

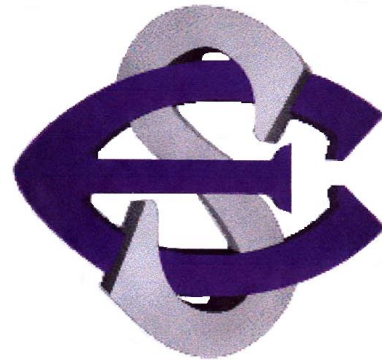
EAST STROUDSBURG AREA SCHOOL DISTRICT



Athletic Handbook 2017 – 2018



TIMBERWOLVES



CAVALIERS

Table of Contents

Introduction.....	4
East Stroudsburg Area School District	5
Mission Statement	5
East Stroudsburg Area School District	5
Athletic Program Philosophy.....	5
Athletic Program Organizational Framework.....	6
Role of Athletics in Schools	7
Pennsylvania Interscholastic Athletic Association (PIAA) Guidelines for Athletic Eligibility	7
Athletic Department Structure and Responsibilities.....	8
East Stroudsburg Area School District Cyber Academy Students	11
Home Education Students.....	12 ¹⁴
Cyber/Charter School Students.....	12 ¹⁴
Parental Consent & Mandatory Paperwork Necessary to Compete in Interscholastic Athletics.....	12
Insurance.....	13 ¹²
East Stroudsburg Area School District Student-Athlete Expectations & Guidelines 2016-2017.....	14 ¹³
A Message from the Athletic Department	15 ¹⁴
Academic Eligibility	16 ¹⁵
Attendance in School for Eligibility to Participate	17 ¹⁶
Infractions of the Code of Student Conduct	17 ¹⁶
Hazing and Bullying/CyberBullying	18 ¹⁷
Disqualification from a PIAA Athletic Competition	19 ¹⁸
NCAA Clearinghouse	19 ¹⁸
Transportation.....	19 ¹⁸
Equipment/Uniforms	20 ¹⁹
Expected Behaviors during Competition.....	20 ¹⁹
Social Media	20 ¹⁹
East Stroudsburg Area School District	20 ¹⁹
Concussion Management Protocol	20 ¹⁹
Head Coach’s Responsibility.....	22 ²¹
East Stroudsburg Area School District	23 ²²
Parental Transportation Request.....	23 ²²
Verification Form	24 ²³
East Stroudsburg Area School District Coaching Expectations & Guidelines 2016-2017.....	25 ²⁴
A Message to Coaches.....	26 ²⁵

Expectations at All Times	<u>2625</u>
Beginning of the Season	<u>2726</u>
During the Season.....	<u>2827</u>
End of the Season	<u>3130</u>
Off Season	<u>3130</u>
Safeguarding the Student-Athlete.....	<u>3234</u>
Team and Individual Awards.....	<u>3332</u>

Introduction

The East Stroudsburg Area School District (ESASD) is a member of District XI of the Pennsylvania Interscholastic Athletic Association (PIAA). There are twelve total districts that comprise the PIAA. District XI has schools competing from the following counties: Bucks, Carbon, Lehigh, Luzerne, Monroe, Northampton, Pike, and Schuylkill. Both East Stroudsburg North and East Stroudsburg South are members of the Eastern Pennsylvania Conference (EPC). The other 16 members of the EPC are: Allentown Central Catholic, Bethlehem Catholic, Dieruff, Easton, Emmaus, Freedom, Liberty, Nazareth, Northampton, Parkland, Pleasant Valley, Pocono Mountain East, Pocono Mountain West, Stroudsburg, William Allen, and Whitehall. For all non-EPC competitions, the athletic department makes every effort possible to schedule contests close in proximity with schools of a similar size as a means to be fiscally responsible and to provide adequate competition for all teams.

Students at East Stroudsburg North and East Stroudsburg South High Schools have the opportunity to participate in the following PIAA approved sports and EPC approved activities:

Fall	Winter	Spring
Cheerleading	Cheerleading/Competitive Spirit	Baseball
Cross Country	Basketball, Boys'	Softball
Field Hockey	Basketball, Girls'	Tennis, Boys'
Football	Rifle	Track & Field, Boys'
Golf	Swimming	Track & Field, Girls'
Soccer, Boys'	Wrestling	Mock Trial
Soccer, Girls'	Chess	Science Olympiad
Tennis, Girls'	Scholastic Scrimmage	
Volleyball, Girls'		
Speech and Debate		

Students at JT Lambert and Lehman Intermediate Schools have the opportunity to participate in the following PIAA approved sports:

Fall	Winter	Spring
Cross Country	Basketball, Boys'	Baseball
Field Hockey	Basketball, Girls'	Softball
Football	Wrestling	Soccer, Girls'
Soccer, Boys'		Track & Field, Boys'
Volleyball, Girls'		Track & Field, Girls'

East Stroudsburg Area School District Mission Statement

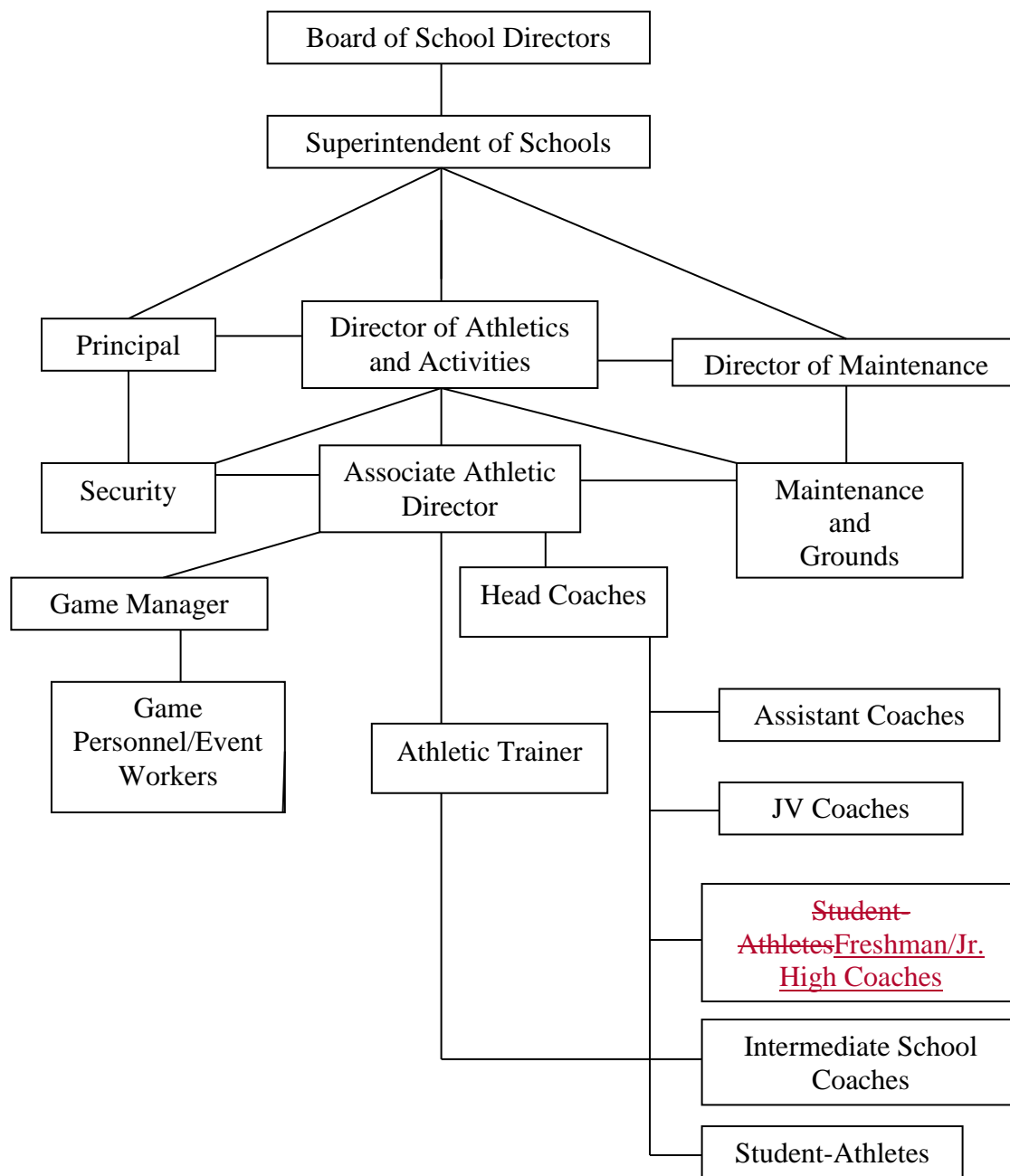
East Stroudsburg Area School District fosters within all students a commitment to excellence, service and life-long learning which prepares them to be creative, productive and responsible citizens with a global perspective.

