

HARBOR CREEK SCHOOL DISTRICT



COACHING HANDBOOK

2026 - 2027

Section 1: Athletic Department Overview

Philosophy

It is the basic educational philosophy of the Harbor Creek School District (HCSD) to prepare our students to become productive, contributing citizens of our community and society. The athletic program is a complete extension of this philosophy. The athletic program in the HCSD is designed to generate school spirit and to promote a wholesome atmosphere of good sportsmanship, teamwork, and healthy competition among the students. The administration of the HCSD believes that the record of victories compiled by the various teams does not necessarily measure the success of the athletic program. It would never presume to dictate to any coach the methods, style of play or procedures they should use in preparing their squads for competition. However, there are several guiding principles, which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation of the athletic department.

Moreover, members of each team should reflect the highest order of ability, behavior, actions, and attitudes. Actions, such as using tobacco, drugs or profanity on the field of play, will require disciplinary action. They cannot be tolerated and can only lead to an unsuccessful program. Furthermore, effective coaching requires efficient planning. Practice, as well as every phase of the entire sport activity, must be planned in advance.

Objectives

1. To provide natural outlets for students desiring to participate on teams in competition with other teams of similar abilities.
2. To assist in the development of school and student morale.
3. To teach good sportsmanship, teamwork and skill development.
4. To help develop lifetime skills.

Sponsored Interscholastic Athletics

1. Cross Country Boys' & Girls': Varsity, Jr. Varsity, Jr. High
2. Football: Varsity, Jr. Varsity, Jr. High
3. Golf, Boys' & Girls': Varsity
4. Soccer, Boys' & Girls': Varsity, Jr. Varsity
5. Volleyball, Girls': Varsity, Jr. Varsity, Jr. High (Spring)
6. Cheerleading: Varsity, Jr. Varsity, Jr. High (Basketball), Varsity (Football), Varsity (Competitive), Varsity (Wrestling)
7. Basketball, Boys': Varsity, Jr. Varsity, Freshman, 8th Grade, 7th Grade
8. Basketball, Girls': Varsity, Jr. Varsity, 8th Grade (Fall), 7th Grade (Fall)
9. Bocce (Unified): Varsity & Jr. High
10. Swimming/Diving, Boys' & Girls': Varsity
11. Wrestling: Varsity, Jr. Varsity, Jr. High
12. Baseball, Boys': Varsity, Jr. Varsity
13. Softball, Girls': Varsity, Jr. Varsity
14. Tennis (Boys' – CoEd): Varsity
15. Track & Field, Boys' & Girls': Varsity, Jr. High

ATHLETIC DEPARTMENT DIRECTORY

POSITION / TEAM	NAME	TELEPHONE	EXT.	E-MAIL
Sr. High Principal	Taylor Hilinski	(814) 897-2100	1368	thilinski@harborcreeksd.com
Sr. High Asst. Principal	Troy Budziszewski	(814) 897-2100	1367	tbudziszewski@harborcreeksd.com
Jr. High Principal	Andrew Krahe	(814) 897-2100	1233	akrahe@harborcreeksd.com
Athletic Director	Abby Cox	(814) 897-2100	1200	acox@harborcreeksd.com
Athletic Secretary	Christine Bollinger	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Athletic Trainer	Sharon Dressler	(814) 897-2100	1112	sdressler@harborcreeksd.com
FALL SPORTS				
Basketball, Girls', JH	Dave Snippet	(814) 897-2100	1510	dsnippet@harborcreeksd.com
Cheerleading, FB	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cross Country	Kathy Brewer	(814) 897-2100	1241	kathyv154@gmail.com
Football	John Angerer	(814) 897-2100	1506	jangerer@harborcreeksd.com
Golf – Boy's	Kurt Richter	(814) 897-2100	1606	krichter@harborcreeksd.com
Golf – Girl's	Ellen LaFuria	(814) 897-2100	1205	ellafuria@harborcreeksd.com
Soccer, Boys'	John Parente	(814) 897-2100	1241	jparente@mercyhurst.edu
Soccer, Girls'	Sombath Inthavong	(814) 897-2100	1241	Sombath.inthavong@gmail.com
Volleyball	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
WINTER SPORTS				
Basketball, Boys'	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
Basketball, Girls'	Dave Snippet	(814) 897-2100	1510	dsnippet@harborcreeksd.com
Bocce	Katie Teed	(814) 897-2100	1650	kteed@harborcreeksd.com
Cheerleading, BB	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cheerleading, Competitive	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cheerleading, JHBB	Adrianne Morton	(814) 897-2100	1241	amorton@harborcreeksd.com
Cheerleading, WR	Kristen Gonda	(814) 897-2100	1241	kgon413@gmail.com
Swimming, Boys'	Brad Galloway	(814) 520-9378	1241	bgalloway@harborcreeksd.com
Swimming, Girls'	Bryan Lee	(814) 897-2100	1241	blee@harborcreeksd.com
Wrestling	Peyton Hearn	(814) 897-2100	1252	phearn@harborcreeksd.com
SPRING SPORTS				
Baseball	Ted DeSanti	(814) 897-2100	1241	tdesanti@eriecountypa.gov
Softball	Tim Caputo	(814) 897-2100	5207	Tcaputp@harborcreeksd.com
Tennis	James Getty	(814) 897-2100	1241	jg1287@yahoo.com
Tennis	Dave Eaglen	(814) 897-2100	1241	dee7345@gmail.com
Track/Field, Boys'/Girls'	Kathy Brewer	(814) 897-2100	1241	kbrewer@harborcreeksd.com
Track/Field, JH	Andy Krahe	(814) 897-2100	1233	akrahe@harborcreeksd.com
Volleyball, JH	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com

Section 2: Athletic Duties & Responsibilities

High School Principal

1. The high school principal maintains responsibility to the Pennsylvania Interscholastic Athletic Association (PIAA), in all matters regarding interscholastic athletics. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The high school principal controls all interscholastic athletic relations in which the high school participates.
3. The high school principal sanctions all contests in which the high school participates. He/she is to see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature.
4. The high school principal signs all written contracts with officials.
5. The high school principal excludes any contestant who, because of bad habits or improper conduct, would not represent his/her school in a sportsmanlike manner, and also to exclude any contestant who has suffered serious illness or injury until that participant is pronounced physically fit by a practicing physician.
6. The high school principal assures the educational eligibility of all participating "in season" athletes (academic, attendance, discipline, etc.) in accordance with the policies of the HCSD and the by-laws of the PIAA.
7. The high school principal authorizes the athletic director to represent the school in the absence of the principal, concerning matters of interscholastic athletics.
8. The high school principal possesses knowledge of needed coaching staff additions and repairs to athletic equipment.
9. The high school principal finalizes arrangements for supervising athletic event attendance, especially where large audiences are anticipated.
10. The high school principal notifies staff and students of acceptable behavior at athletic contests, as set forth by the PIAA and the District 10 Committee.
11. The high school principal issues vouchers for payment for athletic department personnel.

Athletic Director

1. The athletic director maintains responsibility to the HCSD, in all matters regarding interscholastic athletic program. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The athletic director reports directly to the principal and indirectly to the superintendent for the administration and supervision of the interscholastic athletic program.
3. The athletic director attends District 10 athletic director meetings, Erie County athletic director meetings, seasonal Harbor Creek coaches' meetings, other meetings or conferences that are of relevance to the athletic program.
4. The athletic director supervises the development of all interscholastic athletics at the various levels for boys and girls, to see that the school district policies are followed.
5. The athletic director prepares the athletic schedules, excluding those assigned by the District 10 Committee. The head coaches will assist in finalizing the schedules, by recommending schools for their independent contests.
6. The athletic director finalizes all interscholastic game contracts, excluding District 10 assigned events, to have them signed by the high school principal, and to file them once confirmation is received.

7. The athletic director finalizes all official contracts, excluding those assigned by the District 10, to have them signed by the high school principal, and to file them once confirmation is received.
8. The athletic director monitors the athletic budget, which includes the selection and purchase of athletic equipment/supplies, invoices for budgeted equipment/supplies, and inventory of purchased equipment/supplies, with the assistance of the head coaches.
9. The athletic director handles matters affecting cancellation of contests, due to weather or other conditions. Cancellations will be made after consultation with the high school principal.
10. The athletic director coordinates the transportation arrangements for all away athletic events.
11. The athletic director maintains a complete record of all interscholastic contests with scores, names of players, etc., furnished by the head coaches.
12. The athletic director supervises the sale of tickets to interscholastic athletic contests and maintains all athletic event reports (attendance, gate receipts, etc.)
13. The athletic director supervises the selection scheduling of athletic event personnel and the payment for their services.
14. The athletic director maintains an inventory of all athletic equipment in the school district, with the assistance of the head coach.
15. The athletic director arranges ~~with the help of the school nurse~~, pre-participation physicals for all students participating in interscholastic athletics, before the first regular practice day of each athletic season.
16. The athletic director prepares all necessary forms and eligibility rosters of players for athletic contests in compliance with the PIAA. All of this information is to be received, from the head coach, at least one week prior to the first event.
17. The athletic director maintains the schedule of practice sessions for interscholastic athletic teams.
18. The athletic director maintains file of all pre-participation physical forms and insurance waiver forms, with the assistance of the head coach.
19. The athletic director prepares financial reports of various athletic teams at the conclusion of each athletic season.
20. The athletic director evaluates each head coach on the basis of his/her ability to work with the administration and those students who demonstrate a serious interest in the sport.

Head Coach

1. The head coach maintains responsibility to the HCSD, in all matters regarding his/her particular interscholastic athletic program. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The head coach maintains the distribution and maintenance of equipment/supplies, and the maintenance of the physical facilities utilized for his/her sport.
3. The head coach supervises and directs the work of all the coaches and athletes in his/her sport, regardless of the grade level of the activity.
4. The head coach accompanies his/her team to and from all interscholastic contests and scrimmages, or his/her designee.
5. The head coach obtains approval from the high school principal when early dismissal, from school, is required for an interscholastic athletic contest.
6. The head coach works directly with the athletic director in the purchasing of equipment/supplies.
7. The head coach assists the athletic director in the establishment of all schedules in his/her sport and the hiring of officials for these events when applicable.
8. The head coach confirms that all students participating in the activity under his/her supervision have pre-participation physical forms (PIAA issued) signed by the doctor and the parent and insurance waiver

forms (HCSD issued) indicating private coverage prior to the first day of practice. These items are to be alphabetized and returned to the athletic director within one week, after the first practice session.

9. The head coach provides the athletic director with an alphabetized list of names, by grade, with all necessary information for PIAA eligibility no later than one week prior to the first event. A separate roster of athletes, with sport specific details (grade, uniform numbers, height, etc.) should also be submitted to the athletic director, at that time.
10. The head coach provides the athletic director with the following information within thirty (30) days of the completion of his/her season for inclusion in the athletic history of the school and for supplemental pay approval. Assistants may handle responsibilities in the absence of the head coach or may do so at his/her request.
 - a) Summary of Season - Opponents; scores of each contest; season record; place of finish; season statistics; and revised school records.
 - b) Lists - Letter awards by grade; honors received by each athlete; roster of athletes, by grade, who have completed the season; and assistant coaches
 - c) Equipment Inventory - Number of items and location.
 - d) Equipment/Supply Requisition - For next athletic season.
11. The head coach maintains responsibility for athletic publicity and should abide by the following guidelines:
 - a. Varsity competition results should be released to the media upon completion of the event.
 - b. Results of all interscholastic competitions should be released upon request to the school newspaper and yearbook.
 - c. Interscholastic press releases other than varsity competition may be made, after receiving administrative approval.
 - d. The head coach maintains responsibility for determining which student athletes shall be retained as members of his/her athletic team.
 - e. The head coach maintains responsibility to set team rules regarding student conduct and personal appearance. Coaches are not to be extreme, arbitrary, and unreasonable in making decisions as to the dress and personal appearance of team members.

Athletic Coaches & Advisors

1. The athletic coaches and advisors are responsible for the behavior, safety and welfare of their athletic teams.
2. The athletic coaches and advisors are responsible for unlocking and locking doors of buildings before and after each practice session/contest.
3. The athletic coaches and advisors are the last ones to leave the building after a practice/contest. No student is to remain in the building after a practice/contest.
4. The athletic coaches and advisors are to report promptly to a practice/contest and are not to leave sessions unattended.
5. The athletic coaches and advisors are responsible for seeing that any student athlete excluded by the athletic trainer or a practicing physician from athletic participation, in games or practices, does not reenter the activity until proper medical release is received.
6. The athletic coaches and advisors are to encourage good sportsmanship both in victory and defeat.
7. The athletic coaches and advisors are to instill students' respect for authority on and off the field of play.
8. The athletic coaches and advisors are to insist that all students utilize district-sponsored transportation to and from all interscholastic games and scrimmages. Any student doing so will not be permitted to participate, unless the parent/guardian and the high school principal/designee have granted prior written approval.
9. The athletic coaches and advisors are to follow these medical emergency procedures:

- a) Notify the athletic trainer or give necessary medical assistance to injured students.
- b) Notify the parent/guardian immediately if accident necessitates.
- c) If further medical attention is deemed necessary and the parent cannot be notified, refer to the athletes' medical information card and then call the emergency medical service (911) for assistance. The caller should be detailed when requesting further medical assistance, regarding the nature of the injury and exact location.

Athletic Trainer

1. The athletic trainer prevents athletic injuries/illnesses by monitoring team practices and contests, providing protection through taping and padding procedures and assisting in the development and implementation of a comprehensive athletic injury/illness prevention program
2. The athletic trainer evaluates athletic injuries/illnesses by conducting thorough initial assessments, and advising the coach/advisor on the nature and status of the athlete's injury/illness.
3. The athletic trainer administers first aid and emergency care according to the standards set by the American Red Cross or equivalent agency and makes physician referrals for further medical attention.
4. The athletic trainer rehabilitates and reconditions athletic injuries/illnesses by implementing appropriate rehabilitation programs.
5. The athletic trainer organizes and maintains the athletic training program, supervises the athletic training rooms, budgetary process and completing any additional duties assigned by the athletic director
6. The athletic trainer provides counseling and guidance to athletes, parents and athletic coaches/advisors by providing information and making appropriate health care referrals to counseling personnel.
7. The athletic trainer educates the athlete by providing information and promoting the health and well-being of athletes.

