

# **WILKES-BARRE AREA SCHOOL DISTRICT**

*Coaches' Handbook*

*JR/SR HIGH SCHOOL*

*ATHLETIC DEPARTMENT*

## **Wilkes-Barre Area Athletic Department Athletic Mission Statement Draft**

*The Wilkes-Barre Area School District believes that athletic competition serves as an extension of the classroom with the purpose to support and reinforce the overall mission of the Wilkes-Barre Area School District. The Athletic Department focuses on creating a variety of equitable opportunities for all student-athletes to make authentic connections through athletics to reinforce classroom instruction. We strive to challenge our student-athletes at their individual skill level through a competitive environment, which teaches and fosters work ethic, individual responsibility, and loyalty to achieve a common goal grounded within a team concept.*

*The Wilkes-Barre Area Athletic Programs are built on the storied traditions of our past. It is within this past that the traditions of excellence have been carved. These traditions are a "culture": a culture of professionalism among our coaches, a commitment to sportsmanship in interscholastic competition, and a spirit that rests in our athletes on the competitive fields and courts of our athletic programs.*

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James M. Coughlin—E. L. Meyers---G.A.R. Memorial

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# **WBASD HIGH SCHOOL**

## **ATHLETIC DEPARTMENT**

### **COACHES' HANDBOOK**

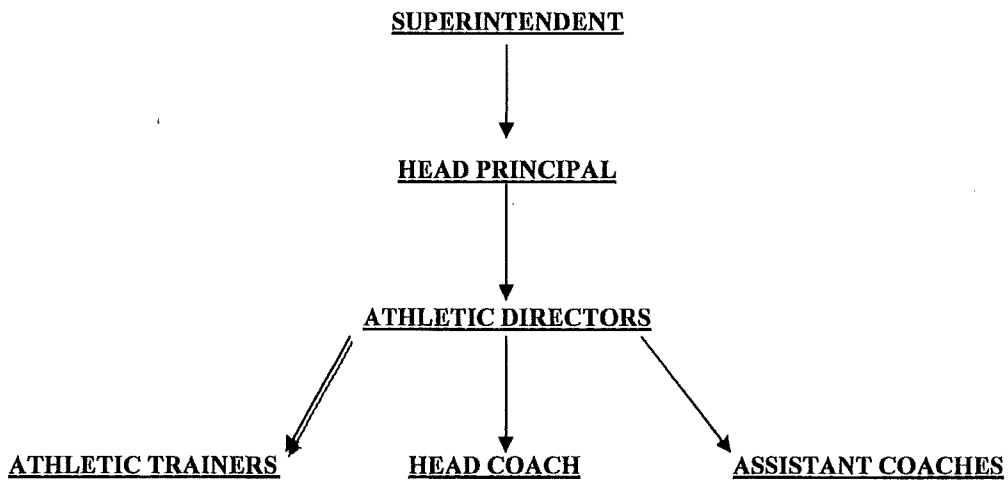
#### **Introduction**

This handbook has been developed to assist the coaching staff of the Wilkes-Barre Area School District in better serving the young men and women that elect to take part in the interscholastic athletic program. It contains athletic department procedures, regulations, and other information that will be helpful to coaches (veterans and beginners) in administering, maintaining, and promoting the athletic program.

In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sports they coach, as well as the rules and regulations found within the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association. Please see the Athletic Administrative Staff for details on mandatory paperwork and PIAA registration and educational requirements.

**WBASD HIGH SCHOOL  
INTERSCHOLASTIC ATHLETICS**

**CHAIN OF COMMAND**



**ATHLETIC DIRECTOR  
JOB DESCRIPTION**

**JOB TITLE:** Athletic Director

**QUALIFICATIONS:** 1. Minimum of 5 years of professional school experience.  
2. Valid teaching certificate  
3. Other qualifications which the board of school directors may deem appropriate.

**REPORTS TO:** Superintendent

**JOB FUNCTION:** To plan, organize and direct an interscholastic athletic program which will promote, protect and conserve the health and physical welfare of all participants; taking into consideration the aspects of health, age and value of the program to the students involved, and the overall relationship to the academic program. Will perform other duties as assigned by the administration of the school.

**JOB RESPONSIBILITIES:**

1. Plan, coordinate, and supervise all scheduling of athletic events, officials, game preparations and other matters concerned with the efficient management of the school athletic contests.

