by the Transportation Office outside this manual.

2. Enter any alteration to the transportation schedule electronically and promptly notify the Transportation Office. For an urgent or same-day alteration, the Athletic Director or designee shall also communicate directly with Transportation using the current contact procedure.

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. Under 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 an athlete's posterior on the bench seat while the bus is in motion. Changing clothes should occur only after the bus stops.
      2) Excessive noise on the bus.
      3) Items blocking the aisle.
      4) Eating items with a stick while the bus is in motion.
      5) Throwing things.
      6) Hands/arms out the window.
      7) Exiting through the emergency door in the back or side or hanging on that door while exiting.

(Please note that under the 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 District funds).

d. After returning 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 for leaving 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 the Supervisor of Transportation or designee.

i. A driver's concerns about the coach(es) or team should be addressed to the Supervisor of Transportation, as appropriate, and reviewed 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 <u>District Vans.</u>

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. <u>Do not keep vehicles more than your allotted time.</u>

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 trip slip in the 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 the 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 the vehicle is in motion. Do not carry more passengers than the vehicle is rated to carry. The coach must check the seating capacity.

8. Make sure you lock your vehicle.

9. Smoking, vaping, and tobacco products are prohibited 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 the police should be notified.

12. If the District vehicle breaks down, move occupants to a safe location when practicable and contact the Transportation Office or contracted carrier using the current emergency contact procedure. If there is an immediate danger, injury, or collision requiring emergency assistance, call 911 first and then notify the building administrator and Transportation Office.

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.

W. TRAVEL EXPENSES AND MEALS

1. Travel shall be by a District-provided or District-contracted vehicle whenever possible for practices and contests. Transportation by private vehicle shall be permitted only in infrequent circumstances, with prior written approval of the Athletic Director or principal, and in accordance with applicable Board policy, insurance requirements, and District transportation procedures.

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 expenses may be reimbursed for coaches, athletes, and cheerleaders representing the West Shore School District at District or state competitions. Reimbursement shall be limited to actual expenses supported by itemized receipts, up to a maximum of $33.00 per person per day; $8.00 for breakfast, $10.00 for lunch, and $15.00 for dinner. Taxes and reasonable gratuities are included within each meal limit. Meals provided by the event, hotel, host organization, or another source are not eligible for additional reimbursement. Coaches may request funds in advance by completing the Request for Prepayment Form. Upon return, the coach shall submit a Report of Expenditures with all itemized receipts and return any unused funds. Meal expenses related to scrimmages or regular season games or matches will not be reimbursed unless specifically authorized in advance by the Superintendent or designee because of exceptional travel circumstances.

5. The Business Office shall review the meal limits at least once every two years and

recommend adjustments for Board consideration when warranted by prevailing travel costs.

X. UNIFORMS

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 should be minimized, depending on the market and product availability. All changes MUST meet with prior administrative approval and the approval of the Athletic Directors.
   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 for RLHS and Gold/White/Blue for 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 that 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 of for possible Board action or other consideration.

Interscholastic Athletic & Student Activities

M A N U A L

SECTION V

Board Policies Relevant to Athletics and Student Activities

A complete listing of WSSD Board Policies can be found on the District's website (https://policymain.org/west-shore-school-district/policies)
The following policies are directly applicable to components of the *Athletic and Student Activities Manual*.

104. DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STAFF
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.

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
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.

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.

137.1 EXTRACURRICULAR ACTIVITY AND INTERSCHOLASTIC ATHLETIC PARTICIPATION BY HOME EDUCATION STUDENTS
The Board shall approve participation in the District's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all of the requirements stated in law and Board policy.
The Board shall not provide individual transportation for students enrolled in home education programs who participate in the District's extracurricular activities or interscholastic athletic programs. When the District provides transportation to and from the District, to and from an away competition, game, event, or exhibition and requires District students to use District transportation, home education students shall be required to use the transportation provided by the District.

218. STUDENT DISCIPLINE

The Board recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

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 terroristic threat.

222. TOBACCO/NICOTINE

Purpose – The Board recognizes that the use of tobacco, nicotine, and nicotine delivery products (e.g., Juuls and other electronic cigarettes) presents a health hazard that can have serious consequences for the user and nonuser and for 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.

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.

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 adopts this policy in order to support an educational environment that is orderly, safe, and secure for District students and employees while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

Electronic and personal communication devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit, or receive calls, text messages, data, or images; operate online applications; or provide a wireless connection to the Internet.

