

# Coaches Handbook

2018-2019  
School Year

Southern Fulton School District

## **Athletic Philosophy**

In the Southern Fulton School District athletics is viewed as an extension of the curriculum. Participation is seen as an opportunity for students to learn many of the essential lessons, which are applied in other situations in life. Indeed, athletics provide an excellent opportunity to practice and develop the traits of sportsmanship, teamwork, perseverance, character, and physical fitness. These qualities are often difficult to practice in the classroom setting and are very important to success in life, careers, and in promoting our way of living.

We view coaches as teachers and expect them to promote the development of students physically, mentally, emotionally, spiritually, and morally. Coaches are expected to model this kind of behavior consistent with the principle that lessons are better “caught” than “taught.” Participants should leave the contest and practice arena feeling a sense of accomplishment in having given all they were able to in the activity. We vest a high degree of responsibility in the varsity head coach of a program to provide leadership and set the tone for conduct at all levels of the program.

## **OBJECTIVES**

The athletic program at Southern Fulton is intended to:

1. Teach the rules and playing strategies of various team and individual sports and improve and promote playing skills to the degree of being competitive in contests.
2. Develop the moral attitude of always playing within the letter and the spirit of the rules of the game and the more general rules of fair play.
3. Promote and develop the spirit of teamwork and interdependence necessary to a teaming situation.
4. Reinforce the satisfaction coming from knowing that one has given totally to the achievement of the objective.
5. Teach the attitude of commitment to a particular objective.
6. Develop the attitude that winning comes through preparation and persistence rather than by chance.
7. Develop effective leaders and followers and demonstrate that each person fills both roles at various times and in different situations.
8. Promote physical fitness and a positive attitude toward life long fitness and athletic participation.
9. Demonstrate that good things happen when persons persistently commit to the achievement of an objective.

# **HIERARCHY OF ATHLETIC SUPERVISION**

Superintendent

Principal(s)

Athletic Director

Coaches

Assistant Coaches

Volunteer Coaches

By PIAA regulation, the principal answers to the PIAA as a regulatory agency for secondary school athletics.

## **QUALITIES SOUGHT IN COACHES/ASSISTANT COACHES**

1. An understanding of the characteristics and behavior of students of the age they are coaching.
2. An understanding of the role of athletics in students' lives and in the functioning of the school.
3. High moral character to serve as a role model to students. Appropriate clearances must be submitted prior to employment.
4. Caring, compassion, and empathy for students.
5. Possesses both a knowledge of the sport coached and the psychology of coaching and adolescent behavior.
6. An ability to work cooperatively with school officials, parents, other schools/coaches, and participants in maximizing the advantage for students of participation.
7. Loyalty to the school, its officials, and the program coached.
8. Organizational abilities necessary to the development of the sport coached, within the rules of established school policy and practice.
9. Willingness to assume responsibility for the operations of all levels of the sport coached.

## **DUTIES OF COACHES**

Head coaches are responsible to:

1. Set a proper example of conduct for participants and fans.
2. Exemplify in all aspects of behavior the positive qualities, which are expected of student athletes.
3. Refrain from the use of any obscene, vulgar, or abusive language.
4. Govern the conduct of the participants when they are under his/her jurisdiction, including time on the buses and in restaurants). Coaches must have a written agreement with student athletes and their parents. This agreement must include but is not limited to attendance policies, expected behavior at practice, on the bus, during contests, etc. Also included should be guidelines for discipline (first offense, second offense etc.) This agreement should remain in the possession of the coach for the duration of the season with both the parent and athlete signatures. Coaches must keep a written record of missed practices if they intend to dismiss an athlete for attendance violations.
5. Properly attend to and report all injuries sustained by participants, cooperate fully in the treatment of those injuries, and make a full and proper report of the injury on the form provided by the school within 24 hours.
6. Communicate with parents both proactively and in response to parent inquiries.
7. Appropriately discipline student athletes for their wrongdoing. Inform the athletic director in writing if the discipline includes suspension. Athletic director may intervene before removal from the team is required.
8. Obtain permission from the principal to employ volunteer help in any aspect of the coaching function. Coordinate through the athletic director the procurement and processing of the necessary paperwork for volunteer help and submit their names to the athletic director in a timely manner for Board approval.
9. Be respectful toward opposing coaches and players, fans, officials, and other personnel.
10. Be thoroughly familiar with and abide by the rules of the game and the regulations of the PIAA or other regulatory agency as they pertain to the particular sport/activity. Coaches should take coursework and attend coaching clinics.
11. Attend the PIAA conducted rules interpretation meeting for the sport coached. Dates for rules meetings can be found at [www.piaa.org](http://www.piaa.org) <<http://www.piaa.org>>. Failure of the head coach to attend the meeting will result in a one hundred dollar fine levied against the district. This one hundred dollars will be deducted from the coach's pay.

