

CW Scouts



**Coaches
Handbook**

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CONRAD WEISER AREA SCHOOL DISTRICT

ATHLETIC DEPARTMENT

COACHES HANDBOOK

INTRODUCTION

This handbook has been developed to assist the coaching staff of the Conrad Weiser School District in better serving the young men and women that elect to participate in interscholastic athletic programs. It contains athletic department procedures, regulations and other information that will be helpful to coaches (veterans and beginners) in administering, maintaining and promoting our athletic programs.

In addition to the material presented in this handbook, all members of the coaching staff must familiarize themselves with the rules and regulations of the sport(s) they coach, as well as the rules and regulations found within the constitution and by-laws of the PIAA, the BCIAA and/or the inter-county football league. Copies of these rules and regulations can be found in the athletic office.

Philosophy and Purpose Of the Interscholastic Athletic Program

Athletics is an internal part of the middle school and high school experience. Extracurricular programs in conjunction with the academic curriculum provide a complete education environment.

Athletics can provide a positive learning environment that will teach students physical, mental and interpersonal skills that will help them in many aspects of their lives.

It is our responsibility as coaches to provide a safe and positive environment for all of our student athletes.

CONRAD WEISER SCHOOL DISTRICT

INTERSCHOLASTIC ATHLETICS

CHAIN OF COMMAND

School Board

Superintendent

Building Principal

Director of Athletics

Athletic Trainer

Head Coach

Sports Manager

Assistant and J.V. Coaches

Junior High Coaches

BUILDING CHARACTER VS. WINNING

The Conrad Weiser Coaching Staff is committed to building a team with shared values, including moral values, and motivating players to achieve a common goal. It's our philosophy that we must first build a team and then win games.

Our plan is to have a positive influence on the team by:

- Athletes first, winning second
- Recognizing and rewarding sportsmanship
- Helping athletes to put winning and losing into perspective
- Encouraging good decisions and sharing
- Being involved and caring with all who are involved with the team
- Respecting all players and helping them to become better persons and players
- Encouraging cooperation among teammates and respect for opponents
- Creating valuable and enjoyable traditions

A rules and regulations sheet handed out to every player will help set the tone and develop boundaries for good behavior. In addition, all incidences of a serious nature should be reported to the athletic director. A consequence from school administration may be added to the punishment from the team rules and regulations depending on the severity of the incident.

JUNIOR HIGH PHILOSOPHY

The BCIAA has adopted a new policy for junior high sports. The focus should be on player development rather than winning. We will follow this policy at Conrad Weiser and would hope that each coach of a junior high team would cooperate in establishing a program that would give each player at least one third of a game's worth of playing time. If a player is good enough to make the team, then the coach should make sure that the student athlete plays. If a student athlete has broken team rules, missed practices, or has not worked hard at practices then the one third rule can be waived at the coach's discretion.

JOB DESCRIPTIONS OF COACHING STAFF

VARSITY HEAD COACH

ADMINISTRATIVE DUTIES

1. Participates in the selection, assignment and evaluation of assistant coaches as requested by the building principal and athletic director.
2. Delegates duties and responsibilities to assistant coaches as appropriate and coordinates their efforts at all levels.
3. Schedules scouting assignments as needed.
4. Schedules and conducts coaches meetings as needed.
5. Assists the athletic director in the distribution and collection of all forms necessary for the physical exams and the maintenance of records of eligibility.
6. Plans and directs all practice sessions in cooperation with assistant coaches.
7. Directs the team at all home and away contests.
8. Provides necessary supervision for transportation.
9. Designates award winners for annual recognition and letter awards. Returns those lists to the athletic office and the awards coach by the date requested.
10. Performs other duties as assigned by the building principal and athletic director.
11. Attends all required PIAA rules meetings along with all district and league required meetings.
12. Reviews all rules and regulations for their sport as set forth by league, District III and PIAA.

COMMUNICATION

1. Develops and/or utilizes teaching techniques consistent with a sound learning theory and personal philosophy, so that all participants will have adequate opportunities to learn the skills, techniques, strategies and sense of fair play and conduct basic to the sport.
2. Prepare a team roster when final selection has been completed and turn it in to the athletic office with all necessary information.
3. Inform assistant coaches, players, parents and appropriate school personnel of personal coaching philosophy and team goals.
4. Provides all players with a written list of team rules and regulations, and consequences for violation of these rules. Informs all assistant coaches, players, parents and appropriate school personnel of all team rules and regulations.
5. Works with community and school district personnel concerning public relations.
6. Attends clinics to keep current of knowledge of new coaching strategies and techniques. Shares this information with their entire staff.
7. Meets with representatives of colleges and universities as necessary to aid in the recruitment of our athletes.
8. Completes end of season report, self evaluation, assistant coach's evaluation(s) and junior high coach's evaluation within 15 days of the end of the season.
9. Schedules a program evaluation meeting with the athletic director within 15 days of the end of the season.

10. FACILITIES AND EQUIPMENT

1. Consults with the athletic director on arrangements for facilities in which to practice.
2. Provides the athletic director with a monthly schedule of practice times.
3. Assumes responsibility for care, management and inventory of equipment and supplies.
4. Organizes and supervises practice sessions including overseeing the locker room and observing students until they leave the building. Turns lights off and locks facility when done.
5. Supervises students on away trips and preserves the proper condition of the host facilities.
6. Collects clean equipment and inventories it within 15 days of the end of the season. Provides adequate number of collection days so as to be accessible to all students (minimum of three days).

FINANCE

1. Plans a budget for the activity and controls expenditures to stay within budget.
2. Provides the athletic director with a written budget request in legible form within 15 days of the end of the season.

Varsity Assistant Coach

The duties of the assistant coach may vary at the direction of the varsity head coach and with the approval of the athletic director.

ADMINISTRATION

1. Assists the head coach in planning and conducting practice sessions.
2. Assumes supervision and coaching of junior varsity squads as appropriate.
3. Accompanies the team on all away events.
4. Performs other duties and responsibilities at the direction of the head coach and with the approval of the athletic director.

COMMUNICATION

1. Support the philosophy and goals of the head coach.
2. Trains team members to participate in a sportsmanlike manner.
3. Attends clinics as necessary.

FACILITIES AND EQUIPMENT

1. Assists the head coach in the care, management and inventory of supplies and equipment.
2. Assists in supervision of the locker room and of the students until they leave the building.
3. Assists in the supervision of host facilities.

JUNIOR HIGH HEAD COACH

ADMINISTRATION

1. Reports directly to the head varsity coach.
2. Carries out the philosophy of the varsity head coach.
3. Directs the team at all home and away contests.
4. Provides necessary supervision for transportation.
5. Assists the athletic director in the distribution and collection of all forms necessary for the physical exam and the maintenance of records of eligibility.
6. Performs other duties as assigned by the building principal or athletic director.

COMMUNICATION

1. Provides all players with a written list of team rules and regulations, and consequences for violation of these rules. Informs all assistant coaches, players, parents and appropriate school personnel of all team rules and regulations.
2. Prepare a team roster when final selection has been completed and turn it in to the athletic office.
3. Trains team members to participate in a sportsmanlike manner.
4. Attends clinics as necessary.