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. When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, District staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Title IX Coordinator and Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Title IX Coordinator and Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

323. TOBACCO/NICOTINE

Purpose – The Board recognizes that tobacco, nicotine, and nicotine delivery products (e.g., Juuls and other electronic cigarettes) used during school hours and on school property present a health and safety hazard that can have serious consequences for the user and nonuser and for 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.

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 that 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 nonprofit 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 that 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 District website) (https://policymain.org/west-shore-school-district/policies). 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.

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, co-curricular, 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. The following guidelines shall be implemented by each booster organization (see District website) (https://policymain.org/west-shore-school-district/policies).

Compliance

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, available on the District website at https://www.wssd.k12.pa.us/VolunteerInformation.aspx. and in Board Policy 907: School Visitors.
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:

- Make an appointment to drop off your clearances at the District Administration building by either calling 717-938-9577 or emailing your clearances to Janelle Traxler at jtraxler@wssd.k12.pa.us
- Bring a government-issued photo identification card to your appointment. The ID card will be logged into the District's School Gate Guardian system, which checks the volunteer's information against several state databases.
- 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 PA Child Abuse History Certification, which are less than one year old at the 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) until such time as the volunteer lives continuously in Pennsylvania for ten (10) years. Candidates can register to have their fingerprints taken at Identogo locations. **The FBI Volunteer Clearance Service Code is 1KG6ZJ**. This clearance is obtained at the prospective volunteer's expense. Prospective volunteers who **have** lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would prohibit selection as a volunteer. This waiver is available to download.
- Provide the District with a tuberculous (TB) test that is less than ninety (90) days old at the time of presentation. A TB test does not need to be repeated, provided the volunteer serves at least once during each 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. When registering as a volunteer for the first time and annually thereafter, an applicant 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 include 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 a 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 Offense(s)") will be excluded from serving as a volunteer.

Any questions regarding the Volunteer Guidelines should be directed to the building administration.

Interscholastic Athletic & Student Activities M A N U A L

SECTION VI

Applicable Glossary of Forms

A number of forms apply to the Athletic and Student Activities Manual. Current forms shall be accessed through the applicable District electronic system, the Athletic Office, Human Resources, or the official website of the issuing organization. Required medical preparticipation forms and approvals shall be submitted and maintained through Rank One, except when an approved alternative-access process is used. Forms reproduced in this section are reference copies only. If a reproduced form conflicts with a current official form or electronic workflow, the current official version and process shall control.

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. Common sense and good judgment are prerequisites for sound 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 their duties. Appeal and due process procedures for disputed points are to be conducted according to School Board Policy. It is recommended that this evaluation be conducted twice during the season, if time permits: at midseason and during the final review.

WEST SHORE SCHOOL DISTRICT

COACHING EVALUATION

Name of Coach: _____ Sport: _____

Athletic Director: _____ Date: _____

RATINGS: Distinguished (D); Proficient (P); Needs Improvement (NI); Failing (F)

A. Skills & Knowledge: ☐ (D) ☐ (P) ☐ (NI) ☐ (F)

B. Self & Team Management: ☐ (D) ☐ (P) ☐ (NI) ☐ (F)

C. Administration: ☐ (D) ☐ (P) ☐ (NI) ☐ (F)

D. Leadership & Communication Skills: ☐ (D) ☐ (P) ☐ (NI) ☐ (F)

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 encourages players 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 preparticipation 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 the season
- Conducts preseason 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 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 online 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 the 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 their players and believes in them
- Motivates players in an ethical manner
- Treats players and 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, RLHS, AMS, CMS, NCMS): **YEAR and SEASON:**

SPORT and LEVEL (Varsity, J.V., J.H.): **J.V. SEASON RECORD:**

HEAD COACH'S NAME: **VARSITY SEASON RECORD:**

ASSISTANT COACHS' NAMES:

CAPTAINS' NAMES:

- **<u>This form is due to the Athletic Director within one week following the completion of the sport's regular season.</u>**

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

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 Award Certificate and PIN 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.
2. Basic awards for players and cheerleaders
    a. Varsity
        1) Letter
        2) Recognition attachment (Pin)
        3) Award Certificate
        4) Varsity Awards
            a) First-time letter winner – Letter and Award Certificate
            b) Subsequent letter winners – Recognition attachment (Pin) and Award Certificate
    b. Junior Varsity
        1) Award Certificate
    c. Freshman
        1) Award Certificate
3. All team managers, trainers, and statisticians are at the discretion of the coaches.
4. Coaches have the discretion to give an award, even if the minimum requirement is not met.