A. Plan/Organize

1. Schedule Games
2. Schedule Game Officials
3. Coordinates field preparations
4. Schedules Physicals
5. Attends meetings (league, district, AD., etc.)
6. Prepares schedules for bus transportation
7. Coordinates both girls' and boys' sporting events
8. Postpones and reschedules events
9. Schedules, fields, gyms and rooms
- 10.. Schedule overnight reservations for coaches and participants when necessary.

B. Doing/Direct

1. Supervises games or appoints designee when conflicts arise
2. Maintains eligibility lists
3. Maintains and submits proper PIAA forms
4. Supervises gate and ticket personnel
5. Maintains records of contest scores
6. Records semesters of participation for each athlete.

C. Monitor/Evaluate

1. Evaluate Programs
2. Assesses Programs

2. Plan, coordinate, and supervise the ordering, maintaining, storage and inventory of equipment and supplies for all sports.

A. Plan/Organize

1. Prepares schedules for cleaning and reconditioning of equipment
2. Maintains medical coverage through the trainer

3. Prepares all requisitions for ordering materials, supplies, and equipment
  4. Prepares and maintains equipment inventory.
  
3. Promote and disseminate publicity for all sports programs
  - A. Plan/Organize
    1. Plans awards program
    2. Coordinate publicity through the School Community Relations Office.
  - B. Doing/Direct
    1. Arranges for printing and distribution of schedules
    2. Arranges for the acquisition and distribution of Athletic Awards
  
4. Plan, coordinate, and supervise all athletic budgets and expenditures
  - A. Plan/Organize
    1. Orders and accounts for all tickets
    2. Prepares annual requisitions
    3. Prepares immediate requests for purchase orders
    4. Prepares meal money allowances for teams that qualify due to travel or length of activity
    5. Ensures that PIAA dues, conference fees, and other similar expenses are paid.
    6. Purchases athletic awards (letters, certificates and felt banners)
  - B. Doing/Direct
    1. Pays bills
    2. Completes financial forms
    3. Meets with Athletic Committee of Board when deemed necessary
  - C. Monitor/Evaluate
    1. Monitors spending
  
5. Supervise all athletic personnel when serving in that capacity
  - A. Plan/Organize
    1. Recruits and recommends coaches
    2. Schedules practice sites and times
  - B. Doing/Direct
    1. Interview coaches
    2. Hire police/security
    3. Hires support personnel to work games when necessary
  - C. Monitor/Evaluate
    1. Evaluates coaches
    2. Evaluates intramural instructors
  
6. Provide alternative programs for community participation



A. Plan/Organize- Works with booster clubs

7. Performs other duties as assigned by the High School Principal

A. Facility Use Coordinator

1. Coordinates use of buildings with maintenance department

B. Maintenance/Transportation Liaison

1. Process work/repair orders for the high school

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job related instructions and to perform any other job related to duties requested by the Superintendent and Principal.

**Assistant (JR HIGH) Athletic Director  
Job Description**

- Job Title:** Assistant Athletic Director: Middle School/Equipment
- Qualifications:** Minimum of 5 years of professional school experience
- Reports to:** Athletic Director
- Primary Function:** Assist the Athletic Director to plan, direct, and supervise the interscholastic athletic programs.

**Essential Job  
Responsibilities:**

1. Along with the Athletic Director;
  - assumes game manager responsibilities for athletic events for the fall, winter and spring sport seasons.
  - supervises, observes and counsels the coaching staffs.
  - participates in the selection and professional development of individual coaches and coaching staffs.
2. Performs all other assignments as directed by the Athletic Director.

**Major Job  
Responsibilities:**

1. Assist the Athletic Director to plan, direct and supervise the middle school interscholastic athletic program.
2. Assist the Athletic Director in budgeting, ordering, reconditioning and establishing an inventory for all equipment for each interscholastic athletic program.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. The employee will be required to follow any job related instructions and to perform any job related duties requested by the Superintendent and Principal.

## **JOB DESCRIPTIONS OF COACHING STAFF**

### **VARSITY HEAD COACH**

Within the framework of the entire athletic program, the Varsity Head Coach provides leadership in the on going development and improvement of his/her coaching area through the coordination, planning, evaluation, and implementation of the various levels of secondary school interscholastic competition in his/her sport.

