

# **Keystone Junior-Senior High School**



## **Athletic Handbook 2017-2018**

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(School Board Approved on 7/17/17)

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## Introduction

The purpose of the athletic and extracurricular programs in the Keystone School District is to promote the physical, mental, social, emotional and moral well-being of the participants. It is hoped that athletics and other extracurricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American Life.

The athletic program and other extracurricular activities are an important and integral part of the total school program and are open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. In order for the team or group to be successful, athletes must assume many obligations not required of other Keystone High School students.

The Athletic Policy Handbook will be given to each Head Coach to serve as a guide to those needing information concerning athletic rules and regulations. This handbook should provide the foundation for the efficient organization and operation of our athletics and extracurricular activities.

Keystone Junior-Senior High School is a member of District IX of the Pennsylvania Interscholastic Athletic Association (PIAA). District IX includes member schools from Butler, Clarion, Clearfield, Elk, Forest, Jefferson, McKean, Potter and Venango Counties. Our athletic teams participate in the Keystone Shortway Athletic Conference (KSAC), with the exception of soccer and wrestling, which are part of a District IX league.

The following high schools represent the Keystone Shortway Athletic Conference: A-C Valley, Clarion, Clarion-Limestone, Cranberry, Forest Area, Karns City, Keystone, Moniteau, North Clarion, Redbank Valley, St. Mary's, Union, and Venango Catholic (Brookville, Punxsutawney and St. Marys for Football only).

The following **Varsity** sports are offered to our students at Keystone:

| <u>Fall</u>          | <u>Winter</u>        | <u>Spring</u>       |
|----------------------|----------------------|---------------------|
| Cross Country (B/G)  | Basketball (B/G)     | Baseball (B)        |
| Football (Coed)      | Wrestling (B/G)      | Softball (G)        |
| Golf (Coed)          | Cheerleading (Coed)* | Track & Field (B/G) |
| Volleyball (G)       |                      |                     |
| Soccer (B/G)         |                      |                     |
| Cheerleading (Coed)* |                      |                     |

\*The Varsity Cheerleading/Competitive Spirit season extends from the beginning of the Fall Sports season until the conclusion of the PIAA State Basketball Championships.

The following **Junior High** sports are offered to students at Keystone:

| <u>Fall</u>         | <u>Winter</u>       | <u>Spring</u>  |
|---------------------|---------------------|----------------|
| Cross Country (B/G) | Basketball (B)      | Volleyball (G) |
| Football (Coed)     | Wrestling (Coed)    |                |
| Basketball (G)      | Cheerleading (Coed) |                |
| Cheerleading (Coed) |                     |                |

## **Chapter 1: Duties and Responsibilities of Administration, Coaches, and Advisors**

### **I. The Board of School Directors**

- A. The Board of School Directors shall set policy with regard to the conducting of the athletic programs within the Keystone School District.
- B. The School Board reserves the right to change and/or add policy at any point during the school year. School Board Policy supersedes the policies and procedures set forth in this Athletic Handbook.

### **II. The Principal** – The Principal shall have the following duties and powers:

- A. To have control over all matters pertaining to the interscholastic athletic relations of his/her school. He/she may delegate some of those powers, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school of the Constitution and Bylaws of the PIAA.
- B. To sanction all contests in which his/her school participates.
- C. To exclude any contestant who because of improper conduct, would not represent his/her school in a becoming manner and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school physician or if none is employed, by another licensed physician.
- D. To be responsible for the treatment of all visitors and officials attending contests conducted by his/her school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such a case, penalties may be imposed upon either or both schools.
- E. To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing.
- F. To sign all written contracts with officials. The Athletic Director may also sign these contracts. One Principal representing a league or conference may also do this.
- G. To authorize a game manager from his/her school district to be the Manager of the team representing his/her school unless the Principal or Athletic Director acts as the Game Manager.
- H. To appoint the Head Coach or, when necessary, an Assistant Coach to be the authorized

- representative to accompany his/her team to all contests.
- I. To be responsible for certifying in writing the eligibility of all contestants in accordance with the Bylaws of the Pennsylvania Interscholastic Athletic Association (PIAA).
  - J. To have such powers concerning interscholastic athletics within his/her school as are in keeping with the growth and needs of the school and By-Laws of the PIAA.
  - K. To approve all recommendations for athletic awards. Each coach will submit to the Principal, for his/her approval, the members of his/her team eligible for a letter.
  - L. To arrange and clear all broadcasting of athletic events.
  - M. To monitor and evaluate coaching performance to ensure the intended purpose of the Keystone Junior-Senior High School athletic and extracurricular programs is completed to the expectations of the Athletic Program and School District.
  - N. Spectator Decorum: The PIAA constitution imposes upon the Principal of the home school the responsibility for the treatment of all visitors and sports officials who attend contests conducted by Keystone Junior-Senior High School.

The PIAA By-Laws provide that a school or its teams may be suspended when the conduct of its administration, faculty, coaches, teams, students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school and/or public welfare, and/or are prejudicial to the purpose of PIAA.

**III. Athletic Director** – The Athletic Director shall have the following responsibilities and duties:

- A. To be responsible to the Principal for all matters involving interscholastic athletics. The Director of Athletics is the specialist in the field of athletics and shall make recommendations and keep his/her Principal informed concerning all matters pertaining to athletics.
- B. To represent his/her school at athletic meetings when assigned. This would include all conference, county, state, and other meetings in which his/her school is involved. If his/her Principal does not accompany him/her to the meeting, it would be his/her responsibility to see that his/her Principal is informed as to what transpired.
- C. To submit a requisition for all athletic equipment and supplies. The individual coaches should be consulted regarding the equipment and supplies they want, then the Athletic Director will select and give the quantity, complete description (sizes, color, trim, composition, etc.), manufacturer, and number. Unit cost and total cost should be included in the requisition.
- D. To keep on file a complete financial record of receipts and expenditures. The Athletic Secretary will count each game's receipts and will check so that the number of admissions balances with money received. A record and copy of all paid bills will be submitted to the Athletic Director. The amount will be recorded by the Athletic Director in the AD credit/debit book.
- E. To keep an inventory of all athletic equipment and supplies. With the help of the coach, all equipment and supplies should be inventoried at the end of each sport season.
- F. To hold professional meetings and clinics with members of the Athletic Department, at

- the Athletic Director's discretion.
- G. To arrange schedules for all athletic contests and file contracts in the Athletic Director's office.
  - H. To prepare a contract for all athletic contests. The schedule should be arranged with schools that:
    - 1. Have approximately the same enrollment;
    - 2. Are located in the same geographical area;
    - 3. Have similar goals and objectives; or
    - 4. Are part of the same league.
  - I. To arrange transportation for all athletic teams and cheerleaders. Teams must reciprocate by being ready to board the bus at the assigned time and be respectful of public property and the bus.
  - J. To contract for all home officials and to have checks prepared for them. The Athletic Director should have on file a written contract with each official assigned to work at his/her school. Checks should be written in advance so that officials can be paid the day they work.
  - K. To maintain complete athletic records for all sports. This would include such things as:
    - 1. Scores of all contests
    - 2. Won/lost records
    - 3. List of boys and girls who are members of the team
    - 4. Running inventories
    - 5. Equipment requisitioned
    - 6. Budget
    - 7. Assignment of coaches and volunteers
    - 8. Financial receipts
    - 9. State, district and conference rules and regulations
    - 10. Transportation schedules
    - 11. Sports schedules
    - 12. First aid supplies
    - 13. CPR certifications
  - L. To be responsible for the use, care, maintenance, and storage of all athletic equipment and facilities. The Director of Athletics must impress upon the coaches the need for their cooperation in this matter, particularly in the issuing and receiving of uniforms.
  - M. To assume leadership in the development of the varsity and junior varsity programs.
    - 1. In order to develop individual as well as team play to an optimum level the Director of Athletics must assume a role of leadership in organizing and systematizing each team sport from junior high through the senior high.
    - 2. Supervises coaches and evaluates programs in cooperation with The High School Principal.
  - N. To attend all varsity games, meets, contests, or appoint a representative (Game Manager) to act in his/her stead.
  - O. To arrange for all athletes to have medical examinations, and maintain appropriate PIAA documentation.