VARSITY LETTER CRITERIA
***Once a player receives a varsity letter, the player will not receive a duplicate letter for that sport.**
A recognition attachment (pin) is awarded in place of an additional letter in each subsequent season when a player meets the following criteria:

The athlete must have participated in a minimum of:
a. Basketball, Field Hockey, Football, Soccer and Lacrosse: half the total number of quarters or periods during the regular season.
b. Cross Country: half the meets in the top 8 runners.
c. Golf: half the meets as one of the top 7 players.
d. Baseball: half of the team's regular-season contests, except pitchers and batting-practice catchers.
e. Softball, tennis and volleyball: half of the team's regular season contests
f. Swimming/Diving: half of the team's regular season contests (or 35 points in swimming or 16 points in diving)
g. Track: half of the team's regular season contests. (or score 20 points)
h. Wrestling: wrestle in half of the regular season matches.
i. Cheerleaders must successfully complete the fall and winter seasons.

Participant's Name	Grade Level	Varsity Letter & Award Certificate	Varsity Pin & Award Certificate	Award Certificate	Award Certificate
HIGHLIGHT IF THIS PERSON HAS AN OUTSTANDING OBLIGATION (EQUIPMENT, UNIFORM, ACTIVITY FEE, ETC.)		*Follow Criteria listed above	*After 1st Varsity Letter	*First time for that sport at J.V. level	*All Freshman/JH players receive
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WEST SHORE SCHOOL DISTRICT

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

VOUCHER AND LOG FOR REIMBURSEMENT REQUEST

MONTH OF _____ 20 _

NAME _____ 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)

Revised 8/2007

MILEAGE AND EXPENSE LOG

Date	From	To	Reason	Miles

Interscholastic Athletic & Student Activities M A N U A L

Appendix A Positions & Wage Schedules

A. Principles Applied to Wage Payments

1. Employees who return to the same assignment in subsequent school years will advance one step on the schedule for each year of service.
2. Salary schedules will be established on an annual basis and included in the Interscholastic Athletics and Activities Manual.
3. Extra duty assignments are made at the sole discretion of the Board, and the Board reserves the right to terminate or change assignments with or without cause. Should the Board wish to make any change in any assignment, the employee will be notified. The assignment shall automatically expire and be of no further force or effect upon your completion of all responsibilities associated with the assignment.

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
Intramural & Student Activity Hourly Rate	$25.00

Summer Programs Stipends Under Review for Summer 2027:

Activity	**Rate**
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. Athletic & Student Activity Staff Not Covered in Collective Bargaining Agreement (CBA)