East Stroudsburg Area School District Athletic Program Philosophy

The East Stroudsburg Area School District Athletic Program serves as an integral part of the educational process for students grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and a competitive spirit. Participation in athletics is a privilege, not a right.

This athletic handbook is a written guide providing insight into the basic structures, procedures, and policies for all student-athletes, parents, community members, coaches, and administrators. As is the case with all components of an academic institution, success within our athletic program is based on all stakeholders working together for the betterment of our student-athletes.

Athletic Program Organizational Framework



This chart illustrates the basic organizational framework and levels of the athletic program. The chart should be used to identify the proper communication path needed to answer questions.

Role of Athletics in Schools

1. The athletic program compliments life skills learned in the classroom. Organization, time management, integrity, a strong work ethic, perseverance, and a commitment to excellence are a part of daily athletic interactions.
2. The athletic program teaches student-athletes the importance of respect and professionalism. Through appearance, communication, and good sportsmanship, student-athletes learn the impact of their actions and behaviors on others.
3. The athletic program provides student-athletes with strict practice schedules during seasons, and voluntary workouts before and after school during the off-season allowing students to strengthen their bond with peers, coaches and the school.
4. Athletic events allow the school and community to come together in support of all teams.
5. The athletic program aids in the development of school pride through organized competitions, logos, defined colors, mascots, uniforms, and adequate facilities.

Pennsylvania Interscholastic Athletic Association (PIAA) Guidelines for Athletic Eligibility

The East Stroudsburg Area School District has adopted and supports the eligibility standards as set by the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association (PIAA). In order to be eligible for participation, all student-athletes must:

- Meet age requirements and period of participation guidelines.
- Be an amateur in that sport.
- Be enrolled in and in full-time attendance at a PIAA member school, a Charter or Cyber Charter School, or be home-schooled.
- Have consent of parent or guardian to include a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form.
- Meet transfer guidelines, when applicable.
- Adhere to outside participation, out of season participation, and all-star contest guidelines, when applicable.
- Meet academic and curricular requirements.
-

The PIAA website can be accessed from the [Resources](#) tab on the ESASD Athletic Webpage.

Athletic Department Structure and Responsibilities (Not All-Inclusive)

The following section describes major roles and responsibilities for: A) Building Principals, B) Director of Athletics and Activities, C) Associate Athletic Directors, D) Head Coaches or Designees, and E) Assistant Coaches. Additional roles and responsibilities can be assigned by the Superintendent of Schools or designee as deemed necessary.

A. The Building Principal:

- Is the leader of interscholastic athletics for the school. The principal oversees the athletic program in a manner that allows all eligible students the opportunity to enjoy a positive educational experience through athletics.
- Is responsible to the PIAA, in all matters pertaining to his/her school's interscholastic athletic program. The principal may delegate some of these powers, but such delegation shall not relieve the principal of responsibility for any infraction by the school involving the constitution and bylaws of the PIAA: [Reference Article X: Local Management and Control, Section 1: Responsibility of Principal and Section 2: Powers and Duties of Principal.](#)
- Will conduct any additional duties relating to Interscholastic Athletics as deemed necessary by the Superintendent of Schools.

B. The Director of Athletics and Activities:

- Will be responsible to the Superintendent of Schools and the Building Principals for all matters involving PIAA contests.
- Will represent the ESASD at all state, district, and league level meetings as applicable. If he/she cannot attend, a designee will be assigned.
- Will be fiscally responsible when preparing the athletic budget each year allowing all board approved athletic teams, grades 7-12, to practice and compete in a safe manner.
- Will submit all requisitions regarding uniforms, supplies, and equipment. He/she will consult coaches and Associate Athletic Directors regarding necessary purchases.
- Will maintain an accurate record of revenues and expenditures, including but not limited to gate receipts, officials pay, dues and fees, entry fees, and miscellaneous expenses.
- Will meet with Building Principals and Associate Athletic Directors to discuss and interpret any PIAA rule changes.
- Will schedule competitions for all board approved athletic teams and activities according to PIAA guidelines.
- Will work with building level Associate Athletic Directors and secretaries to arrange transportation, officials, and/or game workers for all scheduled competitions.
- Will be responsible for publicity and press releases concerning athletics.
- Will attend scheduled competitions or assure a designee is appointed to attend.
- Will arrange for athletic physicals prior to the start of each season.
- Will act as a leader in the development of all athletic programs grades 7-12.
- Will spearhead cooperation and communication among coaches, parents, teachers, and administrators for the betterment of student-athletes.
- Will have a thorough knowledge of PIAA rules and regulations.
- Will work with maintenance to assure proper preparation and safety of playing surfaces and facilities.

- Will recommend necessary improvements for practice and playing facilities to the director of maintenance and Superintendent of Schools.
- Will recommend all paid and volunteer coaching positions to the Superintendent of Schools and school board for approval each year.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Associate Athletic Directors.
- Will work diligently with Building Principals and Associate Athletic Directors to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools.

C. The Associate Athletic Director:

- Will assume responsibility as the liaison between the coaching staff, the Building Principal and the Director of Athletics and Activities.
- Will communicate and tend to the daily needs of coaches and teams.
- Will oversee daily practice and playing facilities and report any issues/concerns to the Director of Athletics and Activities and/or maintenance.
- Will assume responsibility for the implementation and review of sports physicals for all student-athletes at the beginning of a new season.
- Will review building level athletic schedules to assure appropriate contests are confirmed.
- Will secure game workers, officials, and security for all home contests, in collaboration with the Director of Athletics and Activities.
- Will secure transportation for all away contests, in collaboration with the Director of Athletics and Activities.
- Will secure and confirm rescheduled contests due to inclement weather conditions and/or other conflicts.
- Will assist in accurate record keeping and deposit of all revenues and expenditures for all athletic contests when applicable.
- Will review building-level inventory with head coaches for all sports following each season and communicate concerns with the Director of Athletics and Activities.
- Will collaborate with head coaches in the ordering of new equipment for each budgetary year in a fiscally responsible manner and communicate concerns with the Director of Athletics and Activities.
- Will work diligently with the Building Principals and the Director of Athletics and Activities to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Director of Athletics and Activities.
- Will assist in the search for and approval of all paid and volunteer coaching positions each year, in collaboration with the Building Principal and Director of Athletics and Activities.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, and/or the Director of Athletics and Activities.