12. Keep the Athletic Director informed as students join or leave the team.
13. Not permit any student to participate in any way in the sport until the student has been cleared by the athletic director as having submitted all parent consent forms, physical exam forms, and any other necessary materials. The forms for conducting drug tests must be signed by the parent and returned to the coach by the end of the first week of practice.
14. Be familiar with and strictly enforce the school's ineligibility policy. Coaches should monitor grades and encourage students with their school work.
15. Work closely with the athletic director in scheduling contests, scrimmages, practices, and other activities. No coach is permitted to make any firm schedule commitments independent of the consent of the principal or athletic director.
16. Work closely with the athletic director and obtain permission of the principal to schedule the use of facilities for practices, scrimmages, clinics, or other activities. The coach is then expected to closely adhere to the schedule so that other groups may use the facility as scheduled. No coach is to schedule facilities with anyone other than the athletic director. If the athletic director is unavailable, the next contact person is the athletic director's supervisor.
17. Conduct practice activities and/or clinics only at times approved by the athletic director or principal. All indoor or outdoor Saturday or Sunday practice activities must be scheduled by the athletic director and in accordance with school policy.
18. Procure the proper authorization from the principal before making any purchases involving either school or athletic fund money. The coach is liable for payment of any purchases made without proper authorization. This consideration applies equally to purchase of services. All purchases must be in accord with the Student Athletic Fund Policy. Purchase orders are to be submitted in a timely manner in accordance with established school office practice.
19. Take responsibility for the custody of all related equipment and uniforms and arrange for their storage during the off-season.
20. Take custody of and provide security for all necessary keys. Keys may not be duplicated or loaned to unauthorized personnel. All keys must be returned to the principal at the end of the season or upon request. No keys may be kept beyond the sports season without the explicit approval of the principal.
21. Make provision for the proper care of all equipment and facilities used in the activity and advise the principal or head custodian of necessary repairs/maintenance.
22. Be sure that all participants ride the district-provided bus transportation between Southern Fulton High School and the competing school except as provided by arrangements made with the principal. Athletes may be released to parents at the game site.

23. Be present and assist with clerical duties at the time of athletic physical examinations.
24. Be present to supervise participants at all times during the activity. This provision includes being present when students arrive and being present until all students have left. Supervision is especially important in the locker rooms.
25. Submit properly completed budget request forms to the athletic director as instructed and by the due date.
26. Serve as the liaison between the Administration and any established Booster group for the sport coached. The coach is then expected to represent the school in informing the boosters of school practices and policies, particularly fund raising. The coach is expected to serve as the directing school official in matters pertaining to booster groups and inform the Administration of any situations requiring administrative intervention. Of particular importance are matters relating to any scheduling of booster-sponsored events which would conflict with school events.
27. Submit properly signed Coaches' Agreements to the athletic director for the entire staff of the sport coached. Coaches may not direct practices or events until the properly signed agreement is on file in the athletic director's office unless temporarily exempted by the principal.
28. Maintain regular correspondence with the athletic director and Administration regarding the program coached.
29. Take responsibility for the direction of all levels of the sport coached. Specifically, establish dialogue with the coaching staffs of the programs at the grades 7-9 and elementary levels.
30. Communicate clearly with parents and participants about any off-season requirements necessitating the presence of the student.
31. Inform the athletes and their parents of any costs associated with participating in the sport or activity.
32. Obtain administrative approval for any structural changes in the sport coached. Any such changes instituted by the coach without the approval of the Administration will be declared invalid. Examples of structural changes would be increasing the number of cheerleaders on a squad, participation of ninth graders, etc.
33. Keep the Administration and the athletic director apprized of any foreseeable long-range needs in terms of equipment, scheduling, coaching vacancies, or program structure.
34. Coordinate all program fund raisers and submit any pertinent financial records to the Administration as requested. Fund raiser approval for the following year should be requested before the end of each current school year.

