

Lehigh Area School District



COACHES HANDBOOK

LEHIGHTON AREA SCHOOL DISTRICT

ATHLETIC PHILOSOPHY

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical, and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Lehigh Area School District. Participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The Lehigh Area School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to their sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the athletic director and secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators will be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students' progress through the middle school, the junior varsity, and varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity coaches will work with junior varsity and middle school coaches to coordinate the developmental aspects of the program in each particular sport.

At the middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential while preparing them to participate at the high school level. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the freshman and junior varsity levels, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also

be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

INTERSCHOLASTIC ATHLETIC PROGRAM

All secondary schools in the Lehigh Area School District are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program.

ATHLETIC DIRECTOR - POSITION PROFILE

The duties and responsibilities of the athletic director are to:

- Represent the school at the request of the principal as his/her representative at all athletic meetings involving the interests of the school.
- Arrange schedules in all sports. Head coaches of various sports will help in making these schedules by recommending schools for athletic scheduling.
- Make and approve all contracts affecting athletic contests; assign officials for all athletic contests between schools. Encourage Head Coaches to provide evaluation feedback on officials for their contests.
- Process payment procedure for event officials.
- Select and recommend for purchase, with the help of the various coaches, equipment and supplies needed for the various athletic teams of the school district; also, provide for the proper care of equipment by coaches and players.
- Prepare the Athletic Budget.
- Provide and manage the necessary cash boxes, tickets and change for the events where tickets are sold.
- See that the maintenance staff keeps all athletic fields and gymnasiums in proper condition for athletic contests and handle matters affecting possible cancellation of contests because of weather or other conditions.
- Be official host for the school district and see that the physical resources of the school are available to visiting teams.

- With the aid of coaches, insure that lists of all players eligible for athletic contests are prepared and submitted under rules of the PIAA.
- Recommend the removal of a player temporarily from a team when the regulations pertaining to their eligibility have not been met--make-up work, attendance, behavior, medical, etc.
- Determining the reporting students' eligibility to participate each week based on students grades.
- Arrange for medical examinations, before the regular practice sessions begin, for all boys and girls participating in interscholastic athletics.
- Schedule transportation for away events. Forward athletic schedule to transportation department to make transportation arrangements.
- Insure that the athletic program conforms to all appropriate league, district, state and federal regulations.
- Establish a system with the Athletic Trainers of arranging treatment and care of all injured athletes.
- Supervise the development of all interscholastic sports at the school, and see that the policies of the school district are carried out.
- Keep a composite record of all interscholastic contests, to the best of ability from records furnished by the coaches of various sports, and place these on file.
- Assist the principal and superintendent with the recommendation of the hiring or re-hiring of coaches.
- Take charge of all home contests or assign a responsible person (game manager) to take charge of the home contest in the absence of the athletic director.
- Arrange hire of the following event management positions: ticket sellers, ticket takers, official scorer, official timer, announcer, police, maintenance personnel, etc., (and others needed according to the event); and relieve those people who are not performing their assigned duties in a satisfactory way.
- Process necessary payment forms for event personnel.
- Recruiting and evaluating of coaching personnel.
- Work with the coaching staff concerning all publicity.

LEHIGHTON AREA SCHOOL DISTRICT

COACHES

- **Code of Conduct for all Coaches**

All Lehigh Area School District coaches shall conduct themselves in the following manner:

- i) Have a fair and unprejudiced relationship with their players and have the physical and emotional welfare of the players' utmost in their minds.
- ii) Teach athletes to be successful through legitimate and safe means.
- iii) Provide a positive example of character; model the ideals of the Lehigh Area School District, and dedication to mentoring the student-athlete.
- iv) Create an atmosphere of respect toward all opponents.
- v) Control his/her temper and restrain from overt displays of anger.

- vi) Discourage profanity and obscene language and actions at all times.
- vii) Maintain a professional manner with students, parents, opponents and officials
- viii) Be knowledgeable of all District, PIAA and federal regulations and report any infractions to the proper authorities.

All coaches of the Lehigh Area School District should first and foremost be leaders of young men/women constantly providing a positive model for what it means to be an athlete and representative of the Lehigh Area School District. It is expected that all coaches will be fair and consistent in all rules and regulations as they apply to the athletes they coach.

One of the most important positions in education is that of a coach. Coaches are constantly placed under public scrutiny and subject to criticism and praise. A coach must conduct and present him/herself as a person of high moral character, integrity and dignity. A coach's primary concern must be the welfare of the student athlete.