1. The Director of Athletics, in conjunction with the school doctor and nurse, should establish the most convenient time and place to conduct medical examinations.
  2. The Director of Athletics will establish the concussion and cardiac arrest protocols and verify that the coaches have the proper training.
- P. To check that all coaches have complied with insurance regulations as set by the Board.
- Q. To maintain accurate records of all Coaches' participation in AED, concussion, coaching, and sudden cardiac arrest training.
- R. To supervise and evaluate all Head Coaches and the Athletic Trainer.
- S. To submit a list to the High School Principal of the athletes whom each coach has recommended for letters from his/her team.
- T. To arrange and schedule for the proper administration and supervision of all athletic contests. This would include:
1. Spectator admission;
  2. Sufficient police protection;
  3. Medical and ambulance protection;
  4. Seating facilities;
  5. Necessary facilities for the visiting team; and
  6. Necessary game equipment ready.
- U. To stimulate cooperation between the coaches and various sports and between coaches, teachers and administrators concerning general athletic policy. There is always a great need for an understanding of each different constituency's concerns and problems with athletics and as they pertain to the general welfare of the total educational system. The Director of Athletics and the High School Principal shall be the persons charged with helping to bridge that gap when it pertains to athletics.
- V. To have a thorough knowledge of the PIAA rules and regulations. Not only should the Director of Athletics have a thorough knowledge of the PIAA rules and regulations, but, along with the Principal, he/she is responsible to see that the coaches have a working knowledge of them.
- W. To be responsible for the preparation of the facilities. This would include:
1. Arranging that the facilities to be used for the athletic events – locker rooms, official's dressing area, toilet facilities, press box – are unencumbered, clean, orderly, and ready for spectators, the home team, and visitors.
  2. Having all playing areas properly marked and equipped in conformity to the official rules of each sport, with the help of the Supervisor of Maintenance/Building and Grounds.
  3. Having the public address system checked and working properly; scoreboards checked and working properly; and football and gym lights checked and working properly.
  4. Arranging for the parking of vehicles and seating of spectators at all home athletic events.
  5. Making sure the facilities provide for the safety of all parties involved and so that the events may be handled in the most expeditious and efficient



manner possible.

6. Sending informational materials to visiting teams' coaches and directors of athletics as well as officials concerning: the color of uniforms; location of visitor's bench; time of pre-game ceremonies; routes to field or gym; access to doors to be used; and other pertinent game information.

X. To be responsible for:

1. Distributing the Athletic Handbook to coaches.
2. Carrying out the athletic policies of the Board of School Directors in accordance with the regulations of the PIAA and under the direction of the Principal.
3. Coordinating through the High School Principal the scheduled use of the Gymnasiums.
4. Making recommendations to the High School Principal and Athletic Council concerning general conditions that might need improvement and following their suggestions to maintain the athletic program.
5. Overseeing all the activities of the Game Manager, with the help of the High School Principal.
6. Exercising budgetary control of expenditures of the athletic funds, along with the High School Principal.
7. Ensuring that all vouchers drawn on athletic funds of the Keystone School District are cleared through the Athletic Director's office.
8. Taking care of all business pertaining to athletics such as: cancellations of officials, buses, and drivers; ordering of equipment; phone calls, etc.
9. Evaluating coaches and athletic programs in cooperation with the High School Principal.
10. Communicating with Coaches on a regular basis, both in season and out of season and both formally and informally.

Y. To be responsible for monitoring all athletic eligibility.

1. Collect all weekly eligibility lists from classroom teachers.
2. Report ineligible athletes to the appropriate Coach.
3. Make sure all eligibility lists are signed by the High School Principal and mailed to member schools.

IV. **Athletic Council** – The Athletic Council shall have the following responsibilities and duties:

- A. To serve as the liaison between the athletic programs and the School Board within the limits of the adopted school board policies.
- B. To make recommendations to the School Board.
- C. The Athletic Council may not usurp the powers and duties delegated to the High School Principal, nor may it supersede the action and power of the Board of School Directors.
- D. It is to be composed of the following representing members:
  1. The High School Principal:
    - a. Serves as Chairman for the Athletic Council;
    - b. Determines the time and place for meetings;

- c. Handles correspondence;
  - d. Prepares agendas; and
  - e. Carries out actions agreed upon by the Athletic Council.
2. The High School Athletic Director:
    - a. Serves as Secretary to the Athletic Council;
    - b. Keeps the minutes of the meeting;
    - c. Files all records for future reference; and
    - d. Acts as Chairman in the absence of the High School Principal.
  3. The Athletic Committee of the Board of Education (appointed by the President of the Board of School Directors)
  4. The Superintendent
  5. Any Head Coach (as necessary)
  6. Any Board Member or Head Coach, in addition to the two mentioned above, has the right to:
    - a. Attend the meetings of the Athletic Council;
    - b. Make recommendations; and
    - c. Take part in discussions.

- V. **Game Manager** – The Game Manager shall have the following responsibilities and duties:
- A. To see that the locker rooms, officials’ dressing area, toilet facilities and bleachers are ready for spectators, home team, and visitors.
  - B. To have the public address system, scoreboards and lights checked and working properly.
  - C. To act as host to visiting teams and officials. This includes arranging for refreshments to be delivered to officials and coaches.
  - D. To oversee ticket sellers, timers, scorekeepers, announcers, program sellers, bleacher crew, police, and fans.
  - E. To present checks to the game officials.
  - F. To be responsible for reporting to the High School Principal any indications of infractions of league rules or ethics.
  - G. To be responsible for getting the gate receipts to the office safe.
  - H. To be responsible for other duties as assigned by the Athletic Director.

VI. **Coaches**

A. Hiring, Resignation, and Salaries of Coaches

1. Hiring Process

- a. To be considered for employment as a Head Coach, an individual must apply in writing with a letter of application to the District Administrative Office, submit a completed Keystone School District application for employment, and have current Act 34, 151 and 114 Clearances. Interviews for Head Coaching positions may be conducted by the Superintendent, Principal, and Athletic Director.

- b. To be considered for employment as an Assistant Coach, a recommendation must be made by the Head Coach. The applicant must submit all materials to the District Administrative Office, including current Act 34, 151, 114 and 24 Clearances.
  - c. All hiring of coaches is by official action of the Keystone School District Board of Directors at regular scheduled or special School Board meetings. Coaching positions are filled on a yearly basis, and all coaching positions are approved for one year at a time by the School Board.
  - d. Volunteer Coaches must be recommended by the Head Coach. Volunteer Coach application packets must be picked up from the Athletic Director's Office at the High School.
2. Resignation Process – Coaches wishing to terminate their coaching obligations must submit a letter of resignation to the High School Principal. A letter of resignation from a Head Coach terminates all Assistant Coaches' coaching obligations. In the event that a resignation letter from a Coach is not submitted, the High School Principal may recommend in writing to the Board that the one-year contract not be extended and new coaches be hired. All vacant coaching positions will be posted in accordance with School Board procedures.
3. Salaries
- a. Coaching salaries for professional staff are established through the Keystone School District Board of Directors.
  - b. Non-professional staff salaries are established through the Keystone School District Board of Directors.