D. The Head Coach or Designee:

- Will instruct student-athletes of the fundamental skills, strategies, and physical training necessary for the realization of individual and team success.

- Will ensure student-athletes receive instruction that will lead to the formation of positive values, sportsmanship, pride in self and school, and self-confidence.
- Will serve as a role model within the school and community.
- Will positively represent the district through communication, behaviors, and actions at all times.
- Will communicate all questions, issues, and concerns to the Associate Athletic Director.
- Will assume responsibility and foster communication for the program, grades 7 through 12, in a manner that is consistent with the educational philosophy of ESASD.
- Will provide yearly goals at the beginning of each new season.
- Will plan, organize, and supervise all practices and scheduled competitions as to promote safety, skill development, and sportsmanship in accordance with PIAA and ESASD rules and policies.
- Will serve as the spokesperson for the team, dealing with inquiries relating to the team.
- Will cooperatively work with the athletic trainer regarding safety, injuries, and rehabilitation of all student-athletes.
- Will maintain an accurate inventory of supplies, uniforms, and equipment each year.
- Will be responsible for distribution and collection of equipment and uniforms.
- Will demonstrate proper use of equipment and supervise equipment maintenance.
- Will communicate appropriately and effectively with parents, faculty and administration.
- Will be responsible for security of applicable facilities and equipment.
- Will maintain accurate and up-to-date records, including PIAA medical forms, team rules, parent permission/consent forms, transportation forms, and any other pertinent forms or documentation for said team and its members.
- Will prepare rosters including the assignment of team managers.
- Will recommend the employment or termination of assistant coaches.
- Will assign assistant coaching duties and conduct training sessions with staff to ensure consistency within the program.
- Will prepare yearly team budgets in collaboration with the Associate Athletic Director.
- Will schedule pre-season scrimmages with approval of the Associate Athletic Director and Director of Athletics and Activities.
- Will notify administration, parents, coaches, and student-athletes of changes to rules and regulations when applicable.
- Will speak to press when necessary and call games into league-approved newspapers and TV stations, ensuring that all competition results are made available to the newspapers and/or media outlets deemed appropriate by the Director of Athletics and Activities.
- Will provide in writing to the Associate Athletic Director a sequence of events regarding problems that may have occurred during, or in conjunction with a game or event. If necessary, a telephone call will be made to the Associate Athletic Director and/or Director of Athletics and Activities.
- Will be responsible for all players and managers until they leave district property at the conclusion of a scheduled event or practice; this is to include supervision of the activity busses.
- Will assist with evaluations of assistant coaches.
- Will notify student-athletes that hazing, as per Board Policy #247 - *Hazing*, is prohibited unacceptable.

- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA. Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.
- Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2016. The coach will have 2 years from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.
- Will maintain substantial knowledge of the technical aspects of the sport involved and continues to examine and explore new theories and procedures pertinent to coaching and the sport being coached.
- Will act in accordance with Board Policy #123 and #123-AR – *Interscholastic Athletics*, in all matters.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

E. The Assistant Coach:

- Will cooperate with and assist the head coach in the administration of the program in a manner that benefits the student-athletes.
- Will communicate all problems to the head coach.
- Will cooperatively work with the athletic trainer and head coach regarding safety, injuries, and rehabilitation of all student-athletes.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, the Associate Athletic Director, and/or the head coach.
- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA. Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.
- Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2016. The coach will have 2 years from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.

East Stroudsburg Area School District Cyber Academy Students

Students enrolled in the East Stroudsburg Area School District Cyber Academy are eligible to compete in interscholastic sports, subject to applicable board policy and the academic eligibility requirements as described in the *Student-Athlete Expectations/Code of Conduct*, which is included in this handbook.

Home Education Students

Home education students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #137 – *Home Education Programs*.

Cyber/Charter School Students

Cyber/Charter School students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #140.1 – *Extracurricular Participation by Charter/Cyber Charter Students*.

Parental Consent & Mandatory Paperwork Necessary to Compete in Interscholastic Athletics

Each student-athlete who desires to participate in ESASD Athletics is required to submit the **PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)** paperwork prior to the start of the season. This paperwork includes personal and emergency information, a certification of parent/guardian, an understanding of risk of concussion and traumatic brain injury, an understanding of sudden cardiac arrest symptoms and warning signs, a health history, and a comprehensive initial pre-participation physical evaluation and certification of authorized medical examiner form. Additionally, the ESASD Athletic Department requires completion of the athletics/activities consent/emergency card and provides parents/guardians with additional information on concussions and MRSA. All forms must be completed and signed by the appropriate parties before a student-athlete will be eligible for the start of a season.

The athletic department will establish dates, times, and locations for school-sponsored physical exams prior to the beginning of each athletic team season. Student-athletes will not be permitted to receive a school-sponsored physical unless the designated CIPPE form has been completed and signed by the student-athlete and his/her parent(s)/guardian(s). While the physical examinations will be given FREE OF CHARGE, a \$10.00 deposit is required to schedule the appointment. Upon arrival for the scheduled appointment, the \$10.00 deposit is returned. Any student who does not show up for a scheduled physical examination will forfeit the deposit fee.

If a student-athlete misses the school-sponsored exams, he/she may get an exam from a doctor of his/her choice at his/her own expense; the doctor must complete the PIAA CIPPE form – NO EXCEPTIONS. It is the responsibility of the student-athlete to arrange for his/her own physical should he/she miss the school-sponsored exams.

CIPPE forms can be picked up in any secondary building athletic office and accessed from the Athletic webpage under the *Resource* tab by clicking on *Sport Physical Packets*.

Insurance

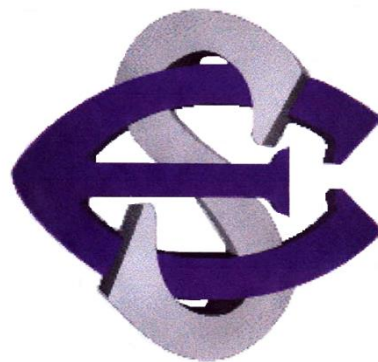
As per Board Policy #211 – *Student Accident Insurance*, the East Stroudsburg Area School District ~~purchases interscholastic sports insurance which covers all school district student athletes, band members, and cheerleaders only while they are practicing for and/or participating in interscholastic sports, grades 7 thru 12. provides interscholastic sports insurance to cover all school district athletes competing in interscholastic sports from grades 7 thru 12 including District supervised out of season training. The coverage will also include the band and cheerleaders while practicing for or participating in an interscholastic event.~~ Optional Coverage is available as described in Board Policy #211.

~~Additional coverage is available by purchasing optional student accident insurance. Information regarding optional student accident insurance coverage will be distributed to each student at the beginning of the school year and is available upon request by contacting the school main office.~~

**East Stroudsburg Area School District
Student-Athlete and Parent Expectations
& Guidelines 20162017-20178**



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A Message from the Athletic Department

To the Parents/Guardians:

Your son/daughter has expressed an interest in participating in interscholastic athletics with your approval. It is very important to read, review, and sign off on the information included in this document with your child. Additionally, it is recommended that you familiarize yourself with the *East Stroudsburg Area School District ~~2016~~2017-20178 Athletic Handbook* and the *Code of Student Conduct*. It is equally important to understand that **participation in athletics is a privilege, not a right**. Interscholastic athletics offered at the East Stroudsburg Area School District (ESASD) serve as an integral part of the educational process for students grades 7-12. Our athletic philosophy is based on developing the person, the student, the teammate, and the athlete. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. Additionally, the ESASD athletic program emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. We are hopeful that the experiences and opportunities gained by participation in interscholastic athletics will help your son or daughter develop lifelong skills, making them more productive citizens within the community upon graduation. Lastly, we ask for your cooperation in being a positive role model by demonstrating respectful behaviors at all times with coaches, other parents, officials, administrators, spectators and all student-athletes. Respectful behaviors include but are not limited to:

To the Student-Athletes:

Being a member of an East Stroudsburg Athletic Team is a privilege, not a right. It is our expectation:

- That you embrace this opportunity to make yourself a better person, a better student, a better teammate, and a better athlete.
- That you will follow school rules at all times.
- That when you have questions or concerns, you will ask for help.
- That you will give 100% effort at all times regarding academics and athletics.
- That you take pride in yourself, your team, your school, and your community.
- That you are respectful at all times to teammates, classmates, administrators, teachers, coaches, opponents, spectators, officials, and parents/guardians.
- That you develop a sense of professionalism whereas you always do the best you can, use appropriate language, dress appropriately, and play with sportsmanship.
- That you will become leaders within athletics, within the school, and within the community.