Expectations for all Coaches

- 1) The best coaches know that to be the best, they must continue to develop professionally. With this in mind, coaches shall seek out and participate in programs to improve coaching skills.
- 2) All coaches, because of his/her position, have the opportunity and responsibility to serve as a model not only for those participating in the program but also for those assuming the spectator role. His/her actions, comments, speech, and general behavior will have a profound impact on the lives of the athletes with whom he/she is working, on those who aspire to be athletes, and on those who support the program as spectators.
- 3) All coaches must have a cell phone with them while performing their coaching duties to contact the athletic trainer and/or athletic director in case of emergency.
- 4) Coaches shall NEVER leave any athlete unsupervised during scheduled team activities. All workouts and practices shall be canceled if no coach is physically present to supervise. Coaches must remain with the students after practices and competitions until all student-athletes are accounted for.
- 5) Coaches are responsible for their own personal conduct, as well as the conduct of their athletes. Coaches must model the behaviors outlined in the [National Federation's Coaches' Code of Ethics](#) and [PIAA Philosophy](#). Coaches ejected from a contest by an official may be suspended from coaching in a future contest.
- 6) Email - The District provides employee users with email accounts for the purpose of school-related communication. If users are provided with email accounts, they should be used with care as email may be a source of virus infection. Users are expected to utilize email accounts in an appropriate manner and in a manner that is mindful of the personal and network security risks. Users are encouraged not to send personal information; should not attempt to open attachments or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. If you receive unknown email or attachments, delete them without opening.
 - a Students are prohibited from communicating via email in a manner that violates the Code of Conduct, District policy or the rules/requirements of an individual teacher.

b Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored by authorized Lehigh Area staff and email will be archived according to the Records Management policy. Users are reminded that they have no expectation of privacy with regard to emails created/received on the LASD system. The District has sole discretion to access and/or maintain emails sent and/or received from a District account as it deems necessary/appropriate.

Required Clearances for all Coaches

- 1) All coaches, paid or volunteer, must file forms with the athletic department for Act 24 Clearance, Child Abuse History Clearance (Act 151), FBI Criminal History/Fingerprint Report (Act 114), PA. Criminal Record Check (Act 34) and School Employee Disclosure (Act 168) to receive clearance **BEFORE** they may work with the team.
- 2) Clearances for Child Abuse History Clearance (Act 151), FBI Criminal History/ Fingerprint Report (Act 114) and PA Criminal Record Check (Act 34) **must be updated every five years.**
- 3) Any coach/assistant coach/volunteer who is arrested or convicted of any offense that listed in the **ACT 24 REPORTABLE OFFENSES** must report this information to the LASD within 72 hours of the arrest or conviction.

Required Certifications for all Coaches

- 1) Pennsylvania passed a law, “PA Safety in Youth Sports Act” which requires all coaches (paid & volunteers) to take the following online courses after July 1st of **every year**.

Concussion Course - Required

Sudden Cardiac Arrest Course - Required

Heat Acclimatization Course – Optional

A coach shall not participate in an athletic activity until he/she completes the training course required under this subsection. Once you have finished the course please submit your Certificate of Completion to the athletic office before the 1st day of practice.

All three of these courses can be taken for free on the following website:

<http://www.sportsafetyinternational.org/cardiacwise-pats/>

The concussion and heat Acclimatization course can also be taken at the following link:

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

- 2) All coaches must complete Mandated Reporter Training as required by PA Act 126 **every five years**. Once you have finished the course please submit your Certificate of Completion to the

athletic office before the 1st day of practice. This course may be taken free of charge online at: <http://www.reportabusepa.pitt.edu>.

- 3) All coaches engaged at a PIAA Member School must complete a Coaching Education course and a First Aid course. A Certificate of Completion for each course must be uploaded to the PIAA, **within two years of being hired and are good indefinitely**. All coaches employed or engaged by a PIAA member school on, or before, July 1, 2016 must complete the two courses no later than June 30, 2018.