#### B. Duties and Responsibilities of the Head Coach

- 1. To prepare and submit to the Athletic Director a roster filled out correctly of his/her team by the end of the second week of practice (Eligibility sheet). The High School Principal will sign and verify the Eligibility sheet before mailing.
- 2. To verify that every member of his/her squad has submitted the following to the Athletic Trainer prior to the athlete's participation in the first practice session:
  - a. A completed PIAA physical packet, Medical Release, Helmet Release (if applicable), and Medical Treatment/Health History forms;
  - b. Proper insurance coverage – Insurance is required for all team members. All players must have private health insurance that is confirmed by the proper documentation or apply for the school insurance policy. Students will not be permitted to start practice until one of the above-mentioned options is on file with the Athletic Trainer.
  - c. Provide a copy of the Team Rules to parents and athletes. Athletes must agree to abide by the Head Coach's rules, regulations, and

expectations as stated in the Team Rules, including the Keystone School District's Random Drug Testing and extracurricular participation policies (See Eligibility of Athletes). Parents must sign to acknowledge their receipt and understanding of the Team Rules.

3. To conduct a meeting with his/her athletes to review all rules, regulations and requirements of the Athletic Department, the school district, and the coaching staff.
  - a. It is recommended that meetings be announced well in advance of their holding and that they be held in a timely fashion to allow for parental attendance.
  - b. The Team Rules must be signed by both the athlete and parent/guardian and given to the Head Coach.
  - c. A second copy must be submitted to the High School Principal or his designee.
  - d. No rule may be in conflict with the policies of the Keystone School District.
4. To attend PIAA mandatory rules meetings prior to the start of each season as directed by the Athletic Director.
5. To establish the concussion and cardiac arrest protocols and verify that the coaches have the proper training:
  - a. All Coaches are highly encouraged to be certified in CPR.
  - b. All Coaches must procure the following certifications:
    - 1). Coaches are required to attain a certification verifying they understand the signs/symptoms of a concussion. Coaches are required by state law to become certified by the time their respective sport starts its first practice. This applies to all coaches – paid and volunteer coaches. Coaches may earn this certification by registering at the National Federation of State High School Associations' (NFHS) website (<http://www.nfhslearn.com/>) for a brief online course entitled "Concussion in Sports" regarding concussion awareness/management. All coaches need to recertify each and every school year.
    - 2). Coaches are also required to attain certification regarding sudden cardiac arrest in athletes. Coaches may register for a free online course entitled "CardiacWise" at Sports Safety International's website: <https://www.sportsafetyinternational.org/cardiacwise-pats/> According to Act 59, if an athlete is suspected of sudden cardiac arrest then he/she is to be immediately removed from practice/play and seek medical attention. In order to return to his/her sport the athlete will need written clearance

from a registered practicing nurse, licensed physician, or cardiologist.

c. These certifications are to be turned into the Athletic Director prior to the start of each respective sports season and kept on file.

6. Article XIV of the **Pennsylvania Interscholastic Athletic Association (PIAA)** by-laws states all coaches currently employed or engaged by a PIAA member school must complete two coaching courses as provided above no later than June 30, 2018. Any coach hired after July 1, 2016 will have two years from their date of hire to complete these requirements. This mandate applies to volunteer coaches as well. Core Courses (Complete a coaching education course and a First Aid course from either of the two providers below. Note: NO SPORT SPECIFIC COURSES WILL BE ACCEPTED).

a. NFHS (access info @ [www.nfhslearn.com](http://www.nfhslearn.com)):

- 1). Fundamentals of Coaching (\$50)
- 2). First Aid, Health and Safety (\$45)

b. ASEP (access info @ Human Kinetics):

- 1). Coaching Principles (fee depends on instructor)
- 2). Sport First Aid (fee depends on instructor)

\*NOTE: All coaches currently employed or engaged by a PIAA member school must complete two courses as provided above no later than June 30, 2018. Coaches hired after July 1, 2016, will have two years from their date of hire to complete this requirement.

7. To be responsible for the behavior, safety, and welfare of the members of his/her squad during practice and games.

a. Coaches should encourage the following behavior for athletes:

- 1). Attendance and punctual arrival to all practices unless the student-athlete has a reasonable excuse.
- 2). Prohibit the use of profane language.
- 3). Good sportsmanship both in victory and defeat.
- 4). Respect for authority both on and off the field of play.
- 5). Neat grooming and proper dress, since the athlete represents the school and community.
- 6). Abstain from tobacco use, the drinking of alcohol, and the use of any drugs because these items are strictly forbidden.
- 7). Develop good study habits and work to their maximum effort scholastically.
- 8). Assume responsibilities at home, in school, and in the community since they should strive to be leaders.

b. Coaches should know the health/injury status of their players and be sure all injuries are given proper attention.

c. Coaches must supervise their players at all times when under their jurisdiction. This includes in the locker room, on the bus, and on

the field of play.

- d. The Head Coach is the acting authority of the School District at athletic contests in the absences of the Principal, Director of Athletics, and Game Manager.
8. To make sure all of his/her athletes have a ride home from practices and games before he/she leaves.
9. To make sure all outside doors and windows are closed and locked at the end of the practices and games. Report any damage to school facilities by a squad member to the Athletic Director.
10. To inform his/her athletes **NOT** to move their cars before their practice begins. Student athletes should always utilize the student parking lot.
11. To inform his/her athletes of the **Hazing Policy (See Appendix A – Keystone School District Board Policy No. 247.)**. The purpose of the Hazing 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.
12. To prepare a roster of all contestants and other authorized personnel on buses for out-of-town contests. All contestants will be required to use the transportation made available by the Keystone School District (Exception, see page 31, II). Roll must be taken prior to departure to and from contests. Personnel authorized to travel on the bus are:
  - a. Administrative personnel;
  - b. Coaches of the sport involved;
  - c. Members of the squad;
  - d. Cheerleaders and their advisor;
  - e. Authorized support staff
13. To recommend the amount and type of equipment to be purchased for his/her particular sport and concurrently prepare lists of equipment purchased or reconditioned for the following year. Forms furnished for inventory, requisitions for the next year, and awards need to be turned in to the athletic office by the date listed on the forms.
  - a. The Head Coach should keep a record of all school-owned equipment and supplies issued to each athlete.
  - b. The Head Coach will inform any team member who has not returned issued equipment of the cost of the missing item(s) within two weeks of the conclusion of the season. No athletic awards will be presented to any student with outstanding debts.
  - c. No school-owned equipment should be sold to any player. Equipment must be returned to the Athletic Department so that it may be used in the following year(s).
14. To appeal to the Athletic Council when he/she is not satisfied with the decisions made by the Principal.

15. To know the rules and regulations of local, district, and PIAA organizations. He/she shall abide by these rules at all times.
16. To be responsible for the squad to and from all away games. He/she cannot delegate this responsibility, except in cases of illness or unpreventable circumstances with prior permission from the Principal.
  - a. The Head Coach should prepare a bus departure time list for all away contests and submit it to the Athletic Director's office on or before the first day of practice.
  - b. Only students whose names are on a list provided to the Attendance Secretary by the Head Coach will be excused from school day for participation in an athletic contest.
17. To be responsible for the care and security of the building. He/she **must be the last to leave the building** after each activity.
18. To submit to the High School Principal, before the first practice date, a written recommendation each year for assistant coaches and volunteers. The following are the dates that these recommendations are required to be submitted:
 

|                      |                                    |
|----------------------|------------------------------------|
| Football             |                                    |
| Golf                 | On or before                       |
| Cross Country        | <u>the first week in July.</u>     |
| Volleyball           |                                    |
| Soccer               |                                    |
| Cheerleading         |                                    |
| <br>                 |                                    |
| Boys' Basketball     |                                    |
| Girls' Basketball    | On or before                       |
| Wrestling            | <u>the first week in October.</u>  |
| <br>                 |                                    |
| Boys' Track & Field  |                                    |
| Girls' Track & Field | On or before                       |
| Boys' Baseball       | <u>the first week in February.</u> |
| Girls' Softball      |                                    |
19. To contact the Athletic Director to keep the team roster up to date.
  - a. It is the coach's responsibility to forward a list change to the Athletic Office if any additional members join a squad after the roster has been submitted.
  - b. Any additional physical cards should be submitted to the Athletic Director.
20. To notify the news media of the outcomes of their particular sports events. This is to be done as soon as possible following the contest.
  - a. Oil City Derrick [sports.thederrick@gmail.com](mailto:sports.thederrick@gmail.com)
  - b. D-9 Sports [sports@d9sports.com](mailto:sports@d9sports.com)
21. To schedule/cancel practices in accordance with the district's policy

regarding Inclement Weather & Sunday / Holiday Practices (per District Memo dated 12/15/2004).