Meeting these expectations will help in laying the foundation for success upon graduation from the East Stroudsburg Area School District. We are proud to have you representing our school and will support you throughout your journey. Failure to meet these expectations can result in suspension from games, practices, and possible removal from a team. With that said, we wish you the best of luck and look forward to watching you compete.

Academic Eligibility

As per Board Policy #123 – Interscholastic Athletics: The Board directs that no student may participate in the program of interscholastic athletics if he/she has not maintained a record of academic proficiency that satisfies guidelines set forth by the PIAA and the East Stroudsburg Area School District and is sufficient to ensure that participation in interscholastic athletic activities will not interfere with his/her instructional program.

For the purpose of determining *Academic Eligibility*, an average of 65% or greater is considered PASSING; an average below 65% is considered FAILING. Academic Eligibility will be determined by the following two criteria:

1. In accordance with Article X *Curriculum*, Sections 3 and 5 of the PIAA Constitution and By-Laws, a **high school student-athlete** must PASS at least 2 full blocks worth of classes or its equivalent that meet daily or he/she will be considered *Academically Ineligible* for participation. For eligibility purposes, a full block is defined as a class that meets for two periods daily; an equivalent would be a class that meets for one period daily. An **intermediate student-athlete** must PASS at least 4 periods worth of classes that meet daily or he/she will be considered *Academically Ineligible* for participation.
2. The East Stroudsburg Area School District further requires that no high school or intermediate student-athlete can be failing any two or more classes at the same time or he/she will be considered *Academically Ineligible* for participation. For the purposes of academic eligibility: 1) A class is defined as any course that meets daily and 2) Programs at the Monroe County Technical Institute are equivalent to TWO classes.
 - **Academically Ineligible** means that a student-athlete may not participate in any team-oriented work, in skill work, in performances, in scrimmages, or in competitions during the period of ineligibility that will go into effect the immediate following Sunday through the next Saturday. He/she can be at practice for the sole purpose of maintaining proper conditioning or the like. Additionally, an academically ineligible student-athlete cannot be dismissed early from school for athletic purposes. For purposes related to trying out for a team, an academically ineligible student-athlete will fully participate in scheduled tryouts as determined by the coaching staff and approved by the Athletic Office. Throughout the ineligible week, the student-athlete will be required to cooperate in academic remediation as determined by building administration and the athletic department. If the student-athlete meets eligibility requirements the following Friday, he/she will become eligible the immediate following Sunday.
 - If a student-athlete is failing one class that meets daily, he/she will be on “**academic warning**.” **Academic Warning** requires a student-athlete to participate in academic remediation as determined by building administration and the athletic department. If the student-athlete is passing the course as of the following Friday, he/she will no longer be on academic warning.

Academic Eligibility will go into effect once the competitive season begins. It will be monitored on a weekly basis and checked every Friday by combined efforts of the athletic department and the building administrative team. Grades of student-athletes will be reviewed as reported by classroom teachers through Sapphire. Student-athletes and coaches will be notified of any cases of Academic Ineligibility or

Academic Warning through the building Associate Athletic Director. A letter will be mailed to parents of students who are Academically Ineligible.

At the conclusion of a marking period, if a student-athlete has failed to meet academic eligibility requirements, he/she will be ineligible for a period lasting for 15 school days beginning on the first day reports cards are issued. The 15 school day ineligibility period, when applied to the end of the school year, uses final averages and not 4th marking period averages to determine eligibility for the next grading period and begins on the first day of school the next year; the only exception being any deficiencies that have been corrected over the summer which make a student-athlete eligible for participation..

Attendance in School for Eligibility to Participate

In order for a student-athlete to be eligible to participate in any contest, he/she must be enrolled in school and attend school regularly in accordance with applicable law. Additionally, student-athlete participation in scheduled activities or athletic contests is contingent upon the following:

- A student-athlete who is absent from school for the entire day may not participate in or attend a scheduled activity or athletic contest unless pre-approved by administration.
- A student-athlete who arrives AFTER 10:30 a.m. may not participate in a scheduled activity or athletic contest for that day unless pre-approved by administration.
- A student-athlete who leaves early from school without pre-approval by administration or because of illness may not participate in a scheduled activity or athletic event for that day.
- A student-athlete who is suspended from school may not participate in a scheduled activity or athletic contest for the duration of the suspension. If a suspension ends on Friday, the student-athlete cannot participate in any weekend practices, contests, or events.

Infractions of the Code of Student Conduct

Student-athletes are held accountable to all school rules, policies, and disciplinary measures: 1) in school, 2) at school activities, 3) during time spent in travel to and from school and school activities, and 4) at such other times as allowed by applicable law; this could include but is not limited to at home, on the internet, or other places where conduct affects school operations. Misconduct on behalf of a student-athlete at any time should be immediately reported to the Building Principal and Director of Athletics and Activities. He/she may be subject to discipline according to the *Code of Student Conduct* and possible suspension and/or removal from the team. Refer to Board Policy #218 – *Student Discipline* and Board Policy #227 – *Controlled Substances* for additional information. There is an expectation that student-athletes within the ESASD are to be role models to others within the district.

An accumulation of three athletic demerits during the course of a season will result in an automatic suspension from the team and all team related activities to include practices, games, and ceremonies. The student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first. A season is recognized as the first official day of practice as defined by the PIAA until the last team or individual competition. If an ESASD student-athlete is suspended for an infraction of the *Code of Student Conduct*, he/she will be subject to demerits as follows:

- Any single disciplinary infraction resulting in **In School Suspension (ISS)** will result in ONE ATHLETIC DEMERIT. In addition to the one athletic demerit, the student-athlete shall be suspended from participation in athletics on the day(s) the ISS is served.
- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** less than five days will result in TWO ATHLETIC DEMERITS. In addition to the two athletic demerits, the student-athlete shall be suspended from participation in athletics on the day(s) of the OSS. Sports with 15 or more competitions will carry a minimum two game suspension for in-season student-athletes; a one or two day tournament will be equivalent to 2 competitions. Sports with less than 15 competitions will carry a minimum one game suspension for athletes.
- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** five days or greater will result in THREE ATHLETIC DEMERITS. In addition to the three athletic demerits, the student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first.
- Upon returning from a 20 school day suspension, a student-athlete may return to the team if the season has not culminated. If he/she accumulates any additional athletic demerit(s) for any reason, he/she will be suspended for the remainder of that season.

Athletic Demerits will be assigned as per any single disciplinary infraction resulting in suspension. Days of suspension do not equal number of demerits assigned. Example: A student-athlete receives three days of ISS for a single disciplinary infraction; this will be considered one athletic demerit.