FACILITIES AND EQUIPMENT

1. Consults with the athletic director on arrangements for facilities in which to practice.
2. Provides the athletic director with a monthly schedule of practice times.
3. Assumes responsibility for care, management and inventory of equipment and supplies.
4. Organizes and supervises practice sessions including overseeing the locker room and observing students until they leave the building.
5. Supervises students on away trips and preserves the proper condition of the host facilities.

FINANCE

1. In conjunction with the varsity head coach, plans a budget for the sport.

JUNIOR HIGH ASSISTANT COACHES

The duties of the assistant may vary according to the direction of the junior high head coach with the approval of the varsity head coach and/or the athletic director.

ADMINISTRATION

1. Assists the junior high head coach in planning and conducting practice sessions.
2. Accompanies team on away events.
3. Performs other duties and responsibilities as directed by the junior high head coach or varsity head coach with approval of the athletic director.

COMMUNICATION

1. Trains team members to participate in a sportsmanlike manner.
2. Attends clinics as necessary.

FACILITIES AND EQUIPMENT

1. Assists junior high head coach in care, management and inventory of supplies and equipment.
2. Assists in locker room supervision and supervises students until they leave the building.
3. Assist in the supervision of host facilities.

ABSENCE FROM SCHOOL AND ITS EFFECT ON PRACTICE OR PARTICIPATION IN SPORTS

In order to participate in extra-curricular activities, students must be in school for the entire day if at all possible. If late to school, they must be in by 9:00 a.m. If leaving during the day, students should be in school for 2½ to 3 periods. Exceptions will be made for students who bring in notes from a doctor or dentist if they miss a reasonable amount of time. Other exceptions can be granted for extenuating circumstances by an administrator.

Coaches are responsible to check the attendance sheet daily before practices and events. Coaches must check their mail boxes daily for this information. Students that are suspended are not eligible to practice or compete until the suspension has been served.

Students who miss more than 20 days of school in a semester may not participate in any PIAA sports. Regaining eligibility depends on individual situations. See the athletic director or the high school principal for clarification.

COLLEGE VISITS, FUNERALS, ETC. AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students are expected to be in school or they cannot participate in extracurricular activities. Exceptions will be made for specific circumstances when needed. The underlying philosophy is that if students need to miss, they should miss as little time as possible and it needs to be verified by a note from someone other than the parent.

- a) Medical/Dental Appointments – students need to have a note from the doctor or dentist. Students should be in school before and/or after whenever possible. If the appointment takes longer than approximately the thirty minutes that might usually be expected, the student should see that the note from the doctor or dentist includes what time the student left the office to verify the extra time.

- b) Funerals – students may need to miss at times for funerals. The student should bring a note from the parent the day before the funeral and turn it in to the office. The note should explain the amount of time that the student will miss, which will vary based on the time and location of the funeral and specific circumstances. The student should see the Principal or Athletic Director to verify that there are no problems.
- c) Court Hearings – if a student needs to miss because of a court proceeding, the student should have a subpoena or something from the court specifically verifying the time that the student had to be in court.
- d) College Visits – Students should try to schedule college visits on days off from school (such as in-service days, days between semesters, vacation days) if at all possible. Visits should also be planned for days between seasons or out of season if possible.

If visits need to occur on a school day during the season, the student should bring in a note from parents three to five days ahead of time and be prepared to explain why the visit needs to occur on this date or on that approximate date.

The visit needs to be approved ahead of time by the Principal or Athletic Director. The student will need to have something from the college to verify the visit in order to participate in extra-curricular activities that day.

- e) Driver Tests – driver tests should be scheduled on a day or time other than during school. If this seems impossible, it should be scheduled to miss as little school time as possible. The student should bring in a parent note two or three days ahead of time and get approval from the Principal or Athletic Director. The student will then need to bring verification from the driver test site to verify being there.
- f) Senior Pictures – senior pictures should be scheduled for the summer before grade 12 to avoid any problems. A maximum of 1-1/2 hours of time missed would be allowed with parent note and confirmation from the photographer.

REMINDER – a parental note DOES NOT take the place of a dentist, doctor, college visit, or a driver test site note.

ANNOUNCEMENTS

Request to postpone, cancel or move practices should be made to the Athletic Director by 1:30 p.m. the day of the practice.

Any information for the daily announcements must be presented to the junior or senior high school office in legible written form one day prior to the date you wish it to be published.

Any announcements for the P.A. system need to be to the athletic director in legible written form no later than 1:30 p.m. on the day you wish it announced.

AWARDS

Athletic awards are left to the discretion of the coaches. The awards will be letters of achievement and recommendation, as well as major and minor letters.

BOOSTERS CLUB

The Conrad Weiser Boosters Club supports all athletic programs. It is essential that coaches from all sports become involved in assisting the boosters to help your sport. Please read the by-laws to find the requirements for coaches to become a voting member. A schedule of meetings can be found on the school calendar.

COACHING EXPECTATIONS AND RESPONSIBILITIES

Rapport

A coach must be able to develop good rapport with numerous individuals and community groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as whole, spectators, officials, fellow coaches in the conference, media representatives, and players' parents. Good rapport and demonstrated competency are invaluable for the coach.

Cooperation

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic director, administration, other staff, team and parents.

Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty, and a love for the game are all part of the professional pride that should be exhibited by any coach. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

Discipline

Every Conrad Weiser athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it is implemented are the coach's responsibility. Individually, the coach becomes a model of all that the program represents.

Improvement

All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals and utilizing enrichment material available in other media forms is also expected.

Coaching Techniques

- Use sound and acceptable teaching practices.
- Run well-organized practice sessions.
- Complete pre-season planning well in advance of starting date.
- Adhere to a highly efficient and technically sound program of injury prevention in conjunction with the sports medicine staff.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget in conjunction with the athletic director.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

Coaches' Responsibilities

To the Players on the Team

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

To the School District

As a coach, you have high-level visibility throughout the community. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for the Conrad Weiser Area School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

To the School

A coach owes his or her school maximal effort and loyalty at all times. He or she must constantly strive for excellence in all areas of the school.

To be effective, a coach must be respected. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained.

To the Profession

A coach in the Conrad Weiser Area School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

To Fellow Coaches

Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season.

To Other Coaches in Your School

One must always bear in mind that his or her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

To Faculty Members

A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

To the Physical Plant

Each coach is responsible for the following:

- Keeping practice areas and locker rooms in order.
- Storing equipment and using equipment properly – pride in the equipment and facilities are of primary importance to all athletes and coaches.
- Keeping storage areas locked.

DISMISSAL FROM CLASS

The athletic department will provide all teachers with a dismissal and departure schedule. These times are based on the amount of time needed to change, see the trainer and pack equipment. The coach is responsible to provide the athletic director with the desired departure time. The athletic director will fill in the dismissal times. In the event of championship play which required athletes to be taken out of the regular school day, the coach must provide a list of names to the athletic office so arrangements can be made for dismissal.

MPP passes to the trainer may only be given by the school certified athletic trainer. Teachers and coaches may not write MPP passes for the training room without the direction of the athletic trainer and/or the athletic director. Coaches may use the MPP period to meet with athletes for non practice related matters.