- a. In the event that District school buildings must be closed or school is cancelled for part of a school day because of inclement weather or any emergency, all activities are cancelled and the buildings are not to be occupied. That includes any scheduled District athletic or extracurricular practices, scheduled events, or meetings and community events. This would include closing early during a school day or canceling school for the entire school day.
- b. Effective 12/20/2004, Sunday athletic practices and extracurricular activity practices are prohibited unless prior authorization is provided in accordance with District Policy #707, which requires approval of the Superintendent or his/her designee.

VII. **Athletic Trainer** – The Keystone School District contracts athletic training services through Clarion Hospital Athletic Medicine Program – CHAMPS. The Athletic Trainer shall have the following responsibilities and duties:

- A. To administer first aid and immediate care to injured athletes.
- B. To evaluate athletic injuries and to coordinate appropriate referrals.
- C. To coordinate rehabilitation of the injured athlete.
- D. To determine readiness for the athlete to return to activity after an injury.
- E. To communicate with parents, coaches, and physicians regarding the status of the athlete's health.
- F. To work cooperatively with coaches on the application, maintenance, and supervision of the use of protective and injury prevention devices.
- G. To schedule and coordinate with the school nurse and physician pre-participation physical examinations and re-certifications, as deemed necessary by the PIAA.
- H. To schedule other injury prevention health screenings, as deemed necessary, including ImPACT concussion screening (**See Appendix B for the Guidelines/Protocol for Concussion Management.**), body fat measuring, and hydration urine testing.
- I. To work as a consultant to coaches in the development and operation of strength and conditioning programs for athletes as well as counsel parents/athletes regarding conditioning, diet, rest, exercise, and health matters.
- J. To collect, maintain, and store accurate and confidential medical records on all athletes.
- K. To develop an operating budget and inventory for the sports medicine program and to create a bid sheet each January for supplies for the upcoming school year.
- L. To maintain a safe and sanitary environment in the training room.
- M. To coordinate coverage by the team physician for varsity football games.
- N. To prepare practice and game supplies; i.e. water coolers and bottles, medical kit, etc.
- O. To provide medical coverage of practices and games.
- P. To conduct oneself in a professional manner at all times by abiding by the National Athletic Trainers' Association Code of Ethics.
- Q. To maintain a safe participation environment with regard to weather situations,



equipment, practice/play time of day, etc.

## **Chapter 2: Responsibilities, Eligibility, and Insurance Requirements of Student Participants**

### **I. Responsibilities of Athletes**

- A. To be aware of and fulfill all the regulations and requirements set forth by the PIAA (<http://www.piaa.org/schools/eligibility/>), the District IX, the KSAC, and the Keystone School District. This includes compliance with specifications set forth in the Keystone School District extracurricular participation policy.
- B. To treat his/her teammates and coach with respect and to be loyal at all times since the athlete has a definite responsibility to them.
- C. To remember that he/she is representing Keystone School District, his/her parents, and self and that he/she should not be involved in an activity that would be a cause of embarrassment.
- D. To not drive their own vehicle to or from away events. Students must travel to and from events in school-provided transportation (exception, see page 25, II). A student may ride home with a parent/guardian with prior approval by the High School Principal or his/her designee. No student may ride home with another athlete's parents. A note requesting permission for the student-athlete to ride home with his/her parent that has been approved and signed by the High School Principal or his/her designee must be presented to the Head Coach for parents to take their children with them. It is highly recommended that an administrator sign that note sometime during the regular school day. It is also important that a coach physically see the athlete leave with his/her parent.
- E. School-issued equipment given to an athlete may be used only for their own respective use. No other student is permitted to wear school-owned equipment. Jerseys may not be worn for physical education class or for "every day". Athletes may wear their jerseys during game days in school. Coaches may recommend appropriate days to wear school-owned equipment.
- F. Athletes are responsible for any and all school-issued equipment, including uniforms that have been issued. A student must pay the replacement cost for any equipment not returned or damaged. Any indebtedness will be turned over to the District Magistrate. The athlete must be cleared of all equipment or other financial debt at the end of a sports season in order to participate in any subsequent athletic seasons.

### **II. Eligibility Requirements for Athletes**

- A. Age – If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.
- B. Amateur Status – To maintain amateur status and PIAA eligibility student-athletes:
  - 1. Cannot play under an assumed name;
  - 2. Cannot receive money or property for or related to athletic ability, participation, performance, services, or training in a sport. Student-

athletes may be recognized and receive awards for participation only from their school or school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by the School Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate institutional insignia or comparable identification. The fair market value of all of the items provided to you may not exceed \$200. If they do, you must return the items in excess of \$200;

3. Cannot sign a contract to play for a professional team; and
4. Cannot participate in any post-season All-Star games of any type as an underclassman.

### III. Attendance

- A. Students are ineligible after attending more than eight (8) semesters beyond the eighth grade, or playing for (4) seasons beyond eighth grade in any one sport.
- B. A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of sixty (60) school days following the student's twentieth (20<sup>th</sup>) day of absence, except as defined in Section 114 of the Public School Code of 1949, as amended, (court subpoena, quarantine, or to attend religious activity/function which the church requires its members to attend) or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of the rule by the District Committee. Attendance at summer school does not count toward the sixty (60) school days required.
- C. In order for a student to participate in extracurricular activities on any given day, the student must be in school no later than the beginning of Period 1 (7:45 AM) unless a medical excuse or court order is presented. Students must also complete the school day in order to participate in extracurricular activities unless excused for a medical appointment/legal matter. Students dismissed early for a medical appointment/legal matter must have a doctor's excuse/court order to return that day to a practice or a game. The doctor's excuse/court order must be presented to the coach or advisor.
- D. A student who is ineligible for any reason may attend a home game with the team but not participate. **An ineligible student is not permitted to attend away games with the team.**
- E. If a student has been suspended from school or assigned in-school suspension, he/she shall not participate in any athletic or extracurricular activity or attend any after-school function or practice on that day.
- F. If a student is expelled from school, he/she shall not participate in any athletic or extracurricular activity during the period of expulsion.
- G. If a student is assigned a detention after school, he/she must fulfill the detention requirement before attending any athletic or extracurricular activity after school.
- H. Students involved in athletics need to understand that the approved Physical Education

curriculum has priority over any extracurricular sporting activity.

1. **Any student who has been exempted from Physical Education class due to a medical excuse shall also be exempted for the same period from athletic participation.**
2. **Any injured athlete who is not cleared by a doctor and/or trainer to play in the contest may not be recognized as a “starter” by actually going on to the court/field during a contest. They may participate in a Senior Night recognition prior to the start of a contest, but may not actively engage in the contest.**
3. **The Keystone School District contracts the services of our Athletic Trainer through Clarion Hospital’s CHAMPS program (Clarion Hospital Athletic Medicine Program) and as a result we follow its “Guidelines/Protocol for Concussion Management” (see Appendix B). Parents will always have the final say in any matter regarding a student-athlete’s return to play after suffering from a concussion.**

I. The coach/advisor has the discretion to excuse a participant from practice but only if the student-athlete seeks prior permission (except in the case of an emergency).