#### **Administrative Duties**

1. Participates in selection, assignment and evaluation of assistant coaches as requested by building Principal and Athletic Director.
2. Delegates duties and responsibilities to assistant coaches as appropriate and coordinates their effort at all levels.
3. Schedules scouting assignments as needed.
4. Schedules and conducts coach's meetings as needed.
5. Assists the Athletic Director in arrangements for physical exams and the maintenance of records of eligibility.
6. Directs the team at the various contests both home and away.
7. Provides necessary supervision for transportation and arranges meals when applicable for away trips.
8. Designates award winners for annual recognition and turns that list into the athletic office upon completion of the season.
9. Performs other duties as assigned by the building Principal and Athletic Director.
10. Attends all PIAA required rules meetings along with all District and Conference required meetings. Maintains an understanding and enforcement of the rules and regulations of the national Federation, PIAA, District II and the WVC.
11. Provides the athletic office with accurate and updated team and individual statistics at the conclusion of every contest.

## Communication

1. Conducts a pre-season organizational meeting with players and parents to discuss player selection process. Coaches must discuss their criteria, objective and subjective, used to select the team.
2. Develops and/or utilizes teaching techniques consistent with the sound learning theory and personal coaching philosophy, so that all participants will have adequate opportunities to learn the skills, techniques, strategies, rules and a sense of fair play and conduct basic to the sport.
3. Prepare a team roster when pre-season has been completed and turn it into the athletic office.
4. Inform assistant coaches, players, parents and appropriate school personnel of personal coaching philosophy.
5. Informs assistant coaches, players, parents and appropriate school personnel of all rules that team members will be expected to observe above and beyond those rules set forth in the WBASD.
6. Works with community, other schools and District Administration concerning public relations.
7. Attends clinics to keep current of knowledge of rules interpretation and new coaching strategies.
8. Meets with representatives from colleges and universities as necessary to aid in the recruitment of our athletes.
9. Completes season summary form within 15 days of seasons end.

## Facilities and Equipment

1. Consults with Athletic Director on arrangements for facilities in which to practice.
2. Provides the Athletic Director with a monthly schedule of practice times and sites.
3. Assumes responsibility for care, management, and inventory of equipment and supplies. Assists the equipment manager in the systematic return of all school issued equipment, and participates in acquiring all equipment not returned.
4. Organizes and supervises practice sessions including overseeing the locker room and observing students until they leave the building.
5. Supervises students on away trips and preserves the proper condition of host facilities.

## **Varsity Assistant Coach**

The fundamental responsibility of the assistant coach is to implement the program developed by the head coach. In order to do this effectively, the assistant coach should be well versed in the basic fundamental skills in the sport he/she is coaching, and he/she should be capable of applying sound teaching techniques when given the opportunity to instruct the participants in that sport

The duties of the Assistant Coach may vary at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

### **Administration**

1. Assists the Varsity Head Coach in planning and conducting practice sessions.
2. Assumes supervision and coaching of junior varsity squads as appropriate.
3. Accompanies team on away meets and games.

Performs other duties and responsibilities at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

### **Communication**

1. Support the philosophy of the Varsity Head Coach.
2. Trains team members to participate in a sportsmanlike manner.
3. Attends clinics as necessary.

### **Facilities and Equipment**

1. Assists Varsity Head Coach in the care, management, distribution, and collection of supplies and equipment.
2. Assists in supervision of the locker room and of the students until they leave the building.
3. Assists in the supervision of host facilities.

## FRESHMAN/7th-8th GRADE HEAD COACH

### Administration

1. Reports directly to the Head Varsity Coach and or the School District Athletic Director.
2. Carries out the philosophy of the Varsity Head Coach.
3. Directs the team at the various contests both home and away.
4. Provides necessary supervision for transportation.
5. Performs other duties as assigned by the building principal or Athletic Director.
6. Assists students with finding the correct bus at the end of practice.

### Communication

1. Conducts a pre-season organizational meeting with players and parents to discuss season goals.
2. Informs assistant coaches, players, parents and appropriate school personnel of all rules, above and beyond those set forth by the WBASD.
3. Trains team members to participate in a sportsmanlike manner.
4. Attends clinics as necessary.

### Facilities and Equipment

1. Consults with Athletic Director on arrangements for facilities in which to practice.
2. Assumes responsibility for care, management, distribution, and collection of equipment and supplies.
3. Organizes and supervises practice sessions.
4. Supervises the locker room and is responsible for students until the bus arrives or parents/guardians pick-up their children.
5. Supervises students on away trips and insures the proper condition of host facilities.