35. Support school district procedures, policy, and the decisions of district administrative staff.
36. Take responsibility for the direction of the respective summer recreation program.
37. Submit all requests for administrative or School Board approval of summer camps, clinics, etc., in a timely manner. Board approval is required for summer camps to which students are transported by school vehicles and/or the team is operating under the school's name.
38. Coaches should try to schedule practices when custodians will be present in the building. In the event that practices must be held when custodians are off duty it becomes the responsibility of the head coach to make sure that all lights are turned off, doors and gates are locked, etc. All practices will be scheduled through the athletic director.
39. Varsity Coaches are required to submit the results of games and contests, win or lose to: Brown Cutchall (Mid Penn Broadcasting) and the Herald Mail.

**Mid Penn Broadcasting (Brown Cutchall) [bcutchall@yahoo.com](mailto:bcutchall@yahoo.com) or text @ 717-372-9501**  
**Morning Herald [sports@herald-mail.com](mailto:sports@herald-mail.com) Phone 1-800-626-6397**

40. If a coach or athlete is ejected from any game, match or meet the athletic director should be notified by the head coach no later than the next day. A discussion will occur between the athletic director, principal and the individual ejected to discuss sanctions imposed by the PIAA and possibly the district.

Assistant coaches are responsible to:

1. To assist the head coach in carrying out his/her responsibilities.
2. To demonstrate an appropriate loyalty to the head coach.
3. To accept the role appropriated by the head coach.
4. To serve in the capacity of the head coach in the head coach's absence.
5. To carry out duties assigned by the head coach related to the benefit of the program.

## **ATHLETIC PROGRAMS CONDUCTED BELOW THE VARSITY LEVEL**

1. Athletic programs conducted below the varsity level, including middle level and elementary level programs, are conducted according to principles similar to those which govern the varsity level. Coaches at this level are under the supervision of the varsity head coach. They are selected and expected to conduct themselves according to the stipulations of this policy.
2. The head coach of the varsity team is seen as the supervisor of all levels of that particular sport in the school district. As such, the head coach has extensive influence in the setting of philosophy of the total program and the selection of coaches at all levels, subject to the approval of the principal.

## **SPECIAL REGULATIONS GOVERNING VOLUNTEER COACHES**

With the increasing need for help in coaching athletic and cheerleader teams coupled with limited funds to compensate, volunteer coaches are increasingly coming into service. Because of the influence volunteer coaches can have on our students and the legalities, which govern school service, the following regulations are established:

1. The approval of volunteer coaches begins with the head varsity coach and the Athletic Director, based upon the volunteer's evidenced knowledge of the activity and students, and long-term interest in promoting the values of participation.
2. Volunteer coaches are required to agree to and sign the "Athletic Coaches' Agreement" established by the Athletic Coaches' Policy.
3. All credentials must be on file before approval will be sought from the School Board. No Board approval of long-term volunteer coaches will be granted prior to presentation of valid credentials. All other volunteer coaches must have written administrative approval in lieu of School Board approval.
4. No volunteer coach may assume any duties until School Board or administrative approval has been granted. The principal may approve short-term volunteer help.

## **SPECIAL REGULATIONS GOVERNING STUDENT ATHLETES**

1. In order to participate in an athletic contest or practice, a student must be in school for the full day as described in the student handbook. The student must be in school all day on Friday in order to participate in a weekend contest or practice. Exceptions are made for doctor or dental appointments, funerals, approved field trips, or other reasons approved by the principal.



2. Students may not participate in practice or contests on the day of suspension from school.
3. Student athletics is governed by the school's ineligibility policy as well as discipline policies.
4. Coaches may establish and impose reasonable rules of discipline. While coaches are expected to establish and communicate regulations and consequences prior to the start of the season, discretion is allowed for situations that are not reasonably anticipated.
5. Saturday and Sunday practices are permitted as per board policy and must be scheduled through the athletic director. Sunday practices are only permitted prior to a Monday playoff game as per board policy. (See Duties of Head Coach.)
6. Students are not excused from participating in other school events such as the musical in order to attend a booster-sponsored event such as a sports banquet.
7. A student who commits a significant disciplinary infraction, as determined by the principal, on the day of a contest will not represent Southern Fulton that day without specific administrative approval. A Friday infraction may impact the weekend games at the discretion of the principal.
8. Students must agree to and have a parent approval form for drug testing filed in the office of the athletic director by the end of the first week of practice or by a date established by the athletic director. Failure to provide the necessary drug testing papers will result in the athlete becoming ineligible.