J. The coach/advisor will discipline participants in the following manner for unexcused absenteeism from practice(s):

1. 1<sup>st</sup> Offense – One game/performance suspension
2. 2<sup>nd</sup> Offense – One game/performance suspension
3. 3<sup>rd</sup> Offense – Removal from the extracurricular activity for the remainder of the season or school year.

K. Missing a game or performance without a written excuse from the coach will result in removal from the activity for the remainder of the year. The coach will have full discretion as to whether or not to excuse a player from a game or performance. Written approval should be filed with the High School Principal or his designee. **Approval of an Educational field trip does not extend to approval of absences from athletic events or practices except with the prior written approval of the Head Coach.**

L. A student who is late or leaves practice without the prior approval of the coach/advisor or attends practice without the proper equipment will be disciplined at the discretion of the coach/advisor.

M. Every effort will be made to accommodate the participant regarding conflicts between participants and any other school-related activity.

N. Attendance at all scheduled practices is mandatory as long as the athlete attends school the day practice is scheduled. Only a coach or advisor may excuse a student from practice.

IV. **Behavior** – Behavior unbecoming an athlete could result in the High School Principal revoking the privilege of a student to participate in an athletic or extra-curricular event. This behavior includes, but is not limited to: any disciplinary sanctions imposed for misbehavior during school, truancy; inappropriate on-court/on playing field behavior; and disrespectful actions directed towards coaches, teammates, officials, or members of

opposing sports teams.

V. **Drug Testing** – The guidelines for the Random Drug Testing process are set forth by the Keystone School District’s following Board Policies: No. 123.1. Drug Testing – Extra-Curricular Activities; and No. 227. Controlled Substances/Paraphernalia. It is also addressed on page 25 of the Student Handbook “Random Drug Testing of Athletic and Extra-Curricular Participants and Student Drivers”. Guidelines for Random Drug Testing of Athletic Participants (as per the Keystone School District Student Handbook) are as follows.

- A. Random drug testing may 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 administration in its sole discretion and may be performed at any time. This means that random testing may occur before, during, or after the sports season or scheduled program of the athletic activity.
- B. Upon the day of testing, the district’s administration will provide the testing vendor with a list of numbers corresponding to the entire pool of athletic activity participants. The list shall contain no names; the district alone shall maintain the records indicating which students correspond to which number. The administration then will indicate to the vendor how many students the District wishes to test. The vendor will return a random list of numbers from which the District will be able to determine the individual students to be tested.
- C. Any eligible student selected randomly for the drug testing who is not in school on the day of testing will be tested at the next available testing time. Failure to comply will result in the student being viewed as refusing to test.
- D. All costs of the collection, testing, and interpretation shall be paid by the School District.
- E. More detail of the testing may be found in Keystone School District Board Policy No. 123.1.

VI. **Grades & Eligibility** – Academic Eligibility – In order to participate in extracurricular activities, a student must meet the following requirements:

- A. Quarterly Eligibility
  - 1. In cases where a student’s grade for each course required for graduation in any preceding Grading Period does not meet the quarterly academic standard of 70%, the student shall be deemed ineligible to participate in interscholastic athletics/extracurricular activities for at least fifteen (15) school days of the next Grading Period where the school has four (4) Grading Periods per school year. The date of ineligibility begins on the first day report cards are issued, the first day of practice of a season in which the report card had been previously issued, or the first fifteen (15) school days of the Fall season when using final grades at the end of the school year.
  - 2. At the end of the school year, the student’s final grade in the student’s subjects rather than the grade for the last grading period shall be used to determine the student’s eligibility for the next grading period.
  - 3. The student will be ineligible if:

- a. Senior High – a failing grade is received in any subject that is required for graduation.
- b. Junior High – a failing grade is received in one of the five (5) core courses: English, Reading, Mathematics, Science, and Social Studies.

**B. Weekly Eligibility**

1. At the conclusion of each week, a student will be ineligible if she/he is failing a required or core course. If a student is ineligible under this provision for three (3) consecutive weeks, he/she will be ineligible for a period of fifteen (15) school days from the date of the occurrence.
2. A student who is declared ineligible on a weekly eligibility report will be ineligible for a period of one week (from Sunday to Sunday) and in that time must bring his/her grades up to passing or he/she will remain ineligible for interscholastic competition until that condition is met.
3. Weekly grades shall be collected each Monday morning at 8:00 AM to determine eligibility. In cases where a student's cumulative work from the beginning of the grading period does not, as of Monday morning, meet the academic standards specified then the student shall be deemed ineligible from the Sunday preceding that Monday through the Saturday preceding the next Monday as of which the student's cumulative work from the beginning of the grading period meets the weekly academic standards. When school is closed on Monday for any reason the High School Principal may, at his/her discretion, determine whether the student meets the specified academic standards as of that day.
4. An athlete must attend two (2) Homework Helpers and two (2) practices during the week that they are deemed ineligible, and provide written proof from the Homework Helpers monitor that he/she attended.

**VII. Athletic Fees and Physical Requirements** – The fee schedule for students participating in sports at Keystone High School is an Activity Fee of \$100.00 for the first sport and an additional \$50 for the second and any other additional sports. A new physical is required for all student-athletes for the **new, upcoming** school year. This may be done at the High School by the School Doctor at the times and dates set forth by the Athletic Department, or the student may receive a physical from his/her own doctor. A new physical is required for each new school year and must be dated on or after June 1<sup>st</sup> of the current year. A recertification physical may be required if the student has been injured in any prior sports season or activity before being allowed to participate again in a new sports season.

**VIII. Tryout Policy** – It is the Keystone School District's desire to see that as many student participants as possible are involved in our athletic and extra-curricular programs. Unfortunately, due to facility space, time constraints, and other additional factors, limitations are sometimes placed on the number of participants allowed in a particular activity. The procedures for limiting the number of participants in an activity are as follows:

- A. Choosing the members of the various student teams/groups is the responsibility of the

Head Coach or advisor.

B. Before tryouts begin, the Head Coach or advisors will provide all candidates and their parents a copy of the team rules and advise them of the Athletic Handbook which is available online. This will be done at a scheduled meeting. Information regarding tryouts shall include:

1. Length of the tryout period;
2. Criteria or objectives used to select the members of the group;
3. Number of participants that will be selected for the team;
4. Distribution of schedules; and
5. An explanation of the Head Coach's expectations regarding player commitment.

C. In all sports, Junior Varsity and Junior High Coaches will follow the criteria for the particular sport established by the Head Varsity Coach. Head Varsity Coaches need to be involved with the selection of those Junior Varsity and Junior High teams.

1. Each participant must have the opportunity to be allowed to demonstrate his/her abilities.
2. The Head Coach or advisor will discuss possible options or alternatives available to any individual who is not selected for the sports team or extracurricular activity.

**IX. Insurance Requirements of Athletes** – Student-athletes in Grades 7-12 who are involved in a sport are required to provide written proof of health/accident insurance. In the event a student does not have this insurance, there is a “K-12 Voluntary Student Accident Insurance up to \$250,000)” form that may available online through the School District’s website at <http://www.keyknox.com/highschool/PDF/AccidentInsurance.pdf>. **Please note that these policies cover interscholastic sports except for senior high football.**

### **Chapter 3: Athletic Awards – Varsity**

I. **Authority to Make Awards** – The Head Coach shall recommend for awards the members of his/her squad who have met the requirements for a letter, jacket, or plaque and with the approval of the Athletic Director.

II. **Athletic Letters** – Athletic letters are awarded to Boys and Girls Varsity athletes only.

- A. Boys Varsity – 6” chenille letter; and
- B. Girls Varsity – 6” chenille letter.

