



PENNCREST
EMPOWERING LIFE-LONG LEARNERS



ATHLETIC COACH HANDBOOK

(Board Approved - Updated February 19, 2020)

COACHING PRINCIPLES

1. Keep them safe
2. Make them better people
3. Make them better athletes

Read prior to all home competitions:

PIAA requires all registered sports officials to enforce sportsmanship rules for coaches and contestants. Actions meant to demean opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let today's contest reflect mutual respect.

District 10 and its member schools encourage and promote sportsmanship by student-athletes, coaches and spectators. Profanity, racial or ethnic comments or other intimidating actions directed at officials, student-athletes, coaches, and game management will not be tolerated and are grounds for removal from any game.

General Coaching Information

This booklet has been prepared to outline the basic duties and responsibilities of a coach of athletic teams for PENNCREST School District. If there is a concern that is not addressed within these guidelines, it is the coach's responsibility to consult with the Athletic Director and/or Principal for clarification.

The information in this booklet does not supersede PENNCREST Policy #123, Interscholastic Athletes.

Each coach is provided with a copy of Policy #123 and is responsible for knowledge of its content.

Coach and Volunteer Appointments

The PENNCREST Board of School Directors hires all coaches and appoints all volunteers.

All positions are appointed annually and conclude no later than June 30th of each school year.

Administration and the Board Athletic Committee recommends varsity head coaches to the PENNCREST School Board for official approval.

The varsity head coach, athletic director and principal recommends all other coaches and volunteers to the PENNCREST School Board for official approval.

The athletic director and principal annually evaluate all varsity head coaches. At the conclusion of the season and after consultation with the athletic director and school board, the superintendent shall notify the varsity head coach if his/her position will be open to outside applicants.

The superintendent may suspend a coach or volunteer at any time for any handbook or policy infraction.

Academic Eligibility

It is the coach's responsibility to inform his/her athletes of academic deficiencies based on the weekly information received from the Athletic Director.

Alumni / Clinician / Volunteer

The district encourages athletic programs to bring alumni and other clinicians to practices to be a guest instructor/speaker. However, alumni and guest clinicians may not participate or scrimmage in live situations with teams or individual players. The Head Coach must be present during alumni presentations/instruction. **A clinician or alumni may be present at one (1) practice session. Beyond this one (1) practice this clinician becomes a volunteer and must then acquire all of the clearances required by the district for any regular volunteer.**

Awards

The coach is responsible for providing the Athletic Director with a complete list of awards (Varsity, JV and Junior High). This list should also include statisticians and managers.

Banquets

It is the head coach's direct responsibility to attend all sport specific banquets for the purpose of distributing awards and reviewing the season's accomplishments.

Cancellation of School

The following guidelines apply whenever school must be cancelled, or students are dismissed, due to inclement weather:

- If school is cancelled **before** the day begins, the principal **may** authorize school-sponsored and non-school sponsored activities to continue, but participation by students is **strictly voluntary** and the principal must notify the superintendent of this decision. Any other requests for exceptions must be directed by the principal and AD to the superintendent.
- If school is cancelled **before** the day begins, all Junior High athletic events are cancelled but the principal may allow students to participate in tournaments. The principal must notify the superintendent of his/her decision. Any other requests for exceptions must be directed by the principal and AD to the superintendent.

- If school is cancelled **during** the day and students are dismissed early, **all** school-sponsored and non-school sponsored activities, **except** for tournaments and postseason athletic competition (district or state playoffs), will be cancelled. Any other requests for exceptions must be directed by the principal and AD to the superintendent.
- **No off-site practices can be held if school is cancelled during the day.**

Clinics

Coaches will submit requests for clinics in a timely fashion as stipulated in Policy #123. No clinic will be approved after the fact.