## FRESHMAN/7th-8th GRADE ASSISTANT COACHES

The duties of the assistant coach may vary according to the direction of the Freshman/7th-8th Grade Head Coach with the approval of the Varsity Head Coach and/or the Athletic Director.

### Administration

1. Assists the Freshman/7th-8th Grade Head Coach in planning and conducting practice sessions.
2. Accompanies team on away meets and games.
3. Performs other duties and responsibilities as directed by the Freshman/7th-8th Grade Head Coach, or Varsity Head Coach, with the approval of the Athletic Director.

### Communication

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

### Facilities

1. Assists Freshman/7th-8th Grade Head Coach in care, management, distribution, and collection of supplies and equipment.
2. Assists in locker room supervision and supervises students until they leave the building.
3. Assists in the supervision of host facilities.

## **PRE-SEASON PREPARATION**

### **Organizational Meeting**

Each head coach will conduct a pre-season organizational meeting. This meeting is to take place within the 6 weeks prior to the first practice date for winter and spring sports. Coaches of fall sports are to conduct their meetings during the last two weeks of May in the prior school year. The meeting is to serve as a time to inform athletes of the athletic department procedures and individual coaching rules that will govern them throughout the season. Coaches for winter and spring sports should pass out physical forms and provide the athletes with the necessary dates and times for physicals along with the procedure for proper completion of this form.

Head Coaches must conduct a pre-season meeting with players and parents to discuss team rules along with the player responsibilities relevant to that sport. Coaches must discuss their criteria, objective and subjective, used to develop the team. Communications with athletes and parents is extremely important. The organizational meeting is the best place to start a positive relationship with students and parents.

### **Medical Form**

The WBASD Medical Form for Interscholastic Athletics must be completed. This form requires Parental Consent, Physician's Consent, Emergency Treatment authorization, Physician's signature and notification of WBASD athletic injury insurance policy.

This form is to be completed by the parent/guardian and presented to the examiner prior to the examination. The form requests general health history of the student, including family history and the date of the most recent tetanus booster. Students have the option of having the school physical examination or an examination by an approved examiner NO EARLIER THAN June 1st of the upcoming school year. No student is eligible to practice or compete until the physical examination and related forms are completed and submitted to the athletic office.

### **Permission for Medical Treatment**

This is part of the medical form and is required by the Athletic Department for participation. It must be signed by the parent/guardian, either granting or denying permission for medical treatment in the event of injury, before the athlete may participate. This form will be part of the medical supplies kit which should be taken to each event. The trainer will have a copy on file in the training room.

### **Concussion Management (Act 101, 2012)**

Parents, Students, and Coaches are required to be educated to the symptoms and management of traumatic head injuries (concussions). Parents and Student requirements are met through the PIAA Comprehensive Initial Pre-participation Physical Evaluation form.

Coaches must annually test online and supply the athletic office with printed proof of their completion of the required test. Tests may be found at:

NFHS Learning Center - <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>



# MANAGEMENT DURING THE SEASON

## General Supervision of the Athletes

Concern regarding liability of school districts and those persons hired by school districts to coach and supervise students in extra-curricular activities has increased the accountability of supervision. Coaches must know where their athletes are and what they are doing at all times. Rules of behavior are to be developed and presented to the athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to, pre and post practice activities, locker room and shower behavior, proper etiquette while traveling to and from activities, and appropriate behavior during competition.

Coaches must not isolate themselves from their teams prior to or following practice and game situations. Coaches are not to give their keys to athletes at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys. Lost keys must be reported to the athletic office.

Specific rules for locker room behavior must be developed by the coach and should include prohibition of roughhousing, throwing of objects, and hazing of other players. Glass containers are not to be permitted in the locker rooms. In addition, players are to be reminded that spikes and cleats are not to be worn anywhere in any district building, including the field house. Athletes must be reminded of their responsibility to turn off showers when finished and to respect the facility in general. The coach will be the last person to leave after practice and/or game.

School-district policies regarding tobacco, drugs, and alcohol apply equally to coaches and athletes at all district sponsored activities.

## Volunteer Coaches

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought-out process. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the athletes and the team and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility in all decisions rests with the head coach.

Volunteers are to be supervised at all times. All volunteers are required to apply for Act 34 and Act 151 clearance, and be FBI fingerprinted. Once this clearance is secured the original approval forms received from the State must be presented to the athletic office prior to contact with team members. Volunteers must also have a Tuberculosis Test. Arrangements for this test can be made through the athletic office with the high school nurse.