III. **Award Policy** – Letters, pins, bars, and jackets are awarded according to the following criteria:

- A. Athletes are responsible for purchasing their own letter jackets;
- B. Participants not eligible for a letter due to injury during a particular season can be designated as a letterman by the Head Coach with the approval of the Athletic Director.
- C. At the close of each sports season all athletes who have met the requirements to earn a letter should be listed on the awards form prepared by the Head Coach and submitted to the Athletic Director.

- D. Coaches will submit a season summary to the Athletic Director at the close of his/her sports season. The purpose of this season summary is to keep a record of the accomplishments, honors, and awards received by his/her players as well as his/her team.
- E. Any questions or issues that may arise regarding the earning of a letter or award will be directed to the Athletic Director, who will consult with the High School Principal to reach a decision.

**IV. General Criteria for Meeting the Requirements to Earn a Varsity Athletic Letter**

- A. Attendance – Athletes should attend all practices unless excused by the Head Coach.
- B. Sportsmanship – Athletes should recognize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.
- C. Adherence to Training Rules – Athletes must abide by the training rules as set forth by the Head Coach and Athletic Department.
- D. Participation – Any athlete who discontinues his/her participation in a sport forfeits all awards and recognition to which he/she may have been entitled.
- E. In all Sports letters are awarded at the Head Coach’s discretion.

**V. Sport Specific Criteria for Meeting the Requirements to Earn a Varsity Athletic Letter**

- A. Cheerleading/Competitive Spirit – A varsity athletic letter may be earned in Competitive Spirit. The following criteria must be met in order to earn that letter:
  - 1. Cannot miss more than one (1) Competition, and then only with the written permission of the Head Coach.
  - 2. Cannot have any unexcused absences from practice.
- B. Cross Country
  - 1. Attendance – Must attend all practices unless excused by the Head Coach.
  - 2. Sportsmanship - Must display good sportsmanship throughout all meets and practice.
  - 3. Training - Adhere to all training rules as set forth by the Head Coach.
  - 4. Participation - Must not discontinue participation.
  - 5. Point scoring:
    - a. 1 point awarded for participation in the meet
    - b. 1 point awarded for improving one’s time from the previous meet
    - c. Points awarded per meet:
      - 1). 5 points – place 1<sup>st</sup> for the team in the meet;
      - 2). 4 points – place 2<sup>nd</sup> for the team in the meet;
      - 3). 3 points – place 3<sup>rd</sup> for the team in the meet;
      - 4). 2 points – place 4<sup>th</sup> for the team in the meet; and
      - 5). 1 point – place 5<sup>th</sup> for the team in the meet.

*If overall places 1-5 are awarded to our team, adjacent overall places will also be awarded 1 point for the meet.*
    - d. Finish KSAC Championship as one of the top six (6) for the team AND/OR compete in the District 9 Championship meet.
    - e. Injuries will be taken into consideration:

- 1). Athletes with an injury must have started the season and, in the opinion of the Head Coach, would have lettered without the injury.
  - 2). Athletes must continue to be a part of the team by attending practices or sessions with a trainer in replacement of practices to be eligible for a varsity letter unless a written note from a doctor restricting all activity is received by the Head Coach or Athletic Trainer.
- C. Football – Play in 50% of the total varsity quarters contested.
- D. Golf – Compete in 50% of the varsity matches contested.
- E. Volleyball – Play in 50% of the varsity matches/sets contested.
- F. Soccer – Play in one-half (1/2) of the total varsity halves contested plus one (1).
- G. Basketball (Varsity Boys’ and Girls’) – Play in 50% of the total varsity quarters contested.
- H. Wrestling – Compete in 50% of the varsity matches contested.
- I. Baseball:
1. Play in 50% of the varsity innings contested.
  2. Pitchers – Pitch in 25% of the varsity innings contested or one-third (1/3) of the varsity games played.
- J. Softball:
1. Play in 50% of the varsity innings contested.
  2. Pitchers – Pitch in 25% of the varsity innings contested or one-third (1/3) of the varsity games played.
- K. Track & Field (Boys’ and Girls’ Varsity)
1. An athlete will letter in Track & Field if he/she scores an average of two or more points per meet. (A double dual/triangular meet is considered two meets, since two different scores are kept.)
  2. An athlete earns points according to the following point system:
 

|  |                           |
|--|---------------------------|
| a. Participation in a meet...          | 1 point per meet          |
| b. Participation in an invitational... | 2 points per invitational |
| c. First Place in a meet...            | 5 points                  |
| d. Second Place in a meet...           | 3 points                  |
| e. Third Place in a meet...            | 1 point                   |

## **Chapter 4: Transportation**

### **I. School Provided Transportation**

- A. All buses will be ordered by the Athletic Director.
- B. The Head Coach will submit to the Athletic Director the departure times for all away trips at the beginning of the sports season.
- C. The Head Coach must check in with the Athletic Office in order for his/her team’s student-athletes to be dismissed prior to the end of the regular school day.
- D. It is the responsibility of the Head Coach to have his/her team members ready to board



the bus at the designated time.

E. The Head Coach must exercise control over and maintain proper supervision of his/her team so that the bus is not damaged in any way.

F. Video/Audio Recording on School Transportation – Act 9 of 2014, an amendment to the Wiretap and Surveillance Act, was signed into law by Governor Tom Corbett. The amendment clarifies that audio taping on buses and school vehicles is now permitted. Use of video recording devices on school buses has been permitted for many years; however, this new amendment now provides clear legal authority to permit audio taping on buses. Keystone School District Policy No. 810.2 (Transportation – Video/Audio Recording) specifically addresses video/audio recording on School District Transportation.

II. **Private Transportation** – Transportation for students shall be provided in accordance with state law, School Board policy, the School District’s Athletic Handbook, and the Activity Bus Contract. **Students who participate in educational, athletic, and extracurricular field trips must ride District provided transportation absent extenuating circumstances with the prior approval of the Building Principal.**

The School Board reserves the option to use alternative means of transportation (i.e., coaches rather than school buses) for the transportation of students whenever the Board believes it is in the best interest of student comfort and wellbeing to do so. The School Board also reserves the option to utilize parents and/or teachers for transportation (District van) when small groups of students (20 or less) are involved. **The use of personal vehicles to transport students on field trips is strictly prohibited.**

III. **Duties of Coaches and Conduct of Athletes on the Bus** – Athletes and coaches should insure proper care of the bus by:

A. Cleaning shoes and cleats before boarding the bus.

B. Keeping knees and shoes off of the seat in front of him/her.

C. Making sure each individual seat is clean upon departure.

D. Picking up items belonging to him/her on the floor around them.

E. Not making any kind of marks on the seats and/or back of seats. If an item of equipment accidentally makes a mark it is the student-athlete’s responsibility to clean it off.

F. Cleaning supplies are available in the front of the bus, including spray cleaner, paper towels, garbage bags, broom, and pan. Coaches and athletes should make every attempt to demonstrate they are a class ACT in every given situation and aspect of the game. This includes on a bus or in a locker room.

## **Chapter 5: Equipment and Supplies**

I. **Responsibilities for Athletic Equipment and Supplies**

A. Athletic Director

1. The Director of Athletics will provide the Head Coach with the necessary requisition forms.
2. These requisitions will be returned to the Athletic Director no later than the date specified of the forms.

#### B. Head Coach

1. The Head Coach of each sport is responsible for recommending equipment and supplies for his/her sport.
2. The Head Coach will also recommend the equipment and supplies for the Junior Varsity and Junior High teams.
3. It is suggested that the Head Coach confer with his/her Assistants Coaches and the Athletic Director when preparing to order.
4. Coaches will submit to the Athletic Director a complete and accurate inventory of all equipment, including:
  - a. Season award forms;
  - b. Equipment Inventory; and
  - c. Season records/summary.

#### C. Athlete

1. All equipment must be returned.
2. The athlete is responsible for all issued equipment and will be ineligible to participate in any other athletic program until his/her account has been cleared.