These courses can be taken at the following sites:

NFHS (access info <http://www.nfhslearn.com/>)

[Fundamentals of Coaching \(\\$50\)](#)

[First Aid, Health and Safety for Coaches \(\\$45\)](#)

ASEP (access info @ [Human Kinetics](#))

Coaching Principals (fee depends on instructor)

Sport First Aid (fee depends on instructor)

Uploading Instructions: The PIAA has created a coaching database in which you can create a profile and associate yourself with a specific school. The Lehigh Area School District will use this database to track the coaching education requirement. In order to set up your profile you must go to the PIAA website at <http://www.piaa.org/>. Once there you will see Login in the top right-hand corner. Click on Login and it will take you to the account sign in page. Click on “coaches” and then register. Once you have created a profile you will be able to upload your coaching education certificates. Please be sure to associate yourself with Lehigh Area High School and/or Lehigh Area Middle School. You may associate yourself with multiple schools. If you have already submitted your certificates to the athletic department, you are still required to create a profile and upload your certificates of completion. This requirement is for all coaches including volunteers.

DO NOT UPLOAD YOUR CARDIAC AND CONCUSSION CERTIFICATES!

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

General Qualifications:

- A. The head coach shall possess the necessary leadership characteristics that shall enable him/her to develop, with the coaching staff, a common philosophy toward the athletic program that all coaches shall energetically support.
- B. The head coach shall be able to accept criticism that is often both irrational and unkind.

Duties and Responsibilities:

- A. The head coach of each listed sport must attend or send a representative (Assistant coach) to the mandatory PIAA Rules Interpretation for their sport. If the head coach or his/her representative misses the meeting, he/she must attend a make-up meeting. Head coaches will be responsible for paying the fine assessed by the PIAA for failure to attend this meeting.
- B. The head coach is required to hold a meeting for parents prior to the beginning of the season. The meeting should serve two purposes: (1) to provide the parents an opportunity to receive, first-hand, information about the program and the expectations of the coaches; and (2) to provide an opportunity for parents to become acquainted with members of the coaching staff.
- C. The head coach shall be directly responsible to the athletic director, who in turn is responsible to the principal.
- D. The head coach shall report periodic updates while his/her sport is in season to the athletic director with regard to the development in the program.
- E. The head coach shall be responsible for the coaching assignments of all his/her assistants and for the assignment of all other duties related to their sport. Head Coach should inform the Athletic Director of any volunteer coaches and game personnel interested in helping out with their program.
- F. The head coach shall have control over the style of play and the players used in all areas related to interscholastic competition and shall orient the junior high coaches.
- G. The head coach shall make recommendations to the Athletic Director for letter awards, and is responsible for clarification of the award policy to athletes.
- H. The head coach and his/her assistants shall jointly be responsible for the proper care of all equipment. Coach must report any lost or stolen equipment to the Athletic Director.
- I. The head coach shall inspect all equipment and fields before and after each practice and immediately report any dangerous equipment or situation to the Athletic Director or maintenance personnel, if the Athletic Director cannot be reached.
- J. The recommendation of the head coach should be considered when: selecting or dismissing assistant coaches, purchasing of equipment and recommendation for game schedules.
- K. The head coach shall be responsible for establishing standards of reasonable safeguards against possible injury of athletes.

- L. It shall be the duty of the coach or the designee, to open buildings for practice sessions and to check showers, lights, etc., before locking buildings after a practice session is completed.
- M. The head coach shall provide the athletic director with a completed roster upon request at the beginning of each season.
- N. The head coach shall inform the Athletic Director, in writing, of all special practices and requests.
- O. The head coach should be familiar with emergency phone numbers and procedures and have athlete emergency information with them at all times.
- P. Head coaches will direct any concerns dealing with general operating policies, scheduling, transportation, or interpretation of policies to the Athletic Director.
- Q. A head coach should not expel an athlete from the team without first consulting with the Athletic Director. The coach may temporarily suspend a student pending a review with the appropriate administrative personnel.
- R. The head coach or designee is responsible for proper supervision of all students participating in the program before and after all practices and contests. Supervision of student-athletes will begin prior to the scheduled practice time unless notified otherwise by the coach or the trainer. Coaches should assure all areas are secure and athletes cannot access locker room areas when they are not supervised.
- S. The head coach must continually evaluate the program for which he/she is responsible. He/She should be willing and able to discuss the program evaluations with the Athletic Director and other appropriate school personnel. The evaluation should be informative and thus result in positive prescriptions that will lead to improvement.
- T. Each head coach is responsible for evaluating the other members of his/her staff. The effective utilization of staff is ultimately the responsibility of the head coach. The Athletic Director will take all applications for all vacancies and review and interview all individuals with the head coach.
- U. The head coach will not allow any athlete to participate until he/she has had a physical examination and have been approved to participate.
- V. The head coach shall submit budget requests to the Athletic Director by the deadline established (usually mid-Spring).
- W. The head coach of each varsity sport shall be responsible for the coordination of the athletic program for his/her sport and the organization of staff, grades 7-12 including middle school, 9th grade and junior varsity program.