ELIGIBILITY

The purpose of our academic eligibility program is to encourage our students to maintain a good scholastic standing. A student who is academically ineligible may practice during the period of ineligibility but may not participate in any interscholastic events or the equivalent. Academically ineligible students may attend a home or away event with the team at the discretion of the coaches and parents except as listed below. The ineligible student may not be in uniform and may give no semblance of participation in the event. Students on junior high teams may not travel with the team to away events.

At the end of the marking period, if a student has two F's, the student will be *ineligible* for ten days of the next marking period starting when grades are available. If a student has one F, the student remains eligible.

At the end of the year, the student's final course grades, not marking period grades, will be used to determine eligibility. However, at the end of the first semester the student's marking period grades, not final averages, will determine eligibility.

At the end of each week, student eligibility will be checked. If a student has two or more F's in any week, the student will be *ineligible* for the following week. An F-1 is still an F. The student who has two F-1's or an F and F-1 in a week is also ineligible. If a student has one F, the student may be ineligible, depending on the following criteria: (a) if the F is the first one in that course in the grading period, the student remains eligible; (b) if the teacher has marked F-1 indicating that the student is working in class, doing assignments and demonstrating effort, the student will remain eligible; (c) if the F is at least the second of the marking period in that particular subject and is marked as an F, not F-1, the student will be *ineligible*.

Teachers will still be allowed and encouraged to mark a W (warning) if a student is passing but in danger of failing or doing unsatisfactory work. However, teachers do NOT have to mark a W before an F.

Examples

Ending of Marking Period

Student A	Student B
Course 1 - B	Course 1 - A
Course 2 - C	Course 2 - C
Course 3 - C	Course 3 - F
Course 4 - F	Course 4 - F
<i>Eligible</i>	<i>Ineligible</i>

Weekly Eligibility Student C

<u>Mrk. Pd. Wk. 1</u>	<u>Mrk. Pd. Wk. 2</u>	<u>Mrk. Pd. Wk. 3</u>	<u>Mrk. Pd. Wk. 4</u>
Course 1 - P	Course 1 - P	Course 1 - P	Course 1 - P
Course 2 - P	Course 2 - W	Course 2 - F	Course 2 - F
Course 3 - F	Course 3 - F-1	Course 3 - P	Course 3 - P
Course 4 - F	Course 4 - F-1	Course 4 - P	Course 4 - P
<i>Ineligible</i>	<i>Ineligible</i>	<i>Eligible</i>	<i>Ineligible</i>

Weekly Eligibility Student D

<u>Mrk. Pd. Wk. 1</u>	<u>Mrk. Pd. Wk. 2</u>	<u>Mrk. Pd. Wk. 3</u>	<u>Mrk. Pd. Wk. 4</u>
Course 1 - P	Course 1 - P	Course 1 - P	Course 1 - P
Course 2 - P	Course 2 - F	Course 2 - F	Course 2 - F-1
Course 3 - W	Course 3 - P	Course 3 - P	Course 3 - P
Course 4 - P	Course 4 - P	Course 4 - P	Course 4 - P
<i>Eligible</i>	<i>Eligible</i>	<i>Ineligible</i>	<i>Eligible</i>

EQUIPMENT

All equipment purchased by the Conrad Weiser School District is the property of the district and coaches are accountable for the equipment used in their sport. Athletes are to be instructed in the proper maintenance and care of their equipment. The head coach and assistants must have knowledge of properly fitting equipment. Periodic inspection should be made of equipment to identify items that are worn, unsafe or defective. Accurate records must be maintained indicating to whom the equipment was issued and what was issued. **Athletes are to be held accountable for the equipment issued to them.**

For liability reasons and in compliance with PIAA regulations, athletic department equipment may not be loaned out to outside groups or organizations.

FALL/WINTER/SPRING SPORTS EMERGENCY PLAN

NOTE: *This is a general outline of an emergency action plan. Seasonal and venue specific emergency action plans will be distributed at the coaches' meetings prior to each sports season.*

1. When an injury occurs at practice or in a game, one of the athletic trainers MUST be notified immediately.
2. If a trainer is not present, use your walkie-talkie/mobile phone to notify the trainer.
3. If there is an emergency and the trainer is not present, call 911 and report:
 - a. the injury
 - b. the school location
 - c. the exact location (ex. – gym, field)
 - d. directions to the exact location
 - e. who will meet EMS and where

Phones are available in the lobby, the training rooms, and the weight room.

Role of First on Scene

1. Control scene
2. Initial Assessment (breathing, consciousness, pulse status)
3. Detailed Assessment (to determine extent of injury)
 - If possible, have a coach certified in First Aid/CPR do the assessments
4. Send a coach to summon help –
 - Athletic trainer via cell phone
 - If trainer is not present, call 911.

Emergency Information Numbers

Training Rooms	-	High School (610) 693-8529	Middle School (610) 693-8502
Cell Phones	-	Athletic Director Head Athletic Trainer Asst. Athletic Trainer	484-256-5374 484-256-5372 484-256-5370

Conrad Weiser Area School District

Proposed Fund Raiser

*All fund raisers **must** be approved by the Administration. Forms must be submitted as soon as possible, but at least two weeks before the start of the campaign. Fundraising may not start until approved by the appropriate administrator.*

Name of the Organization: _____

Date of the Request: _____

Dates of the Campaign: _____

Purpose of the Fund Raiser: _____

Fund Raising Activity (sales, service, donation, commercial vendor, etc): _____

Signature of the Advisor or Responsible Agent: _____

Signature of the Student Officer: _____

Signature of the Administrator/Athletic Director: _____ Date: _____

After the top portion of this form is complete please return the form to the Office of the Principal. The original will be returned to the applicant to complete the lower portion of the form.

Financial Recap

Please complete this Financial Recap within 30 days of the completed Fund Raiser.

Total Amount of Funds Raised: \$ _____

Minus the Amount of Expenses: - \$ _____

Net Profit/Contribution: \$ _____

Signature of the Advisor or Responsible Agent: _____

Date: _____

Signature of the Administrator: _____

Date: _____

A photocopy of the completed form should be retained in the Office of the Principal.

HAZING

Hazing is any conduct or method of initiation into any team which willfully or recklessly endangers the physical or mental health of a student. The practice of hazing is strictly prohibited by the athletic department. This rule must be made clear to all members of the team.