### II. Requisitions

- A. The Athletic Director will provide Head Coaches with requisition sheets/budget request forms and ask that they be completed and returned by the 15<sup>th</sup> of March.
- B. Requisitions handed in after the deadline may not be filled. Any problems meeting the deadline should be directed to the Athletic Director.
- C. Instructions for filling out the requisition form are as follows:
  1. "Description" – See Instructions under Bids for Equipment
  2. "Unit Price"
    - a. Provide a current price for each item if possible.
    - b. Any "no bid" item must have a current catalogue price or a quoted price.
  3. "Number of Units" – Provide the number of units of each item you are requesting.
  4. "Total Price" – Determine the total cost for the item you are requesting. (Example: (Unit Price \* Number of Units = Total Price))
  5. Page Numbering – Number the bottom of each page and include the total number of pages in the numbering. (Example: (Page #1 of 5))

### III. Bids for Equipment

#### A. Instructions

1. "No Bid" items
  - a. Appropriate if you want a specific item from a specific supplier.
  - b. Indicate that it is a "No Bid" item.

- c. Provide the name and address of the supplier along with the quoted price if possible.
    - d. Provide a supplier or manufacturer code number to ensure the accuracy of your request and prohibit substitutions.
  - 2. “No Substitute” items
    - a. Appropriate if you want a specific item but wish to put it out for bid in order to secure the best pricing.
    - b. Indicate that it is a “No Substitute” item.
    - c. Provide a supplier or manufacturer code number to ensure the accuracy of your request and to prohibit substitutions.
- B. Awarding of Bids – The bids will be totaled for each sport and reviewed by the Superintendent, Principal, Athletic Director, and Head Coach before bids are awarded.

#### IV. Purchases

- A. Equipment and supplies are ordered each year through regular purchasing procedures within budget limitations as outlined by the Keystone School District Board of Directors and the administration.
- B. Coaches/Advisors do not have the authority to make orders without the prior approval of the Athletic Director and High School Principal.
- C. The Athletic Secretary will write all purchase orders for equipment and or supplies.

### Chapter 6: Scheduling Guidelines

#### I. Practices

- A. All sports seasons at Keystone Junior-Senior High School have starting and ending dates established by the PIAA. These dates are published each year on the Athletic Department’s monthly calendar.
- B. Coaches should submit a practice schedule to the Athletic Director including dates and times of practices.
- C. Coaches should adhere to practice starting and ending times.
- D. There will be **NO** Sunday practices or events. However, permission may be granted by the Superintendent **IF** playoffs are involved; and, student-athletes can **ONLY** practice 6 out of 7 days in one week according to PIAA regulations.

#### II. Games

- A. The scheduling of all games/contests will be done by the Athletic Director in conjunction with the Head Coach.
  - 1. As a member of the Keystone Shortway Athletic Conference (KSAC), Keystone is obligated to follow its KSAC schedules.
  - 2. No Coach is authorized to reschedule an athletic event.
- B. The following guidelines apply to the postponement/cancellation of games:
  - 1. If a game is postponed due to weather or any other factor not conducive to good game conditions, the following procedures will be followed:
    - a. The Athletic Director and Head Coach will confer, but the final

- decision rests with the High School Principal or his/her designee.
- b. Factors considered in the decision are:
    - 1). League and PIAA rules;
    - 2). Condition of the playing surface;
    - 3). Safe travel of opponents, officials, and fans;
    - 4). Potential Damage to playing surface; and
    - 5). Transportation arrangements.
  2. In the event of a school closing or early dismissal due to inclement weather, the following rules regarding practices and games apply:
    - a. All home practices, games, scrimmages are to be cancelled.
    - b. Participation in away events may or may not be permitted at the discretion of the High School Principal.
  3. In the event of school closings or early dismissals for a reason other than inclement weather, events may or may not be permitted at the discretion of the High School Principal.
  4. No Coach shall postpone or cancel games.
  5. As soon as the decision has been made to postpone a game, the Athletic Director will notify the following:
    - a. Head Coach;
    - b. Officials;
    - c. Bus Drivers;
    - d. News Media, if needed; and
    - e. Keystone High School Website Administrator Julie Lander (Please see [www.keyknox.com](http://www.keyknox.com)).

### **III. Scrimmages**

- A. All scrimmages must be sanctioned by the High School Principal and the Athletic Director prior to being held.
- B. There will be no overnight scrimmages.
- C. **For all sports a maximum of two (2) scrimmages are permitted.**

### **IV. Release Times**

#### **A. Students**

1. It is the policy of the Keystone School District to minimize the number of times a student is given permission to leave prior to the end of the regular school day for extracurricular activities.
2. The time at which students are to be dismissed for athletic events/activities will be decided by the High School Principal after conferring with the Athletic Director.

#### **B. Coaches**

1. Coaches will be released after their responsibilities to their students have been fulfilled.
2. If it is possible to release Coaches immediately following the school day during their sports season the High School Principal may do so.
3. Coaching time should in no way infringe in any way on Coaches' actual

teaching responsibilities with students, or any scheduled after-school meeting obligations.

## **Chapter 7: Athletic Funding**

### **I. Ticket Sales**

- A. Effective 2015-2016, the ticket prices are as follows:
  - 1. General Admission – All Varsity contests:
    - a. Adults – \$4.00
    - b. Students – \$3.00
    - c. Senior Citizens - \$2.00
  - 2. General Admission – All Junior High Contests – \$1.00
- B. Sports Passes – Sports passes will be available during the first week of school for each school year. Prices are as follows:
  - 1. Family Pass – Includes parents and elementary, high school and currently enrolled college students – \$125
  - 2. Senior Pass – For anyone 55 years or older – \$30 each
  - 3. Adult Pass – For anyone 18 or older who has graduated but is not eligible for a Senior Pass – \$75 each
  - 4. Student Pass – For any Keystone student in elementary, high school or currently enrolled in college – \$50 each

### **II. Fundraising**

- A. Individual athletic teams are not permitted to conduct fundraisers unless sponsored by booster organizations.
- B. All clubs and organizations outside the school conducting fundraising programs to be held on school grounds must submit applications to the Building Principal for approval prior to the event.
- C. Small games of chance are permitted ONLY when sponsors are in compliance with all school district, local and state laws / ordinances.

## **Chapter 8: Weight Room**

In order to promote injury prevention and improve athletic performance the Keystone Junior-Senior High School Athletic Department strongly recommends that student-athletes participate in strength and conditioning programs throughout their sports seasons. In-season sports teams should consider strength training 1-2 times per week, depending on the team's schedule. Coaches and the Weight Room Coordinator will develop sport-specific exercises for each team's program. The strength and conditioning program may be implemented as a part of team practices/drills. Coaches and the Weight Room Coordinator will work along with the certified Athletic Trainer to develop appropriate exercise programs for any injured athletes and to ensure athletes' safety.

In-season athletes have priority for access to the Weight Room. Out-of-season athletes may use the Weight Room with the permission of the Coach on duty or the Weight Room Coordinator.

Athletes must sign-in to the Weight Room and follow a sports-specific program. Failure to do so may result in the loss of weight room privileges.

### **I. Purpose**

- A. To increase the strength, speed, and endurance levels of Keystone Junior-Senior High School students.
- B. To strive to get maximum effort and intensity from these students while doing so in a safe environment.

### **II. Access to the Weight Room and Participation Therein**

- A. The Weight Room is available to all students at Keystone Junior-Senior High School.
- B. Weightlifters must be in good academic standing to train in the Weight Room.
- C. Student-athletes should be engaging in a strength and conditioning program approved by his/her Head Coach or designee.
- D. Students should be taught proper form and lifting technique in Grades 7 and 8.