If a student-athlete is not demonstrating appropriate behavior as defined by the *Code of Student Conduct* at any time in season or out of season, a meeting may be held by building administration and the athletic department which may result in a suspension from participation of in season and/or out of season practices or events. **Please remember that participation in athletics is a privilege, not a right.** Student-athletes are expected to model appropriate behaviors at all times.

For the purpose of athletic demerits, suspensions assigned to student-athletes attending MCTI will count towards demerit totals.

Lastly, students who are placed in an alternative education setting or who are currently placed in an alternative education setting are not permitted to participate in interscholastic athletic programs.

Hazing and Bullying/CyberBullying

In accordance with Board Policies #247 *Hazing* and #249 *Bullying/Cyberbullying*, the ESASD Athletic Department strives to maintain a safe, positive, and welcoming environment for student-athletes, coaches, parents, spectators, and game personnel. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety will not be tolerated.

Student-athletes, coaches, and parents are strongly encouraged to promptly report incidents related to hazing and/or bullying/cyberbullying to athletic and school administration. A thorough investigation will follow; a founded charge will be subject to disciplinary action according to the *Code of Student Conduct*.

There is no place for Hazing and Bullying/Cyberbullying in the ESASD Athletic Department.

Disqualification from a PIAA Athletic Competition

If a student-athlete is ejected from a PIAA athletic competition, he or she will serve a suspension as rendered by the PIAA. Additionally, the student-athlete shall be subject to administrative review.

NCAA ~~Clearinghouse~~Eligibility Center

We are very hopeful that many of our student-athletes will continue their athletic careers beyond high school by competing at the collegiate level. The NCAA ~~Clearinghouse~~Eligibility Center regulates athletic participation at the division I and II levels based upon **specific academic requirements beginning in 9th grade**. It is strongly recommended for both parents and student-athletes to express their desires to compete in college athletics to the athletic department, coaches, and especially to the guidance counselors. The counselors will help educate parents and student-athletes on NCAA eligibility requirements and assist with proper course selections and academic requirements. It is never too early to start asking these questions! Attached at the end of this document is a copy of the NCAA Eligibility Center Quick Reference Guide.

Transportation

The athletic department recognizes the right of the parent(s)/guardian(s) to decide how and by whom their child is transported. However, the privilege to compete in interscholastic athletics for ESASD is based on student-athletes following the policies, guidelines, and procedures as established by the ESASD.

Teams, which include coaches and student-athletes, are expected to travel together using whatever transportation is provided to them by the *ESASD*; this includes both to and from athletic competitions and scrimmages. This expectation is presented to build team camaraderie and to protect all student-athletes.

A coach should always be present on a bus when one of his/her teams is being transported by bus. It is preferred that the head coach accompany the bus at all times. If the head coach cannot, for some valid reason, accompany the bus, the Associate Athletic Director will be made aware of the situation in advance to assure appropriate supervision of student-athletes is secured.

It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an event separately from the team. In the event that a student-athlete needs to travel separately from the team, a parent/guardian must communicate with the head coach and complete the ESASD Parental Transportation Request Form in advance (*see attached*). The head coach will keep the original. Student-Athletes will only be permitted to ride with their own parent/guardian. In case of emergency, the head coach may use his/her discretion and will contact the Associate Athletic Director, ~~or~~ Director of Athletics and Activities, or Building Principal. The Parental Transportation Request Form is still required.

Equipment/Uniforms

Once a student-athlete is identified as a member of the team, he/she may be distributed equipment and/or uniforms. Uniforms issued by the athletic department are intended to be worn for competition. Wearing uniforms for purposes outside of competition including during school must be pre-approved by the coach, building administration, and Director of Athletics and Activities. At the completion of the season, the student-athlete must return all equipment and/or uniforms issued by the District as determined by the head coach before being eligible to participate in any interscholastic activity in the future. The student-athlete is responsible to return such equipment or make monetary restitution. Failure to do so may result in non-participation of High School graduation activities and/or in charges being filed with the appropriate District Magistrate.

Expected Behaviors during Competition

During athletic competitions, it is expected that our student-athletes will compete in the true essence of good sportsmanship. It is also expected that parents and spectators will cheer for their child and team in the spirit of good sportsmanship. This includes no disrespectful/inappropriate gestures, actions, or comments to officials, teammates, coaches, opponents, and/or spectators. Additionally, teams and spectators will be required to remain in designated areas at both home and away competitions. We will be gracious in both victory and in defeat.

Parents and spectators who fail to meet these expectations may be removed from that evening's contest within refund (if applicable), have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.

Social Media

Student-athletes are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures. Student-athletes should use good judgment in their use of social media both in and out of school. Examples of what students should not do include: bully/cyberbully others; use defamatory or discriminatory statements/images; engage in terroristic threats; and promote illegal items and activities (such as, illegal drugs, violence, and unlawful drinking). The applicable legal due process procedures will be used when violations are reported or discovered. If applicable, discipline may result in athletic department sanctions up to and including removal from the team, any suitable disciplinary consequences listed in the Code of Student Conduct, and disciplinary consequences provided in the School District's policies. Social Media can include, but is not limited to, blogs, microblogs (such as Twitter); social networking websites (such as Facebook); media sharing (such as Instagram, Snapchat, and YouTube); wikis (such as Wikipedia); virtual worlds (such as World of Warcraft and Second Life); and when using text messages, e-mail messages, Internet websites, and other communications.

East Stroudsburg Area School District Concussion Management Protocol

In accordance with Board Policy 123.1, *Concussion Management*, the ESASD has developed and will follow the Concussion Management Protocol for all student-athletes, coaches, and parents/guardians:

1. All East Stroudsburg Area School District (ESASD) **student-athletes and their parents/guardians** must read and sign off on the following documents each school year related to the Risk of Concussion and Traumatic Brain Injury:
 - a. Section 3 of the PIAA CIPPE form
 - b. ESASD Concussion Management Protocol.
2. All ESASD **coaches (head, assistant, and volunteer)** must do the following each year prior to the start of their sports season:
 - a. Complete a concussion management certification training course offered by 1) the Center for Disease Control (CDC) *Heads Up, Concussion in Youth Sports* online course (www.cdc.gov/Concussion), 2) the National Federation of State High School Associations (NFHS) *Concussion in Sports – What You Need to Know* online course (www.NFHSLearn.com), or 3) another provider approved by the Department of Health. A certificate of completion must be printed out and submitted to the athletic office prior to the start of the athletic season.
 - b. Review the ESASD Concussion Management Protocol.
3. ESASD student-athletes grades 9-12 who participate in contact or collision sports offered by ESASD will be baseline tested by athletic medical personnel prior to participation in sport. Collision sports according to the PIAA include: Football and Wrestling. Contact Sports according to the PIAA include: Baseball, Basketball, Competitive Cheerleading, Cross Country, Field Hockey, Soccer, Softball, Swimming, Track and Field, and Volleyball.
4. A student-athlete suspected of a concussion will be evaluated by a certified athletic trainer and/or physician/designee. Evaluation tools may include using a sideline assessment tool such as the Standardized Concussion Assessment Tool (ie. SCAT ~~5~~) and BESS test. If an ESASD team physician is present, the student-athlete may be evaluated by the team physician. Parent(s)/Guardian(s) and coaches are not expected to diagnose a concussion; however, they must be aware of the signs/symptoms, and behaviors of a possible concussion.
5. Parents and/or guardians of the student-athlete must be notified as soon as possible and provided with the necessary information related to the concussion. Student-athletes presenting signs and symptoms of concussion are to be referred to a physician/designee for further evaluation. In addition, the student-athlete will not be able to drive him/herself home.
6. If a student is diagnosed with a concussion by a physician/designee:
 - a. Academic accommodations may be necessary until the concussion has healed. Proper communication with the guidance and school nursing departments is necessary so they can inform the student's teachers as to what accommodations are needed.
 - b. Athletic medical personnel will follow a stepwise return to play protocol as defined below.
7. The student-athlete (grades 7-12) will take a post injury neurological test, preferably within 24-72 hours of the initial concussive injury. Once a medical clearance is received from a physician/designee and a passing post injury ImPact test, as interpreted by the physician/designee, and/or ~~SCAT-3~~SCAT 5 is achieved, the student-athlete may begin his/her stepwise progressive physical activity program *as per Pennsylvania Interscholastic Athletic Association Sports Medicine Guidelines Return to Play Protocol*. The steps are outlined below:

- a. Step 1: light aerobic exercise – 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercise.
 - b. Step 2: moderate aerobic and/or sport specific exercise – 15 to 20 minutes of exercise at moderate intensity without a helmet or other equipment.
 - c. Step 3: non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
 - d. Step 4: full contact practice or training
 - e. Step 5: full game play.
8. Steps in this program may not be combined. The athlete may progress to the next step if no signs and/or symptoms of a concussion are resorted. This protocol is individualized frequently depending on the needs of the student-athlete and demands of the sport.
9. The ESASD team physicians and certified athletic trainers reserve the right to hold an athlete out of play if the student-athlete is still showing or reporting clinical signs and/or symptoms of a concussion.

Head Coach's Responsibility

In addition to the Student-Athlete Code of Conduct as described above, each head coach will be responsible for defining the following sport specific criteria. This information will be included in the Student-Athlete Code of Conduct given out to all parents and student-athletes at the beginning of each sports season:

- A Message from the Head Coach to include team rules and expectations
- Coaching Staff Contact Information
- Practice/Game Attendance Policy
- Practice/Game Schedule
- Game Day/Travel Dress Code
- Varsity Letter Criteria (for High School Head Coaches only)

East Stroudsburg Area School District Parental Transportation Request

The East Stroudsburg Area School District provides transportation to athletic contests for those student-athletes participating in scheduled athletic events. All participating student-athletes shall use the transportation so provided.

Provisions are available, however, to have student-athletes excused from school-provided transportation for a scheduled event. Under these provisions, student-athletes may be excused from the provided transportation only with the permission of the coach responsible for the scheduled activity and only with the written permission of the parent(s)/guardian(s). Such students shall only be released to their own PARENT(s) or GUARDIAN(s).

I assume the responsibility for transporting my daughter/son home and release the East Stroudsburg Area School District of all liability and legal responsibility associated with the transportation which I, as a parent/guardian, provide.

(Location of Venue)

(Print Student-Athlete's Name)

(Date)

(Print Name of Student-Athlete's Parent/Guardian)

(Signature of Student-Athlete's Parent/Guardian)

East Stroudsburg Area School District Athletic Department Expectations, Guidelines, and Team Rules Verification Form

We acknowledge that we have received and understand the *Student-Athlete and Parent Expectations &*

Guidelines for East Stroudsburg Area School District student-athletes participating in the School District's athletic program and the coach's team rules and regulations for the

sport of _____ for the _____ athletic season. Additionally, we
(Name of Sport) (Year)

understand that we are responsible for all rules and policies as explained in the *Student-Athlete Handbook* and *Code of Student Conduct* and board policies relating to athletics.

We also understand that the *Student-Athlete and Parent Handbook*, the *Code of Student Conduct*, and board policies can be accessed from the school district website:

www.esasd.net or upon request from the school district athletic offices.

[Print Name of Parent(s)/Guardian(s)]

(Date)

[Signature of Parent(s)/Guardian(s)]

(Date)

[Print Name of Student –Athlete]

(Date)

[Signature of Student-Athlete]

(Date)

(Coach's Initials)

**East Stroudsburg Area School District
Coaching Expectations & Guidelines
20167-20178**



TIMBERWOLVES



CAVALIERS

A Message to Coaches

On behalf of the athletic department, we would like to thank you for your interest and desire to coach the young student-athletes within our school district community. It is often the case that experiences with interscholastic athletics help form foundations for a successful life beyond high school for many of our children; additionally, it provides them with many great memories as they get older. Whether it is your love of sports, love of working with student-athletes, love for our great school district, or a combination of all three, we are excited to have you as part of our athletic department team. We are confident that you will be a great role model in helping prepare our student-athletes to become good people, good students, good teammates, and good athletes.

Our athletic program serves as an integral part of the educational process for students, grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. **Participation in athletics is a privilege, not a right.** It is important that you understand this philosophy and incorporate it into your daily planning, interactions, and communications with other coaches, parents, administrators, and most importantly our student-athletes.

The expectations and guidelines described below provide head coaches with a framework by which they are to lead their teams. Assistant coaches, to include all intermediate coaches, are expected to act in a manner that supports the leadership as set forth by the varsity head coach.

Simply stated, coaching for the East Stroudsburg Area School District requires you to C.A.R.E.

- **C**ommunicate appropriately at all times.
- **A**ct professionally at all times.
- **R**espect others and be fair to all.
- **E**ncourage all by creating a safe and positive environment.

When we C.A.R.E., we create GOOD people, GOOD students, GOOD teammates, and GOOD athletes.

Expectations at All Times

- All coaches shall constantly emphasize the importance of making good decisions and maintaining good grades in school.
- All coaches shall refrain from inappropriate language which includes cursing and making degrading comments to game personnel, spectators, staff members, parents, and/or student-athletes. You are a role model and are expected to act as such at all times.
- All coaches shall dress professionally, especially during competitions. Because each sport is different, it is recommended that head coaches identify appropriate attire for coaching staffs during practice and competitions. Jeans, short shorts/skirts, sandals, facial piercings/tongue rings, and low cut tops/short tops are not considered professional attire. How you present yourself and allow your staff to present themselves sends a strong message to your student-athletes, parents, administration and community.

- All coaches shall be cognizant of images and comments posted on social media sources. Refrain from inappropriate language, images, and gestures whether team, school, or personal. Remember that student-athletes, parents, school employees, and community members may have access to view what you post. What message are you sending?
- Additionally, coaches are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures.

Beginning of the Season

- All coaches shall attend a pre-season coaches' meeting held by the Director of Athletics and Activities and/or the Associate Athletic Directors. Coaches who cannot attend the required meeting must set up a meeting time with their building associate athletic director before starting to coach.
- All coaches shall be board approved each year.
- All coaches shall update all state mandates and clearances as required by the PIAA and the athletic department when applicable.
- All head coaches shall notify the athletic department of any volunteers for approval and verification of clearances and board approval before starting to coach. Refer to Board Policy #916 – *School Volunteers*, for additional information.
- All head coaches shall submit their goals by the start of the season.
- All head coaches or designee shall attend a rules interpretation meeting as required by the PIAA if applicable to the sport. Assistants are encouraged but not required to attend.
- All head coaches shall discuss the district-wide *Student-Athlete and Parent Expectations & Guidelines* with team members and parents at the beginning of each season. Student-athlete and parent sign-off is required.
- All head coaches shall share team rules and expectations with student-athletes.
- All head coaches shall provide parents with contact information regarding questions/concerns.
- All head coaches shall address parent concerns. In the case where a concern is not resolved, coaches need to notify and seek assistance from Associate Athletic Directors, the Director of Athletics and Activities, and/or Building Administration.
- All head coaches shall provide parents with practice and game day schedules. Be sure to include that practices and contests are “SUBJECT TO CHANGE.”
- All head coaches shall make every effort possible to accommodate, and not to penalize, student-athletes who choose to participate in more than one school-sponsored activity simultaneously.
- Sapphire Student Information System – ~~O~~nce rosters are submitted to the athletic office, a class can be created allowing coaches to track academic progress. Coaches are encouraged to communicate with parents and teachers regarding support and assistance of academic performance for student-athletes. Be proactive regarding academic eligibility!
- Squad Selection/Cuts:
 - It is the coaching staff's responsibility to select members of the team.
 - In cases when cuts are to be made, the coaching staff must inform all student-athletes of this possibility before tryouts begin. Tryout dates and criteria must be defined in advance and shared with all student-athletes trying out. The number of

practices necessary before cuts can be made must be approved by the associate athletic director. ~~and in accordance with PIAA guidelines.~~