## **COACHES ATTENDING THE STATE CHAMPIONSHIPS**

A varsity head coach or his/her designee who are full-time District employees may use a professional day(s) to attend the state championships of his/her respective sport. Such attendance is contingent upon Administrative approval and the availability of substitutes. The District is not liable for any expenses incurred by the head coach or his/her designee at these events.

## **COACHING PRE-SERVICE TRAINING**

All coaches are required to attend and participate in a pre-employment in-service session conducted by a school administrator or the athletic director prior to each sports season. The objective of the session is to orient the coach to the expectation of the school district for coaches and to review the contents of the Athletic Coaches Handbook. The orientation session will be scheduled three times per year, prior to the beginning of each athletic season. The coach may not assume duties without this orientation.

## **NINTH GRADE PARTICIPATION IN VARSITY ATHLETICS**

Occasionally, a ninth grade student is mature and skillful enough to participate on the varsity level in a sport in which there is a ninth grade team. A ninth grader may participate in this situation provided the “Application for Grade Nine Promotion to Varsity Competition” form is completed and all approvals are granted. Coaches must establish a system for evaluating ninth graders for promotion that is acceptable to the athletic director and principal. This form and the provision it grants does not apply to sports in which no ninth grade team exists and ninth graders are routinely part of the varsity team.

## **GAME MANAGER/EVENT SUPERVISOR**

Duty/Description: The Game Manager/Event Supervisor shall attend to the overall supervision of the event. Position responsibilities include serving as facilitator to assure that all equipment and facilities are properly prepared and as supervisor to maintain spectator decorum. The game manager/event supervisor is assisted in the first responsibility by the custodian(s) on duty at the time of the event, and may be assisted in the second responsibility by security personnel. During the game or event custodial and security personnel report to the game manager/event supervisor, who in turn reports to the respective school principal.

Specific responsibilities include, but are not necessarily limited to the following:

1. Arrive at the game or event well before the normal arrival time of spectators.
2. Attend to the setup of the ticket selling/collection function. Take custody of unsold tickets and money, count and secure according to the instructions of the principal. Includes filling out the necessary forms for submission to the athletic director.
3. Attend to the setup of any special equipment a/o facilities (e.g. PA system, scoreboard controls, lights, etc.
4. Distribute checks or other documents to officials or others, as appropriate.
5. Check regularly with security personnel regarding spectator decorum outside the building.
6. Remain in the immediate proximity of the event during the entire time from spectator arrival until final departure.
7. Attend to emergencies a/o accidents as necessary. Be knowledgeable of phone system operation.

### **Important telephone numbers:**

Needmore Volunteer Fire Company	717-573-2379
State Police McConnellsburg	717-485-3131
Needmore Ambulance	717-573-2379
Hancock Ambulance	301-791-1211
McConnellsburg Hospital	717-485-6100
Emergency	911

8. Check the condition of facilities before and following events, especially the visitor's locker room and report exceptions to the principal.
9. Monitor spectator decorum and intervene as necessary to maintain proper order.
10. Remain on duty until spectators have vacated the building. The final responsibility for security of the building lies with the custodian on duty.
11. Other necessary functions assigned by the principal.

### **SCHOOL BUS CONDUCT**

1. Students are expected to be seated while the bus is in motion.
2. The following acts are prohibited on the school bus:
  - The possession or use of drugs, alcohol, and all tobacco products.
  - Throwing objects on the bus or from the bus.
  - Any unnecessary noise that may distract the driver including the playing of radios or tape recorders.
  - Profane or objectionable language or obscene gestures.
  - Extending arms, legs, or head out the windows.
  - Causing damage to the bus, students will be billed for the cost of damage repair.
  - Opening the emergency door except by direction of the driver or in emergency when the driver is incapacitated.
  - Eating or drinking on the bus except at approved times,
  - Carrying objects aboard the bus that cannot be conveniently held on the lap.

## **EMERGENCY MEDICAL PROCEDURES**

The following provisions are offered to govern the treatment of student injuries by coaches, activity advisors, and field trip chaperons:

### **Life Threatening or Potentially Debilitating Injury or Condition**

- If in doubt, treat the condition as life threatening or debilitating.
- Take necessary and prudent emergency first aid measures. Employ capable practitioners from spectators, if necessary. Employ school's athletic trainer, if available.
- Send assistant coach, responsible adult spectator/bystander, or responsible student to phone hospital emergency facility.
- Contact parents as soon as possible. Determine whether they will come to transport the injured person or meet the injured person in the emergency room.
- Contact the respective school principal if during school hours.
- Accompany or take the injured student to the hospital if parents are unable to come to the site of the injury, provided medical personnel in charge permit a rider. Stay with the injured until parent(s) arrive.
- Contact principal or superintendent as soon as possible.
- Make report to office on prescribed form as soon as possible following the emergency.