Game Manager

1. The game manager arrives well in advance of the scheduled event to open the building and check on its overall condition.
2. The game manager checks to see that the following items have been addressed:
 - a) Locker rooms and lavatories are open and clean
 - b) Lights and heat are turned on and emergency exits are accessible.
 - c) Equipment is set up for the event (goals, flags, nets, mats, scoreboard, benches, bleachers, etc.)
 - d) Recording of National Anthem or singer has been secured.
3. The game manager provides tickets, ticket price sign, hand stamp, and cash box to ticket sellers/takers.
4. The game manager greets officials, visiting team and coaches and directs them to respective locker rooms.
5. The game manager completes pay vouchers (including signatures) from officials and athletic event security for services performed. All completed paperwork is submitted to the athletic director during the next school day for payment.
6. The game manager assists athletic event workers in monitoring spectator decorum and crowd control, permitting spectators from occupying authorized areas.
7. The game manager assists in securing the locker rooms while the athletic event is in progress.
8. The game manager inspects the visiting locker room for cleanliness/damage, prior to the visiting team's departure and accompanies the visiting team and officials as they leave the building.
9. The game manager makes a final check of the building to make certain everyone has left.
10. The game manager completes the athletic event report (tickets sold and money collected), prepares the deposit, and returns cash box on the next school day.

11. The game manager performs other related duties as assigned by the principal/athletic director.

Section 3: Mentoring Program

Mentor Program Rationale

The mentor program is designed to assist our coaches in familiarizing themselves with the Harbor Creek School District and becoming successful members of its athletic department. The program is not only focused on the mentor-mentee partnership, but it is built on the potential benefits each can gain from the relationship.

The mentor program should be viewed as beneficial to both the mentee and the mentor. Both individuals should give freely to a discussion and working together to best maneuver the mentee's early seasons as a head coach. The mentor may have greater expertise, wisdom, and knowledge, but the relationship should focus on the sharing of such beneficial characteristics.

Mentor Program Objectives

1. To provide an opportunity to develop a professional relationship with an experienced coaching staff member.
2. To assist in becoming acclimated with school district and athletic department policies and procedures.
3. To provide opportunities to develop professionally without formal evaluation.
4. To establish leadership opportunities for experienced coaching staff members.

Roles & Responsibilities

Mentee

1. The mentee is usually a coach who is new to the Harbor Creek School District, its athletic department or coaching in general.
2. The mentee will familiarize him/herself with the following aspects of coaching, as they pertain to the Harbor Creek School District, during the first few years of his/her coaching career:
 - a. Duties and responsibilities of coaching
 - b. Program management
 - c. Personnel
 - d. Policies and procedures
3. The mentee will also be oriented with the Harbor Creek School District's athletic handbooks for both the coaching staff and student-athletes.
4. The mentee will meet with his/her mentor at predetermined times to review the mentor program checklists.
5. The mentee will also be encouraged to meet frequently with his/her mentor to address any needs or concerns as they arise throughout the school year.

Mentor

1. The mentor is usually a coach who is an experienced head coach within the Harbor Creek School District.
2. The mentor will review the following aspects of coaching, as they pertain to the Harbor Creek School District, during the first few years of the mentee's career:
 - a. Duties and responsibilities of coaching
 - b. Program management
 - c. Personnel
 - d. Policies and procedures
3. The mentor will orient the mentee with the Harbor Creek School District's athletic handbooks for both the coaching staff and student-athletes.
4. The mentor will meet with his/her mentee at predetermined times to review the mentor program checklists.
5. The mentor will also be available to meet frequently with his/her mentor to address any needs or concerns as they arise throughout the school year.

Athletic Director

1. The athletic director will assess the mentee of any particular needs and advise the assigned mentor accordingly.
2. The athletic director will review characteristics and qualities of the potential mentors and assign the mentor accordingly.
3. The athletic director will assign a mentee his/her mentor prior to the start of his/her first season.
4. The athletic director will meet collectively and separately with the mentee and mentor throughout the length of the mentoring program.
5. The athletic director will determine the overall length of the mentoring program after consulting with the mentor and evaluating the mentee's progress.

Mentoring Process & Guidelines

Periodic meetings between the mentee and the mentor, that are at agreed upon times and will address the items listed in the Mentor Meeting Checklist section of this guide. The meetings should occur according to the following recommendations.

The mentor will be assigned by the athletic director and will ideally be from an opposite season of the mentee. If the mentee were a fall coach, the assigned mentor would be from the winter season. If the mentee were a winter coach, the assigned mentor would be from the spring season. If the mentee were a spring coach, the assigned mentor would be from the fall season.

1. First Year (Minimum of four meetings)
 - a. Meeting after the coach has been hired
 - b. Meeting two to four weeks prior to the start of the season or the seasonal athletic parent meeting
 - c. Meeting at mid-season
 - d. Meeting at post-season
 - e. Meetings at various points of the year (as needed)
2. Second Year (Minimum of three meetings)
 - a. Meeting two to four weeks prior to the start of the season or the seasonal athletic parent meeting
 - b. Meeting at mid-season
 - c. Meeting at post-season

- d. Meetings at various points of the year (as needed)
- 3. Third Year and Beyond
 - a. Meetings determined by the athletic director, mentor, and/or the mentee

Mentoring Reminders

The relationship between a mentor and mentee can be a beneficial process for both individuals involved. The mentor must remember to provide the following type of assistance throughout the partnership.

1. Help focus the mentee's mental context.
2. Listen when the mentee has a problem.
3. Identify the mentee's problem and provide feedback.
4. Confront negative behaviors or feelings effectively.
5. Provide appropriate information when needed.
6. Delegate authority when appropriate.
7. Encourage exploring for other options.

The mentor must remember to avoid providing the following type of assistance throughout the partnership. These types of assistance may start with good intentions, but can be counterproductive and less than helpful.

1. Criticizing a mentee's actions.
2. Providing advice when asked by the mentee.
3. Rescuing the mentee from his or her own actions.

Mentoring Program Verification

The mentor and mentee must complete the verification form in this booklet, at the conclusion of each school year. Once the form has been completed it is then submitted to the athletic director. The athletic director will review the form and all other necessary paperwork and inform the mentee and mentor of the current status of the mentoring program.

Resources

Shea, Gordon F., Mentoring: How to Develop Successful Mentor Behaviors, 1997.

National Interscholastic Athletic Administrators Association, Leadership Training Course 505: Innovative Methods of Mentoring and Problem Solving, 1999.

Harbor Creek School District, Teacher Induction Plan, 1999.

Section 4: Policies & Procedures

Activity Account Procedures

Activity accounts will utilize fund raising money that may be used for discretionary activities, with the approval of the students, activity sponsor, and administration. The head coach/advisor is responsible for monitoring the funds and coordinating any fund raising efforts by the team or students. Any team whose fund raising activities are designed to generate in excess of \$200 per year must be pre-approved by the building principal on the required form. Furthermore, any project exceeding \$1,000 in fund raising must also have the approval of the Central Office. For further details on the supervision and operation of an activity account, refer to the HCSD Activity Account Guidelines. These guidelines can be attained from either the junior or senior high office.

Budget/Requisition Process

Although expenses are included in the budget, administrative and school board approval are required for all budgetary purchases. Head coaches are issued an initial list of bid items and an add-on sheet prior to the end of the athletic season. Once the bid sheets are returned, the head coach and athletic director review the submissions and determine the purchases for the next athletic season. For purchases over \$1,000, three bids must accompany the requisition. The electronic form is available on the school district's website.

UNIFORMS

The HCSD will pay for uniforms on average every 10 years. At 8-9 years, the AD will evaluate the condition of teams' uniforms and determine if they need replaced. The AD will get bids/quotes and offer the team "X" amount of dollars for their uniform budget. If the team/coach choose to spend over that amount, the team/coach will pay the difference. The AD will keep a schedule of which the uniform rotation.

HOTEL ACCOMODATIONS

All hotel arrangements for teams/coaches/groups for overnight competitions/games/events must be approved in advanced. Coaches/advisors must get pre-approval prior to booking to ensure reimbursement.

Athletic Schedules

Coaches, students and community members are able to access up-to-date scheduling information for HCSD athletics through the school's website www.hcsd.iu5.org (Athletics) or through harborcreekhuskies.arbiterwebsites.com. At the top of Harbor Creek High School's opening page is the athletic department's contact information, as well as a local weather report. Events are listed for the current day or in a weekly format. By 'rolling over' a particular event with the mouse, pop-up screens will appear and provide additional detailed information about the event. By clicking on 'Click here to view the month' the current month of activities as well as other months can be viewed.

ATHLETIC SEASON

A student athlete shall make a total commitment to that program in which he/she participates. Therefore the student athlete shall not participate in more than one sport per athletic season. Exceptions may be made on a case-by-case basis and for postseason play. Student athletes may not quit one sport and try out for another after the season has begun without mutual consent of both coaches and the athletic director.

In order for the student athlete to be eligible for a varsity letter and/or team/individual awards, the student athlete is required to be an active team participant and complete the athletic season, including post-season

playoffs, tournaments, and exhibitions. The exception will be illness/injury in which participation is limited. Awards will not be given to any student suspended and/or dismissed for the remainder of the season for violating established team guidelines and/or the Student Code of Conduct.

COOPERATIVE AGREEMENTS

HCSD will pay co-op fee(s) to the PIAA for any approved cooperative agreement. Any additional fee(s) (invoiced to HCSD) from the host co-op school will be billed/invoiced to the participating student's parents/guardians. Any payment arrangements will be between the host co-op school and the participating student's parents/guardians. All cooperative agreements are subject for termination at any time.

Attendance

Each member of any team is required to make a commitment to that sport/activity during the season. Part of that commitment involves being at every scheduled practice and contest throughout the season. Unexcused absences from a scheduled practice/contest will be addressed in the following manner:

1. Communication between the head coach, student athlete and parent/guardian.
2. Suspension from the team and possible dismissal for the remainder of the season if subsequent violations occur. Suspensions are at the discretion of the coach/advisor, while dismissal requires administrative approval.

COACH ATTENDANCE

Paid vs volunteer:

1. Only HCSD teachers that are paid coaches will get sub/coverage for a trip/states/game/etc.
2. Volunteer HCSD teacher coaches must get their own coverage (will not be paid), and must use personal days to attend trips/games, etc.
 - a. Unless the coach is the only coach available or is taking the place of a paid coach.

Awards & Recognition

ATHLETIC LETTERS & CERTIFICATES

Students in grades 9-12 are eligible to receive a varsity athletic letter and certificate or participation certificate. The athletic letter requirements vary by sport/activity and are listed in the Student Athlete Handbook.

Students in grades 7-8 are eligible for a junior high athletic participation certificate and awarded at the conclusion of the particular season.

HALL OF FAME

The purpose of the Harbor Creek High School Athletic Hall of Fame is to recognize those individuals or teams who have brought distinction, honor, and excellence to Harbor Creek High School in the field of athletics. Athletes, teams, coaches, managers, or other individuals associated with athletics may be nominated for this recognition.

Nominations will be accepted from the public for any athlete who graduated from Harbor Creek and made a lasting athletic impression, and meets the following criteria.

1. An athlete may be selected provided that a minimum of ten (10) years have elapsed since their graduation from Harbor Creek High School.
2. A team may be selected provided that a minimum of ten (10) years have elapsed since the season for which they are being recognized.

3. A coach may be selected provided they have a minimum of ten (10) years of coaching experience for the Harbor Creek School District.
4. Individual/team nominations must be of good character at the time of their nomination. An individual's post-secondary accomplishments may also be considered when reviewing their nomination.
5. Individual nominations may be made posthumously.
6. Special nominations may include trainers, equipment managers, event personnel, and other individuals who have made outstanding contributions to athletics at Harbor Creek High School.

Special nominations will also be accepted from the public for any individual who meets the following criteria.

1. Any Harbor Creek High School athlete or coach who has been selected for induction in any national athletic hall of fame or national athletic foundation may be admitted for immediate induction.
2. Any Harbor Creek High School athlete or coach who is a participant in an athletic event in the International Olympic Games may be admitted for immediate induction.
3. Any Harbor Creek High School athlete or team that achieves a PIAA championship may be admitted for immediate induction.
4. At the discretion of the committee, the waiting period for a nomination may be waived.
5. Any Athletic Hall of Fame Committee member may be inducted into the Hall of Fame, but they must abstain from participating in any discussion or vote pertaining to their selection.

Nomination forms can be picked up at the high school's athletic office or online at www.hcsd.iu5.org/athletics. Nominations can be submitted annually for consideration will be accepted until December 15th

SCHOLAR ATHLETE AWARD

Students in grades 9-12 are eligible to receive a scholar athlete award. The scholar athlete program requirements are listed below and can be satisfied each year while the student is in the senior high school.

1. Successfully complete a minimum of one varsity athletic season during the particular school year.
2. Beginning in their freshmen year, student-athletes must successfully maintain a **minimum cumulative QPA of 3.90 or above**, which will be evaluated at the end of the 3rd quarter of that particular school year.

During the 4th quarter and near the end of the spring season, scholar athletes and their parents/guardians will be invited to a recognition program.

SENIOR ATHLETE AWARD

Students completing their senior year are eligible to receive a senior athlete award. The senior athlete award program requirements are listed below and can only be fully satisfied during the student's senior year.

1. Successfully earn and accumulate a minimum of eight varsity athletic letters, throughout grades 9-12.
2. Successfully earn a minimum of two varsity athletic letters during the student's senior year.

At the conclusion of the spring season, senior athletes eligible for the senior athlete award program will be verified and presented with their award plaque at commencement.

WALL OF RECOGNITION

The athlete must have satisfied one or more of the following criteria to be inducted on the Wall of Recognition at Harbor Creek High School. Athletes, who have had such an exceptional performance/career, in a particular sport/event, will be officially recognized with a plaque outside of the junior high gymnasium.

1. Athletes must have participated in one of the Harbor Creek High School sponsored interscholastic athletic sports.

2. All of the Pennsylvania state champions and those recognized by an acceptable source, (i.e. – Associated Press, United Press, Pennsylvania State Coaches Associations, etc.) will have a picture plaque placed on the wall outside of the junior high gymnasium.
3. Picture plaques for Pennsylvania State champions (team or individual) will remain permanently on the wall outside of the junior high gymnasium.
4. Picture plaques for those earning Pennsylvania All-State recognition (as noted by the PIAA Policies & Procedures for Championships) remain for a period of one year on the wall outside of the junior high gymnasium. At that time the nameplate (with vital information) will be permanently transferred to a sport specific wall plaque, also outside the junior high gymnasium.

Chain of Communication

The chart to the right shows the proper procedure to follow when initiating communication or a complaint, regarding interscholastic athletics.

A detailed complaint procedure can be obtained from the athletic office. All communications or complaints must be submitted in writing to be resolved formally.

The following items are some appropriate concerns to discuss with the coaches:

1. The physical and mental treatment of your child.
2. Ways to help your child improve his/her skills.
3. Concerns about your child's behavior
4. If you have a concern about your child, you may schedule a meeting with the coach at an agreed upon time.