- Head coaches are required to create an evaluation tool focusing on the following criteria:
 - The student-athlete's ability, potential, skill level, and attitude and disposition as displayed under all applicable conditions.
 - ~~○~~
 - The number of roster spots available on the team.
 - Sport specific criteria as determined by the coaching staff.
 - The student-athletes overall grades, attendance, and discipline in school.
- Head coaches are responsible for assuring their assistants understand the criteria for the evaluation tool.
- Prior to final selection of any squad, the entire coaching staff is responsible for discussing each student-athlete's evaluation.
- For student-athletes who do not make the squad, coaches must do the following:
 - Discuss and provide a list of student-athletes not making the squad to the Associate Athletic Director prior to meeting with them.
 - Meet with each student-athlete in private and on an individual basis.
 - Name lists and group postings or announcements are prohibited.
 - Provide the student-athlete with a rationale/copy of the evaluation explaining why he/she did not make the squad.
 - Answer parent questions/concerns regarding coaches' evaluation of the student-athlete.

During the Season

- Maintain a high level of safety and security:
 - Coaches are to be aware of building security, as well as the security of playing fields. Coaches ~~should~~ **must** check all areas they have utilized at the termination of their use to be sure the area is secure and the lights have been turned off.
 - Daily locker room supervision is necessary. Coaches are required to:
 - Directly supervise all student-athletes in the locker room areas.
 - Keep coaches' office doors and windows open while student-athletes are in the locker room. Locker room walk-throughs are required.
 - Make sure the door is locked when the last player leaves the locker room.
 - Constantly review locker room protocol with student-athletes to include but not limited to: no cell phone cameras or videos, no horseplay, bullying, or hazing of any sort will be tolerated, lock ~~at~~ **all** items in lockers, encourage showering/proper hygiene upon completion of practices and/or games, and report all inappropriate behaviors to coaches immediately.
 - In cases where there is not a same sex coach on staff, coaches are required to devise a locker room supervision plan with their Associate Athletic Director, Director of Athletics and Activities, and/or Building Administration.
 - A member of the coaching staff must be the last person to leave the facility, unless another appropriate District employee is assigned to that area. It is his/her responsibility to ensure all students have properly vacated the premises prior to

departing. THIS INCLUDES SUPERVISION OF ACTIVITY BUSES EACH DAY!

- Coaches ~~should~~ are required to instruct their student-athletes not to enter facilities before a coach has arrived.
- The Associate Athletic Director or the Director of Athletics and Activities will distribute keys accordingly. Coaches are responsible for taking all necessary precautions possible to ensure their keys are not lost or stolen. Coaches are **NOT** to copy keys. Coaches are **NOT** to lend their keys to unauthorized individuals.
- It is the responsibility of coaches to make arrangements to have an identification card issued to them, with the appropriate programming for use by the District's ID card "swipe" entry system, and coaches are **NOT** to lend their entry system ID card to unauthorized individuals.
- Entry doors should **NEVER** be propped open while unattended.
- Should a key or an ID card be lost or stolen, it is to be reported to the athletic office **IMMEDIATELY**.
- Upon resignation or departure from a position, **ALL** athletic area keys ~~should~~ must be turned in to the athletic office.
- The Associate Athletic Director or the Director of Athletics and Activities may collect all keys at the termination of a season, or anytime it is deemed necessary.
- Daily communications:
 - All coaches shall provide both positive and corrective feedback in a manner that encourages student-athletes to want to get better. Keep in mind your interactions help shape their behaviors. When expectations are clear, they will respond.
 - All coaches shall communicate potential injuries to the athletic trainers and parents.
 - All head coaches shall provide practice and game schedules to student-athletes, parents, and the building athletic department. Keep them posted on changes, especially involving weekend/holiday practices.
- Non-school day practices and contests, inclement weather, and emergencies:
 - Practices and contests shall not be held when school has been canceled or dismissed early due to inclement weather or recognized emergency unless permission is granted by the Superintendent or designee.
 - Practices and contests shall be held on days when the start of the school day has been delayed due to inclement weather or a recognized emergency *unless* a decision has been made otherwise by the Superintendent or designee.
 - In cases whereby a team or individual(s) qualifies for PIAA district, regional, and/or state level competitions to be held on (a) day(s) when school is not in session or has been dismissed early due to inclement weather or recognized emergency, the Superintendent or designee shall determine whether that team or individual(s) will be transported to said competition by the school district. In cases whereby the Superintendent has deemed it unsafe to transport, a student's parent/guardian may transport his/her child to the competition. Such a decision is entirely that of the parent/guardian and the Board assumes no responsibility for such an arrangement. Transportation to such competitions provided by faculty, students, and/or volunteer parents/guardians in private vehicles will not be considered.
 - Practice is permitted on in-service days. Practice may not begin until 2:15pm unless prior approval is granted by the Director of Athletics and Activities and/or Principal.

- Practice is permitted during Parent/Teacher Conference days at times that do not interfere with conferences unless prior approval is granted by the Director of Athletics and Activities and/or Principal.
- *Saturdays and school holiday practices* are permitted but must be appropriately communicated to student-athletes, parents, and the athletic department. Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
- *Sunday competitions and practices* may be permitted only when unforeseen and compelling circumstances occur and will not be permitted merely to replace cancelled regular practices with approval from the building principal, Director of Athletics and Activities, and the Superintendent. PIAA rules regarding Sunday athletic competitions and practices will apply (i.e. athletes required to be given another day “off” during the week). Attendance at competitions and practices held on Sundays is to be ***completely voluntary*** (i.e. students are not required to attend, and negative consequences are not to be given). Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
- Student-athletes should not be penalized for missing rescheduled games and/or practices due to verifiable extenuating circumstances.
- Head Coach Documents for Away Competitions:
 - Building Principal, Director of Athletics & Activities, Building Associate Athletic Director and Building Athletic Trainer phone numbers.
 - Copies of student-athlete Emergency Cards. Coaches are required to review and familiarize themselves with student-athlete medical concerns and follow doctor prescribed medical procedures as applicable.
 - Directions to away playing site.
 - Copies of the Parent Transportation Request Form.
- Supervision of Student-Athletes at Tournaments:
 - Every effort shall be made to provide direct adult supervision for student-athletes while competing at tournaments.
 - At times when teams compete in tournaments, there are instances whereby our student-athletes must compete in different venues simultaneously. This precludes our coaches from being able to directly supervise student-athletes who may be “idle” while teammates are engaged.
 - Therefore, in such instances, coaches shall be advised to designate an area in the bleachers or at another appropriate area in the arena to which the student-athletes are expected to report and at which they are to remain while teammates are competing.
 - Those student-athletes who become spectators under such circumstances are to be advised by the coach(es) that they are to remain in the designated area and conduct themselves in an appropriate, orderly manner.
- Overnight Event Guidelines, in accordance with Board Policy #121 – Field Trips:
 - In the event that an overnight contest/competition is scheduled for a particular team, the head coach is responsible for making a formal request to the Director of

Athletics and Activities for approval and in order to make arrangements for overnight accommodations, should it be deemed necessary. With the approval of the building administrator and the Director of Athletics and Activities, the request will be placed before the Board for approval.