- X. The head coach is responsible for locker/team room supervision. Coaches should develop a plan for locker room supervision and assure that a coach is able to supervise the area at all times students are present. A coach should be in the area at all times and be able to respond immediately if a situation required a response.
- Y. The head coach should meet with college coaches interested in any of their athletes. The head coach must represent the school at all league, district, and state functions.
- Z. The duties and responsibilities outlined above are not all inclusive but shall serve as guidelines only in helping everyone understand the nature of the position described.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COACH

General Qualifications:

- A. All persons employed as coaches shall have a broad background in the sport in which they are assigned to coach. They shall be able to demonstrate a genuine interest in and an ability to work with the youth of the school district. Coaches shall recognize that successful athletic teams are developed by coaching staffs cooperating fully with the head coach and school administration and that long hours of team practice are essential to develop winning teams in any athletic area.

Duties and Responsibilities:

- A. Assistant coaches shall be defined as all coaches in the school system not designated as head coaches.
- B. All assistant coaches shall be under the direct supervision of the head coach, athletic director, and their building principal.
- C. All assistant coaches will be required to report to the first varsity practice called by the head coach and receive assignments.
- D. All practice and training schedules shall be the direct responsibility of the head coach.
- E. All assistant coaches shall be responsible for the conduct of all students assigned to them for practice sessions and for interscholastic contests.
- F. Proper care and protection of equipment shall be the joint responsibility of all coaches.
- G. It shall be the duty of the assistant coach, **not** student managers, to open buildings for practice sessions and to check showers, lights, etc., before locking buildings after the practice session is completed.

- H. Assistant coaches shall be responsible to the head coach for carrying out scouting and other game assignments.
- I. The use of profanity by coaches at practice sessions or at athletic contests may be cause for dismissal.
- J. The end of season duties of the assistant coaches includes the following:
 - 1. Assist in return, storage and inventory of school equipment.
 - 2. Recommend athletes for awards.
 - 3. Recommend facility maintenance and improvements.
 - 4. Recommend equipment to be purchased.
 - 5. Make reports as requested by head coach and athletic director.
- K. The duties and responsibilities outlined above are not all inclusive but shall serve as guidelines only in helping everyone understand the nature of the position described.

GENERAL ADMINISTRATIVE POLICIES AND RESPONSIBILITIES

It is fundamental that the coach is completely responsible for the behavior, safety and welfare of the members of his/her squad during practices and games.

The following suggestions are made to coaches in the handling of the members of their squads and refers to both boy and girl athletes:

- A. The athlete should attend all practices and events and should be punctual unless he/she has a reasonable excuse.
- B. The athlete must maintain clean locker room habits, keeping his/her body, as well as his/her equipment, clean. (Check your locker room areas weekly)
- C. Measures must be taken to prohibit the use of profane language.
- D. "Horse Play" shall not be tolerated.
- E. Good sportsmanship should be encouraged both in victory and defeat.
- F. There must be respect for constituted authority both on and off the field of play.
- G. Encourage the members of your squad to get at least eight hours of sleep each night and to maintain proper hydration and nutritional habits.

- H. Use of tobacco products and drinking of alcoholic beverages is strictly forbidden. (No cigarettes, snuff, chewing tobacco, beer, liquor, etc.) – Refer to Athletic Code of Conduct
- I. Encourage your athletes to develop good study habits and work to their maximum scholastically.
- J. Remind your athletes that they are student leaders and as such must assume their responsibilities at home, in school, and in the community.
- K. The coach should know the health status of their players at all times.
- L. Be sure that **all** injuries are given proper attention and reported to the training staff immediately. The Athletic Training staff handles all injuries and will report to the Coach the availability for students to return to play. If an emergency contact the Athletic Trainers and emergency personnel if needed.
- M. Players must be supervised at all times when under the coach's jurisdiction. This includes in the locker room and on the bus as well as on the field of play.
- N. At athletic contests, in the absence of the principal and athletic director, the head coach or designee (game manager) is the acting authority for the school district.
- O. It shall be the responsibility of each athletic coach to know the rules of the game, to instruct according to these rules and at all times to respect the judgment and decisions of the officials.
- P. Each coach shall be responsible for protecting the rights of his/her team in a manner befitting a gentleman or lady.
- Q. It shall be the responsibility of all coaches at all levels to make sure that all participants have passed a physical examination **prior to the first practice session**.
- R. Head Coaches will be responsible for attending all meetings called by the administration unless there is a reasonable approved excuse.
- S. Assistant coaches shall attend all meetings scheduled by the head coach.
- T. Coaches are expected to attend all practices and contests unless prior arrangements are made with the athletic director.
- U. A coach is responsible to report scores of away contests to the local news media. Coaches should send reports to Times News tnsports@tnonline.com, Leroy Boyer lboyer@republicanherald.com ; Channel 13 sports@brctv13.com ; Morning Call sports@mcall.com
- V. Coaches shall take every opportunity to obtain athletic scholarships for their athletes.