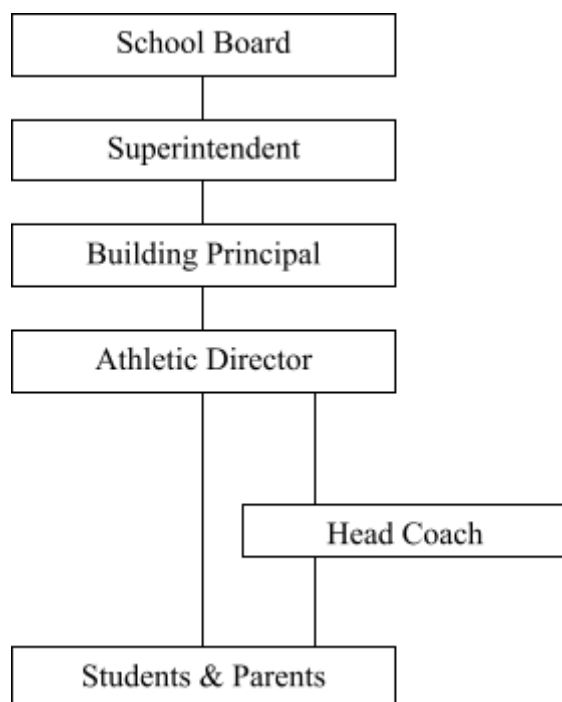
The following items are not appropriate to discuss with the coaches:

1. Playing time
2. Team strategy or play calling
3. Other student athletes

Approaching a Coach after a game to discuss your child is not an appropriate time – regardless of the game's outcome.

Clinic/Conference Attendance for Coaches

Although expenses are included in the budget, administrative and school board approval are required for a coach to attend a clinic/conference. Coaches are to submit clinic/conference requests to the athletic director at least three (3) weeks prior to the school board meeting for approval. The electronic form is available on the school district's website. The administration will notify the athletic director and the coach of the school board's decision.



Facility Usage

Facility usage for clinics, camps, rentals, etc., other than Harbor Creek High School interscholastic athletics, necessitates a written request submitted to the administration. The electronic form is available on the school district's website.

Field Trips

All field trips must be filed on the appropriate forms according to the following field trip classifications:

1. Athletic Competitions - Part of the required PIAA interscholastic schedule
 - a. When required trips go beyond the boundaries of D-10 or 60 miles, the administrative discretion will be used regarding the use of commercial carriers.
2. Extended Field Trips/Competitions - Not part of the PIAA interscholastic schedule and not overnight
 - a. District funds are to be used only when budgeted and have received approval of the building principal and Central Office.
3. Extended Field Trips/Competitions - Not part of the PIAA interscholastic schedule and overnight
 - a. Administrative recommendation is required and should be based on minimizing lost student instruction and the educational value of the trip.
 - b. School board approval is required before any information is distributed to students, public, etc.
 - c. No student should be excluded from a school board approved extended overnight field trip because of their financial inability to pay for the trip.

INTERSCHOLASTIC ELIGIBILITY: ACADEMIC

Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard against which participation is measured. The appropriate building level administrator will monitor the weekly eligibility of student-athletes.

All school rules and regulations are in effect for individuals while participating in an identified activity. Coaches, directors, or advisors may apply further, reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will be approved by the Athletic Director/school administration.

All students who participate in the identified activities must meet certain responsibilities:

1. All student-athletes must first comply with the PIAA standards in order to be eligible.
2. A student must pursue a full time curriculum and approved schedule, which meets the necessary academic requirements of the high school, and maintain an appropriate record of high school citizenship and attendance. Eligibility to participate in an identified activity may be suspended or revoked for unsuccessful academic progress, repeated infractions of school rules, or poor attendance.

INITIAL ACADEMIC ELIGIBILITY: PIAA & HCSD

1. Initial eligibility will be determined by the student's work in the previous grading period. At the end of the school year, the student's final grades/credits will be used.
2. The PIAA minimum for initial eligibility is the student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. A student who was ineligible at the end of a grading period will be ineligible for the first fifteen school days of the next grading period beginning on the first day that report cards are issued. Ineligible students will not be able to participate in any contests or performances; however they may be able to practice upon approval of the administration.

3. A student with two or more failing grades in the previous grading period will be placed on a probationary status for a two-week period. During the probationary period, the student will have to implement an academic improvement plan and improve his/her performance. Failure to bring all grades up to a passing grade will result in an ineligible status. If the student athlete becomes ineligible, they may practice but are **not permitted** to play in any contests until all grades are passing.
4. A student on probationary status will complete the academic improvement plan at the beginning of a grading period. The plan will be signed by a parent/guardian and will be monitored by the coach and administration. Failure to submit a plan may result in immediate ineligibility.

INITIAL ATHLETIC ELIGIBILITY: PIAA & HCSD

1. Initial residency/enrollment will be determined by the HCSD Administration Office.
 - a. Students must be enrolled in HCSD before participating in HCSD athletic/club programs.
 - a. Transfer students must have a completed PIAA Transfer Waiver Form submitted to the Director of Athletics & Student Services before participation begins.
2. Students must have a completed and approved CIPPE (Pg. 8) on file with the Director of Athletics & Student Services prior to participating in any HCSD athletic/club program
3. Students must have a signed and completed HCSD Student-Athlete Handbook Form on file with the Director of Athletics & Student Services prior to participating in any athletic/club program events/games.

IN-SEASON ACADEMIC ELIGIBILITY: HCSD

1. Any student will be considered ineligible if they are failing THREE or more classes.
2. Students will be considered on probation if they are failing TWO or more classes. A second consecutive week of failing either of the same two classes will result in an additional week of probation. A third consecutive week of failing any one or more of the same class(es) will result in the student being ineligible.
3. If a student is failing any ONE class (the same class) for three consecutive weeks, they are considered ineligible.
4. A student who is ineligible at the end of a grading period may be ineligible for the first fifteen school days of the next grading period.
5. Students may not participate in games if they are ineligible.
6. During the time of probation or ineligibility, practice is at the discretion of the head coach.
7. **Probation/ineligibility status is determined for an entire week.** Even if a student raises their grade(s) midway through a week, they are still on probation/ineligible for the full week.
8. Eligibility begins Monday morning and runs through Sunday.
9. Extenuating circumstances may be considered by administration.

INTERSCHOLASTIC ELIGIBILITY: ATTENDANCE

1. A student must be in school before 8:00 AM and remain in school the balance of the day in order to actively participate in a contest or practice on that day.
2. Students may not participate in extracurricular activities (including practice) on a day when they have an absence (unless they have a medical excuse, funeral, college visit, or court hearing). Students who skip school or leave the building without permission may not return to participate in practice and/or games on that day.
 - a. Students that have an absence with a valid excuse signed by a medical professional may participate:

- . If you have a late morning or afternoon appointment, you must still attend school and return if possible. Ex: Students cannot miss the whole day with a “medical” excuse when your appointment was at 8:30am.
- i. Medical excuses must be pre-approved 2 days in advance of the appointment, or they will not be accepted for play/practice on the day of.
- ii. Ongoing chiropractic and physical therapy appointments must be pre-approved and under the recommendation of the Harbor Creek Athletic Trainer.
- a. College visitations with an excuse signed by a parent - Must be pre-approved 2 days in advance.
- b. Funerals or other extenuating circumstances will also be dealt with on an individual basis
- 2. If a student is absent the last school day of the week and there is a competition on the following non-school day, the student must have administrative and parental permission to participate.
 - a. This includes Medical excuses. Students cannot be absent on Friday, and turn in an excuse on Saturday to play on Saturday. This also extends to consecutive days leading up to a weekend practice or competition. (Absent from school Thursday & Friday on a medical excuse - students cannot provide a medical excuse on Saturday and participate/compete).
 - a. Medical excuses that were appropriately pre-approved 2 days in advance of the appointment may be accepted in this situation with prior approval (ex. scheduled MRI).
- 2. If the student is absent from school during a semester for a total of twenty or more school days, the student will lose his/her eligibility. The eligibility will be reinstated after being in attendance for a total of **forty-five school days** following the twentieth day of absence, as established by the PIAA.
- 3. If a student leaves sick at any point or time during the school day, that student will not be allowed to return and participate in practice or compete in a game/match. This includes the following non-school day if a student leaves sick at any point or time during the school day on the last school day of the week.
- 4. Drivers license or Permit appointments/tests are not a valid excuse for missing any amount of school. Students will not be allowed to participate or compete that day.

NCAA DIVISION I OR DIVISION II INITIAL-ELIGIBILITY

Students interested in continuing their athletic careers beyond high school should contact the counseling office during their junior year to begin the registration process with the NCAA.

For additional information about the advantages of competing as a college athlete, the divisions of college athletics, as well as information regarding the registration process should check out the NCAA Eligibility Center online.

Personnel

A particular sport’s head coach is responsible for all aspects of his/her athletic program. The head coach coordinates all levels (varsity, junior varsity, jr. high, etc.) for his/her student athletes and coaching staff. It is also encouraged, though not mandatory, that the head coaches have some involvement with the elementary/developmental levels of his/her particular program.

It is the responsibility of the athletic director and building principal to evaluate the head coach/advisor of each school sponsored sport/activity. This will be done throughout the season and conclude with a formal review meeting at the end of the particular season. The head coach will meet with the athletic director and review the following items:

1. End of Season Checklist (See Appendices for sample)
2. Inventory and budgetary needs for the program (Short and long term)
3. Head Coach’s Action Plan for the program
4. Head Coach Evaluation Form

The head coach is responsible for recommending his/her assistant coaches (paid or volunteer) to the athletic director. All assistant coaches (paid or volunteer) must be approved by the school board, prior to the beginning of the season. In addition, volunteer coaches are not allowed to supervise student athletes, unless the head coach or an assistant coach is present. In the same respect, any former athlete (alumni, etc.) must be approved as a volunteer coach, prior to working with student athletes.

The head coach is also responsible for evaluating each of his/her assistants, which includes both paid and volunteer assistant coaches. Such evaluations and findings shall be shared with the athletic director as the season progresses as well as at the end of season review with the athletic director. The athletic director shall be made aware of any situations that arise with a coaches assistants or volunteers.

The following five (5) items are needed for paid and/or volunteer employment, prior to working with student athletes:

1. Completed HCSD application
2. Letter of recommendation from athletic director and head coach (if applicable)
3. Completed and approved PA State Police criminal record check (Act 34)
4. Completed and approved PA child abuse history clearance (Act 151)
5. Completed and approved FBI fingerprint clearance (Act 114)

COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EXAMINATION (CIPPE)

The PIAA and HCSD require athletes to have a comprehensive initial pre-participation physical examination (CIPPE) before entering interscholastic practices, scrimmages or contests. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st. The HCSD requires the CIPPE or Re-Certification be given to athletes who continue in a subsequent sports season during the school year. The athletic director/ATC will make arrangements with the school's physician for these examinations. The head coach and/or delegated assistant(s) will confirm that all candidates have this CIPPE or re-certification prior to any participation.

If a student becomes injured and seeks medical treatment after the initial CIPPE has been performed, they must complete Section 8 of the CIPPE form and have it signed by a medical doctor before they are eligible to return to participation. These forms can be obtained from the Athletic Trainer, Athletic Director, or from the [PIAA website](#).

Scouting for Athletics

All coaches requesting scouting reimbursement necessitate the athletic director's approval prior to the start of the season. The coach/advisor must complete an expense form that itemizes each individual trip and expenses for reimbursement purposes. The electronic form is available on the school district's website.

SPORTS MEDICINE GUIDELINES

The HCSD provides an athletic trainer, who is certified by the National Athletic Trainers' Association. This individual is responsible for the prevention, treatment, and rehabilitation of athletic medical injuries/illnesses. The athletic trainer is also available for educating, counseling, and making referrals regarding the health and well-being of student athletes.

Listed below are a few of the basic sports medicine guidelines, as provided by the PIAA, to its member schools and athletic personnel. If additional information is needed, student athletes and parents should contact the athletic trainer.

BLOOD BORNE PATHOGENS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels & other sharp instruments.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.

Coaching Education

Sports-related injuries in high school sports can be serious or even life-threatening situations if not managed correctly. Two areas that require specific attention are concussions/traumatic brain injuries and sudden cardiac arrest.

National Federation of State High School Associations (NFHS) and Centers for Disease Control and Prevention (CDC) have teamed up to provide information and resources to help educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. This program helps all understand the impact sports-related concussion can have on players, how to recognize a suspected concussion, the proper protocols to manage a suspected concussion, and steps to help players return to play safely after experiencing a concussion. To better understand concussions in sport, all members of the athletic department and coaching staff are required to log onto the NFHS site, via www.nfhslearn.com and satisfactorily complete the online program titled **Concussion in Sports – What You Need to Know**. This must be completed once each school year, before the P.I.A.A.'s mandatory first day of practices of that particular's coach's season.

The Pennsylvania Department of Health, the Pennsylvania Department of Education, and the P.I.A.A. are teaming up to develop a awareness program that will help educate coaches on the nature of sudden cardiac arrest, the associated risks, as well as the signs and symptoms inherent to the condition. The program will also identify guidelines that coaches and athletic medical personnel must adhere to when considering removing a student-athlete from practice or play, and under what conditions he/she can be reinstated to activity. To better understand sudden cardiac arrest in sports, all members of the athletic department and coaching staff will be required to complete a program offered by a provider approved by the Pennsylvania Department of Health. This must be done annually and before the P.I.A.A.'s mandatory first day of practices of that particular's coach's season.

CONCUSSIONS

Concussion and second-impact syndrome are two potentially life-threatening risks to which student athletes are exposed. Some of the mild concussions, the so-called "bell rung" or "ding," with no loss of consciousness or posttraumatic amnesia may go unrecognized by the coaches, athletic trainers, teammates or team physicians. If there are any questions as to the severity of past head trauma, clearance should be deferred until further records are obtained and/or a neurosurgical evaluation is performed. No athlete should be allowed to return to contact sports until proper medical evaluation is obtained. Attending medical staff should not allow a player to resume participation in sports until the injured student athlete has fully recovered from his/her post-concussive symptoms.

With regard to injury prevention in athletics, coaches, athletic trainers and medical personnel should strive to help educate the player in proper techniques so that these injuries can be minimized. All medical personnel need to be reminded that all unconscious student athletes should be suspected of a cervical-spine injury until proven otherwise. Special care to the cervical spine should always be used in transporting an unconscious player.

Harbor Creek is a participating school with the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) Program. It is a scientifically validated computerized concussion evaluation system. Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

The ImPACT assessment is administered by the athletic trainer and establishes a baseline set of test results. All junior and senior high student athletes who participate in any of the school supported teams will have the pre-test impact assessment performed.

EATING DISORDERS

Many student athletes face a different paradox in their training regimes. They are encouraged to eat to provide the necessary energy sources for performance, yet they often face self or team-imposed weight restrictions. Emphasis on low body weight or low body fat may benefit performance only if the guidelines are realistic, the caloric intake is reasonable, and the diet is balanced. The use of extreme weight-control measures can jeopardize the health of the student athlete and possibly trigger behaviors associated with defined eating disorders.