**It is normally not appropriate to select an individual as a volunteer if their child is a candidate for the team. Consideration may be given to a parent with specialized skills or one who has been a longtime volunteer in a specific program.**

**It must be indicated to all volunteers that their participation is under constant evaluation.**

**All volunteers must be interviewed by the Director of Athletics in the presence of the head coach before they are approved to be part of the program.**

## Team Roster

Following the preseason, each head coach will prepare a roster for the athletic department. The roster is to include information important to the identification of each athlete, such as, uniform number, position/event, class in school, height, weight, and other information particular to your sport. The roster is to include team captains, if assigned, managers and assistant coaches. These rosters will be distributed to the media to assist them in the coverage and reporting of our athletic teams. The more information you can provide on your roster, the more helpful it will be to the media.

## **Practice Sessions**

Practice sessions must be conducted much the same as teaching a class. Roll is to be taken every day of practice. Records kept must be accurate in terms of date and time. The "practice plan" must contain as much detail as necessary to adequately explain the day's activities. The plan should outline warm-up activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. Practice time should never exceed 2 1/2 hours, excluding time required for dressing and showering. **Athletes should never practice alone. A staff member must be the first to arrive and the last to leave.**

Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the athletes at the pre-season meeting or the first practice session. Coaches must make the athletes aware that the schedule is subject to change due to unforeseen circumstances.

Coaches must establish rules and regulations regarding attendance at practice sessions. Absence from school for excused reasons such as educational trips and religious practices are to be treated as excused absences by the coaching staff. Athletes are to notify in advance of the absence and the athlete is not to suffer negative consequences as a result of the excused absence.

In the event that school is dismissed early due to weather, all games and practices will be canceled unless authorized by the Superintendent. When school is canceled due to weather, decisions about practices and games for that day will be made by the Superintendent.

Coaches of fall sports need to be aware of temperature and humidity conditions during the pre-season practice times which may be dangerous to athletes engaged in strenuous activity. Under such conditions, special precautions must be observed. If not carefully watched the athlete may be susceptible to heat fatigue, heat exhaustion, or heat stroke. It is important to replace the water the body loses through perspiration with periodic and frequent water breaks. It is important for coaches to observe their athletes for signs of lethargy, inattention, awkwardness, or unusual fatigue. If any of these symptoms are observed, the activity should be stopped. Coaches concerned about the weather conditions should consult the certified athletic trainer.

## **Scrimmages**

Coaches are permitted to schedule scrimmages in the pre-season with the approval of the athletic director. The number of scrimmages is limited by the PIAA and may be further limited by the athletic department depending on teams available and distance of trips. The PIAA definition of a scrimmage must be strictly adhered to.

## **Equipment**

All equipment purchased by the Wilkes-Barre Area School District is the property of the district and coaches are accountable for the equipment used in their sport. Players are to be instructed in the proper maintenance and care of their equipment at the time of issue. The head coaches and their assistants must have the knowledge of properly fitting equipment. Periodic inspection should be made of equipment to identify items that are unsafe, worn out, or defective. Equipment identified as unsafe or defective should be deactivated immediately.

Accurate inventories must be maintained as well as records indicating to whom the equipment has been issued. Athletes are to be held accountable for the equipment issued to them. Any student with outstanding equipment is prohibited from practicing or playing on any future athletic team or from receiving additional equipment until this debt is cleared. In addition, students with outstanding equipment will be assigned to after school detention every day until the equipment is returned. For liability reasons, athletic department equipment will not be loaned to outside groups or organizations.

## **Procedures for Excuse from Class**

The athletic department will prepare an approved list of squad members and dismissal times for all athletic events. A chronological schedule along with the teams' rosters will be compiled by the athletic office and distributed to the faculty at the beginning of the school year or prior to the first regularly scheduled event of the season. Coaches will be responsible for informing the athletic office of additions and deletions to the roster. Dismissal times for athletic events will be established to keep athletes in class as long as possible yet allow for safe travel to and adequate time for preparation at the event site. Students should contact teachers in advance of their absences to obtain assignments for the class periods they will be missing.

## **Transportation Responsibilities**

All transportation requests must be submitted to the athletic director. The athletic office will complete the necessary forms to be processed by the transportation department.

Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear is to be loaded so the vehicles are not damaged in any way. Athletes are to be properly seated at all times, and must not in any way distract the driver. Food or drink on the bus is to be handled so there are no spills or debris remaining when the trip has concluded. Plastic garbage bags are to be taken on all trips involving food/drinks and the bus is to be inspected by a coach following the return home to insure cleanliness. All coaches must travel to and from away competition via the transportation provided by the school district.

All athletes must travel to and from away competition via the transportation provided by the school district. No athlete may drive to, or travel with another to an athletic event. Written exceptions to this would be extended, when circumstances warrant, with advance notice, and transportation would be provided by the parent or guardian. Athletes who miss the bus and arrive later at a contest are not permitted to participate unless they had received prior approval from the coach.

Coaches are responsible for the accountability of all persons traveling with the team. Travel rosters are to be prepared and roll taken prior to departure to and from the scheduled destination. Roll must be retaken if the trip is interrupted for rest stops, an emergency or lunch or dinner breaks.

## **Meals and Lodging**

Coaches are to make the determination when district athletic funds are to be expended for meals. It is the responsibility of the coach to determine how athletes are to be fed. Advance arrangements at a specific restaurant can be made through the athletic office. Receipts are required for all district money used by the coaching staff for meals. Meals for all events in PIAA regional and beyond are to be requested from the athletic office and are not part of the regular season sport budget. Athletes will receive an allotment for breakfast, lunch and dinner in accordance with a schedule maintained in the athletic office.

## **Overnight Trips**

Accommodations for overnight stay may be arranged with motel/hotel rooms. Motel/hotel stays are to be pre-arranged so families will know the location in case of emergency or in the event they wish to stay at the same facility. Arrangements will be made through the athletic office, and a voucher prepared to allow a check to be drawn for payment upon check-out.

When registering, introduce yourself to the management and ask them to report to the coaching staff any problems that occur with the athletes. Make certain individuals in the group understand what's expected of them and that they abide by those rules. Check all rooms prior to occupancy for damage, and just prior to check-out to be sure rooms are left in acceptable condition. Make one final check with management to see if there were any problems with your athletes. Express your appreciation to the management for their cooperation.

Direct supervision is extremely important when students are on an overnight stay. Coaches must be visible and accessible to the athletes at all times.

## **Post - Season Tournament Expenses and Travel**

PIAA regional and state playoff expenses for meals and lodging will be budgeted by the athletic director. Coaches must submit requests to the athletic office as soon as the game date and site have been determined. Athletes and coaches will be given a daily allotment for meals according to the district policy. Arrangements for lodging and transportation will also be made through the athletic office.

## **Facility Management**

Prior to the start of the season, inspect the facilities to be used by your team. Note any conditions in need of repair and report them to the athletic office. Work orders will be written by the athletic director to implement any necessary repairs. Request for routine preparations for facilities specific to your sport are too made to the athletic director. During the season, periodic inspections of facilities are to be made and any problems reported immediately. Requests for maintenance are to be made in writing to the athletic director. Coaches are responsible to assist the custodial staff in maintaining building security. Doors are to be checked and locked and lights should be turned out if you are the last to leave the building. Athletes must be instructed to carry all books and clothing to the locker rooms after school, so return trips to the academic parts of the building are not necessary following practice.

## **Fitness Center**

Strength training has become an integral part of athletics. In addition to enhancing performance, fitness training provides additional protection to athletes against injury. Studies have proven that stronger athletes have fewer injuries, and those injured may be less severely affected. The fitness center in the athletic complex is available to all athletes/students for conditioning purposes. There are supervised instructional hours during the school year and throughout the summer months. There must be supervision any time an athlete is using the fitness center.

## **Hazing**

Hazing is any conduct or method of initiation into any team which willfully or recklessly endangers the physical or mental health of a student. The practice of hazing is strictly prohibited by the athletic department. Incidents of hazing will be dealt with as a discipline violation and reported to the appropriate administrative staff for review. The announcement of this rule must be made clear to the candidates in any written information prepared for the athletes and the parents/guardians.

## **Media Responsibilities**

The local media receives copies of all athletic schedules. It is the responsibility of the coach or their designee to ensure all scores are reported to the various media sources following the activity. Coaches are encouraged to do everything within reason to communicate with the members of the press. Information given to the news media should be reported in a fair, but positive manner. Report any conflicts with the media to the athletic office.

# **POST SEASON DUTIES**

## **Season Summary**

The seasonal record form is available in the athletic office and is to be completed by the head coach within 15 days of the final contest of the season. It is to be returned to the athletic office and will be included as part of the sports file for that year.