### **Not a Life Threatening or Potentially Debilitating Injury or Condition**

- Take necessary and prudent emergency first aid measures.
- Send assistant coach, responsible adult spectator/bystander, or responsible student to phone parents.
- Contact parents if professional attention or care is indicated. Determine provisions for immediate care of the injured person.
- Contact the respective school principal if during school hours.
- Accompany, take, or arrange for transportation of the injured student to the doctor, hospital, or home if parents are unable to come to the site of the injury. Arrange for supervision until parent(s) arrive.

- Make report to office on prescribed form as soon as possible following the emergency.

## **Policies Impacting Athletics**

### **STUDENT DRUG TESTING Policy 272.2**

Southern Fulton School District considers participation in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities, which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol, and nicotine-free on a year-round basis, for safety reasons. Toward this end, students participating in Southern Fulton School district athletics are required to cooperate with and agree to test for drugs in accordance with this policy. (Supreme Court Ruling Action vs. Veronia).

As an athlete a student is a representative of the school district and the community-at-large. The district recognizes athletes as role models for younger students who frequently model their own conduct and lifestyle on that of the student athlete. Thus, when a student chooses to participate in athletics, he or she has also chosen to accept to be a role model, and with that choice comes the responsibility of living a drug, alcohol, and nicotine-free lifestyle. This reasoning is because of safety factors and impaired facilities can be detrimental while participating in sports.

The district wants to provide a legitimate excuse for students to refuse to consume or use drugs, alcohol, or nicotine and to provide assistance for those who have a problem with the substances. It is not the intention of this policy for school district officials to report any positive test results to the law enforcement, or any officials outside the school district, without a subpoena.

### **Reasonable Suspicion Testing**

When district officials, including but not limited to administrative and/or professional employees, observe a student who reasonably appears to be under the influence of illegal drugs and/or controlled substances, or unfit for school or extracurricular activities, or who poses a potential health and safety threat to him/herself or other students because of drug and/or other substance abuse, they shall notify the Superintendent or Building Supervisor and/or his/her designee, who will observe the student before requiring him/her to be tested for drug and/or other controlled substances. The reasonable appearance of being under the influence of drugs, controlled substances or of other substance abuse shall be determined by personal observations of factors, including, but not limited to the appearance, behavior, speech or body odor, etc. of the student by district officials.

### **Random Testing**

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time. This means that the random testing may occur before, during, or after the sports season. Testing may also occur as many times throughout the year, as the district deems necessary.

The district may test up to 70% of each season's athletes randomly. Students selected for testing will be chosen at random by the administrative staff of the district. Testing can only be done by the testing agency contracted by the district or the district staff. Prior to any student being permitted to practice or participate in an athletic event, both the student and his/her parent or

guardian must sign a consent form agreeing for the student to participate in drug testing, at any time during the athletic year as defined in this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the sport. If a student moves into the district after the first practice begins and wishes to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

Sanctions are intended to apply to participation in P.I.A.A. sanctioned interscholastic sports and to a Southern Fulton School District sponsored or sanctioned sports activity. If a student's test indicates that this policy has been violated, or if a student has been observed in possession of drugs or using drugs, or if a student refuses to take a test upon request, then the following sanctions shall apply:

First offense:

The student shall be suspended from his/her team for the balance of the season, including playoffs, for the particular sport wherein a positive test result is discovered.

Require the student, under parental supervision, to undergo D & A counseling with an outside professional agency approved by the district, without expense to the district.

The student will be tested prior to resuming athletic competition (practices and/or games).

Second Offense:

The student shall be prohibited from participating in interscholastic athletics for the duration of the year.

*Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities. (For full policy see Board policy 227.2)*

Reinstatement to student athletics – the student athlete will be required to take a drug test, at parent/guardian expense, and return a negative reading before reinstatement to any athletic competition will occur.