FALL INCLEMENT WEATHER SCHEDULE (2016)

High School Gym

Time	H.S. Gym
2:45 – 4:15	H.S. Volleyball
4:15 – 5:45	H.S. Football
5:45 – 7:15	H.S. Field Hockey

Middle School Gym

Time	M.S. Gym A	M.S. Gym B
3:00 – 4:30	J.H. Boys & Girls Soccer	J.H. Volleyball
4:30 – 6:00	J.H. Football	J.H. Field Hockey
6:00 – 7:30	H.S. Boys Soccer	H.S. Girls Soccer
7:30 – 9:00	Girls Tennis	

SPRING INCLEMENT WEATHER SCHEDULE (2017)

High School Gym

Time	H.S. Gym	H.S. Auxiliary Gym
3:00 – 5:00	H.S. Baseball	H.S. Baseball
5:00 – 7:00	H.S. Softball	H.S. Softball
7:00 – 9:00	H.S. Boys Lacrosse	H.S. Boys Lacrosse

Middle School Gym

Time	M.S. Gym A	M.S. Gym B
3:00 – 5:00	J.H. Softball	J.H. Baseball
5:00 – 7:00	H.S. Girls Lacrosse	Boys Tennis

Hallways

3:00 – 5:00 Track (Jr. High and Sr. High)

On inclement weather days make sure you inform the Athletic Director about your intentions to go inside. The Athletic Director will alert the offices so that announcements can be made to the student body of each school informing them about the locations and times of their practices. If you cannot reach the Athletic Director please call the Administrative Assistant at (610) 693-8528 or extension 228. Inclement weather information will also be posted on the CW Athletic Website. **The schedule above can be adjusted as long as both coaches are in agreement.**

NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) OFFERS GUIDELINES ON HOW TO PREVENT LIGHTNING-RELATED INJURIES

DALLAS (September 24, 2004) -- Lightning has been one of the top three causes of weather-related deaths in the United States over the past century. The recent death of an 18-year-old Grapeland, TX high school football player from a lightning bolt, has drawn renewed national attention to the dangers of this severe-storm hazard.

Every year, millions of lightning flashes strike the ground, causing nearly 100 deaths and 400 injuries in this country alone. Lightning casualties that occur during sports and recreational activities have risen alarmingly in recent decades, many of which could have been prevented.

The National Athletic Trainers' Association (NATA), a not-for-profit organization which represents 30,000 members of the athletic training profession, has issued a position statement on the topic: "Lightning Safety for Athletics and Recreation," which can be read in its entirety at <http://www.nata.org/publicinformation/files/lightning.pdf>. The statement has been endorsed by the American Academy of Pediatrics and other major health care organizations.

Katie M. Walsh, EdD, ATC, lead author of the position statement, recommends the "flash-to-bang" method in severe weather to avoid lightning danger. "Count seconds between seeing lightning (flash) and hearing the (bang) of thunder," she says. "Then divide by five to determine how far away in miles the lightning activity is occurring. Be inside a safe structure by the time the count approaches 30 seconds (six miles)."

Other key recommendations:

- Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkened clouds, high winds, and thunder or lightning activity.
- Designate a safe shelter for each venue, such as inside a residential, office or school building, but not dug outs or under trees or bleachers where lightning can still strike.
An alternate emergency safe shelter is a car (solid roof, not a convertible) with windows rolled up completely.
- Establish a chain of command that identifies who is to make the call to remove individuals from the field.
- Once activities have been suspended, wait at least 30 minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
- Be more wary of the lightning threat than the rain. Lightning or thunder should be the determining factor in postponing or suspending activities - not the amount of rainfall on the playing field. Even a gentle rain can bring lightning.
- Assume the lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered and ears covered) for individuals who feel their hair stand on end, skin tingle or hear "cracking" noises. Do not lie flat on the ground.
- Observe the following basic first aid procedures in managing victims of a lightning strike:
 - a. Survey the scene for safety.
 - b. Activate local EMS.
 - c. Lightning victims do not "carry a charge" and are safe to touch.
 - d. If necessary, move the victim with care to a safer location.
 - e. Evaluate airway, breathing and circulation, and begin CPR if necessary.
 - f. Evaluate and treat for hypothermia, shock, fractures and/or burns.

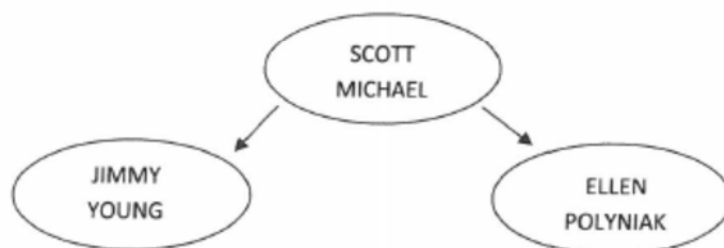
Also consider:

- There are higher rates of thunderstorm activity (and thus higher lightning casualty rates) in Atlantic seaboard, southwest, southern Rocky Mountains and southern plain states.
- Three quarters of all lightning injuries occur between May and September, with July having the most.
- Nearly four-fifths of lightning casualties occur between 10 a.m. and 7 p.m. (when most athletic or recreational activities occur).

Conrad Weiser Sports Medicine
Lightning Protocol

- Athletes and Coaches may resume play 30 minutes after the last lightning strike is seen or thunder was heard.

Chain of command:



The person who has the authority to remove participants from athletic venues:

- Scott Michael
- Jimmy Young
- Ellen Polyniak

Monitoring weather patterns:

- Scott Michael (Computer and Phone)
- Jimmy Young (Computer)
- Ellen Polyniak (Computer and Phone)

Athletes should move into a **safe** location:

- Fully enclosed, substantial building
- Ideally the building should have plumbing, electric wiring, and telephone service

Parents should move into a **safe** location:

- Vehicle with all windows closed
- Fully enclosed, substantial building (defined above)

UNSAFE LOCATIONS:

- Locker room shower areas and swimming pools (indoor and outdoor)
- Metal bleachers and dugouts
- Picnic shelters and athletic storage sheds

OBLIGATION TO WARN:

According to the basic principles of tort law, an individual has a duty to warn other of dangers that may not be obvious to a guest or subordinate. Announcements should be repeated over the public address system.

Walsh K, Bennett B, Cooper M, Holle R, Kithil R, Lopez R. National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation. *Journal of Athletic Training*. 2000; 35(4): 471-477.

CONRAD WEISER AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CONCUSSION AND SUDDEN
CARDIAC ARREST
MANAGEMENT

ADOPTED: April 15, 2015

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>24 P.S. Sec. 5322</p> <p>24 P.S. Sec. 5322</p> <p>24 P.S. Sec. 5323</p>	<p>122.2 CONCUSSION AND SUDDEN CARDIAC ARREST MANAGEMENT</p> <p>The Board recognizes the importance of ensuring the safety of students participating in the District’s athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions and sudden cardiac arrest sustained by students while participating in an athletic activity.</p> <p>Appropriate medical professional shall mean the following:</p> <ol style="list-style-type: none"> 1. A licensed physician who is trained in the evaluation and management of concussions and/or sudden cardiac arrest. 2. A licensed or certified health care professional trained in the evaluation and management of concussions and sudden cardiac arrest and designated by a licensed physician trained in the evaluation and management of concussions and/or sudden cardiac arrest. <p>Athletic activity shall mean all of the following:</p> <ol style="list-style-type: none"> 1. Interscholastic athletics 2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by the school, including cheerleading 3. Practices, interschool practices and scrimmages for all athletic activities <p>All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.</p> <p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.</p> <p>All coaches shall annually, prior to coaching an athletic activity, complete a sudden cardiac arrest training course offered by Cardiac Wise-PATS, the National</p>
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	<p>Federation of State High School Associations, or another provider approved by the Department of Health.</p> <p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Information Sheet.</p> <p>Removal from Play - A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist, or other official designated by the District, exhibits signs or symptoms of a concussion or traumatic brain injury or sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p>Return to Play – The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.</p> <p>Penalties</p> <p>A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none">1. For a <u>first</u> violation, suspension from coaching any athletic activity for the remainder of the season.2. For a <u>second</u> violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.3. For a <u>third</u> violation, permanent suspension from coaching any athletic activity. <p>References:</p> <p>Safety In Youth Sports Act – 24 P.S. Sec. 5321, et seq.</p> <p>Board Policy 122, 123</p>
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Conrad Weiser School District Concussion Protocol:

- After an athlete is evaluated by the ATC they will be referred to an MD for further evaluation. The athlete must be cleared by either our team physician which is Commonwealth Orthopedic Associates or the athlete's own physician. The clearance must be in writing and be given to the Athletic Trainer. The MD will give clearance to the athlete to let him/her know when they can start the Return-to-Play protocol with the ATC at Conrad Weiser.
- After being cleared by the MD, the 5 day Return-to-Play protocol starts:

Day:

1. Athlete will be able to work out 10 minutes on the bike or jog
2. Athlete will be able to work out 15 minutes on treadmill or jog
3. Athlete will be able to work out 20 minutes on elliptical or jog
4. Athlete will be able to practice non-contact during practice
5. Athlete will be able to practice a full day with no restrictions
6. Athlete will be cleared!

If at any time the athlete starts to feel any symptoms reoccur, the protocol will be stopped and the athlete will be sent back to the doctor to get cleared once the symptoms resolve. The protocol will be started over at that time.

*** If the Return-to-Play protocol will be taking place in the middle school the athlete will jog around the school/court with supervision because of the lack of equipment located in the middle school.

MEDIA RESPONSIBILITIES

It is the responsibility of the coach or their designee to ensure that all scores of home events are reported to the paper. Numbers are available in the athletic office.

TEN DUTIES RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

Duty to Plan

A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

Duty to Supervise

A coach must be physically present, provide competent instruction, and structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors.

Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently.

Duty to Provide a Safe Environment

Coaches are considered trained professionals who possess a higher level of knowledge and skill that permit them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.

Duty to Provide Safe Equipment

Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow athlete's access.

Duty to Teach Properly

Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability.

Duty to Condition Properly

Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.

Duty to Warn

Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

Duty to Provide Emergency Care

Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.

Duty to Design a Proper Emergency Response Plan

Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.

Duty to Select, Train and Supervise Coaches

Administrators have a responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being.

NUTRITION AFTER EXERCISE **RECOVERY FOODS**

What you eat after a hard workout or competition can affect your recovery. For the serious athlete, foods eaten after exercise require the same careful selections as the meal before exercising. By wisely choosing your foods and fluids, you'll recover more quickly for the next workout. An optimal recovery diet is most important for athletes who do two or more workouts per day. In order to recover and refuel for the next bout, athletes should pay particular attention to what they eat after the first session.

Recovery Fluids

After a hard workout your priorities should be to replace the fluids you lost by sweating, and consuming carbohydrate foods. The best choices for replacing these sweat losses include one or more of the following:

- Juices, which supply water, carbohydrates, and electrolytes
- Water, which is the most tolerated fluid
- Watery foods such as watermelon, grapes, and soups
- Sports drinks which supply carbohydrates and electrolytes

To determine how much water you lose during a strenuous event, weigh yourself before and after a hard training workout. Your goal is to lose no more than two percent of your body weight (that is, four pounds for a 200 pound person). You'll know that you're adequately rehydrated when your urine is clear and you have to urinate frequently. Dark colored urine is still concentrated with metabolic wastes.

Recovery Carbohydrates

You should consume carbohydrate-rich foods and beverages within one to two hours after your workout for the best absorption. The target intake is 0.5 grams of carbohydrates per pound of body weight within the first two hours. Repeat this amount two hours later.

** Let's assume that you weigh 200 pounds:

200 lb. X 0.5 g carbohydrates/lb. = 100 g carbohydrates (400 calories)

Thus, you need about 100 grams of carbohydrate within the first two hours. One gram of carbohydrate contains four calories, so this converts to 400 calories. Two hours later, you should eat another 400 calories of high-carbohydrate foods.

High-carbohydrate sports drinks, such as Gatorade and Exceed High Carbohydrate, can also refuel your muscles. But be aware that these types of fluids often lack the vitamins and minerals found in wholesome foods.

Recovery Electrolytes

Along with the water in sweat, you do lose some minerals (electrolytes), such as sodium and potassium that help your body function normally. You can easily replace these losses with the foods and fluids you consume after the event. Based on the assumption that the harder you exercise the hungrier you'll get and the more you'll eat, you'll consume more than enough electrolytes from food.

Potassium in Some Popular Recovery Foods

During two to three hours of hard exercise, you might lose 300 to 800 milligrams of potassium per pound of sweat. The following chart rank-orders some fluids and foods for potassium content. In general, natural foods are preferable to commercial products.

<u>Recovery Foods</u>	<u>Potassium (mg)</u>
Potato, 3”	750
Yogurt, 1 c	500
Banana, med	500
Orange juice, 1 c	420
Pineapple juice, 1 c	360
Raisins, ¼ c	300
Exceed fluid replacer, 1 c	25
Gatorade, 1 c	24
Coke, 12 oz	5

Sodium in Some Popular Recovery Foods

During two to three hours of hard exercise, you might lose 1,800 to 5,600 milligrams of sodium at about 400 to 700 milligrams of sodium per pound of sweat. The more you’re adapted to exercising in the heat, the less sodium you’ll lose. If you need salt, you’ll crave it.

<u>Recovery Foods</u>	<u>Sodium (mg)</u>
Pizza, ½ med	1,400
Vegetable soup, ½ can	1,250
Spaghetti sauce, 2/3 c	1,000
Chow mein, 1 c	1,000
Salt, 1 small packet	500
Cheese, 1 oz American	400
Saltines, 6	300
Pretzels, 6 (3-ring)	300
Gatorade, 1 c	130
Coke, 12 oz.	25
Orange juice, 8 oz	5

PARENT/COACH COMMUNICATION PLAN

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

Communication You Should Expect from Your Child’s Coach

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

Communications Coaches Expect from Parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance

As you child becomes involved in the programs of the Conrad Weiser School District, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there also may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your child

2. Ways to help your child improve
3. Concerns about your child's behavior

We realize it is very difficult to accept your child's not playing as much as you may hope. *Coaches are professionals.* They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. The following things must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

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

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

Procedure for Discussing a Concern with a Coach

1. Please encourage your child to speak directly with the coach. Many times the matter can be taken care of at that time.
2. You can set up an appointment with the coach by calling the athletic office at (610) 693-8528.
3. **Please do not attempt to confront a coach before or after a contest or practice.** These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
4. If the meeting with the coach did not provide a satisfactory resolution, **call and set up an appointment with the Athletic Director to discuss the situation.**

Expectations of Parent/Guardian

1. Support your student athlete's efforts toward success.
2. Work to promote a positive environment that is conducive to the development of the student athlete.
3. Become familiar with and review with your student athlete the rules and regulations.
4. Communicate any concerns in a timely manner, according to district protocol.
5. Treat all coaching personnel with courtesy and respect and insist your student athlete do the same.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here makes both your child's and your experiences with the Conrad Weiser School District athletic program less stressful and more enjoyable.