## **Equipment**

Equipment purchased with school district funds is the property of the school district and coaches are expected to assume the responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. The equipment manager is responsible for checking in new supplies and adequately marking the supplies for easy identification.

Athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for its safe return. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the athlete to reimburse the athletic department for any equipment lost or stolen during the season. Coaches are to notify the athlete and then the parent that equipment is still outstanding. If equipment has not been returned within one week following the notices, a bill for the equipment will be sent home.

No student is permitted to take part in another sports season until all equipment obligations have been fulfilled.

## **Awards**

There are a number of categories of awards with which the coach is to be familiar. Preliminary regulations for awards are as follows:

1. An athlete must satisfy full the requirements in any interscholastic sport at Wilkes-Barre Area High School to become eligible for an athletic award.

2. The first award shall be a Block Letter with the proper metal insert. Additional metal inserts shall be awarded as varsity awards in subsequent sports. Only one Block Letter will be awarded to each athlete.
3. Varsity certificates will be awarded to all seniors who have won varsity awards throughout their high school careers.

**Participation Requirements for Varsity Athletes:**

|                                 |  |
|---------------------------------|--|
| Basketball-                     | An athlete must participate in 1/2 of the quarters of all scheduled games.   |
| Baseball-                       | An athlete must participate in 1/2 of all scheduled games.<br>Pitchers must pitch a complete game or 10 innings throughout the season. |
| Cross Country-<br>Field Hockey- | An athlete must score in 50% of the scheduled meets.<br>An athlete must participate in 50% of the halves of scheduled games.           |
| Football-                       | An athlete must participate in 1/2 of the quarters of all scheduled games.   |
| Golf-                           | An athlete must participate in 1/2 of all scheduled matches.   |
| Soccer-                         | An athlete must participate in 50% of the halves of all scheduled matches.   |
| Softball-                       | An athlete must participate in 1/2 of all scheduled games.<br>Pitchers must pitch 1 complete game or 10 innings during the season.     |
| Swimming (B/G) -                | An athlete must score at least as many points as there are dual meets during the season.   |
| Tennis (B/G) -                  | An athlete must participate in 1/2 of all scheduled matches.   |
| Track (B/G) -                   | An athlete must score at least 10 points during the season.  |
| Wrestling-                      | An athlete must participate in 1/2 of all scheduled meets or earn 12 team points.  |
| Volleyball-                     | An athlete must participate in 1/2 of all scheduled meets.   |
| Varsity Cheerleading -          | Senior year award - block letter with metal insert.  |

## Special Considerations

1. Seniors who do not meet the participation requirements may receive a letter or metal insert upon the recommendation of the coach.
2. All awards are determined by the coaches.
3. Special awards to all team members or individuals shall be presented in the event of league, district, or state championships. See Championship Awards Policy.

### WBASD HIGH SCHOOL CHAMPIONSHIP AWARDS POLICY

**DISTRICT II CHAMPIONSHIP:**

|                   |   |
|-------------------|---|
| Team Championship | <b>A jacket</b> , one to each team member and coach.<br>Jackets may include: one color printing, student's name, accomplishment, WBASD name along with the name of the sport.<br><br>Year added to <b>Banner</b> for display in the gym |
|-------------------|---|

## **STATE CHAMPIONSHIP:**

### **Team Championship**

Banner for display in the gym.

**Jackets**, one for each member of the team and coaches, following the same criteria listed above for District Team Championships. If team already has won the district championship in the same season, only one jacket per team member and coach will be purchased listing all accomplishments.

### **Individual Champion**

An 8 x 10 photo mounted on a plaque for the athlete and the school.

## **Clinics**

Clinics are a valuable way for coaches to keep themselves updated on the most recent changes in their sport. These changes include teaching techniques, trends in strategies, ideas regarding strength and conditioning, and rules changes, etc. Clinics give coaches the opportunity to talk to people in other areas who they may not get to communicate with on a regular basis for the exchange of ideas.

Requests for permission to attend clinics must be submitted to the superintendent's office on the appropriate conference attendance forms.

## **Budget Responsibilities**

The head coach of each sport is responsible for the accurate and timely presentation of a requisition. The requisition sheets will be presented to the head coach to allow sufficient time for its completion and in time to meet athletic department deadlines as well as district deadlines for budget presentation. It is important in budget preparation to be accurate in every detail to insure the equipment requested is the equipment received. Detail regarding manufacturer, model number, amount, sizes, numbering and other specifications will insure delivery of equipment ordered.