## **HAZING POLICY DISTRICT POLICY 247**

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.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality 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 physical activity that could adversely affect the physical health or safety of the

individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

## **ROLE OF ATHLETIC DIRECTOR**

The Athletic Director is the liaison between the Administration and the coaching staffs and is the first level agent of Board policy enforcement regarding all athletic programs. All matters pertaining to scheduling, filling or eliminating coaching positions, program changes, student-athlete issues, or budget items such as equipment, etc., should be addressed by the Athletic Director before the Administration is involved. Summer use of facilities is also under the jurisdiction of the Athletic Director.

## **Southern Fulton School District Athletic Coaching Agreement**

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

This agreement made and completed between \_\_\_\_\_  
as \_\_\_\_\_ coach and the Southern Fulton School District for the  
duration of time from \_\_\_\_\_ through \_\_\_\_\_ and any  
extension due to playoffs for the compensation of \_\_\_\_\_ dollars (zero dollars if  
approved as a volunteer coach).

For the purposes of this agreement, the term Coach includes all varsity head and assistant coaches, volunteer coaches, and cheerleader advisors.

The Coach agrees to faithfully perform the reasonable duties of the position for the duration of time expressed above. The coach agrees to follow and be governed by the conditions of the District's Coaches Handbook and other reasonable directions from persons charged with supervision of the athletic program.

The Coach understands that the coaching relationship may be terminated at any time during the duration of the agreement by either party for cause. Should the School District discontinue the relationship, reason will be given in writing to the coach. Compensation will be paid in proportion to the amount of time coached.

Coaches who are school employees may expect to continue in the same position year to year unless they are provided written notice to the contrary within sixty calendar days of the beginning of the athletic season. Likewise, coaches who are school employees are to inform the athletic director in writing at least sixty days before the beginning of the season if they are resigning from a coaching position.

Coaches who are non-school employees are approved by the Board and/or administration only on a yearly basis. Existing coaches who receive a satisfactory rating by the superintendent or his/her designee shall have first choice for the same extra-curricular activity position for the following school year. Resignations by non-school employee coaches should be done in a timely manner, preferably on/before the sixty day time period before the beginning of the season.

### **Coaches must provide the following before practice may begin:**

1. A written practice schedule. Coaches must inform the athletic director if changes are to be made to this schedule.
2. An inventory of equipment and supplies.



3. One copy of the rules the coach will use and distribute to the athletes.
4. Appropriate clearances- Act 34 and 151.

**\*PIAA requires ALL full time or volunteer coaches, regardless of level, to complete the following online coaching curricula via [www.piaa.org](http://www.piaa.org) : 1) Fundamentals of Coaching (this will cost \$ and the school will reimburse majority of expense), 2) First Aid/CPR, 3) *Concussion in Sports – What You Need to Know and Cardiac Wise* at [www.nfhslearn.com](http://www.nfhslearn.com). This online tutorial provides a guide to understanding, recognizing, and properly managing concussions in High School sports.**

**Coaches must provide the following by the end of the first week:**

1. Subsequent practice schedules. Any variations or changes should be submitted to the athletic director.
2. Evidence that rules agreements have been signed by parents.
3. Completed Roster of the team.
4. Signed drug testing papers.

**Coaches must provide the following before payment for services is made:**

1. Coaches must complete a satisfactory requisition for the next year whether they intend to coach or not. Fall sports coaches must submit a list of anticipated items needed for the next season at or before the evaluation meeting.
2. A complete inventory of equipment and supplies, the athletic director may “walk through” the storage area with the coach.
3. A signed evaluation form.
4. An assistant coach evaluation form.
5. A summary of the season including season record and any special awards or accomplishments.
6. All completed forms as per the directions of the Athletic Director.

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Coach

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Athletic Director

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Principal

# DRUG AND ALCOHOL TESTING FOR STUDENT ATHLETES

## PERMISSION TO TEST

The Southern Fulton School District is committed to providing a safe, drug and alcohol free athletic program. We appreciate your support, encouragement, and cooperation. The cost of the test will be covered by the Southern Fulton School District. Tests will be confidential. The selection process will be done by a random sampling process or by reasonable suspicion.

Please fill out the bottom of this page and return to your coach. Please print your name, address, and your son/daughter's name. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the sport. If a student moves into the district after the first practice begins and wishes to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

I hereby give permission for the Southern Fulton School District and/or designated Hospital to perform a drug and alcohol screen on my son/daughter. I realize the purpose and ramifications of the testing and will follow the guidelines set forth for positive tests.