Coaching Employment Requirements

Coach and Volunteer:

- Completed Coaching/Volunteer Application
- Recommendation by the High School Principal
- Clearances 34, 114 and 151 (less than one year)
- Mandated Reporter (126) (less than 5 years)
- Act 168 Sexual Misconduct Disclosure
- PDE 6004 (If clearances are more than 30 days old)
- TB Test Result (Volunteer)
- Physical and TB Test (Within 30 days of hire for paid coach)
- First Aid and CPR certification after the first year for paid coaches

Classifications:

- Volunteer: Non Paid
- Assistant Coach/Head Coach: Paid

Clearances Needed for Specific Scenarios

Volunteer:

- Employee - None
- Non-employee - Act 34, 114, and 151 (less than 1 year)
- Mandated Reporter (126) (less than 5 years)
- TB Test Result (less than 90 days)
- Act 168 Sexual Misconduct Disclosure

Coach:

- Employee - None
- Non-employee Act 34, 114, 151 (less than 1 year)
- Mandated Reporter (126) (less than 5 years)
- Act 168 Sexual Misconduct Disclosure

Volunteer to Coach: (No Break in Service)

- Employee - None
- Non-employee Act 34, 114, 151 (If Volunteer Clearances are file or more than 1 year old)

Coach to Volunteer: (No break in service)

- Same Sport: Employee None
Non-employee None

Assistant to Head Coach: (No break in service)

- Same Sport or Different Sport:
 - Employee None
 - Non-employee None

Head Coach to Assistant (No break in service)

- Same Sport or Different Sport:
 - Employee None
 - Non-employee None

Code of Ethics for Coaches/Volunteer Coaches

A Code of Ethics is a set of principles and standards designed to guide a group of people in taking acceptable and approved action. The following principles are established for **all district** coaches:

1. To understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well-being of the students.
2. To set an example of good conduct for the team members, students, and general public:
 - a. Act in proper conduct at all times
 - b. Do not use tobacco, drink alcoholic beverages, nor use abusive language while supervising an athletic team.
 - c. Maintain complete control of your team members at all practices and events.
3. To respect the decisions of the officials.
4. To be courteous to the opposing teams and to the officials.
5. To strive for a good working relationship with the opposing coaches and schools.
6. To achieve a thorough knowledge and understanding of the rules of the game.
7. To adhere to the Code of Ethics established by the P.I.A.A. and

PENNCREST School District.

8. To foster a healthy and productive relationship with the parents.
9. Code of ethics extends beyond actual coaching facetime.
10. Be aware of the image you present using various social media venues.
11. Due to the size of our schools the District Administration and Coaches should promote students participating in more than one (1) interscholastic sport during a school year.

Compensation

Coaches will be paid by thirds throughout the season and upon completion of all responsibilities at the end of the season.

Conditioning/Open Gym

Activities that fall outside of the season are not affiliated with PENNCREST School District; therefore, proper facility use forms must be completed for conditioning/open gym activities.

Cooperation with Athletic Director

Work cooperatively with the athletic director and building administration in the selection of good student managers, issuing specific duties to the student managers and seeing that they are recognized for their service on a par with the athletic honors. Submit a summary report to the athletic director at the end of the sport season. The athletic director will issue the report form to each coach at the beginning of the sport season.

Coordination with Assistant and Junior High Coaches

Work closely with the junior high coaches in the same sport and determine the systems used. There should be a direct relationship between the two programs.

Discipline/Conduct

Be responsible for only the best in fair play and proper conduct of the team at all practices, games and on trips. Discipline members of the squad when it is necessary to do so. Abide by the rules as established for the entire high school. Be familiar with, distribute and review the Student Athletic Handbook with the coaching staff and student athletes. The coach will maintain an accurate list of student/parent acknowledgements of said handbook.

Dual-Sporting

Dual-Sporting shall be defined as participation in two sports during the same season. Students wishing to participate in two (2) sports will follow all administrative guidelines. Guideline requirements must be completed two (2)

weeks prior to the start of the season. Students wishing to participate in dual-sporting must contact the athletic director.

In situations where special transportation is necessary for participation in both sports, it shall be the responsibility of the parents/guardians to make such arrangements.

Coaches whose teams and athletes are involved in postseason competitions may “share” athletes to participate in another sports program at their discretion.

Ejection from Contest

Any coach/athlete who is ejected from a game/contest for any reason will be ineligible or suspended from participation in the next regular season game/contest at the same level of competition, or at any other level of competition until that suspension has been fulfilled in the level and sport in which the suspension took place.

Eligibility

Select players for fielding a representative team, based on ability and eligibility.

Inform the students that the responsibility to make up assignments and class work that may have been missed due to early dismissal for an athletic event rests with the students.

