

Interboro School District
Athletic Department
Coaching Handbook

THE PURPOSE OF THIS HANDBOOK

The purpose of this Coaches Handbook is to serve as a guideline for all coaches to follow in carrying out their designated responsibilities as coaches in the Interboro School District. It is imperative that all guidelines be observed; this is an inherent professional obligation undertaken with the appointment to the coaching position.

NOTICE

This document may be subject to additions and amendments subject to Administrative approval. Written copies of such revisions will be made available for inclusion in the handbook.

ATHLETIC PHILOSOPHY

Interboro School District believes that a dynamic program of student activities is vital to the educational development of the student. The Athletic Program of Interboro School District provides a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life. The Athletic Program functions as an integral part of the total curriculum and offers students opportunities to serve the school, to assist in the development of fellowship and good will, to promote self-realization and all-around growth and to encourage the qualities of good citizenship.

EMERGENCY PHONE NUMBERS

Please find below critical phone numbers that you might need during your season:

Interboro School District High School 610-237-6410
Glenolden Elementary School 610-237-6430
Norwood Elementary School 610-237-6425
Prospect Park Elementary School 610-237-6420
Tinicum Elementary School 610-521-4450
Interboro School District Athletic Office 610-237-6410 x2158
Interboro School District Training Room (stadium)
Interboro School District Training Room (High School)
Facilities Rentals – Mr. William Galloway 610-461-6700 x1118
Maintenance – Mr. William Galloway 610-461-6700 x1118
Emergency: 911

Website www.interborosd.org

Building administration should be immediately notified during emergencies. Their numbers are listed below:

Mr. Ryan Johnston HS Principal 610-237-6410 x2321
Mr. Daniel Snyder: Glenolden Principal 610-237-6430 x5220
Mr. Daniel Mills Norwood Principal 610-237-6425 x 4220
Mr. Robert Kelly Prospect Park Principal 610-237-6420 x6320
Mr. Timothy Fanning: Tinicum Principal 610-521-5775 x3220
Mr. Edward Kloss: Athletic Director 610-237-6410-2329
Mrs. Jenna Syken: Athletic Trainer 610-237-6410 x2158

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATING IN ATHLETICS

The following guidelines have been developed by the Interboro School District to monitor the academic performance of students on athletic teams:

At the beginning of a particular sports season, initial academic and attendance eligibility shall be governed by the P.I.A.A.

In-season weekly monitoring of an athlete's eligibility shall be as follows:

1. If a student is not earning a passing grade, that student shall be referred to the Athletic Director by 12:00 Noon on Thursday.
2. The Athletic Director shall chart students by courses as they are submitted by teachers.
3. Coaches shall be officially informed by the Athletic Director of all such referrals by Friday.
4. Any student athlete who is not passing four full credit courses will be ineligible to practice and play for one week. This student will remain ineligible until they have achieved a passing grade in four full credit classes.
5. Any penalties or sanctions imposed on students will begin on Mondays.

It is important that the entire athletic department stay on top of all our athletes. Together, we can show our students the importance of a quality education as well as superior athletic programs.

ATHLETIC ACTIVITIES ACCOUNT AND PURCHASES

1. The athletic director will keep a record of all receipts and approve all disbursements. Subsequent approval of disbursements must also be made by the business manager.
2. No purchases will be made by a coach without the written authorization from the athletic director.
3. Even in an emergency, the coaches will not pick up any item unless the coach has a copy of a purchase order or written authorization from the athletic director to present to the vendor. If the coach purchases any item, regardless of the amount, the coach will be responsible for the payment of it.

ATHLETIC INSURANCE - RESOLUTION AND COVERAGE

The district maintains a special \$1,000 deductible excess accident policy. If a student receives medical services for a sports related injury, the parent must submit all claims to their personal insurance carrier for payment. Costs in excess of the family's insurance plan that are paid by the family and exceed \$1,000 should be submitted to the plan carried by the district. The claim form to submit these costs can be obtained in the Principal's Office and must be submitted to the insurance carrier within 90 days from the date of the injury.