I understand that my son/daughter will not be punished by suspension or expulsion for a positive test result; however, they will be disqualified from participation in the activity as outlined in Board Policy No. 227.2 on Drug and Alcohol Testing for Student Athletes. I also understand that my son/daughter will be required to comply with specific guidelines for further athletic consideration as set forth in this policy. Additional information regarding the drug policy can be found in the Student Handbook.

Parent/Guardian Name (Please Print) \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Pharmacy \_\_\_\_\_

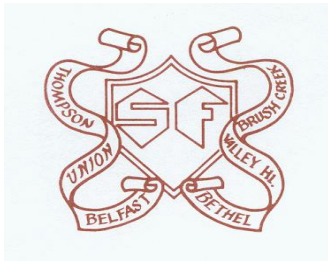
Current Medications \_\_\_\_\_

As a student athlete I agree to participate in the drug and alcohol testing program. I have read and understand the information provided in this permission to test form.

Student Name (Please Print) \_\_\_\_\_

Sport \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# SOUTHERN FULTON HIGH SCHOOL

13083 Buck Valley Road  
Warfordsburg, PA 17267  
High School Phone (717) 294-3251  
Fax Number (717) 294-6248

TARA WILL  
Superintendent

ALLEN MORTON  
Board President

MEREDITH HENDERSHOT  
Principal

KENT HENDERSHOT  
Athletic Director

## Application for Grade Nine Promotion to Varsity Competition

Student's Name: \_\_\_\_\_

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

Sport: \_\_\_\_\_

### Varsity Coach's statement of specific reason(s) for promotion:

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

Signature of Varsity Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Permission will not be granted unless all parties have signed to indicate approval.\*\*\*

## **Athletic Code of Conduct**

The Southern Fulton School District views its extra-curricular athletic and cheerleading programs as extensions of the classroom. While these programs are also recreational, we hope students will learn worthwhile lessons of teamwork, discipline, hard work, cooperation, and physical fitness. The coach is considered first as a teacher, teaching skills and reinforcing the other qualities that we hope to see in participants. He/She has authority similar to that of a teacher in the classroom. Likewise, students and their parents also have an obligation to conduct themselves appropriately.

Since participation in extra-curricular activities is a privilege provided by the District, there is no such thing as a “right” to participate in interscholastic athletics. As such, the school has the authority to establish the parameters for the expectations for all those involved in the activities. The school holds these expectations for the athletic programs in the interest of maximizing the programs’ benefits to students and for their smooth operation.

We expect coaches and advisors to:

- Be knowledgeable of their activity and be able to demonstrate and reinforce its skills
- Always exemplify the very best courtesy, manners, and sportsmanship
- Be able to effectively work with the students on their teams in promoting harmony and cooperation
- Exhibit the highest possible level of fairness in dealing with all participants and parents
- Communicate effectively with participants and parents in matters related to the activity
- Take charge and make decisions as necessary to keep the activity running smoothly and efficiently
- Assume responsibility for the direction of the program at every level
- Support school policy with respect to attendance, academics, and operation of their program

We expect participants to:

- Respect the position and the requests of the coach
- Always exemplify the very best courtesy, manners and sportsmanship
- Adhere to and willingly follow the rules imposed by the coach
- To always give the very best possible effort in practice and at contests or performances
- To be faithful in attending practice and contest or performances
- Cooperate fully with the coach and teammates in striving to achieve the teams goals
- Give the very best effort and performance possible, both in practice and in contests
- Maintain acceptable behavior during both school and non-school hours
- Support team fund raisers as asked

We expect parents to:

- Support the position and authority of the coach/advisor as the person in charge of the activity
- Realize that the coach has authority with the team similar to that of the teacher in the classroom

- Help their child fulfill the expectations stated above
- Realize that participants may be disciplined or removed from the team for such acts as missing practices, unacceptable behavior, or failure to follow team or school rules
- Arrange a private meeting with the coach/advisor apart from the time of practice and before/after contests to discuss matters which may be confrontational
- Realize that participants may be expected to involve themselves in fund raising projects in support of the activity
- Expect and encourage their daughter/son to always exemplify the best effort and performance possible
- Respect the coaches decisions regarding their sons/daughters playing time and game time strategies
- Conduct themselves in a courteous manner when dealing with a coach, opposing players, (officials) or fans
- Realize that parents and others are not permitted in the locker rooms before, during, or following a contest or practice except by invitation by the coach

So that all persons might be aware of these expectations, participants and their parents must sign this document prior to the student participation in the first athletic activity of the year. The signatures of the participants and parents indicate acknowledgment of the terms of the athletic code of conduct. Violators of the above are subject to discipline, including the possibility of being banned from attending home Southern Fulton School District athletic events for a period of one calendar year or longer. As applicable, both parents are to sign below.