The head coach must submit an eligibility and roster of his/her athletes to the Athletic Director ten (10) days before the first game, rosters may be adjusted.

After the first regular season competition, students who participate in a sport and quit that sport may not play another sport during that season.

Equipment

Prepare requisitions for needed equipment and supplies.

Assume responsibility for the care and maintenance of the athletic equipment, supplies and materials assigned to his/her particular sport.

Maintain a complete and continuing inventory of all athletic equipment assigned to their sport.

Report all faulty equipment to the athletic director so it can be repaired or replaced.

Any student who has not accounted for equipment will not be issued any other

school equipment until said equipment is accounted for. Athletic awards will not be issued until the participant has returned all assigned athletic equipment.

Extra-curricular Severe Weather Plans

For the safety of the students, players and/or spectators of extra-curricular events, PENNCREST School District has developed a Severe Weather Plan. When severe weather threatens the safety of spectators and participants, an event official may make a decision to direct spectators and participants to evacuate the event.

For evacuation of indoor activities, established and posted evacuation plans should be followed to a safe location within the building.

For evacuation of outdoor activities, everyone will vacate to their own vehicle, team bus, or to the designated safe location within the closest school building as directed by officials.

You may be asked to follow procedures by school employees if the severe weather should warrant additional safety measures.

Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with educational goals of the district and are prohibited at all times.

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

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, and branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

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

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

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

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers and district employees should be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students and parents through the Student Rights and Responsibilities, Parent/Student Annual Notices, and Student Code of Conduct.

Complaint Procedure:

1. When a student believes that he/she has been the subject of hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused and others directly involved, as appropriate.
4. If the investigation results in a substantial finding of hazing, the principal shall take appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Health/Safety

Make specific assignments to assistant coaches to ensure the safety and good health of all players at all times.

In the absence of the sports medicine staff, give immediate first aid in case of injury and report the circumstances and injury to the athletic director and athletic trainer.

Place the welfare of the student athlete and the reputation of the school above the outcome of any contest.

Paid coaches must obtain a current CPR and First Aid card as a condition of employment within one year from the date of hire. It will be the coaches responsibility to participate in programs to maintain current certifications.

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management and cardiac arrest certification training courses offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health. After training the coaches will submit their test scores and certificate to the Athletic Director.

All injuries must be reported to the head coach however slight in nature. All serious injuries should be reported to the AD or principal in a timely manner and the proper form filed by the head coach. Coaches must inform the parent the same day of the injury.

It is the head coach's responsibility to see that the physical examination/parent permission form of each child is properly filed.

It is the responsibility of the head coach to maintain a confidential health/history of each athlete. The principal or designee will provide this information to the head coach. The health history must be in the possession of the coach at both home and away events.

If a student produces a doctor's note excusing them from PE class, that student is also not permitted to participate in PIAA sanctioned athletics for the duration of the excuse. This is in keeping with the PIAA established philosophy that places emphasis on academics above athletics.

Historical Data

Coaches will maintain current records relative to their sport season. Coaches will provide a season review for the Athletic Archive.

Impact Evaluation

All participants in PENNCREST athletics must participate in the Impact Program and follow all procedures of said program.

Injured Players

In the absence of the sports medicine staff, the coach has the initial responsibility for the welfare and safety of the students. The following **guidelines shall be followed in the event of a student injury:**

1. See that the person is breathing properly.
2. Take steps to control excessive bleeding.
3. Keep movement to a minimum.
4. Keep warm and as comfortable as possible.
5. Notify parent/guardian or appropriate responsible person.
6. Use discretion if emergency treatment is necessary. Take no chances, call a doctor and/or ambulance service.
7. Should a student receive medical attention for an injury, the student must have a release signed by a medically trained person prior to returning to participation.

Injuries and Insurance

It is the athlete's responsibility to **immediately** report an injury to the coach. It is the responsibility of the coach to file the appropriate accident form with the high school office.