Although anorexia and/or bulimia are much more prevalent in females, eating disorders also occur in males. Eating disorders are often an expression of underlying emotional distress that may develop long before the individual becomes involved in athletics. It has been suggested that stress, whether it be from participating in athletics, striving for academic success, or pursuing social relationships, may trigger psychological problems, such as eating disorders, in susceptible individuals. Eating disorders can be triggered in such individuals by a single event or comments from a person important to the individual. In athletics, such triggering mechanisms may include offhand remarks about appearance or constant badgering about a student-athlete's body weight, body composition or body type. Eating disorders often experienced by student-athletes and their warning signs include:

Anorexia Nervosa - Self-imposed starvation with an obsessive effort to lose weight and become thin. Warning signs--Drastic loss in weight, a preoccupation with food, calories and weight, wearing baggy or layered clothing, relentless, excessive exercise, mood swings, and avoiding food-related social activities.

Bulimia - Recurring binge eating usually followed by some method of purging such as vomiting, diuretic or laxative abuse, or intense exercise. Warning signs--Excessive concern about weight, bathroom visits after meals, depressive moods, strict dieting followed by eating binges, and increasing criticism of one's body.

Bulimarexia - Anorexia nervosa with the practice of one or more bulimic behaviors.

It is important to note that the presence of one or two of these warning signs does not necessarily indicate the presence of an eating disorder. Appropriate professionals should do absolute diagnosis.

Anorexia and bulimia lead to semi-starvation and dehydration, which can result in loss of muscular strength and endurance, decreased aerobic and anaerobic power, loss of coordination, impaired judgment and other complications that decrease performance and impair health. These symptoms may be readily apparent or they may not be evident for an extended period of time. Many student athletes have performed successfully while experiencing an eating disorder. Therefore, diagnosis of this problem should not be based entirely on a decrease in athletic performance. Coaches, athletic trainers, and supervising physicians must be watchful for student athletes who may be prone to eating disorders, particularly in sports in which appearance or body weight is a factor in performance. Decisions regarding weight loss should be based on the following recommendations to reduce the potential of an eating disorder.

1. Weight loss should be agreed upon by the student athlete, parent, and coach with consultation from appropriate medical and nutritional personnel.
2. A responsible and realistic plan should be developed by all of the individuals involved.
3. Weight-loss plans should be developed on an individual basis.

If a problem develops, thorough medical evaluation of the student athlete suspected of an eating disorder is imperative. Once confirmed, behavior modification should emanate from professional guidance through nutritional, psychological and/or psychiatric counseling.

STATE & LOCAL REGULATIONS FOR ATHLETICS

Harbor Creek Jr./Sr. High School is a member of the PIAA and subscribes to the philosophy and intent of its constitution and by-laws. The PIAA serves as an overall guide for interscholastic athletics at Harbor Creek High School. The PIAA by-laws that pertain to age, attendance, awards, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents, and to enforce them.

The District 10 Committee will serve as a local guide for interscholastic athletics at Harbor Creek High School and will prevail in areas not specifically covered by the PIAA's rules and regulations.

The high school principal and athletic director will maintain and stay abreast of PIAA rules and regulations. Any questions or concerns of athletes, parents or coaches, regarding the set of rules and regulations, should be directed to the high school principal or athletic director.

STUDENT-ATHLETE CONDUCT

Student athletes are expected to adhere to the guidelines established by his/her team and Harbor Creek High School. A violation of team guidelines, the HCSD Student Code of Conduct or the PIAA Rules and Regulations will be handled accordingly by the school administration. Listed below are some guidelines that pertain to the conduct of students and the HCSD Code of Conduct. If additional information is needed, student athletes and parents should contact the school administration or the athletic office.

For student athletes that are ejected from a contest, by a PIAA official, for unsportsmanlike conduct or flagrant misconduct shall be disqualified from participating for the remainder of the day and in the next contest on the

next play day at the same level. Following the disqualification and prior to his/her return to participation, the student athlete will meet with the athletic director/principal. If it is determined that the HCSD Student Code of Conduct was violated, school discipline may also be administered.

For violations involving Saturday Detention, the student athlete will be suspended from active participation in contests and/or practices at the discretion of the administration and coach.

For violations involving out of school suspension (OSS), the student athlete will be considered ineligible to participate or attend a school function for the entire day, including the evening for the entire length of their suspension. The suspension from contest(s), if there is no contest during the time of his/her suspension will be at the discretion of the administration.

For severe and/or chronic violations of the HCSD Code of Conduct, the student athlete may lose the privilege to participate in the Harbor Creek School District athletic programs for the balance of a school year or his/her high school career, at the discretion of the administration.

Administrative options for student-athlete conduct are not limited to the disciplinary options identified. Other corrective actions may include withholding of school privileges, special work or clean-up assignment, writing an appropriate report, behavioral contract, and Saturday School.

BULLYING, CYBERBULLYING

The term Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students or staff member, which occurs in a school setting that is severe, persistent or pervasive. The term cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technology tool such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings including blogs.

When a student athlete believes that he/she has been subject to bullying or cyberbullying, they shall promptly report the incident, orally or in writing, to the head coach, athletic director or the high school principal. For more detailed information, please refer to [HCSD Board Policy 249](#).

HAZING

The purpose of this procedure is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For more detailed information, please refer to [HCSD Board Policy 247](#).

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
3. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
4. Endure brutality of a sexual nature.

5. Endure any other activity that creates a reasonable likelihood of bodily injury, impairment of a physical condition, or substantial pain to the student.

The school district encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

The administration will investigate all complaints of hazing promptly and will administer appropriate discipline to any individual who violates this policy. Individuals with a concern or complaint regarding hazing should follow the procedure below:

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal or designee.
2. The principal or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.

The administration will complete the investigation and take appropriate measures, which may include:

1. Take any necessary interim measures to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report the determination of what the complaining student needs or wants through questioning.
2. Determine if the incident needs to be reported to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding.
3. Notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as possible. The administration shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The administration shall document attempts made to reach the parent/guardian.
4. Advise all parties involved that reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall also be subject to disciplinary action.
5. Determine that if the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization.

STUDENT-ATHLETE OBLIGATIONS

Student athletes in the HCSD are in the public eye and their personal conduct is subject to the scrutiny of community members, fellow students, opponents, and the media. To serve as positive role models, student athletes are required to satisfy several obligations. Such obligations are intended to maintain a level of excellence and integrity for the HCSD and its student athletes.

1. Student athletes should be neatly groomed and properly dressed when traveling to any contest.
2. Student athletes should always show respect for property and authority.
3. Student athletes should emphasize the ideals of sportsmanship, determination, loyalty, ethical conduct and fair play.
4. Student athletes should leave all valuables at home and not in the locker room.
5. Student athletes should only wear or use uniforms when authorized by the coach/advisor. Uniforms and all issued equipment must be returned or pay restitution and may have future athletic participation, school schedules, report cards, and/or transcripts withheld.

6. Students are responsible for their uniform. Uniforms should be laundered and maintained in accordance with the garment laundering directions. Students should return the uniform in good condition, or may be responsible for the uniform replacement. Uniform conditions will be determined by the Head Coach and Athletic Director.
7. Students must notify the Principal or Athletic Director of their school within 72 hours upon entering into any type of NIL contracts/agreements.

SOCIAL MEDIA GUIDELINES

Student-athletes at Harbor Creek are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your family, your school and yourselves in a positive manner at all times. The Harbor Creek School District recognizes and supports the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student athlete must remember that playing and competing for the Harbor Creek School District is a privilege. Instagram, Facebook, Twitter, Snapchat, and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at Harbor Creek in one form or another. Student-athletes should be aware that third parties, including the media, faculty, future employers and NCAA universities and coaches, could easily access your profiles and view all personal information. This includes all pictures, videos, and comments. Inappropriate material found by third parties affects the perception of the student-athlete, our athletic program and Harbor Creek. For more detailed information, please refer to [HCS D Board Policy 253](#).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, or comments showing the personal use of alcohol, drugs and tobacco (including vaping) e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, or comments that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at our school or another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of HCS D rules and/or the *HCS D Acceptable Use and Internet Safety Policy* agreement.
- Information that is sensitive or personal in nature or is proprietary to the athletic program or Harbor Creek, which is not public information (examples: tentative or future team schedules, student athlete injuries and eligibility status, travel plans/itineraries or information).

Remember, everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. In short, do not have a false sense of security of your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletic program and Harbor Creek. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or Harbor Creek. Protect yourself by maintaining a self-image of which you can be proud of for years to come. That Harbor Creek School District has included these guidelines for all student-athletes as reminders regarding your use of social media. If a student-athlete's action or off-campus speech implicates the school district by name, references any school district employee or student or causes a substantial disruption to the operation of the school district the student-athlete can be subject to disciplinary action, which may include suspension or permanent removal from the team.

SUBSTANCE POSSESSION, USE & DISTRIBUTION

Alcohol / Drugs / Steroids / Illegal Performance Enhancers / Drug Paraphernalia - The possession, use and/or distribution of alcohol, drugs, steroids, illegal performance enhancers, and/or paraphernalia on school property or within the school's authority is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 227](#).

1. Possession/Use/Distribution - First Violation

- a. If a student-athlete is found improperly or unlawfully possessing, using or under the influence of alcohol, drugs classified as controlled substances, steroids/illegal performance enhancers, or paraphernalia, in-season or out of season, they will be dismissed from the Harbor Creek athletic/activities program. The student will be required to participate in the Harbor Creek SAP Program assessment, GECAC Drug and Alcohol Program, etc. Reentry in the Harbor Creek athletic/activities program requires full compliance with the assessment and treatment recommendation by said counselors.
- a. Item(s) will be confiscated and rendered to the school administration. Parents and law enforcement will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
- b. The student may also forfeit any individual athletic/activity award(s) for that season, at the discretion of the administration.

0. Possession/Use/Distribution - Second Violation

- a. If a second offense occurs, the student forfeits his/her right of participation for the balance of his/her high school career.

Tobacco / Tobacco Products - The possession, use and/or distribution of tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, on school property or within the school's authority, is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 222](#).

1. Possession/Use/Distribution - First Violation

- a. If a student is in-season and found unlawfully possessing or using tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, he/she will receive two (2) days of out of school suspension and be suspended for the minimum of the next (1-2) athletic event(s)/contest(s), which may or may not occur during the out of school suspension.

- a. If the violation occurs, at a school sponsored event/practice, to/from a school sponsored event/practice, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the season.
 - b. Item(s) will be confiscated and rendered to the school administration. Parents will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
 - c. The student, whether in-season or out-of-season, will be required to participate in the Harbor Creek SAP Program assessment. The student will have to attend the next available Dangers of Vaping class scheduled by the school district.
0. Possession/Use/Distribution - Second Violation
- a. If a second offense occurs, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the academic year.

TRANSPORTATION

In most instances school sponsored activities will be provided transportation to and from the contests. Student athletes must travel to and from contests in transportation provided by the school district. The following are some exceptions to these transportation guidelines:

1. Injury to the student athlete, which may require alternate transportation.
2. Prior request by parents/guardians with a request on the Athletic Transportation Form which has been approved by the administration.
3. Other extenuating circumstances will also be considered on an individual basis by the administration.
4. The Harbor Creek School District provides transportation to and from District-sponsored athletic events. The District strongly encourages students to utilize District-provided transportation to and from these events. If a student waives their right to utilize District-provided transportation to and from District-sponsored athletic events, the District is not responsible for personal injury, sickness, death or claims resulting from personal injury, death or property damage of any nature whatsoever which may be incurred by the student or others resulting from the student's decisions to transport him/herself to and/or from any District-sponsored athletic event. Any student who is transported in non-District vehicles does so at their own risk.

TEAM TRAVEL

Charter buses are only provided/paid for by HCSD for a State Championship game (team is guaranteed 1st or 2nd place). Charter buses are NOT provided/paid for by HCSD for competitions or events (track/cheer/wrestling – where teams/students may place or compete in different rounds of competition). If a team/group wants to book a charter bus, they may reserve one, but the school will only pay the difference in cost of a school bus to the competition.

Team Guidelines

The head coach/advisor may develop team guidelines that are reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will have been approved by the school administration, in advance or sharing with the students (team rules and regulations, syllabus, etc.).

Social Media / Out of school behavior:

The district takes no position on employees' decisions to participate in social media and is cognizant of the constitutional protections afforded to employees speaking as private citizens on matters of public concern. However, employees are reminded that they are professionals and are representatives of the district and the community in all aspects of their lives."

Work Order for Custodial/Maintenance

A coach requesting custodial or maintenance services for their particular team area (practice/competition areas, locker facilities, etc.) need to complete a work order form. The completed form with necessary specific details is then submitted to the athletic director. The electronic form is available on the school district's website.

Section 5: Athletic Event Operations**Athletic Event Passes**

Employees of the HCSD and school board members will receive complimentary admittance to all home interscholastic athletic events. The HCSD identification tag entitles the employee or school board member and his/her immediate family members (spouse and school age children) to complimentary admittance to all home interscholastic athletic events.

Students, who participate in the junior high levels of a sport, will receive a complimentary pass to all home interscholastic events, in their program. This athletic pass entitles the junior high team member to complimentary admittance to all home interscholastic varsity athletic events, for that season. These complimentary passes are not transferable, and the ticket collector will honor only the person whose name appears on the complimentary pass.

Athletic Event Tickets

Athletic event tickets will be sold for all the interscholastic athletic competitions requiring admission. Pre-sale of athletic event tickets will be held when large crowds are anticipated. The doors will open at 5:30 PM for most of the following interscholastic athletic events:

1. Football
2. Volleyball, Girls'
3. Basketball, Boys' & Girls'
4. Wrestling

Adult are considered to be high school graduates and older, while and students are considered to be enrolled in grades K-12 or in college, with a valid college student I.D. card.

Athletic Event Workers

Personnel needed to run an athletic event (ticket sellers, ticket takers, announcers, clock operators, chain crew, security, etc.) would be selected as needed per sport. The selection and scheduling of these individuals will be at the discretion of the athletic director and game manager.

Section 6: Athletic Emergency Plan

Philosophy

The administration of the HCSD believes that the health and safety of those affiliated with its athletic program is of the utmost importance. The HCSD relies upon the efforts of team physicians, emergency medical services, its certified athletic trainer, athletic director, coaching staff, and event staff, to ensure the safety of all student-athletes and the spectators at the various athletic events and practices.

The development and bi-annual revision of the HCSD athletic emergency plan addresses the proper coordination of efforts for all involved parties. The athletic emergency plan details the response for injury management, student-athlete health and safety guidelines, as well as various environmental and facility safety procedures. The HCSD continually strives for excellence in its athletic program and the athletic emergency plan is just one facet of those efforts.

Objectives

1. To provide for the health and safety of those affiliated with the athletic program.
2. To maintain a coordinated response by individuals responsible for the health and safety of those affiliated with the athletic program.

Emergency Plan Personnel

Physician

1. The physician acts as a resource and in an advisory role for the athletic emergency plan and its implementation.
2. The physician, when present, maintains medical responsibility for the care of the injured athlete or individual.