### **III. Hours**

- A. The Head Coaches and/or their designee(s) will develop schedules for their respective teams and players.
  - 1. During the school year this will usually be 3 or 4 days a week immediately after school.
  - 2. These strength and conditioning programs may also involve summer-time hours.
- B. Coaches should share their proposed Weight Room schedules with other coaches to avoid potential scheduling conflicts.
  - 1. Coaches of our sports teams are encouraged to use the Weight Room for their teams year round.
  - 2. Coaches or their designee(s) must supervise their athletes while they are in the Weight Room.

### **IV. Guidelines for Weight Room Use**

- A. No lifting is permitted without supervision.
- B. Absolutely no horseplay is allowed.
- C. Never interfere with other lifters.
- D. Make sure your lifting area is clear.
- E. Always use a spotter.
- F. Always use collars and make sure they are snug.
- G. Clean up weights and dumbbells.
- H. No food, drink, or gum is permitted in the Weight Room.
- I. Protect your lower back.
  - 1. When squatting, keep your head up and lower back flexed. When bench pressing, keep your buttocks on the bench.
  - 2. Use a weightlifting belt whenever it is appropriate.
- J. Help and encourage others. Do not belittle other lifters.

## **Chapter 9: Procedures for Sharing Ideas, Suggestions, and Complaints**

## **I. Coaches**

- A. The idea/suggestion/complaint should first be presented to the Head Coach by the concerned party.
- B. The Head Coach should make every attempt to implement/resolve it.

## **II. Athletic Director**

- A. If the Head Coach is not able to implement/resolve the idea/suggestion/complaint or if the party or coach is not satisfied with the result of Step I., then the concerned party should address its concern with the Athletic Director.
- B. The Athletic Director should gather the necessary information to attempt to implement/resolve the idea/suggestion/complaint.
  - 1. This may be accomplished by organizing a conference and acting as the mediator, or
  - 2. By utilizing any other strategies necessary to implement/resolve the idea/suggestion/complaint.
- C. The Athletic Director will determine at what point to share the idea/suggestion/complaint with the High School Principal. Depending on the severity of the concern, the Athletic Director may choose to go directly to Step III. to seek the assistance of the High School's Head of Athletics (High School Principal).

## **III. Head of Athletics/High School Principal**

- A. If the parties concerned are not satisfied with the results of Step II., then the High School Principal will make every attempt to implement/resolve the idea/suggestion/complaint.
- B. This may be accomplished utilizing strategies developed or determined by the High School Principal.

## **IV. Superintendent**

- A. If the concerned part is not satisfied with the results of Step III., then the High School Principal will involve the Superintendent seeking guidance and direction.
- B. The Superintendent will make every attempt to implement/resolve the idea/suggestion/complaint.
- C. This may be accomplished utilizing strategies decided upon by the Superintendent.

## **V. Athletic Council**

- A. If the parties concerned are not satisfied with the results of Step IV., then the Superintendent may direct the High School Principal to present the concern to Members of the Athletic Council.
- B. The High School Principal will make the necessary arrangements for this meeting to take place with the following members present:
  - 1. Superintendent;
  - 2. High School Principal;
  - 3. Athletic Director;
  - 4. Members of the School District's Board of Education who serve on the Athletic Council (others members may attend if they desire to do so); and

5. Party expressing the concern.

VI. School District's Board of Education

- A. If the concerned party is not satisfied with the results of Step V., then the concern will be shared with the Board of Education.
- B. The manner in which the meeting will be conducted and the time and date at which it will be held will be recommended by the Superintendent and the members of the School District's Board of Education who serve on the Athletic Council.

### **Chapter 10: Miscellaneous**

I. **Filming of Contests** – The filming/videotaping of athletic events will be the responsibility of each Head Coach.

II. **Publicity**

- A. Within the framework of School Board policies, the Athletic Director or High School Principal will keep the various news media informed on games being played and other publicity items related to the athletic program.
- B. Coaches should release game information, statistics, etc. to the media.

III. **NCAA Recruiting of High School Athletes** – The recruitment of any Keystone Junior-Senior High School student-athlete who is eligible for college or university athletic participation must be conducted within NCAA recruitment guidelines.

IV. **Scouting**

- A. In order to help best prepare our team for competition, it is understood that a Head Coach may wish to scout, or send a scout to watch, a future opponent.
- B. Mileage accrued while scouting may be turned into the Athletic Office for reimbursement.
  - 1. The maximum amount payable is:
    - a. \$200 for the regular season; and
    - b. \$100 for playoffs.
  - 2. The amount reimbursed will be based on the rate paid per mile by the Keystone School District.
  - 3. A list must be submitted by the Head Coach to the Athletic Director which includes the following:
    - a. Name of the person scouting;
    - b. Starting point;
    - c. Ending destination (game site);
    - d. Beginning mileage; and
    - e. Ending mileage.

V. **Participation in Athletics by Cyber Charter Students**

- A. Family must obtain a "Request to Participate" form from District Office, fill it out completely, sign it, and return it to the appropriate Building Principal.
- B. Family must agree to Adhere to all provisions and policies set forth by the Keystone School District and its Board of Education.



**Acknowledgement of Receipt of Team Rules and Review of  
Keystone Junior-Senior High School's Athletic Handbook**

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

We verify that we have received a copy of the appropriate Team Rules and discussed them. We have also accessed and reviewed Keystone Junior-Senior High School's Athletic Handbook which may be found online.

\_\_\_\_\_  
Student's Name (Print)

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

\_\_\_\_\_  
Student's Signature

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

---

**Head Coach's Verification of the Review of Team Rules with Student-Athlete**

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

I verify that I have reviewed with the student-athlete indicated below the Team Rules for my Program.

\_\_\_\_\_  
Student's Name (Print)

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

\_\_\_\_\_  
Student's Signature

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

## Appendix A – Hazing Policy

No. 247

# KEYSTONE SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: June 18, 2001

REVISED: April 18, 2011

| 247. HAZING                                  |  |
|--|--|
| 1. Purpose                                   | The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.   |
| 2. Definitions                               | <p>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.</p> <p>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.</p> <p>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.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> |
| 3. Authority<br>SC 510, 511<br>Pol. 122, 123 | <p>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.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>   |

## Appendix B – Guidelines/Protocol for Concussion Management

### GUIDELINES/PROTOCOL FOR CONCUSSION MANAGEMENT:

- Utilizing neuropsychological testing: ImPACT
- Based from Clarion Rehab Services and SSJ Diagnosis and Rehab Program
- Dr. Thomas Freenock – Director of CHAMP Sportsmedicine Program

### GOALS:

- Improve clinical management of concussion
- Return athletes to full sports participation safely

### BASELINE TESTING:

- Athletes will receive baseline testing at their respective high schools.
- If not available at the high school, appointments can be made for individual and team baseline testing at Clarion Rehabilitation Services.
- Baseline tests are administered prior to the start of sports practices.
- Baseline testing should be performed every 2 years (7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade)
- New student athletes should be tested upon joining the team
- Tests required for all collision and contact sports (Jr. High, Junior Varsity, and Varsity)

### IN THE EVENT OF A CONCUSSION:

- If team doctor is present, consult to determine plan of care
  - Diagnostic imaging
  - Referral to Dr. Freenock at SSJ Diagnosis and Rehab when appropriate
- If team doctor not present, evaluate and recommend imaging if appropriate
- Referral to Dr. Freenock when applicable
- ImPACT post-concussion testing should be performed 48-72 hours post-injury
- Use results as a guide to determine proper management and return to play or if referral is necessary at this stage.
- Monitor symptoms and progress regularly.

### RETURN TO PLAY CRITERIA:

- Retake ImPACT post-concussion tests 7 days after first post-injury test if patient hasn't returned to baseline status.
- If ImPACT has returned to baseline status and athlete is asymptomatic, begin return to light activity.
- If light activity is tolerated with no return of symptoms, the following day moderate activity is performed without contact.