PAYMENT

You will receive your pay in two installments. You will receive your first pay after receiving Board approval to be a paid CW Coach, and the coaching guidelines and expectations have been appropriately reviewed. You will receive your second payment only after the head coach of your sport has completed the end of the season responsibilities. (Found in the job description of the head coach.)

PRACTICE SESSIONS

Practice sessions must be conducted much the same as teaching a class:

- Roll is to be taken every day of practice.
- A practice plan is to be used. It should contain as much detail as to explain the day's activities, warm up, stretch, drills, technique sessions, scrimmage, etc.
- There must be a mandatory warm up and stretching session before each practice. This is to be supervised and/or led by one of the coaching staff. There should be a minimum of 20 minutes spent on warm up/stretching.

- Practice times should never exceed 2 ½ hours, excluding time required for dressing, showering and team meetings.
- Athletes should never practice alone.
- A staff member must be the first to arrive and the last to leave. A staff member should arrive at a minimum of 45 minutes prior to scheduled practice time (on non school days or for evening practice).
- Coaches are to develop and distribute a tentative **practice schedule**. The schedule is to be distributed to the athletes by the first practice session. Coaches must make athletes and parents aware that the schedule is subject to change due to unforeseen circumstances.
- **Saturday and holiday practices** are not to exceed 2 ½ hours total time as to allow athletes time for family activities. These practices should, when possible, be scheduled prior to 1:00 p.m.
- Coaches must establish rules and regulations regarding **attendance at practice**. Excused absence from school is to be accepted as excused absence from practice.
- Coaches of fall and spring sports must be aware of temperature and humidity conditions during practice times. Athletes are especially susceptible to heat illness during pre-season double sessions. Frequent **water breaks (every 20 to 30 minutes)** are necessary for the prevention of heat illness. Athletes must be made to drink during breaks. Thirst is not a sign of dehydration. Remember, **heat illness is the number one cause of death in high school athletes**. Please use common sense when it comes to hot weather practice. If you have any doubts, consult with the school certified athletic trainer.
- Injuries are to be evaluated by the school certified athletic trainer. Minor injuries may wait until after practice. Anything suspected to be of a moderate or severe nature must be evaluated by the trainer as soon as possible. **All head injuries**, no matter how minor, must be seen by the school certified athletic trainer.
- **Injury report forms** must be filled out by the coach within 48 hours of any injury that the school certified athletic trainer feels needs to be evaluated by a physician. This form activates the secondary insurance program purchased to cover our athletes by our school district.

PRACTICE TIME GUIDELINES

- Fall Sports: Prior to the opening of school – 8:00 a.m. through 7:00 p.m.
Practices outside of this time frame will only be permitted with the consent of the athletic director and athletic trainer.
- During school days – 3:00 p.m. through 6:00 p.m.
- Saturdays and holidays – 9:00 a.m. through 1:00 p.m.
Practices outside this time frame will only be permitted with the consent of the athletic director and athletic trainer.
- Winter Sports: During school days – 3:00 p.m. through 8:30 p.m.
- Saturdays and holidays – Follow schedule from fall sports.
- Spring Sports: During school days – 3:00 p.m. through 6:00 p.m.
- Saturdays and holidays – Follow schedule as per fall/winter.

Coaches of winter sports should be aware of weather conditions before sending athletes outside.

PROFANITY

The use of profanity when addressing high school and middle school athletes is highly discouraged. We do not want our athletes using profanity and therefore, coaches should be setting an example for our youth.

PRE-SEASON ORGANIZATION

Each head coach will conduct a pre-season organizational meeting. This will be in addition to or in conjunction with the pre-season assembly held by the athletic director. This meeting is to serve as a time to sign up athletes, help in the distribution of the physical forms and to inform your athletes of your team rules, regulations and expectations. Coaches must discuss their criteria for team selection at this time. Meetings should take place four to six weeks prior to the start of the season.

COACHING REPRIMANDS

Coaches are expected to adhere to the guidelines established within this coaching handbook. Violations of rules and regulations will earn coaches reprimand points. These points will be awarded at a minimum of .5 to 3 per occurrence. Any coach that earns 3 full reprimand points within a season will be terminated from their coaching position. Any coach that is terminated is entitled to a review before the school board in executive session.

Reprimand points may be given by the superintendent, director of secondary education, building principal, assistant principal and athletic director.

TRAINING ROOM RULES

- The CW sports medicine staff has the final say on all injuries.
- If an athlete is injured, send them to the athletic trainer to be evaluated. Don't send them "to get taped".
- We are not ice jockeys; if an athlete needs ice, they are injured and need to be evaluated.
- If an athlete is injured, assume that they are not able to participate until you speak to one of the ATC's or we send you a note.
- If an athlete is new to the team the athlete must spend at least five days in a training session(s) before he/she is allowed to compete in a scrimmage or regular season game or event.
- If an injured athlete is seen by a physician:
 - 1) We need to see the note; and 2) we make the final return to play decision.
- If an athlete is injured at an away event, please communicate that to us as soon as possible.
- Check the heat con daily.
- Get your radio daily.
- Take a med kit and injury ice cooler with you to away events.
- Return kits to the athletic training room the next day – no exceptions.
- In season athletes have priority in the athletic training room. All treatment and rehabilitation is on a first come first serve basis.
- Teams with away events have first priority.
- In season strength and conditioning is mandatory.
- You may not recommend outside strength and conditioning programs or facilities to your athlete. Tell your athletes to use the school facility.
- You are forbidden to give any medication to athletes (unless directed to do so by the team physician).
- Athletes are forbidden to have any medications with them.
- There are no athletic training services for summer conditioning.
- Student athletic trainers working with your sport are not managers.
- 1/2 of the emergency forms are due in the athletic training room before your first away contest.
- With the exception of prep for away contests we will be working out of the main athletic training room at the high school.
Please know the emergency action plan.

CONRAD WEISER SCHOOL DISTRICT
POSITION STATEMENT

SUNDAY PRACTICES/CONTESTS

The Conrad Weiser School District believes in the importance of the spiritual life of all its students, staff and community members. Further, the school district recognizes that different religious groups observe their Sabbath on varying days due to the unique nature of each faith.

In the past, the PIAA prohibited any school-sponsored athletic programs (both practice sessions and contests) on Sundays. On February 9, 1991, the PIAA repealed their "Sunday Rule" in order to increase the opportunity of PIAA member schools to accommodate the religious observance of students.

The purpose of the former "Sunday Rule" was to afford students with a day each week during which they would not be subject to the demands of interscholastic athletic competition or practice. Along with the PIAA repeal of the "Sunday Rule" was the adoption of a "Six Day Rule", which prohibits any school sponsored team from practicing or competing on more than six days in a calendar week, during the regular season.

Since the vast majority of Conrad Weiser students and staff are members of religious groups which observe their Sabbath on a Sunday, the Conrad Weiser School District administration is issuing the following guidelines for teams and coaches regarding Sunday practices and contests – in order to keep school-church conflicts at a minimum.