Emergency Medical Services (EMS)

1. The emergency medical service personnel act as resources and in advisory roles for the athletic emergency plan and its implementation.
2. The emergency medical service personnel, when present, maintain medical responsibility for the care of the injured athlete or individual.
3. The emergency medical service personnel, when present, provide medical treatment and transportation of the injured athlete or individual.

Athletic Trainer (ATC)

1. The athletic trainer acts as the coordinator of the athletic emergency plan.
2. The athletic trainer prevents athletic injuries/illnesses by monitoring team practices and contests, evaluates athletic injuries/illnesses and advises the coach/advisor on the nature and status of the athlete's injury/illness.
3. The athletic trainer administers first aid and emergency care according to the standards set by the American Red Cross or equivalent agency and makes physician referrals for further medical attention.

4. The athletic trainer rehabilitates and reconditions athletic injuries/illnesses by implementing appropriate rehabilitation programs.
5. The athletic trainer educates the athlete by providing information and promoting the health and well-being of athletes.

Athletic Director

1. The athletic director administers the athletic program and supervises the implementation and review of the athletic emergency plan.
2. The athletic director assists in coordinating efforts of all involved parties with regards to the athletic emergency plan.

Coaching Staff

1. The coaching staff assists in the implementation of the athletic emergency plan.
2. The coaching staff provides immediate medical treatment for an injured athlete, until further medical help arrives.
3. The coaching staff notifies the athletic trainer and/or parents of injuries and assists in safely returning the athlete to participation; following initial treatment or extended care.

Game Manager/Event Staff

1. The game manager and event staff assists in the implementation of the athletic emergency plan.
2. The game manager and event staff assists the primary caregivers throughout the initial stages of an emergency.
3. The game manager and event staff direct and control bystanders or spectators throughout the emergency to ensure everyone's safety.

Athletes/Spectators

1. The athletes and spectators conduct themselves accordingly throughout an emergency and follow instructions issued by medical personnel, administration or district staff members.
2. The athletes and spectators, though often are the subject of an athletic emergency, are able to assist throughout an emergency under close supervision.

Chain of Medical Responsibility

The chart to the right shows the proper chain of medical responsibility when the athletic emergency plan is implemented. All coaching and event staff personnel are encouraged to be CPR certified.

Communication between all of the involved parties is vital for the athletic emergency plan's success.

Any athlete seen by a physician for an injury involving Harbor Creek athletics must be released by that physician, with written documentation, before returning to practice or games.



General Emergency Response Procedures

1. Immediate care of athlete
 - a) Provided by first responder, preferably the certified athletic trainer if possible. All first responders must stay within their training in the treatment of an injured athlete (See Appendices - Injury Management Plan).
 - b) Athlete should not be moved in the case of medical emergency without proper supervision.
 - c) Never leave the athlete until help arrives.
2. Emergency equipment retrieval
 - a) Secondary help should retrieve necessary emergency equipment.
 - b) All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency personnel should check emergency equipment on a regular basis. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.
 - c) It is important to know the proper way to care for and store the emergency equipment. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.
3. Activation of EMS
 - a) When necessary, dial 911 to activate the response of local police, fire or emergency medical services
 - b) Providing Information
 - i. Name, address, telephone number of caller
 - ii. Number and condition of athletes
 - iii. First aid treatment initiated by first responder
 - iv. Specific directions as needed to locate the emergency scene
 - v. Other information as requested by dispatcher
4. Direction of EMS to scene
 - a) Secondary help should wait outside to direct EMS to injured person (See Appendices - Maps)

Cheerleading Safety Guidelines

1. Cheerleading teams should be placed under the direction of a knowledgeable coach or advisor.
2. The cheerleading coach/advisor or other knowledgeable designated school representative should be in attendance at all practices, functions, and games.
3. All cheerleaders should receive proper training before attempting any cheerleading skills, jumps, partner stunts, pyramids, or tumbling.
4. Training of proper spotting techniques should be taught to all squad members before attempting any skill or stunt. Spotters should be used when learning any new skills or stunts.
5. All practice sessions should be held in a location suitable for the activities of cheerleading, and away from noise and distractions.
6. Apparel should be conducive to safe practices and performances. Jewelry of any kind, including earrings/piercings, bracelets, necklaces, rings, etc. should not be worn at practices, games, or competitions. Jewelry must be removed and may not be taped over or covered. Medical alert bracelets or

necklaces may be worn, but should be removed from the neck/wrist area and be secured to the body with tape.

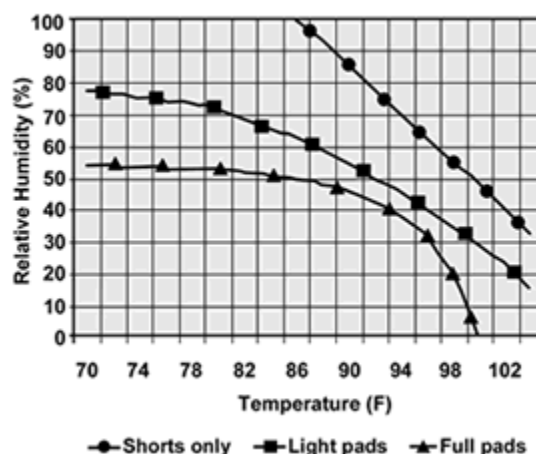
7. Hair needs to be fashioned so that it is out of the face and does not cause a potential hazard while stunting.
8. Warm-up and stretching should precede and conclude all practice sessions, pep rallies, games, competitions, performances, and other physical activities.
9. The cheering surface should be taken into consideration before engaging in any technical aspect of cheerleading. The performing area should be reasonably free of obstructions. Stunts or tumbling should be limited or modified to be appropriate to the performance surface, area, or situation. Proper matting should be used when needed or appropriate. Cheerleaders should not perform technical skills (stunts, tumbling, pyramids, etc.) on:
 - a. Concrete, asphalt, or any other hard uncovered surface
 - b. Hallways, lobby areas that are near glass doors/windows, etc.
 - c. Wet or uneven surfaces
 - d. Surfaces with obstructions
10. Cheerleading coach/advisors must recognize the entire squad's particular ability level and limit the squad's activity accordingly.
11. All squads are encouraged to work in conjunction with the certified athletic trainer to develop a strength and conditioning program.
12. No technical skills should be performed when a coach/advisor is not present or providing direct supervision.
13. All squad members and their coach/advisor should be familiar with the emergency response plan in the event of serious injury.

Environmental Procedures

Heat Index

The heat index is an index that combines air temperature and relative humidity to determine an apparent temperature — how hot it actually feels. The body cools itself by perspiration, when the water in the sweat evaporates and carries heat away from the body.

When the relative humidity is high, the evaporation rate of water is reduced. This means heat is removed from the body at a lower rate, causing the body to retain more heat than it would in dry air. The amount of clothing worn by the athlete has a major impact on the overall heat stress the athlete can tolerate.



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Moderate Risk (Conditions beneath the line with triangles)

1. Work-to-rest ratio of 30 to 40 minutes of activity followed by a five to ten minute rest and fluid breaks
2. No equipment limitations

Elevated Risk (Conditions between triangles and squares)

1. Work to rest ratio of 20 to 30 minutes of activity followed by a five to ten minute rest and fluid breaks
2. Minor equipment limitations

High Risk (Conditions between squares and circles)

1. Work to rest ratio of 15 to 20 minutes of activity followed by a five to ten minute rest and fluid break
2. Shorts only

Lightning

The National Weather Service indicates that lightning is the number two cause of death by weather phenomenon, accounting for 110 deaths per year. The following procedures have been established by the HCSD regarding lightning safety.

1. A predetermined member of the emergency care team (ATC, coach or game manager) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.
2. Monitoring should include obtaining a weather report prior to a practice or competitive event. The report should include potential thunderstorms that may form. The National Weather Service issues “watches” and “warnings” as well as signs of thunderstorms developing nearby.
 - a. **Watch** means conditions are favorable for severe weather to develop in an area.
 - b. **Warning** means that severe weather has been reported in an area and for everyone to take proper precautions.
3. Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning to clap of thunder) method. Count the seconds and divide by five, which gives you the distance in miles that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from athletic venues.
4. In the event of lightning all participants should be moved to stadium locker rooms, jr. high gymnasium, or sr. high gymnasium.

Facility Procedures

Utility Incidents

Electrical or other mechanical outages will be treated as a non-emergency situation although all HCSD personnel should respond to the situation accordingly. Staff, athletes and spectators will not be immediately

asked to leave, however will be asked to remain calm. The athletic director/game manager/head coach will decide if the facility should be evacuated after a consultation with HCSD maintenance personnel. In an electrical outage, a natural gas generator will operate safety lights in all facilities, and should provide sufficient lighting to exit the facility, if needed.

General Evacuation Procedures

1. Evacuation of an indoor or outdoor facility, in the case of any emergency, should be done in an orderly manner.
2. It is the responsibility of the HCSD athletic staff (athletic director, game manager, event staff, etc. - excluding the public address announcer) to direct and assist pedestrian traffic in an orderly fashion.
3. During such an evacuation, student-athletes should remain with their team and coach.

Evacuation Procedures: Jr. High Gymnasium

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the gymnasium should be directed to the nearest exit on the west or east side of the gymnasium (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the gymnasium either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Evacuation Procedures: Sr. High Gymnasium

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the gymnasium should be directed to the nearest exit on the north or south side of the gymnasium (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the gymnasium either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Evacuation Procedures: Paul J. Weitz Stadium

1. At the beginning of an event, event staff should unlock all necessary gates. Event staff should monitor unused gates and should be assigned a gate, in case of evacuation.
2. Spectators in the stadium should be directed to the nearest exit on the south or west side of the stadium, no one should exit on the north side. (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the stadium either on the PA system or with a megaphone, in the case of a power outage, which should be placed in the press box prior to athletic event.

Evacuation Procedures: Pool Area

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the pool area should be directed to the nearest exit on the north or south side of the pool area (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the pool area either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Review Procedures

On a bi-annual basis, the individuals listed below will review the athletic emergency plan. This will enable the HCSD to continually visit the procedures that were implemented for the health and safety of those individuals connected with the athletic program. The athletic director, or other HCSD administrator, may request a review of the athletic emergency plan, in part or in whole, at any given time.

Immediately following particular incidents or emergencies, the personnel associated with the athletic emergency plan may conduct debriefings to review particular occurrences, while specific details are still fresh at hand. The athletic director will make any adjustments necessary and notify all concerned parties.

1. Athletic Director
2. Athletic Trainer
3. School Resource Officer
4. Coaching Staff Representatives (2)
5. Game Manager (1)
6. Maintenance/Custodial Representative (1-2)
7. Emergency Medical Service Representative (1)
8. Student-Athlete (1-2)

SECTION 7: ATHLETIC LETTER REQUIREMENTS

CROSS COUNTRY

The participant must have earned 45 points in dual, tri-meets, or invitationals (according to the criteria listed below) to be awarded a letter in cross country.

Top Points:

- a. 10% - 10 points
- a. 20% - 9 points
- b. 30% - 8 points
- c. 40% - 7 points
- d. 50% - 6 points
- e. 60% - 5 points

- f. 70% - 4 points
- g. 80% - 3 points
- h. 90% - 2 points
- i. 100% - 1 point

FOOTBALL

1. A player who starts and plays in the majority of the offensive and defensive plays in over one half of the games played.
 0. A player, who is a first replacement at an offensive or defensive position and who, when called upon in game situations, was ready and able to make a positive contribution.
 0. A player who is close to fulfilling one of the above categories and is a positive force at practice. The player is always at practice and makes positive contributions as a regular member of the scout offensive and defensive teams.
 0. A senior member, who has attended practice regularly and made a positive contribution to the team, may be eligible for a service letter.
0. A player who is injured during a practice/contest and would have met the above requirements will be considered for a letter. The player must have attended all practices possible during the rehabilitation, utilized the weight room, and made a positive contribution to the team.
0. The player must have completed the season in good standing.
0. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, BOYS'

1. The player must have attended all scheduled practices.
 0. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
 0. A senior will receive a letter, who has met the standards listed.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, GIRLS'

1. The player must have attended all scheduled practices.
 0. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
 0. A senior will receive a letter, who has met the standards listed.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, BOYS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.

6. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, GIRLS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.
6. The head coach reserves the right to waive the listed standards and award a letter.

VOLLEYBALL, GIRLS'

1. The player must have participated in at least fifty percent of the matches scheduled.
 0. The player must have attended and participated in preseason and regular practice sessions, unless excused by the coach.
 0. A senior member who has faithfully worked for two or more years may be eligible for a letter.
 0. A manager must have completed two years of service in order to be eligible for a letter.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

CHEERLEADING, FOOTBALL

1. The cheerleader must have missed no more than one varsity football game, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, BASKETBALL

1. The cheerleader must have missed no more than one varsity basketball game, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, WRESTLING

1. The cheerleader must have missed no more than one varsity wrestling match, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

BASKETBALL, BOYS'

1. The player must have participated in at least one-half of the total quarters in the regular season (22 games).
2. The player must have completed the season in good standing.
3. A manager must have completed two years of service in order to be eligible for a letter.
4. The head coach reserves the right to waive the listed standards and award a letter.

BASKETBALL, GIRLS'

1. The player must compete in one-half of the regular season schedule (22 games). The player must record 44 quarters to qualify for the letter. If a player is injured during practice or competition, a letter may be awarded.
 0. The player must have completed the season in good standing, without any team suspensions or school issued suspensions for misconduct or unsportsmanlike behavior.
 0. The head coach reserves the right to waive the listed standards and award a letter.

SWIMMING, BOYS' & GIRLS'

1. The swimmer must have an average of five points per swim meet (according to the criteria listed below) to be awarded a letter in swimming.
 - a. 1st Place Finish 6 points
 - a. 2nd Place Finish 4 points
 - b. 3rd Place Finish 3 points
 - c. 4th Place Finish 2 points
 - d. 5th Place Finish 1 point
 - e. Relay points will be split.
 0. The diver must have qualified and competed at the District swim meet.
 0. The swimmer/diver must have attended and participated in regular season practice sessions, missing no more than five sessions, unless otherwise excused by the head coach.
 0. The swimmer/diver must have completed the season in good standing extenuating circumstances will be considered by the head coach.
 0. A senior swimmer who has been a member of the team for four years will be awarded a letter.
 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
 0. The head coach reserves the right to waive the listed standards and award a letter.

UNIFIED BOCCE

Partners and Athletes must attend practice regularly and be members of the team at the conclusion of the season.