Column 1	# Per School or District	Column 6	# Per School or District
Football Head Coach	1 Each HS	Softball Assistant Coach	3 Each HS
Column 2		Swimming/Diving Assistant Coach	1 Each HS
Basketball Head Coach (Boys)	1 Each HS	Track Assistant Coach (Boys)	3 Each HS
Basketball Head Coach (Girls)	1 Each HS	Track Assistant Coach (Girls)	3 Each HS
Marching Unit Director	1/District	Track Jr. High Head Coach (Boys/Girls)	1 Each HS
Wrestling Head Coach	1 Each HS	Wrestling Freshman Coach	2 Each HS
Column 3		Wrestling Freshman Coach (Girls)	1/District
Baseball Head Coach	1 Each HS	**Column 7**	
Field Hockey Head Coach	1 Each HS	Debate Coach	1 Each HS
Football Assistant Coach	6 Each HS	Indoor Guard Assistant	1/District
Musical Director	1 Each HS	Indoor Percussion Director	1/District
Soccer Head Coach (Boys)	1 Each HS	Jazz Band Director	1 Each HS
Soccer Head Coach (Girls)	1 Each HS	Marching Unit Instructional Technician	5/District
Softball Head Coach	1 Each HS	Musical Instrumental Music	1 Each HS
Swimming/Diving Head Coach	1 Each HS	Stage Crew Manager	1 Each HS
Track Head Coach (Boys)	1 Each HS	Tennis Assistant Coach (Boys)	1 Each HS
Track Head Coach (Girls)	1 Each HS	Tennis Assistant Coach (Girls)	1 Each HS
Column 4		**Column 8**	
Basketball Assistant Coach (Boys)	2 Each HS	Basketball Jr. High Assistant Coach (Boys)	1 Each HS
Basketball Assistant Coach (Girls)	2 Each HS	Basketball Jr. High Assistant Coach (Girls)	1 Each HS
Cross Country Head Coach	1 Each HS	Building Media/Technology Coordinator	1 Each HS
Lacrosse Head Coach (Boys)	1 Each HS	Cheerleading Assistant Director	2 Each HS
Lacrosse Head Coach (Girls)	1 Each HS	Class Dean – Senior	1 Each HS
Student Funds Treasurer	1 Each HS	Cross Country Assistant Coach	1 Each HS
Volleyball Head Coach (Boys)	1 Each HS	Cross Country Jr. High Coach	1 Each HS
Volleyball Head Coach (Girls)	1 Each HS	Golf Assistant Coach	1 Each HS
Wrestling Assistant Coach (Boys)	1 Each HS	Musical Associate Director	1 Each HS
Wrestling Assistant Coach (Girls)	1/District	Musical Choreographer	1 Each HS
Column 5		Soccer Jr. High Assistant Coach (Boys)	1 Each HS
Cheerleading Director	1 Each HS	Soccer Jr. High Assistant Coach (Girls)	1 Each HS
Golf Head Coach	1 Each HS	Special Olympics Coordinator	1/District
Strength Training Coach	1 Each HS	Speech Coach	1 Each HS
Tennis Head Coach (Boys)	1 Each HS	Track Jr. High Assistant Coach (Boys/Girls)	1 Each HS
Tennis Head Coach (Girls)	1 Each HS	Volleyball Assistant Coach (Boys)	1 Each HS
Marching Unit Coordinator	3/District	Volleyball Assistant Coach (Girls)	1 Each HS
Column 6		Volleyball Jr. High Coach (Girls)	2 Each HS
Athletic Equipment Manager	1 Each HS	**Column 9**	
Baseball Assistant Coach	3 Each HS	Musical Artwork Director	1 Each HS
Basketball Freshman Coach (Boys)	1 Each HS	Class Dean – Freshman	1 Each HS
Basketball Freshman Coach (Girls)	1 Each HS	Class Dean – Junior	1 Each HS
Basketball Jr. High Head Coach (Boys)	1 Each HS	Class Dean – Sophomore	1 Each HS
Basketball Jr. High Head Coach (Girls)	1 Each HS	Concessions Director	1/District
Diving Coach	1/District	Marching Unit Instructional Assistant	6/District
Field Hockey Assistant Coach	1 Each HS	Middle School Jazz Band	1 Each MS
Field Hockey Jr. High Head Coach	1 Each HS	Middle School Play Director	1 Each MS
Football Freshman Coach	3 Each HS	Middle School Yearbook Advisor	1 Each MS
Indoor Guard Coordinator	1/District	Musical Sound/Lighting – High School	1 Each HS
Lacrosse Assistant Coach (Boys)	1 Each HS	School Store Advisor – High School	1 Each HS
Lacrosse Assistant Coach (Girls)	1 Each HS	High School Student Council Advisor	1 Each HS
Major Play Director	1 Each HS	Musical Director – Intermediate	1 Each IS
Soccer Assistant Coach (Boys)	1 Each HS		
Soccer Assistant Coach (Girls)	1 Each HS		
Soccer Jr. High Head Coach (Boys)	1 Each HS		
Soccer Jr. High Head Coach (Girls)	1 Each HS		

Column 10	# Per School or District
Academic Bowl – Middle School	1 Each MS
Academic Bowl - Intermediate	1 Each IS
Academic Bowl - Primary	1 Each PS
Brain Busters	1 Each HS
Class Dean - Freshman	1 Each HS
Class Dean - Junior	1 Each HS
Class Dean - Senior	1 Each HS
Class Dean - Sophomore	1 Each HS
Middle School Stage Manager	1 Each MS
Middle School Student Council	1 Each MS
Musical Business Manager	1 Each HS
National Honor Society	1 Each HS
Science Olympiad	1 Each HS
Technology Student Association	1 Each HS
Yearbook Business Manager	1 Each HS
Student Council- Intermediate	1 Each IS
Elementary Math 24 (3^{rd}/4^{th})	1 Each PS
Elementary Math 24 (5^{th} /6^{th})	1 Each IS
Academic WorldQuest	1 (at CCHS)
Major Play Business Manager	1 Each HS
eSports	1 (at CCHS)

D. Extra Duty Responsibility (EDR) Wage Schedule – Effective 2024-2025.

Increment	$150.00	$100.00	$100.00	$85.00	$85.00
	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	$70.00	$70.00	$70.00	$55.00	$40.00
	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

BOARD OF SCHOOL DIRECTORS

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David R. Brinton

Brenda L. Cox

Mary W. Dankosky

Mandy L. Davis

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Ryan E. Argot, Ed.D., Secretary

Stevie Jo Boone, Treasurer

Jeffrey D. Litts, Esq., Solicitor

ADMINISTRATION

Todd B. Stoltz, Ed.D., Superintendent

Mathew F. Gay, 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. UPDATED DECEMBER 2025.