Participant	Date
Parent	Date
Parent	Date
Coach	Date

### Contract for Participating in Extra-Curricular Activities

The purpose for creating this contract is to eliminate as much conflict as possible in schedules of students that participate in more than one extra-curricular activity at Southern Fulton Jr/Sr High School. In this regard, we are requesting that students select a primary and a secondary extra-curricular activity in the event that schedules conflict.

Although the administration has taken great lengths to eliminate any scheduling conflicts, there may be occurrences where a conflict does arise. In the event of a conflict, the student will participate in the activity he/she has selected as his/her primary activity.

The student will participate I the practices, activities, and competitions of the primary activity. These will have priority over the selected secondary activity. The student will only participate in the secondary activity if it does not conflict with the primary activity, unless agreed upon by the primary coach/advisor.

In the event a student participates in more than two activities, any additional activities will only occur after the obligations to the primary and secondary activities have been met.

Each coach/advisor will address this in the rules and the code of conduct they distribute to students and parents.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Coach/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Coach/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Examples of Extra-Curricular Activities: Cross-Country, Soccer, Volleyball, Band/Parades, Band Front, Chorus, Basketball, Cheerleading, Wrestling, Track, Baseball, FFA, Musical, Scholastic Scrimmage, NHS**



# SOUTHERN FULTON SCHOOL DISTRICT

3072 Great Cove Road  
Warfordsburg, PA 17267  
District Office Phone (717) 294-2203  
Fax Number (717) 294-2207

Tara Will  
Superintendent

Allen Morton  
Board President

Dear Parents,

All students participating in a co-curricular activity are subject to the district activity fee each year. Participants will be assessed a \$50.00 fee for athletics, marching band, band front and cheerleading. Those students participating in the musical, competitive chorus and FFA will be assessed \$25.00. There is a \$100.00 cap per year. The fee must be paid prior to the first event in order for the student to be permitted to participate. If a coach/advisor removes a student from the team for just cause during the season or if a student quits, no refund will be provided.

Fees can be submitted to your child's head coach/advisor or to the Southern Fulton High School secretary via check or money order made payable to the Southern Fulton School District with reference made to the Activity fee and child's name in the memo. Please include the invoice below with your payment. It is not necessary to prepay for the year, we will collect fees each season. All the funds collected will be used to build and maintain successful school programs.

Sincerely,

Tara Will  
Superintendent

Students Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Check Box if you have already  
Paid the per year cap.

### Level 1- \$50.00 fee

- \_\_\_ Girls Varsity Soccer
- \_\_\_ Boys Varsity Soccer
- \_\_\_ Boys Jr. High Soccer
- \_\_\_ Cross Country
- \_\_\_ Volleyball
- \_\_\_ Volleyball Jr. High
- \_\_\_ Track and Field
- \_\_\_ Track and Field Jr. High
- \_\_\_ Cheerleading
- \_\_\_ Band Front

- \_\_\_ Girls Basketball
- \_\_\_ Girls Junior High Basketball
- \_\_\_ Boys Basketball
- \_\_\_ Boys Junior High Basketball
- \_\_\_ Girls Softball
- \_\_\_ Girls Softball Jr. High
- \_\_\_ Boys Baseball
- \_\_\_ Boys Baseball Jr High
- \_\_\_ Marching Band

### Level 2- \$25.00 fee

- \_\_\_ Musical
- \_\_\_ Chorus(Competitive Level Only)
- \_\_\_ FFA(Gold Members Only)

## **ATTENTION:**

**Under newly amended Article XII, Section 1B of the PIAA Constitution and By-Laws:**

**Except as provided in Article XII, ATHLETIC RELATIONS, Section 1B and Article XIV, COACHES, Section 2, What constitutes Coaching, of the PIAA By-Laws, no person who has graduated or withdrawn from high school is eligible to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests.**

**We have been mandated that NO PERSON outside of the immediate school board approved coaching staff shall practice with a team.**

**If you have any questions, please see Mr. and/or Mrs. Hendershot for clarification.**