## **Head Coach Performance Appraisal Form**

All head coaches must make arrangements at the conclusion of their season to meet with the Athletic Director to review their season, evaluate assistant coaches, and discuss the head coach's evaluation.

## **Post-Secondary Participation**

Coaches are to provide assistance to athletes in their sport who have indicated a desire to participate in athletics at a post-secondary institution. All students deserve the best guidance possible in making college and/or career plans. The student athlete belongs to a special population because the assistance he/she needs must be provided by coaches, counselors, prospective college coaches and parents.

## **Booster Clubs**

Booster clubs offer a positive opportunity for parents to be involved with the athletic program. Booster clubs are to work in conjunction with, and be supportive of, the coaching staff and the athletes. They are encouraged to provide and promote fan support and promote good sportsmanship for WBASD athletics. These clubs shall not seek to influence or direct the policies or procedures of the athletic program. This responsibility rests with the WBASD Board of School Directors and the administration of Wilkes-Barre Area School District.

Any fund raising is to be done in the name of the booster club, not the Wilkes-Barre Area School District. Student athletes are not to be required to take part in fund raising activities, nor are they to be singled out if they do not wish to take part in the fund raising activity. Participation in these activities must be voluntary.

Where advertisements are solicited for programs or other publications, the use of advertisers who are typically associated with the sale of alcoholic beverages or tobacco products is not permitted.

Booster clubs are invited to use the high school facilities for club meetings and other functions. Use of the facilities must be scheduled through the athletic office in advance. Booster clubs running concession stands at school events must have approval from the athletic office in advance. When running concession stands they should assist in keeping food and drink out of restricted areas and in keeping the area litter free.

Booster clubs should provide the athletic office with a list of officers, their addresses and phone numbers, and proposed fund raising activities as they arise. There should also be on file in the athletic office a copy of the current club constitution and by-laws. All booster clubs must submit a copy of their treasure's report at the beginning and end of each season. The officers of the booster clubs should communicate the plans for their activities to the Director of Athletics. This will ensure compliance with all policies and procedures, as well as, allow the administration to respond in a knowledgeable way to questions regarding their activities.

Meetings scheduled by the booster clubs should be advertised in advance to insure all interested parties have the opportunity to attend. Head coaches or their designee are encouraged to attend these meetings.

## **INJURY MANAGEMENT**

The WBASD Athletic Department is committed to the belief that proper care of injuries is critical to the students in the athletic program. A full time, National Athletic Trainers Association certified trainer has been provided by the school district to provide care and rehabilitation of athletic injuries. Given the size of the athletic program, it is impossible to provide coverage at every event.

The athletic trainer will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be high injury-risk sports will receive primary coverage.

In the event a certified trainer is not present, the coach should first try to contact the trainer. If the trainer is not available and the injury is determined to be serious in nature, a phone call to the emergency medical personnel must be made. Parents are to be notified of any injury, and the trainer must be notified at the earliest possible time.

### **Medical Kits**

The certified athletic trainer will provide each coach with a fully-stocked first aid kit at the start of the season where a need exists in that sport to have one. This kit is to be part of the equipment at all practices and games. The kits can be picked up in the training room at the start of the season and should be returned to the training room when the season ends. It is the coach's responsibility to be sure the kit is properly taken care of and contains the necessary supplies. Kits will be restocked by the training room as needed.

### **Athletic Training Facilities**

The training room is located in the field house. Coaches are encouraged to visit the training room to familiarize themselves with the facility as well as to make themselves known to the training staff. It is the coach's responsibility to inform athletes of the services available to them. Proper treatment and rehabilitation of injuries will return athletes to practice and competition sooner and with less likelihood of re-injury.

Coaches must remind all athletes that equipment issued to them by the trainers is the property of the training room and they will be held accountable for its return. Also, please stress the importance of obeying all rules of the training room when reporting for treatment.

## **National Letter of Intent Signing Ceremony**

In order to participate in Wilkes-Barre Area High School's NLOI ceremony, the student athlete must meet the following criteria:

- (1) The student athlete must be invited by a four-year college to play a sport.
- (2) The student athlete must receive a scholarship/grant from a Division I or II college directly connected to participation in a sport.
- (3) The student athlete must be a member of this scholarship sport for Wilkes-Barre Area School District's PIAA sanctioned interscholastic athletic program.