PENNCREST School District generally does **not** provide primary medical/accident insurance for students who attend district schools. Each student's parents or guardians are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The District **does**, however, provide a *secondary* insurance policy (called a "\$100 excess policy") for students who participate in school-sponsored and supervised interscholastic athletic activities. This policy is generally designed to cover out-of-pocket expenses that are not otherwise covered by the parents' primary insurance. The District's policy will pay the first \$100 of covered expenses without regard to any other insurance. The parents' primary insurance will pay expenses in excess of \$100. The parents may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents or

guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24-hour coverage and another with school-time only coverage.

Please contact the PENNCREST School District Business Office at 337-1620 if you have specific questions about insurance coverage.

Media

Coaches will call the local newspaper, with-in one (1) hour, after all home games to promote program accomplishments and report all results.

Off-Campus, Extracurricular and Co-Curricular Activities/Discipline

The District considers participating in all activities to be a privilege. The PENNCREST School District has the right to adopt and enforce reasonable rules and regulations governing participation in extracurricular, co-curricular and interscholastic activities.

District Policy 218, Student Discipline, specifies the types of student conduct that could lead to exclusion from school, including conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a close connection between the time when the conduct occurs or the location where the conduct occurs and the student's attendance at school or school-sponsored activities.
2. The student who engages in the conduct participates in a curricular activity and has been previously notified that particular off-campus conduct could result in exclusion from the activities.
3. The student's conduct or verbal or written expression materially and substantially disrupts the operations of the school or has a reasonable likelihood of doing so.
4. The conduct has a connection with attendance at school or a school-sponsored activity, because of an agreement to engage in conduct outside of school which would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Conduct which may not result in exclusion from school under Policy 218 may still result in denial of the privilege of participating in athletic or co-curricular activities notwithstanding where the conduct occurred.

Parent Meeting

The Athletic Director and/or the head coach will arrange a mandatory parent meeting at the beginning of the sport season to distribute and explain team rules, coaching expectations, the PENNCREST parent-coach communication

pamphlet, and the Student Athletic Handbook. Students will not be permitted to participate in games or competitions until their parent has attended the meeting or met individually with the Athletic Director and/or head coach.

PIAA Sanctioned Playoffs

The district authorizes participation in all PIAA sanctioned playoffs and will assume all costs resulting from authorized participation by the athletic teams of the school district for all events **excluding events held in Meadville and Edinboro**, (with the exception of tournaments that involve individual athletes such as golf and wrestling). This exclusion does not apply when athletes are practicing in postseason golf and wrestling tournaments. The number of participants for post season play is limited to the following:

Basketball	16, Team Personnel
Baseball	18, Team Personnel
Cheerleaders	10, Team Personnel
Football	30, Team Personnel
Soccer	20, Team Personnel
Softball	18, Team Personnel
Volleyball	16, Team Personnel
Cross Country	Qualified Participant(s), 2 Coaches, Manager
Track	Qualified Participant(s), 2 Coaches, Manager
Golf	Qualified Participant(s), 1 Coach, 1 Chaperone
Wrestling	Qualified Participant(s), 2 Coaches, 1 Manager

Team personnel will include players, coaches and support personnel. Additional team personnel may travel on approved transportation with the team. The additional personnel will be required to pay their own meals/hotel expenses.

Practice Sessions

Organize a program of practice sessions, systems of plays and training rules. Coaches are **not** permitted to bring their children to practices. Organize practices to assure that proper supervision is available at all times.

There is to be **absolutely no** practice or facsimile thereof on Thanksgiving Day, Christmas Day. In the event of inclement weather or other reason beyond the control of the coach, practice on a Sunday may be authorized by the Athletic Director. A written request stating the reason for the Sunday practice must be submitted to the Athletic Director no later than noon on the last school day prior to the date of the Sunday practice. Sunday practice may be held between the hours of 2:00-5:00 p.m. unless a Sunday practice is authorized, no PENNCREST coach is permitted to interact with student athletes on or off

school district property to practice. Practice for Maundy Thursday or Sunday must not be mandatory.

Preparation Before First Practice

A meeting **shall** be held for all candidates trying out for the sport. Coaches should explain the expectations and requirements of the athletes. The PIAA parent/guardian permission and doctor approval form **shall** be distributed.

Before a student/athlete can participate in practice, he/she **must** have on file a physical and a completed parent/guardian permission form.

It is recommended that all coaches write a letter to the parents/guardians or hold a meeting with the parents/guardians to explain the training rules, requirements, and other information relative to the sport program and their particular sport.