- In the event that individual student competitors, student-athletes and/or full teams representing the District qualify for PIAA district, regional, and/or state level competition that may require overnight accommodations, if deemed necessary, the Director of Athletics and Activities shall seek Board approval on, at a minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.
- For all contests requiring overnight accommodations, the head coach will be responsible to see that Board Policy #121 – *Attachment B (Field Trip Permission Form)* is completed and submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building principal or the Director of Athletics and Activities.
- Coaches shall review Board Policy #121 – *Field Trips*, to accurately determine guidelines and procedures that may pertain to their particular event.

End of the Season

- All head coaches shall nominate a member of his/her team for any league, district, and state awards that the student-athlete may be eligible to receive. This includes both athletic and academic awards.
- All head coaches shall inventory uniforms and equipment and sit down with their Associate Athletic Director for review.
- All head coaches shall collect uniforms and equipment from all student-athletes who participated. Please note that only after you planned an end of the season collection of materials meeting and contacted parents should you turn names of student-athletes who did not turn in uniforms or equipment to the athletic office. Student-athletes will not be able to participate in an upcoming season until the missing items have been rectified.
- All head coaches shall assist with assistant coaching evaluations.
- All assistant/intermediate coaches shall assist with inventory collections and storage as directed by the head coach and Associate Athletic Director.
- All head coaches shall complete the end of season summary and submit to the appropriate athletic office.
- All head coaches or a designee shall attend post season awards assemblies as scheduled by the building athletic department.

Off Season

In accordance with Article XVI of the PIAA Constitution and By-Laws, the ESASD requires all coaches to adhere to the following off season expectations:

- All sports have a defined season, and no sport shall operate to the detriment of any other sport.
- The student-athlete shall have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is

contrary to the philosophy of the PIAA and the ESASD. **As a coach, you are expected to encourage your student-athletes to participate in other sports, clubs, or activities.**

- Outside of the defined season for sports, PIAA member schools may not sponsor teams in that sport.
- Coaches are encouraged to offer student-athletes organized opportunities such as training programs, recreational activities, open gyms, clinics and camps provided that any participation by coaches and/or student-athletes is completely **VOLUNTARY**.
- Coaches offering voluntary opportunities shall complete a Use of Facility Form and submit to the building level athletic office for approval. Include the parent permission/sign-off form which explains: 1) what you are offering, 2) when you are offering it, 3) where it is located, and 4) who is supervising.
- Student-athletes cannot participate in off season opportunities without a signed parent permission form. Additionally, coaches must maintain a daily attendance log.
- The school's name, nickname, uniform, equipment, and first aid supplies **may not be used by community organizations and groups**. The school's name, nickname, and uniforms may not be used by student-athletes; however, the principal may permit students to use the school's interscholastic equipment and the school's interscholastic first aid supplies.
- Tryouts may not be held outside the PIAA defined season.
- Attendance in out-of-season programs or camps does not guarantee that a student-athlete will make a team during the defined season.
- Failure to attend out of season programs or camps may not be held against student-athletes who try out for teams.
- Head coaches will prepare yearly team budgets in collaboration with the Athletic Department.
- In the case of injury during off-season opportunities, coaches should:
 - Analyze the severity of the injury and do not leave the student-athlete unattended.
 - Contact the athletic trainer, if possible.
 - Contact the athletic department or building principal, if necessary.
 - Contact the student-athlete's parent/guardian or emergency contact.
 - Document the incident and provide a copy to the trainer and the athletic department.
 - If necessary, call 911.

Safeguarding the Student-Athlete

As stated previously, participation in athletics is a privilege. The student-athlete has a responsibility to play fairly, always do his/her best, maintain fitness, and to conduct himself/herself in a manner that is representative of the District. In turn, all things possible should be done to protect against injury through conditioning, instruction, modeled behavior and adequate supervision. Coaches should constantly evaluate to ensure a safe experience for all. Below are some guidelines and suggestions that will help coaches evaluate his/her student-athletes in this regard:

- Proper conditioning aids in the prevention of injury:
 - Players should practice a minimum of two weeks before participation in a contest.
 - Student-athletes should be given direction regarding preseason conditioning.
 - Players should be required to warm up thoroughly before participation.
 - Substitutions should be made without hesitation when players appear too fatigued to perform and/or exhibit injury.

- Proper officiating promotes enjoyment of the game as well as providing players with protection:
 - Rules and regulations must be strictly enforced in practice and contests.
 - Players and coaches should know and understand the rules of the game.
- Coaching leads to skill-building and lowers the incidence of injury:
 - Injuries should be analyzed to determine cause; preventative programs should be established accordingly.
 - The athletic trainer must see the injured student-athlete as is applicable, and his/her terms strictly followed, without question, by the coach and player.
 - Practices must be planned and of reasonable duration.
 - The coach must emphasize safety and teaching the proper skills.
- Equipment and facilities must be properly maintained:
 - Careful attention must be given to proper fit of equipment.
 - Appropriate equipment must be provided for contact sports.
 - Equipment must be properly maintained.
 - Play areas are to be properly maintained.
 - Questions regarding the condition of equipment and/or playing/practice facilities should be reported immediately before allowing student-athletes to use.

Team and Individual Awards

- Varsity Letters /Participation Certificates:
 - The head coach of each sport will devise a basic list of criteria, which each student-athlete must meet to qualify for a varsity letter during that season.
 - The student-athletes should know what these standards are before the first contest is played.
 - Seniors who complete the entire season will receive a varsity letter.
 - Student-athletes who are injured and, in the opinion of the coach, would have qualified, will receive a varsity letter.
 - A student-athlete who does not meet these basic requirements will receive a participation certificate.
- State Level Representation:
 - The student-athlete or team who finishes “state level” competition as an official place winner will have a picture plaque displayed in the school, which will list the student-athlete’s or team’s career accomplishments. The official place winners in categories as awarded by the PIAA will be recognized in each different sport:
 - Cross Country – 10 per team; top 25 finishers
 - Golf – top 10 finishers
 - Rifle – top 8 finishers
 - Swimming – top 8 finishers per event
 - Tennis – 12 per team; top 4 finishers
 - Track & Field – top 8 finishers per event
 - Wrestling – 25 per team; top 8 finishers per weight class
 - A student-athlete who represents the District at the state level of competition and places outside the official placement recognition, will have his/her name placed on the State Level Competition Board.

- A team that qualifies for the state playoffs and does not place will have its name and year placed on the State Level Competition Board.

East Stroudsburg Area School District Athletic Department Coaching Guidelines and Expectations

I acknowledge that I have received, read, and understand the *Coaching Expectations and Guidelines* for the East Stroudsburg Area School District. I also understand that I will be held responsible for adhering to the above mentioned expectations and guidelines as well as all PIAA regulations, board policies relating to athletics, and student-athlete expectations as describe in the *Student-Athlete Handbook* and *Student-Athlete Expectations and Guidelines*. Lastly, I understand that I will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

[Print Name of Sport]

[Print Name of School]

[Print Name of Coach]

[Print Position of Coach]

[Date]

[Signature of Coach]

[Date]

(Associate AD's Initials)