1. The principal, extracurricular director and coaches will use constraint in rescheduling any contests or practices on a Sunday.
2. If students are members of a religious group that observes it's Sabbath on a day other than Sunday, special considerations will be given to those students regarding the time of practices or contests.
3. If a practice or a contest must be rescheduled for a Sunday, it shall not start before 1:00 p.m. and end no later than 5:30 p.m.
4. If a coach or advisor plans to reschedule an activity for a Sunday, they will follow these rules:
 - a. Prior approval must be obtained from the athletic director who will inform the superintendent and the principal.
 - b. Sunday practices will not be required nor will any penalty be given to a student who misses said practices.
 - c. Any practice sessions on a Sunday must be scheduled to start between the hours of 1:00 and 3:30 p.m.
 - d. In accordance with the PIAA "Six Day Rule", if a team competes or practices on Sunday, they must give up one day of practice during that week. (The calendar week runs from Sunday through Saturday).

SUPERVISION OF PLAYERS

Players should be supervised at all times. At no time should a player be unsupervised in the building, on the bus, or on a field.

TEAM MANAGERS

The selection of team managers is the responsibility of the coaching staff. The students selected should be dependable, hard working, responsible individuals.

With the exception of the physical requirements of the sport, managers are required to adhere to all of the same rules and regulations governing athletes.

They do not need a physical, but must have the *Assumption of Risk* paper turned in to the high school office and signed by both student and parent.

TEAM SELECTION

The nature of certain sports limits the number of team members who can be effectively and efficiently handled by the coaching staff and/or facilities. To be eligible to make a team, participants must be present at all try-out dates. Exceptions may be made for family, medical and educational emergencies which must be approved by the athletic director.

Coaches of these sports will:

1. Provide a written copy of the selection process, including criteria to each candidate.
2. Maintain accurate records of observation during each practice session.
3. Provide sufficient observation opportunities for each athlete over the duration of the tryout to fairly compare candidates.
4. Provide an opportunity for “face to face” discussions between players not selected and the coaching staff.

It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for a team. **Coaches will not post a list of names of students who have not made the team.** If a list of students who have made the team is posted, it is to include a note encouraging those not selected to discuss the reasons with the coaching staff. Underclass students not selected for a team should be encouraged to try out for the team again next season.

Students not selected for a team are allowed to try out for another sport during that season provided the selection process for that team is not completed and that both head coaches are agreeable.

Students already enrolled in the district must have their paperwork in by the end of the second week of practice to be eligible to participate during that season.

TOBACCO

The use of tobacco on the grounds of the Conrad Weiser School District is strictly prohibited. Use of tobacco products during practice or athletic events is strictly prohibited by the PIAA.

2 SPORT ATHLETES

Any athlete who wishes to participate in 2 sports must declare at the beginning of the season which sport is the dominant one. Unless there is an agreement between the two head coaches the athlete is responsible to the dominant team first whenever there is a conflict regardless if it is a game or practice. At no time should an athlete be responsible to practice for more than 3 hours in a day. Practicing more than this means that the time spent on academics may suffer.

VISION

The Conrad Weiser Athletic Program will aspire to be the state's premier interscholastic athletic program both academically and athletically, a model of excellence for others to emulate, while enhancing the lives of student-athletes and preparing them for life beyond athletics.

GUIDING PRINCIPLES

Education: Our first responsibility is ensuring that our student-athletes are educated and graduate.

Integrity: We shall always do the right thing. Adherence to the rules and regulations of the school district, PIAA, and BCIAA is mandatory.

Welfare of the School District: Our actions and decisions should seek to collectively better the school district and the Conrad Weiser community, including alumni, administration, faculty, and students.

Student-Athlete Welfare: It is imperative to provide an environment that fosters student-athlete welfare and enhances the overall student-athlete experience.

Sportsmanship: Student-athletes, coaches, and administrators will be compelled to exhibit sportsmanship and fair play.

Customer Satisfaction: We must remember that we represent many constituents and we shall represent them and this institution in the utmost manner.

Personnel: We must provide our employees a workplace that is empowering and respectful.

Our mission...

Is to offer competitive interscholastic athletic programs which reflect the interests of our students and faculty, the BCIAA, and the people of Conrad Weiser, a worthwhile experience for our student-athletes teaching them the meaning of integrity and ethical conduct, the basic principles of amateur competition, sportsmanship, fair play, and the principle of equitable opportunity for all students and staff including women and minorities.

The Athletic programs produce a source of enthusiasm and loyalty; they enliven and enrich the life of our academic community; they keep our graduates in touch with the district long after alumni leave campus; and they serve as a common rallying point for all people of all ages and backgrounds.

Above all, we recognize that the district's obligation to the state of Pennsylvania, and to the parents who send us their sons and daughters, is to provide our students with a level of quality education which leads to recognized academic achievement, contributing to their social development and preparing them for meaningful lives and careers. We are committed to the proposition that academic achievement is not and should not be a gift. Rather, it is a challenge that must be met by the individual students, as well as the school district. Accordingly, all our efforts are guided by certain values we believe essential to the fulfillment of this task:

INTEGRITY

By their very nature, athletics inevitably involve character development; for this reason, especially, we must conduct ourselves with utmost integrity. All our programs, and the activities on our behalf by alumni and friends, must be consistent with the policies of the school district and the athletic bodies which govern us. We are to be at all times honest and forthright in our dealings with each other, the public, and the media.

PERSONAL DEVELOPMENT

Our primary purpose is to promote the personal growth and physical well being of our student athletes, to guide them to become in life the best they can be. It is our abiding goal to foster the ideals, standards, and value systems which will enable them to grow spiritually, emotionally and intellectually, and to attain degrees in their chosen fields of endeavor.

TEAMWORK

If there is one concept that drives us, it is our dedication to winning in the broadest possible sense. We compete to win – as individuals, as team members, and as representatives of this great school district. We clearly understand that the success of any one person is always the result of dedicated effort on the part of many people. So, while we are quick to recognize individual performance, we are even quicker to celebrate achievements of the team.

EXCELLENCE

Dedication to excellence should distinguish our efforts in every sport in which we compete and should be reflected in the performance of all our teams and in the fiscal soundness of our programs. Individually and collectively, we strive always to give our all and thereby realize our best possibilities.

LEADERSHIP

Our goal is to maintain a model athletic program which other schools may wish to emulate. Beyond this, we shall continue to pioneer and promote policies which will enhance the quality of interscholastic athletics throughout Pennsylvania.

Dedication to the personal development of our student athletes, unfailing integrity and excellence in our programs, teamwork, and determination to play a leadership role statewide...these are the values which underlie our endeavors and the standards by which we measure ourselves.

CODE OF CONDUCT
Also found on page 30 of the Conrad Weiser Student Planner

The Conrad Weiser School District, including its Board, administration, teachers, coaches and staff in general have a moral responsibility to effect positive behaviors by setting standards and enforcing consequences for not performing to those standards. District participation in interscholastic athletics and all other extra-curricular activities is an integral part of the educational experience. However, student participation is a privilege, not a right, and discipline, including suspension and/or dismissal of students from athletic teams and activities may result from violation of school and/or team rules and regulations. Revoking the privilege of extra-curricular participation based on the association of students with illegal activities should be viewed by the school district as an effective tool influencing positive social behaviors for the student's long range benefit. Each team or activity may have its own rules, but the following rules and regulations apply to all students on Conrad Weiser athletic teams and in extra-curricular activities.