Rules Governing Student Eligibility

Residency: Students must be residents of the PENNCREST School District and comply with PIAA Residency Requirements. Students not residing with natural parent or parents (including affidavit students) must notify the athletic director for clarification concerning eligibility.

Age: If the maximum age of nineteen (19) is attained on or after July 1, the student shall be eligible to compete through that school year.

Medical Physicals: Each student athlete is required to obtain a physical or recertification for each sport. Sport physicals may be obtained after June 1. This examination may be given by the school physician or family physician.

Student Handbook: Each student athlete must return a signed parent/student acknowledgement form (last page of student handbook) to the coach prior to participation in any competition.

Attendance: Any student is absent from school all or part of the school day without urgent reason, doctor or dental excuse, will not be permitted to practice or participate in any sport on that day. The principal will make the final determination as to the acceptability of an excuse. In addition, the principal will make the final decision as to a student athlete's eligibility for a particular day when the student is tardy.

Tardy: Students athletes must be in school before 8:25 each day. Tardies without a medical/dental excuse will result in no practice/play. Student athletes

MAY be granted 3 late passes each season which allows them to participate that night. However, to earn the late pass an athlete must be signed into school by 9:00AM. Students signing in after 9:00AM will be ineligible that night without a medical/ dental excuse. Principals have the discretion to make decisions in matters where extenuating circumstances apply.

Academic Eligibility: If a student earns one (1) “F,” the student is ineligible but may practice at the discretion of the coach or his/her designee. Except that a student who earns one (1) “F” can regain eligibility and continue participation in the activity by participating in a qualified tutoring program during the week following the earning of one (1) “F.” Failure to receive the tutoring will result in automatic ineligibility during the subsequent week regardless of reported grades. The tutoring program, established by the school administration, will be a minimum of two (2) athletic tutoring sessions per week, most commonly occurring during lunch. It may be before school, during the school day, or after school, dependent upon the school administration.

If a student earns two (2) or more “F’s,” the student is ineligible for competition but may practice at the discretion of the coach or his/her designee. Said student will attend one (1) athletic tutoring session, most commonly occurring during lunch, every day of the week that athletic tutoring is offered.

This policy shall be in effect for all athletic competitions including postseason competition and/or playoffs.

An ineligible student may not dress for any competition, sit with the team nor travel to away events on school transportation.

Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis.

End of Semester: In the event that post season play occurs within fifteen (15) days of the end of a grading period, PIAA Eligibility Regulations will be adhered to.

Cyber/Charter School: Students who reside in the PENNCREST School District and attend a cyber/charter school must follow PENNCREST Policy #140.1. The parents of the student are responsible for providing weekly eligibility and attendance information to the school.

Home School: Students who are home schooled must follow PENNCREST Policy #137. 1. The parents of the student are responsible for providing weekly

eligibility and attendance information to the school.

Suspension: (In-School or Out-of-School) A student athlete will not be permitted to participate in practice or competition until the suspension is satisfied. A student athlete who finishes the school day under suspension is not eligible until the following day.

Detention: A student athlete may participate in practice or competition at the coaches' discretion.

Conduct: The student body, the community, and other communities judge our school by your conduct and attitudes both on and off the field. Because of this leadership role, you contribute greatly to school spirit and community pride. Athletes must follow the rules/regulations of the school, athletic department, and their individual coach. In the event an athlete fails to comply with these necessary standards, it will be interpreted as an indication that the athlete does not have sufficient desire to participate in the interscholastic athletic program. The privilege of participating will be denied until such time as the athlete can prove this desire.

Rules Interpretation Meetings

The head coach must attend the Mandatory PIAA Rules Interpretation Meeting prior to the season. The head coach will be financially responsible for the fine if he/she does not attend the meeting. Mandatory rules interpretation meeting dates, locations, and times are available in the athletic director's office and on the PIAA website (www.PIAA.org). The head coach should keep abreast of all liability and legal ramifications of his/her activity.

Season

The official end of the participant's season will be the conclusion of the team banquet.

Coaching assignments and volunteer coaching assignments are valid for one (1) school year. A coach's appointment begins when he or she is board approved and concludes on June 30th of that school year.