- W. Coaches shall report all violations of the school or professional ethics code by those people under his/her jurisdiction to the athletic director and the principal as soon as possible.
- X. Coaches in one sport shall not attempt to lure athletes away from another sport.
- Y. The student is responsible for keeping washable practice and game uniforms clean.

ATHLETIC AWARDS

The coach shall recommend the members of his/her squad who have met the requirements for a letter; these recommendations are to be approved by the athletic director. If any problems arise due to extenuating circumstances, a committee composed of the principal, athletic director, and coach involved shall make the final decision.

CLOSE OF SEASON DUTIES:

Coaches will submit to the athletic director a written summary of their activities at the close of their sport season. This should be submitted within two weeks of the close of the season.

The report should include the following:

- Overall record and League record
- Varsity Letter Winners and the number of years they have lettered (*If you are a new coach and need the number of years lettered please let AD know*)
- Most Valuable Player
- Offensive and Defensive MVP – if applicable
- Sportsmanship Award Winner
- Equipment Inventory (Any school issued equipment)
- Collect school issued Uniforms and notify Athletic Department of any students who have not turned in their uniform or school issued equipment.
- Complete Season Statistics and Individual Stats – Any milestones that are near for students? Career Records, 1,000 Points, etc.
- Any specific needs for next season? Supplies, Big Items, etc.
- Any concerns with Assistant Coaching Staff
- Discipline Issues – Name of Student, Act of Misconduct and Disciplinary measures taken
- Complete Self Evaluation
- Set up end of year Meeting with AD

SCHEDULES:

The athletic director will schedule all interscholastic activities. Any schedule changes requested by the coaches will be given every consideration. No coach is to schedule an athletic contest without proper approval of the athletic director.

POSTPONING GAMES:

If a game is to be postponed due to weather conditions or any other factor not conducive to good game conditions, the following practices will be followed:

1. The athletic director will confer with the coach.
2. Factors to be considered are:
 - a. Safe travel for students, spectators, opponents and officials
 - b. Damage to equipment and field.
 - c. Playing conditions of the field.
 - d. Miscellaneous factors outside the control of the Athletic Department

AFTER CONSIDERING ALL FACTORS, IT WILL THEN BE UP TO THE ATHLETIC DIRECTOR TO PLAY THE GAME OR POSTPONE THE GAME.

TRANSPORTATION:

All buses are scheduled by the athletic director. Coaches will inform the athletic director as to what time he/she wants the bus. It is the coaches' responsibility to have the members of the squad ready to board the bus at the designated time. The coach must exercise proper control and supervision of the squad at all times. Each bus must have a non-driver adult supervisor at all times.

TEAM MEMBERS AND CHEERLEADERS MUST RETURN ON THE BUS. THE COACH IS RESPONSIBLE TO SEE THAT THIS REGULATION IS CARRIED OUT.

Parents may complete a Travel Release form to provide transportation to or from an event. These forms must be completed and submitted to the respective Principal or Athletic Director the day prior to the event. Coaches should check their mail box prior to any away events for signed Travel Release forms.

EQUIPMENT USAGE:

No athletic equipment issued to squad members may be worn in gym classes or worn outside of practice or game situations. Coaches must instruct their team members of the regulation. Permission may be given to wear game jerseys the day of a game or to pep rallies.

ATTENDANCE AT CLINICS:

Coaches may attend clinics. It is the responsibility of the head coach to notify the school district of his/her intentions to attend and an anticipated cost. This will allow the school to budget accordingly.

Receipt of Coach's Handbook

I certify that I have received and read the Coach's Handbook. I understand that the Coach's Handbook is effective for my entire tenure as a coach within the Lehigh Area School District.

Print Name: _____

Signature: _____

Sport: _____

Position: _____
(Head Coach or Assistant)

Date: _____

Athletic Director Signature: _____

Date: _____