WRESTLING

1. The wrestler must have earned at least twelve team points (according to the criteria listed below) throughout the season, and/or competed in at least seven varsity competitions to be awarded a letter in wrestling.
 - a. Pin 6 points
 - a. Technical fall 5 points
 - b. Major decision 4 points
 - c. Decision 3 points

- 0. The wrestler must have attended every practice, with the exception of excusable absences, with the intent to improve daily.
- 0. The wrestler must have cooperated well with teammates.
- 0. The wrestler must have worked diligently to maintain academic eligibility throughout the season.
- 0. The wrestler must have returned all issued equipment in satisfactory condition.
- 0. The wrestler must have completed the season in good standing.
- 0. The head coach reserves the right to waive the listed standards and award a letter.

BASEBALL, BOYS'

- 1. The player must have started in ten or more games during the season.
 - 2. The player must have played in fifteen or more games during the season.
 - 3. A senior will receive a letter, who has met the standards listed.
 - 4. The team must have won a region, district, or state championship for all players to receive a letter.
 - 5. Any other player, who, in the estimation of the coaching staff, has made a contribution to the team worthy of receiving a letter.
-
- 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
 - 0. The player must have completed the season in good standing.
 - 0. The head coach reserves the right to waive the listed standards and award a letter.

SOFTBALL, GIRLS'

- 1. The player must have:
 - a. started in 10 or more games during the season (pitchers may be an exception to this rule).
 - or
 - b. played in 15 or more games during the season (pitcher may be an exception to the rule).
- 0. The player must have attended and participated in regular practice sessions, unless excused by the coach.
- 0. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
- 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
- 0. The player must complete the season in good standing, if a player is dropped from the team or quits; they are no longer eligible for a letter. The coach will consider injury or other extenuating circumstances.
- 0. The head coach reserves the right to waive the listed standards and award a letter.

TENNIS

- 1. The player must have participated in one-third of the varsity matches.
- 2. The player must have attended all practices and matches, unless excused by the head coach.
- 3. The player must have followed all team rules, as explained by the head coach.
- 4. The player must have completed the season in good standing.
- 5. The head coach reserves the right to waive the listed standards and award a letter.

TRACK & FIELD, BOYS' & GIRLS'

- 1. The participant must have earned fifteen points in dual and tri-meets (according to the criteria listed below) or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.

- a. 1st Place Finish 5 points
- a. 2nd Place Finish 3 points
- b. 3rd Place Finish 1 point
- 0. The participant may also have earned fifteen points in invitationals and championship meets (according to the criteria listed below or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.
- a. 1st Place Finish 10 points
- a. 2nd Place Finish 8 points
- b. 3rd Place Finish 6 points
- c. 4th Place Finish 4 points
- d. 5th Place Finish 2 points
- e. 6th Place Finish 1 point
- 0. The participant must have competed in all meets, (including invitationals, championships and states) for which he/she was selected/qualified for, unless personally excused by the head coach. No athlete will scratch from any event during a meet, without permission from the head coach.
- 0. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
- 0. The participant must have completed the season in good standing, without any incidents of unsportsmanlike behavior that may have jeopardized team standings.
- 6. The head coach reserves the right to waive the listed standards and award a letter.

SECTION 8: PIAA SPORTSMANSHIP PROGRAM

DEFINITION OF SPORTSMANSHIP

The American Heritage Dictionary defines sportsmanship as "one that abides by the rules of a contest and accepts victory or defeat graciously. The PIAA defines sportsmanship as *"those qualities that are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on others behavior"*.

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by the PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. The PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual. While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved achieving the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship. Athletics and their companion,

competition, may be the last stronghold of discipline in our society. Athletics, in particular, are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be explicitly spelled out; to that end comes the purpose of this manual.

The manual provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations, which correspond to the goals indicated.

FUNDAMENTALS OF SPORTSMANSHIP

The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

1. Gain an understanding and appreciation for the rules of the contest.
 - a. The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.
0. Exercise representative behavior at all times.
 - a. A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
0. Recognize and appreciate skilled performances regardless of affiliation.
 - a. Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.
0. Exhibit respect for the officials.
 - a. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
0. Display openly a respect for the opponent at all times.
 - a. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.
0. Display pride in your actions at every opportunity.
 - a. Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

RESPONSIBILITIES & GUIDELINES FOR BEHAVIOR

Coaching Staff

1. Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
 0. Respect the integrity and personality of the individual athlete.
 0. Abide by and teach the rules of the game in letter and in spirit.
 0. Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.
 0. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
 0. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
 0. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
 0. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
 0. Be no party to the use of profanity or obscene language or improper actions.

Student Athletes

1. Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
 0. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
 0. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
 0. Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport!
 0. Wish opponents good luck before the contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
 0. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

Cheerleaders

1. Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
 0. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
 0. Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work, training and team effort that goes into a cheering squad?

- 0. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- 0. Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- 0. Select positive cheers, which praise your team without antagonizing the opponents.
- 0. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- 0. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- 0. Give encouragement to injured players and recognition of outstanding performances for both teams.
- 0. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

Other Support Groups (Band, Booster Clubs, Etc.)

- 1. Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
 - 0. Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
 - 0. Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
 - 0. Conduct them in an exemplary manner. Remember that you represent your school both home and away.
 - 0. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and your community, in the eyes of all people at the event.
 - 0. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Spectators

- 1. Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
 - 0. Remember that interscholastic athletics are a learning experience for students and those mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
 - 0. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
 - 0. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
 - 0. Show respect for the opposing players, coaches, and spectators and support groups. Treat them as you would treat a guest in your own home.
 - 0. Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
 - 0. Recognize and show appreciation for an outstanding play by either team.
 - 0. Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during contests and afterwards on or near the site of the event (i.e. tailgating.)
 - 0. Use only those cheers that support and uplift the teams involved.
- 0. Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.

- 0. Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

Media

- 1. Promote ideals and fundamentals of good sportsmanship.
 - 0. Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
 - 0. Refrain from making negative comments towards participants, coaches or officials. After all, the interscholastic athletic arena is a classroom. Would you make negative comments about teachers teaching students and students trying to learn?
 - 0. Recognize the efforts of all who participate in the contest.
 - 0. Report facts without demonstrating partiality to either team.

Contest Officials

- 1. Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- 2. Maintain confidence and poise, controlling the contest from start to finish.
- 3. Know the rules of the game thoroughly and abide by the established PIAA Code of Ethics.
- 4. Publicly shake hands with coaches of both teams before the contest.
- 5. Never exhibit emotions or argue with participants and coaches when enforcing rules.
- 6. When watching a game as a spectator, give the contest officials the same respect you expect to receive when working a contest.

School Administrators

- 1. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
 - 0. Provide appropriate supervisory personnel for each interscholastic athletic event.
 - 0. Support participants, coaches and fans whose team displays good sportsmanship.
 - 0. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
 - 0. Attend events whenever possible and function as a role model - show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

School Board

- 1. Adopt policies that promote the ideals of good sportsmanship, ethics and integrity.
 - 0. Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel.
 - 0. Support and reward participants, coaches, school administrators and fans that display good sportsmanship.
 - 0. Recognize the value of school activities as a vital part of education.
 - 0. Attend and enjoy school activities.

Acceptable Behavior

- 1. Applause during introduction of players, coaches and contest officials.
 - 0. Players shake hands with opponents who foul out while both sets of fans recognize the player's performance with applause.
 - 0. Accept all decisions of contest officials.

- 0. Cheerleaders lead fans in cheers in a positive manner.
- 0. Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- 0. Treat competition as a game, not a war.
- 0. Coaches/players search out opposing participants to recognize them for their outstanding performance or coaching.
- 0. Applause at end of contest for performances of all participants.
- 0. Everyone showing concern for an injured player, regardless of team.
- 0. Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- 1. Yelling or waving arms or objects during the opponent's free throw attempt.
- 2. Disrespectful or derogatory cheers, chants, songs or gestures.
- 3. Criticizing officials in any way; displays of temper with an official's call.
- 4. Cheers that antagonize opponents.
- 5. Refusing to shake hands or give recognition for good performances.
- 6. Blaming loss of contest on officials, coaches or participants.
- 7. Laughing or name-calling to distract an opponent.
- 8. Use of profanity or displays of anger that draw attention away from the game.
- 9. Doing their own cheers instead of following the lead of cheerleaders.
- 10. Wearing extreme or unusual clothing or excessive face or body painting, which detracts from the action on the playing surface.

Appendices

Coaching Mentor Program

Meeting #1 – After the Coach is hired



1. Personnel
 - a. Coaching salaries
 - b. Assistant coaches
 - c. Application, Act 34, Act 151, and Finger Print Clearances
 - d. Head coach recommendation
 - e. Hiring process
 - f. Restrictions on volunteer coaches
 - g. First Aid/CPR certification
2. Policies / Procedures
 - a. District philosophy, expectations
 - b. Cooperation with other activities/programs
 - c. Athletic activity account, constitution, and officers
 - d. Fund raising procedures and requirements
 - e. High school administration (Dances, sales, etc.)
 - f. Business office (Requisitions, quotes)
 - g. Facility Use Forms
 - h. Work Order Forms
 - i. Athletic conferences, clinics, tapes/books, etc.
 - j. Off season programs and participation (mandatory vs. voluntary)
3. Duties/Responsibilities
 - a. Assistant Coach
 - b. Athletic Trainer
4. Program Management
 - a. Facility keys
 - b. Facility tours (practice and game)
 - c. Equipment storage and location, etc.
 - d. Player sign-ups and necessary information
 - e. Recruiting restrictions
 - f. Mailings to players/parents that require superintendent approval
 - g. Preseason meeting (topics/information to be reviewed)
 - h. Coach/Activity Advisor Handbook
 - i. Athletic action plan development
 - j. Head coach evaluation form

Coaching Mentor Program

Meeting #2 – Prior to season/athletic parent meeting



1. Personnel
 - a. Role of coaches as teachers, mentors, character builders, etc.
 - b. Role of volunteer coaches
 - c. Loyalty within coaching staff and athletic department
2. Policies/Procedures
 - a. Established levels of rules for program management (scrimmages, practices, events, etc.)
 - b. NFHS – PIAA – HCSD – Team
 - c. Facility usage, mileage reimbursement, and conference procedures
 - d. Coach-athlete relations, documentation of problems, and having second adult present
3. Duties/Responsibilities
 - a. Pre-season items
 - b. Mandatory rules interpretation meeting, pre-season HCSD coaches' meeting
 - c. Check eligibility status of athletes (i.e.- academics, attendance, discipline)
 - d. Submit team rosters, captains, eligibility sheets, transportation lists to athletic director
 - e. Athletic medical
 - f. Medical concerns (student-athlete, environmental, equipment, medical kits, etc.)
 - g. Medical release, training room procedures, and physicians' appointments
 - h. Athletic relations
 - i. Media day; always make positive comments to media (interviews, game results, etc.)
 - j. Cooperation with all-sports boosters, school newspaper, yearbook staff, etc.
 - k. Miscellaneous items
 - l. Game manager duties, payment of officials, etc.
 - m. Monitor weekly and daily status of athletes (academic, attendance, and discipline)
 - n. Phone chain for athletes, athletic director, etc. for cancellations or unique problems
 - o. Equipment distribution, senior night arrangements, etc.
4. Program Management
 - a. Parent meeting items
 - b. Parent/athlete expectations, coaching philosophy, playing time, communication chain
 - c. Paperwork (waivers, physical cards, medical information cards, transportation notes, etc.)
 - d. Eligibility rules (academics, attendance)
 - e. Athletic recognition guidelines (varsity letters, team, and athletic department awards)
 - f. Procedures for selecting team members/captains, disciplinary matters, practice schedules, etc.
 - g. Elementary or feeder program development and involvement
 - h. Coaching decisions
 - i. Life-skills, coaching philosophy (punishment for losing vs. working to improve)
 - j. Sideline/game decorum towards players, coaches, officials, sportsmanship, etc.

Coaching Mentor Program

Meeting #3 – Mid Season



1. Personnel
 - a. Self evaluation of head coach
 - b. Informal evaluation of coaching staff
2. Policies/Procedures
 - a. Review of problems experienced thus far in season
 - b. Identify areas for possible improvement
3. Duties/Responsibilities
 - a. Post-season items
 - b. Finalize senior night recognition details
 - c. Confirm playoff and post-season details with athletic director
 - d. Prepare list of award winners (varsity letters, team awards, etc.)
 - e. Post-season banquet
 - f. Parent support/assistance
 - g. Finalize details
 - h. All-Star meeting for voting and recognition
 - i. Forward information to media and order plaques, etc.
4. Program Management
 - a. Establish plans for equipment collection meetings and checklists
 - b. Order t-shirts, sweatshirts, etc. (procedures, requisitions, etc.)

Coaching Mentor Program

Meeting #4 – Post Season



1. Personnel
 - a. Self evaluation
 - b. Post-season meeting with athletic director
 - c. Procedures for reapplying for position
 - d. Procedures for maintaining or replacing assistant coaches, volunteer coaches, etc.
 - e. Obtaining paycheck and releasing assistant coaches' paychecks
2. Policies/Procedures
 - a. Equipment requisitions
 - b. Initial list of bid and requisition items
 - c. Review of returned bids and possible cuts to meet budgetary figures
3. Duties/Responsibilities
 - a. Post-season items
 - b. Statistics package
 - i. Game by game results
 - ii. League standings
 - iii. Team record
 - iv. Individual and team records
 - v. Updated school records
 - vi. Letter winners, players completing the season, and coaching staff
 - c. Inventory list
 - d. Missing equipment list and names to athletic director
 - e. Return assistant coaches' keys, etc.
 - f. Post-season banquet
 - g. Coaches' remarks
 - h. Varsity letters, letter certificates, and pin awards
 - i. Individual awards and plaques
 - j. Team awards and plaques
4. Program Management
 - a. Submit post-season work orders and requests to athletic director
 - b. Submit schedule requests for next season to athletic director
 - c. Complete Physical Education Exemption forms and submit to athletic director



Coaching Mentor Program

Verification of Program Completion

We, the undersigned, have identified the dates of the mentor meetings and also verify completion of the Coaching Mentor Program as outlined in this booklet for the Harbor Creek School District.

School Year: _____

Mentor Program Year: _____

Meeting #1 Date: _____

Meeting #2 Date: _____

Meeting #3 Date: _____

Meeting #4 Date: _____

Signatures of verification:

_____	_____
Mentee	Date

_____	_____
Mentor	Date

_____	_____
Athletic Director	Date

ACTIVITIES ACCOUNT PROJECT

DATE: _____

ORGANIZATION: _____

SPONSOR: _____

PRESIDENT: _____

PROJECT: _____
(Sale, Dance, Etc.)

COMPANY: _____

MONEY TO BE USED FOR: _____

ACCOUNT BALANCE: _____

ANTICIPATED COST: * _____

ANTICIPATED PROFIT: _____

MONEY COLLECTED: _____

ACTUAL COST: _____

ACTUAL PROFIT: ** _____

APPROVAL: _____
(Principal)

* If cost will be over \$1,000 dollars, three (3) bids should accompany this request.