Supervision

A coach must ride with the team to and from the athletic contests. Should it be necessary to stop, the coaches will remain with the team.

A coach must open the locker rooms before practice and remain until all the players have left the building after practice and games. Coaches should be

present at least 15 minutes before the start of all activities.

All head coaches are expected to be in attendance at all functions relative to the specific sports activity.

Title IX Requirements

It is expected that head coaches will act as liaison between booster clubs and the district, to ensure that all booster funds provided for the team is accurately reported to the district. If a non-traditional student athlete comes out for a sport, the head coach must notify the principal and athletic director immediately.

Tobacco/Alcohol/Language

Do not use tobacco, drink alcoholic beverages, nor use abusive language while supervising student athletes.

Tournament Fee Structures

1. If a "Tournament" is school-sponsored, and the School District receives the proceeds from the gate, then all expenses related to that "Tournament" are covered by the School District. The appropriate PIAA Tournament form is required.
2. If a "Tournament" is **not** school-sponsored, and the School District does **not** receive the proceeds from the gate, then the sponsoring body shall be responsible for all expenses associated with the "Tournament." The appropriate PIAA Tournament form is required.
3. PENNCREST School District will **not** approve any "Tournament" without the necessary PIAA Tournament Approval form. The Tournament must appear on the PIAA Approval list available on the PIAA web site.

4. EXPENSES

Definitions of expenses but not limited to:

- Official fees
- Building and Use fees
- Insurance
- Security
- Janitorial fees
- Auxiliary personnel fees, i.e., timer, scorekeepers, etc.
- Trainer, sports first aider

Transportation

Coaches, athletic teams and cheerleaders will be transported by school district transportation or approved charter carriers to and from **ALL** athletic events.

Coaches **are not permitted** to transport athletes in privately owned vehicles unless the situation is deemed an emergency. In such cases, the coach must contact either the athletic director or building principal as soon as possible.

To protect the students, their families and the school district against unwarranted liability, all final transportation arrangements, agreements and contracts will be performed by the school district transportation department under the direct supervision of the Athletic Director. Any individual or group electing to act independently, without regard for this provision of the policy will automatically lose the School Board sanction and all protection connected thereto. Students must return to the point of departure on school vehicles. Students may be discharged at their place of residence upon written request by the parents to the principal only if the carrier passes by the point of residency.

Coaches are to have a sign-out sheet at each event for parents to sign out their student athlete.

Students not returning to the point of departure on school vehicles must submit a written request from their parents to the school principal or his/her designee for approval **in advance** of the activity. Students may be permitted to return in such cases with parents or legal guardians **ONLY**. The principal may grant an exception to this rule.

In the event of emergency when the principal is not available, the person in charge of the activity may release a student to a parent or guardian upon receipt of written request by the parent or guardian.

Parents have the option to transport their student athletes to postseason events with the approval of the coach. When exercising this option, the parent bears the responsibility, liability and cost of transportation, lodging and meals.

With approval from the coach, a parent's request to transport, house and provide meals for their student athlete for a post-season event may be granted, provided that, the parent(s) signs documentation certifying that they will be totally responsible for the safety and welfare of their student athlete while they are in the care, custody, and control of their parents, notwithstanding the fact that the purpose of the trip is to compete in the post-season event as a representative of PENNCREST School District. Permission forms for this agreement can be obtained by contacting the building principals.

Van Usage

When an employee sends a request to the transportation office to use a "van"

(for the first time) each year, a “request for driver information” form (DMVR) will be sent to the individual with instructions to sign and return the form to the transportation office. Vans may only be requested during the season.

Volunteer Coaches

The number of volunteer coaches will not exceed the number of paid coaches. Sports with single paid coaches are permitted to recommend a maximum of two volunteers. Exceptions may be made with permission from the Athletic Director. Volunteer coaches may assume coaching and supervision responsibilities in “emergency” situations as determined by the principal or his/her designee.



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I have read the Coaches' Athletic Handbook, the Student Athletic Handbook, Policy 123 and PENNCREST School District Parent-Coach Communication brochure and acknowledge the contents contained.

Print Coach's Name _____

Coach's Signature _____

Date _____

(Please sign and return to the Athletic Director as soon as possible.)