1. The use or possession of tobacco products, alcoholic beverages and drugs is prohibited. Violation of Rule #1 is determined by a police citation resulting in a fine, a conviction or a plea of no contest or an admittance of guilt. In addition to all applicable disciplinary measures available to the district under its Disciplinary Guidelines, the following procedure will occur if this rule is violated.

First offense: Referral to in-school Student Assistance Program (SAP), removal of all leadership roles, an apology to teammates and loss of activities, practices and games for one week.

Second offense: Same as first offense, except the student is now suspended for three week's worth of activities and games. This suspension will carry over into the next sports season if the suspension was not completed in the previous season. Resuming participation after the three week's suspension is contingent upon family agreeing to follow-through with drug and alcohol evaluation facilitated by the Caron Treatment Center or a similar facility, and the initial evaluation being completed.

Third offense: Ineligible for all athletic events and extra-curricular activities for one year from the date of offense.
2. The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Prescribed Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Sanctions for use of steroids, according to state regulations, are as follows:

First violation: Suspension from school athletics for the remainder of the season and a referral to the in-school Student Assistance Program (SAP).

Second violation: Suspension from school athletics for the remainder of the season and for the following season.

Third violation: Permanent suspension from school activities for one calendar year. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.
3. Any student/athlete who engages in any activity with criminal intent and receives a criminal citation may be suspended from participation after his/her case is reviewed by a panel consisting of the advisor or athletic director and two of his/her designees.
4. Conduct by a student/athlete which dishonors or embarrasses the participants, team, or the school is prohibited and will be subject to the District Discipline Guidelines and Team Guidelines.
5. Hazing or bullying, or an initiation ritual causing mental stress, embarrassment, or physical harm is prohibited and will be subject to the District Discipline Guidelines and Team Guidelines.
6. Jewelry is not permitted at practice or during the games in accordance with National Federation of High Schools and/or PIAA Regulations.
7. Participation in games and activities is limited to those students/athletes who are academically eligible according to the Conrad Weiser academic eligibility list.
8. Students suspended or expelled from school are ineligible for activities, practices or games for the period of the suspension.
9. All athletes and students must abide by the written rules of each coach and advisor as well as all rules and regulations found in the Conrad Weiser Student Planner.
10. Athletes are responsible for all athletic equipment issued throughout the season and must return such equipment at the conclusion of the season or pay the current replacement cost for any of the equipment not returned. Athletes will not be permitted to wear uniforms except at meets/games/contests or as directed by the coach. The athlete will not be allowed to participate in another athletic season until the issued equipment is returned or replaced.
11. Students and parents are expected to cooperate fully with school officials in the investigation of an alleged violation of this athletic code of conduct.
12. Enforcement of the policy once finalized and in place must be carried out faithfully by all District staff. Failure to enforce suspensions under the policy may result in significant consequences for staff members.

Coaches and advisors shall initially be responsible for discipline. Students suspended from activities in excess of ten school days may appeal their suspension to the athletic director or building principal.

Students may not participate in any activity, scrimmage or game until this form is returned to the advisor or head coach and is signed by both parent and the student.

Student's and parent's signature acknowledges that they have received, read and understand this code of conduct.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

TRANSPORTATION RESPONSIBILITIES

All transportation requests must be submitted to the athletic director when requested. The athletic office will complete the necessary forms and forward them to the transportation director. The coach will receive a transportation list and individual trip slips. It is the coach's responsibility to cross check for any discrepancies.

1. All school bus safety rules apply:
 - A. Follow driver's direction first time given.
 - B. Board and exit the bus in an orderly manner. When boarding, take your seats immediately.
 - C. Remain seated facing forward at all times. Keep your hands, feet and belongings to yourself and inside the bus.
 - D. Talk quietly, only with those near you. Use acceptable language – no rude gestures or put-downs.
 - E. Keep bus clean – place all trash in proper receptacles.
 - F. Follow all school rules – for example, no smoking, fighting or vandalism.
2. Coaches/chaperones are responsible for dealing with misbehavior. Trip rules and expected behavior must be reviewed with all students prior to the trip.
3. Bus tickets requesting transportation must be filled out at least two weeks prior to the date of the scheduled trip.
4. Prior to departure – the coach/chaperone is responsible for giving the driver an updated list of students and adults who are on the bus.
5. Students are required to ride to and from the event on district provided transportation, unless the school, coach/chaperone receives written permission from the student's parents or guardian.
6. Each bus must have at least one approved adult chaperone.
7. No equipment may be placed in the aisles of the bus.
8. All personal items left on the bus are the student's responsibility. In some situations, the same bus will not be used for the return trip. Therefore, no items should be left on the bus.
9. The back door is an EMERGENCY EXIT ONLY. In some situations the back door may be used for loading and unloading equipment.
10. Coaches/chaperones should check the conditions of the bus prior to leaving the bus at the conclusion of the trip.
11. The driver and bus will remain at the site of the trip unless arrangements are made with the driver by the coach/chaperone or Supervision of Transportation.
12. The coach must sign off on his/her eligibility sheet to show that each member of the team has performed and is aware of the proper method to evacuate a bus in case of an emergency.

VOLUNTEER COACHES

The purpose of volunteer coaches is to allow a limited number of non-paid coaches to supplement the paid coaching staff by helping with specific duties. The number of volunteer coaches will normally be limited to three per sport.

To appoint volunteer coaches, the head coach must submit their names to the athletic director for board approval. They must have clearances turned in to the athletic director and be approved by the school board before they may do any coaching.

Volunteer coaches are expected to follow the same rules and guidelines as assistant coaches. Volunteer coaches should always be considered below the rank of assistant coaches. The head coach must take responsibility for seeing that the coaching staff works together smoothly and that all involved know their roles.

WEIGHT ROOM RULES FOR COACHES

Strength training has become a vital part of athletics. In addition to increasing performance, it has been proven to prevent injury and/or lessen the severity of the injury. Athletes who weight train also recuperate faster following injury.

The weight room is open to all students who wish to use it. The following regulations have been established for the safety of and equality to our athletes. Infringement of the rules will result in a warning and possible dismissal from the facility.

- Know proper use of all equipment.
- Observe weight room etiquette and demonstrate courtesy towards others in the room at all times.
- Immediately report any facility-related injury or equipment irregularity to the supervisor on duty.
- Display a positive attitude toward all recognized users of the facility.
- Demonstrate willingness to effectively and properly motivate individuals to achieve maximum potential in performance without risking injury.
- Display a willingness to readily assist in spotting, demonstration, and explanation of exercises.
- Demonstrate a willingness to cooperate with other staff members in all aspects of facility operations, such as cleaning, inspecting, and maintaining equipment.
- Demonstrate diplomacy and good judgment when dealing with participants by interacting with members of both sexes without bias or prejudice.
- Attend required meetings held by the facility coordinator.
- Perform specific and general supervision, as well as other performance tasks requested by the Strength and Conditioning Coach.
- All exercise programs will be designed by the Strength and Conditioning Coach and have scientific basis.
- The on-duty supervisor has authority over all room conduct and use of equipment.