** When project is finished, the sponsor is responsible for completing this form.

HCSD-OFF-6.47

ALTERNATE ATHLETIC TRANSPORTATION REQUEST FORM

Please allow _____, who is an athlete on the
Student-Athlete

_____, to be transported home from
Sport/Activity

_____ with his/her parents/guardians on
Athletic Event(s)

_____ for the **2026-2027** school year.
Season or Date(s)

Parent/Guardian Signature

Date

Athletic Director

Date

ALTERNATE ATHLETIC TRANSPORTATION REQUEST FORM

Please allow _____, who is an athlete on the
Student-Athlete

_____, to be transported home from
Sport/Activity

_____ with his/her parents/guardians on
Athletic Event(s)

_____ for the **2026-2027** school year.
Season or Date(s)

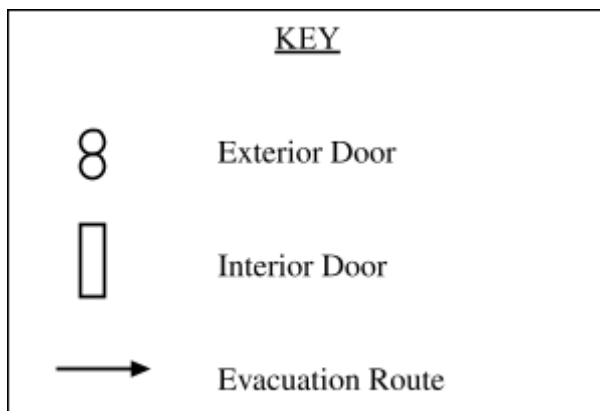
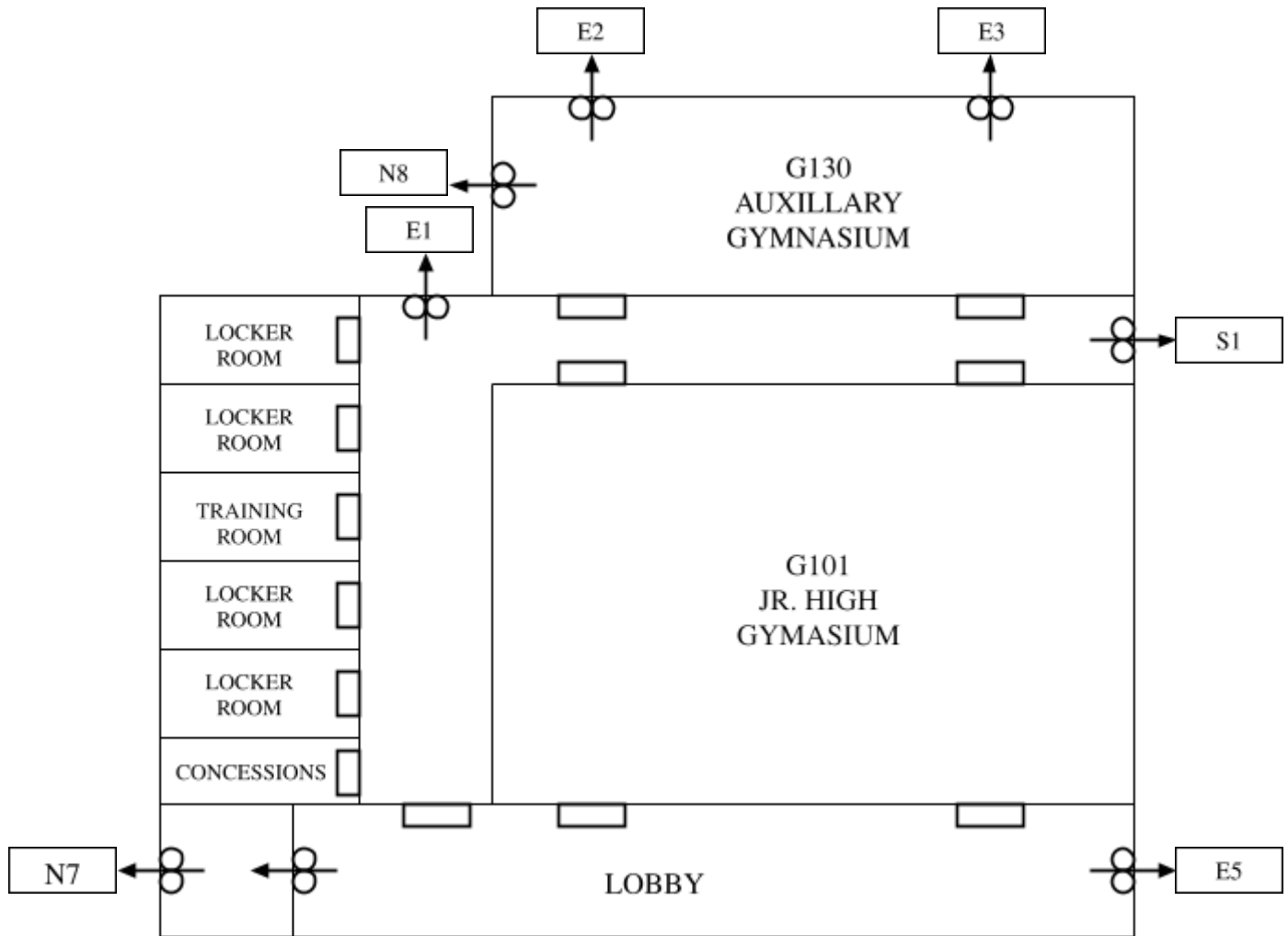
Parent/Guardian Signature

Date

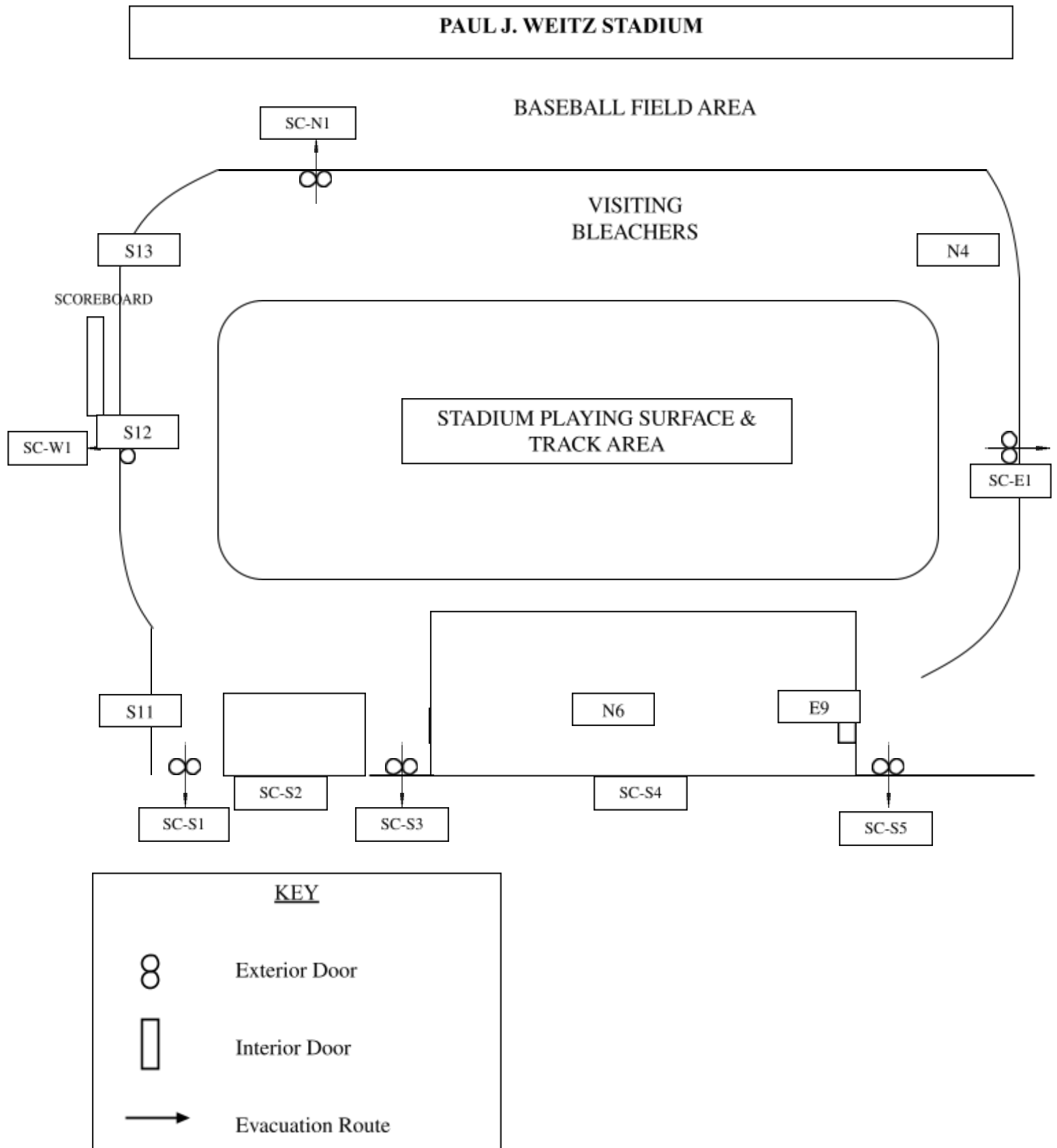
Athletic Director

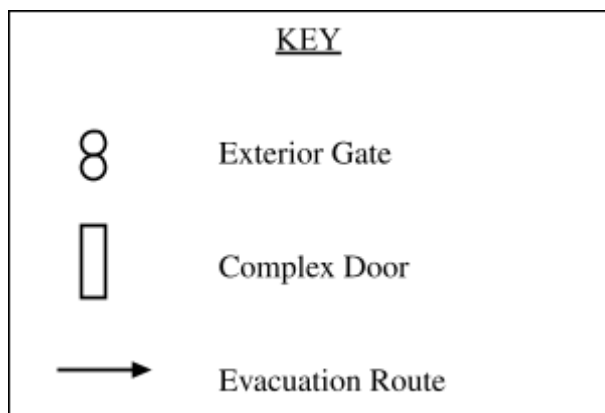
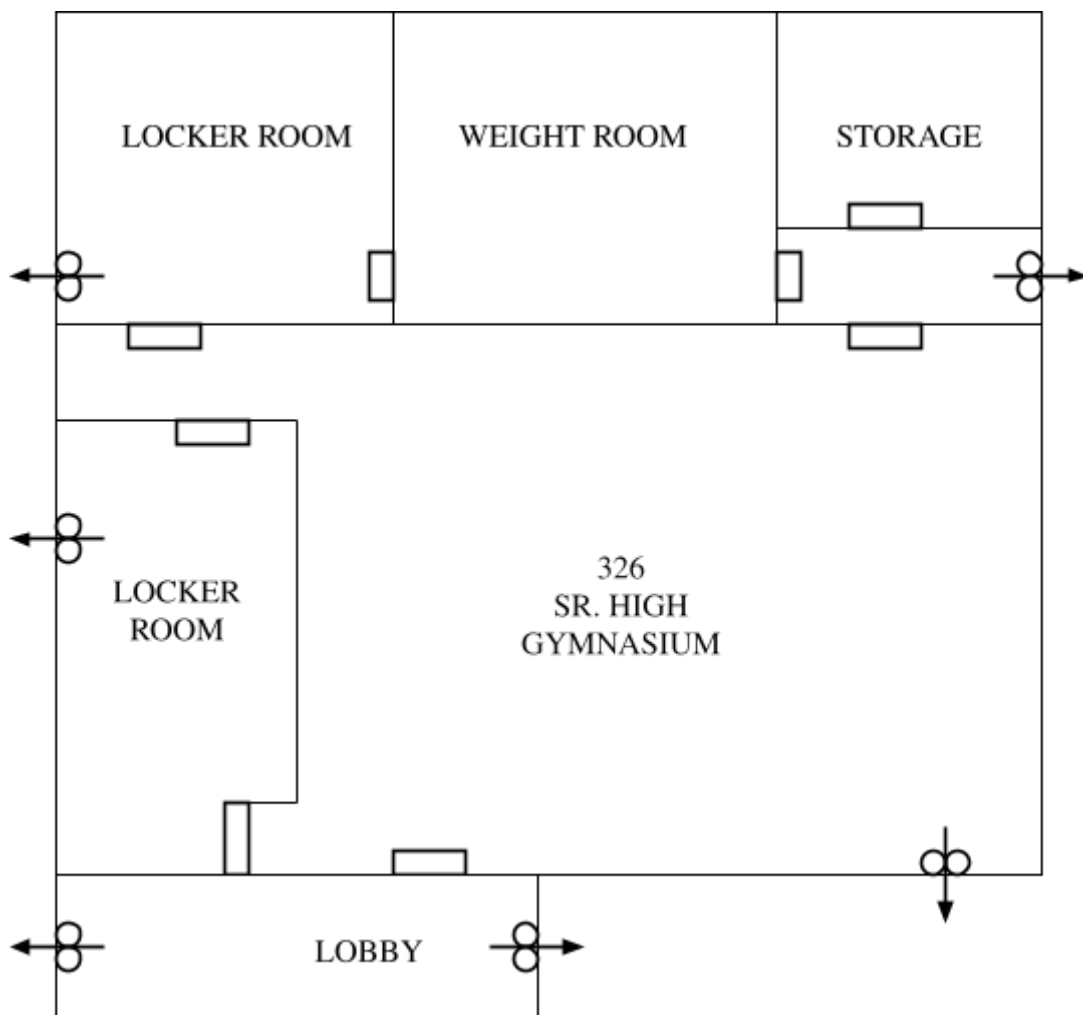
Date

JR. HIGH GYMNASIUM

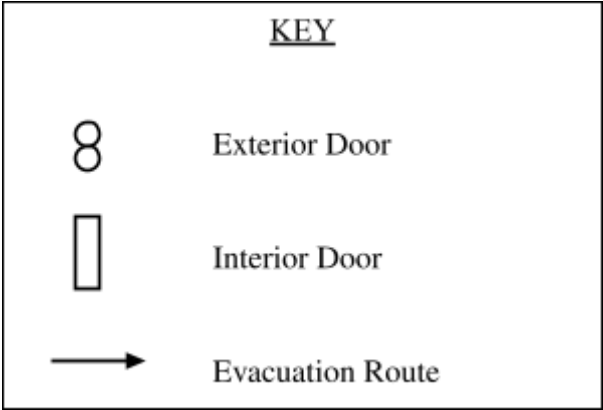
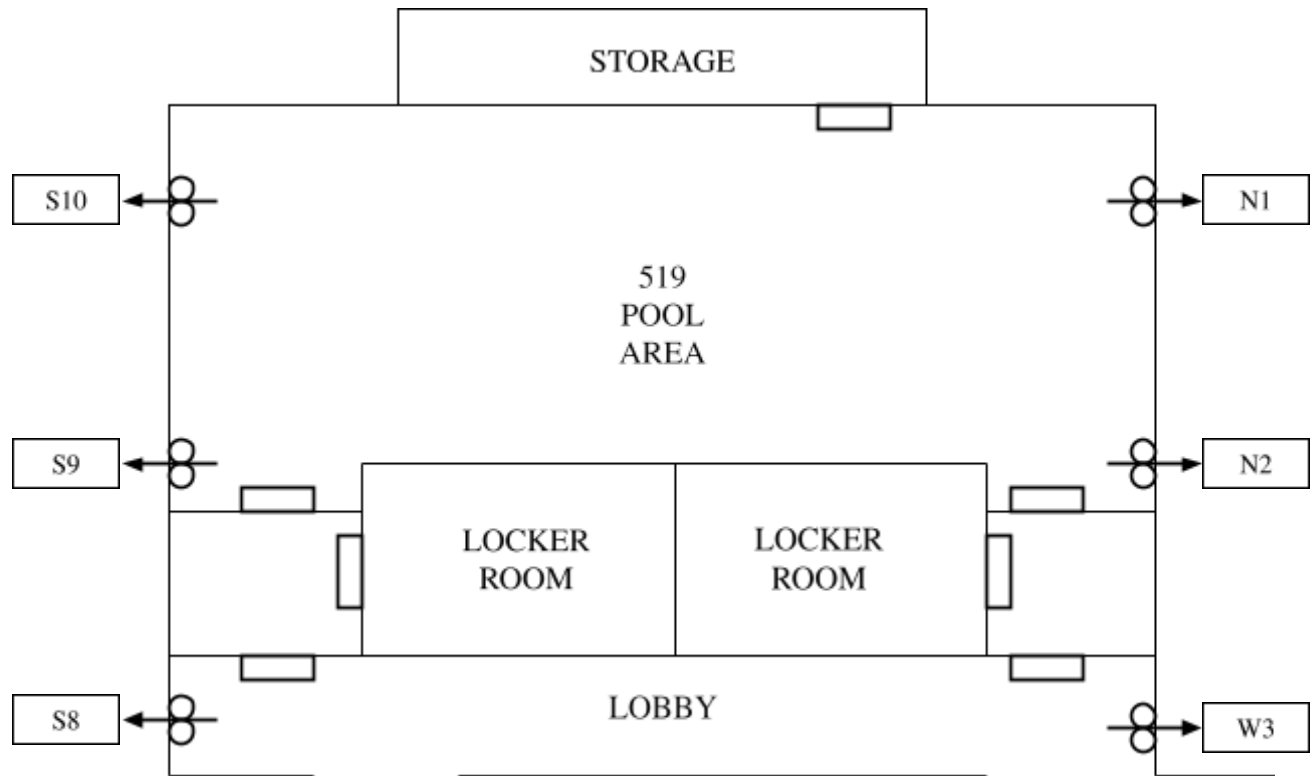


SR. HIGH GYMNASIUM





POOL AREA



ACTION PLAN

Coach: _____ Sport: _____ Date: _____

1. Program Vision - What Direction is Intended for the Program
2. Program Strengths & Areas of Improvement
3. Program Goals - Short & Long Term
4. Plan of Action
 - a. Steps necessary for accomplishing short & long term goals
 - b. Include specific details (Who, what, where, when, why and how)
 - c. Include any potential costs
5. Measurable Benchmarks for Short & Long Term Goals
6. Benefits of Goal Accomplishment

The action plan should address all items and should be forwarded to the athletic director, by the date indicated at the top of this form.



COMPLAINT PROCEDURE

- A. Complaints regarding a coach made to any member of the administration by a parent, student or other persons shall be processed according to the procedure outlined below.
- B. The athletic director shall meet with the coach to apprise the coach of the full nature of the complaint and they shall attempt to resolve the matter informally.
- C. No complaint shall be processed under this procedure unless the person filing such complaint shall do so in writing and the complainant shall sign the complaint.
- D. Procedure
 - Step 1. In the event a complaint is unresolved to the satisfaction of all parties, the coach may request a conference with the complainant to attempt to resolve the complaint. If the complaint is unresolved as a result of such conference or if no mutually acceptable conference can be agreed on, the complaint shall move to Step 2. If after the complainant has been given adequate opportunity to present his complaint at a conference mutually agreed upon by the parties, and refuses or fails to attend such conference, then said complaint shall be dismissed and any record of such complaint shall be permanently expunged.
 - Step 2. Any complaint unresolved under Step 1, at the request of the coach or the complainant, shall be reviewed by the building principal or counterpart supervisor in an attempt to resolve the matter to the satisfaction of all parties concerned.
 - Step 3. Any complaint unresolved at Step 2 may be submitted in writing by the complainant or the coach to the building principal who shall forward a copy to the superintendent and the complainant.
 - Step 4. Upon receipt of the written complaint the superintendent shall confer with all parties. The coach shall have the right to be present at all meetings of the superintendent and the complainant.
 - Step 5. If the superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the coach he shall forward the results of his investigation along with his recommendation, in writing, to the board and a copy to all parties concerned.
- E. This procedure is intended to be an orderly method of encouraging an amicable resolution of complaints against a coach by a parent, student or other person outside of the district administration. It is not intended to be a preliminary phase of the formal disciplinary process. The validity of any disciplinary action taken against a coach shall be determined solely on the basis of whether or not such action was taken for "just cause" in accordance with school district policies and procedures. Compliance with, or deviations from any of the procedures set forth in this procedure shall not be relevant in determining whether or not any challenged disciplinary action was taken for "just cause". Should formal disciplinary action be taken, the processing of a complaint relating to such action under this procedure shall be terminated.

PRE-SEASON CHECKLIST

Coach: _____ Sport: _____ Date: _____

1. Due three weeks prior to first competition:

- a. Sign contract(s) and complete all personnel paperwork _____
- b. Provide a list of assistant coaches and title _____
- c. Provide a list of keys distributed to coaching staff _____
- d. Catalog newly requisitioned equipment _____
- e. Verify information pertinent to preseason scrimmages _____
- f. Complete necessary facility use request forms _____

2. Due prior to the end of the first week of practice:

- a. Completed and signed physical forms (parent and physician) _____
- b. Completed and signed release & waiver liability forms _____

**No athlete may practice/compete without a signed
CIPPE form and HCSD Release & Waiver Liability Form!**

3. Due one week prior to the first athletic competition:

- a. Completed transportation schedule _____
- b. Completed eligibility lists _____
- c. Completed roster of athletes _____
- d. Completed action plan for head coach's program _____

4. "Super Frosh" designees, when applicable

- a. Identified prior to the 21st day preseason practice _____

- All pre season checklist items that should be submitted must be forwarded to the athletic director, by the prescribed deadline.
- The head coach is responsible for their total program's organization. Please review your checklist of duties and responsibilities.

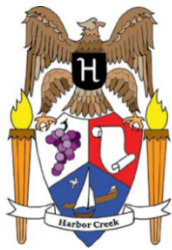
POST SEASON CHECKLIST

Coach: _____ Sport: _____ Date: _____

1. Equipment Inventory (Itemized with locations) _____
2. Equipment Requisitions _____
3. Athletic Keys
 a. Assistant coaches' keys _____
4. Statistical Review
 a. Scores and opponents for each competition _____
 b. Season record and place of finish _____
 c. List of letter winners, by grade _____
 d. List of awards and honors received by athletes _____
 e. Season statistics and revised school records _____
 f. List of assistant coaches _____
 g. List of athletes completing the season, by grade _____
 h. Lists for yearbook (Accomplishments, rosters, etc.) _____
 i. Update historical data (Team records, statistics, etc.) _____
5. Head Coach Evaluation
 a. Evaluation form completed at post season meeting _____
6. Sign contract for release of season's payment _____
- All post season checklist items must be brought to the postseason meeting with the athletic director, to release season's payment for head and assistant coaches.

Athletic Director: _____

Post season meeting date: _____



HARBOR CREEK SCHOOL DISTRICT

6375 Buffalo Road,
Harborcreek, Pennsylvania 16421-1632
www.hcsd.iu5.org
Phone: (814) 897-2100
Dr. Buckley Cook Superintendent



HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 = Effective 2= Needs Improvement 3 = Unsatisfactory 4= Not Applicable 5= See Comments

PROFESSIONAL & PERSONAL RELATIONS

1. _____ Cooperates with the Athletic Director by submitting necessary paperwork (rosters, eligibility, transportation, etc.) by deadline.
2. _____ Follows procedures in the Coach/Advisor Handbook and satisfies all criteria.
3. _____ Provides training rules to team members in writing and follows due process.
4. _____ Develops and maintains rapport with athletic staff, faculty and administration.
5. _____ Dresses appropriately at practices and competitions
6. _____ Participates in in-service meetings and attends athletic department meetings.
7. _____ Develops sound relations and cooperates with the all-sports boosters, media, etc.
8. _____ Understands and follows rules and regulations as set by PIAA, D10 and Harbor Creek School District.
9. _____ Participates in parent night meeting, media day, and end of season banquets.
10. _____ Maintains appropriate conduct at games with respect to players, officials, etc.
11. _____ Works cooperatively with other coaches to develop a coordinated program.
12. _____ Promotes and fosters spirit in all sports of the athletic program.
13. _____ Cooperates and communicates with parents during the year.

COACHING PERFORMANCE

1. ____ Develops respect by example in appearance, manners, behavior, language and conduct during competition.
2. ____ Provides proper supervision and administration of athletic facilities and during transportation.
3. ____ Maintains knowledge and expertise in matters pertaining to the sport.
4. ____ Maintains individual and team discipline.
5. ____ Develops a well organized practice schedule that utilizes the coaching staff to its potential.
6. ____ Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
7. ____ Holds periodic staff meetings, including junior high levels, to implement the above.
8. ____ Maintains a sense of fairness, understanding and patience with the team members.
9. ____ Practices innovative coaching techniques, in addition to sound, proven methods.
10. ____ Arrives promptly for practices and competitions.
11. ____ Displays an interest in athletes for their off-season activities and classroom efforts.
12. ____ Provides leadership and attitudes that produce positive efforts by participants.
13. ____ Maintains sound medical practices (first aid and CPR) and communicates well with the medical staff.
14. ____ Delegates authority with responsibility while remaining accountable for delegations.
15. ____ Maintains an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible.
16. ____ Continues to emphasize ethical means of motivation, acceptable personal behavior, decision-making and lasting values.
17. ____ Utilizes practice time for both team and individual development.
18. ____ Maintains a team performance consistent with the quality of athletes available.

RELATED COACHING RESPONSIBILITIES

1. _____ Assists in the monitoring of athletic eligibility and academic improvement plans.
2. _____ Displays a concern for the care of equipment, including issue, collection, inventory and storage.
3. _____ Cooperates in developing of independent schedules and securing officials.
4. _____ Cooperates with use of athletic facilities.
5. _____ Displays self-control and poise in areas related to coaching responsibilities.
6. _____ Displays enthusiasm and exhibits an interest in coaching.
7. _____ Updates Athletic Director frequently about unusual events.
8. _____ Encourages all potential athletes to participate in the athletic program.
9. _____ Maintains control over the program's activity account and follows proper budgetary procedures for conducting fund raisers, purchasing equipment, etc.

Number of years coaching in this assignment: _____

Number of years coaching in school district: _____

PROGRAM STRENGTHS:

PROGRAM TARGETS:

RECOMMENDATION:

- ☐ Successful Recommend for contract renewal
- ☐ Needs Improvement Recommend for contract renewal, provided an understanding
can be reached for improvements in suggested areas.
- ☐ Unsatisfactory Recommend for non-renewal of contract.

 X
Head Coach

 X
Date

 X
Athletic Director

 X
Date

PLEASE RETURN TO THE ATHLETIC DIRECTOR
(This information will be kept strictly confidential)

Harbor Creek School District
6375 Buffalo Road
Harborcreek, PA 16421

****EMPLOYEE EMERGENCY FORM****

Name: _____

Address: _____

Phone: _____ Date of Birth: _____

Please list contacts to be notified in case of emergency:

<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell</u>
1. _____			
2. _____			
3. _____			
4. _____			

Known Health Problems:

Medication(s) taken on a daily basis:

Previous Surgeries:

Allergies:

Hospital of choice to be transported in case of emergency transport:

2026-2027 CHANGES:

- Pg. 1 - Updated the Handbook Year
- Pg. 2 - Added “Bocce” as a Sponsored Activity
- Pg. 3 - Updated coach contact information
- Pg. 5 – Athletic Director – Removed “with the help of the nurse”
- Pg. 11 – Added uniform replacement policy (A)
- Pg. 11 – Added Hotel Accommodation policy (B)
- Pg. 11 – Athletic Schedules - Updated website link/address
- Pg. 12 – Added Cooperative Agreement policy (C)
- Pg. 12 – Added Coaches Attendance policy (D)
- Pg. 26 – Added Team Travel/Charter Bus Policy (E)
- Pg. 26 – Added Social Media Policy (F)
- Pg. 60 – Updated Coach Evaluation Form – Added signatures
- Pg. 64 – Added Coach Emergency Contact Form

A - UNIFORMS

The HCSD will pay for uniforms on average every 10 years. At 8-9 years, the AD will evaluate the condition of teams’ uniforms and determine if they need replaced. The AD will get bids/quotes and offer the team “X” amount of dollars for their uniform budget. If the team/coach choose to spend over that amount, the team/coach will pay the difference. The AD will keep a schedule of which the uniform rotation.

B - HOTEL ACCOMODATIONS

All hotel arrangements for teams/coaches/groups for overnight competitions/games/events must be approved in advanced. Coaches/advisors must get pre-approval prior to booking to ensure reimbursement.

C - COOPERATIVE AGREEMENTS

HCSD will pay co-op fee(s) to the PIAA for any approved cooperative agreement. Any additional fee(s) (invoiced to HCSD) from the host co-op school will be billed/invoiced to the participating student’s parents/guardians. Any payment arrangements will be between the host co-op school and the participating student’s parents/guardians. All cooperative agreements are subject for termination at any time.

D - COACH ATTENDANCE

Paid vs volunteer:

1. Only HCSD teachers that are paid coaches will get sub/coverage for a trip/states/game/etc.
2. Volunteer HCSD teacher coaches must get their own coverage (will not be paid), and must use personal days to attend trips/games, etc.
 - a. Unless the coach is the only coach available or is taking the place of a paid coach.

E - TEAM TRAVEL

Charter buses are only provided/paid for by HCSD for a State Championship game (team is guaranteed 1st or 2nd place). Charter buses are NOT provided/paid for by HCSD for competitions or events (track/cheer/wrestling – where teams/students may place or compete in different rounds of competition). If a team/group wants to book a charter bus, they may reserve one, but the school will only pay the difference in cost of a school bus to the competition.

F - SOCIAL MEDIA / OUT OF SCHOOL BEHAVIOR:

The district takes no position on employees’ decisions to participate in social media and is cognizant of the constitutional protections afforded to employees speaking as private citizens on matters of public concern.

However, employees are reminded that they are professionals and are representatives of the district and the community in all aspects of their lives."