BUDGET

All head coaches will present a complete list of equipment and medical supplies that the team will need for the next season when the bid process begins. Each item should be written with complete specifications so that all vendors will understand the quality of items desired. This will insure the school district of receiving the quality it desires. Please list no sub on items that you want a specific brand or style. Complete specifications will also aid the vendors when they bid on the items. Please include catalog numbers with each item. Catalogs may be secured from the athletic director. Computer printouts will be provided by the athletic office.

BUILDING PERMITS

1. All scheduling of buildings and grounds should be arranged with the Athletic Director. The Athletic Director will be responsible for scheduling the event with the Building Rentals Secretary.
2. Discuss with the athletic director what building or parts of building will be needed for your athletic team.
3. Do not permit athletes to enter any other part of the building other than the part that has been assigned through a building administrator. This procedure must be followed because athletes in other parts of the building may disturb the cleaning staff and with the open classrooms, theft may occur.

CANCELLATION OF PRACTICE AND GAMES WHEN SCHOOL IS CLOSED DUE TO INCLEMENT WEATHER

1. All practices are canceled unless administrative approval is given.
2. Students can't be required to attend an approved activity/practice during a school closing. Participation must be voluntary.
3. All home activities involving spectators are canceled unless administrative approval is given.
4. If an early dismissal occurs all activities are canceled.
5. Thunder and Lightning - See Thunder and Lightning Guidelines

COACHING ETHICS

The coach should exemplify all that he/she is attempting to develop in those who are affiliated with his team. The coach should serve as the prime example of good sportsmanship for his/her team.

There should be harmony among the entire coaching staff regardless of what sport or sports you are coaching. Coaches should cooperate with each other, not compete against each other.

Conduct: Coaches must be the example of the good sportsmanship they are trying to teach. Defend the rights of your team at all times, but do not overdo your differences with officials. Disagreements with officials should be in a professional, calm manner. This will prevent inciting both athletes and spectators. Avoid engaging in an exchange of words with spectators. Be discreet when reprimanding an athlete.

No smoking or tobacco products will be permitted on the field or in the gymnasium at any time by members of the coaching staff.

Profanity by coaches will not be tolerated. It will in no way improve the team's performance. It will only lose respect and encourage your team members to use the same language.

Once the athletic contest begins, it is in the hands of the officials. Any abnormal disturbances, examples of rowdiness, etc., during the game should be brought to the attention of the officials, whose duty it is to restore order.

COACHES AND STUDENTS DRESS

1. Coaches should be properly dressed at all times. Whether in practice sessions or at contests, you are in the public eye at all times. The impressions you make reflect upon you, your team, and the school.
2. Suitable practice attire will, of course, depend upon the nature of the sport, weather conditions, etc.
3. At regularly scheduled contests, the coach should dress properly. Suitable sport clothing or professional attire may be worn.
4. Wearing spike or cleats in school buildings is prohibited. The coaches must set the example for this. This is a matter of maintenance and safety.
5. It is the coach's responsibility to see that students on his/her team dress properly. On all away trips when students do not suit up at home, the school dress code must be followed

COLLEGE RECRUITING

The process of recruiting a high school athlete for a collegiate sport can often be a confusing and time consuming process. Any questions or concerns regarding the recruitment process, should be referred to the Director of Guidance or the Athletic Director.

COMMUNICATION AND CHAIN OF COMMAND

It is your responsibility to address any concerns relative to the operation of the athletic office first and foremost to the athletic director. By-passing the established chain of command may cause delays in response, as well as possible misunderstandings and communication gaps. Also, when possible, put your concerns and suggestions in writing.

DISMISSAL TIMES

1. Bus departure times will be assigned by the athletic director on the original competition schedule.
2. When athletic events are to be played in the afternoon all home games will not start before 3:45 P.M.
3. Every effort will be made to keep the athletes in class as much as possible.

ELIGIBILITY

1. The list submitted by the coach will be used to send our eligibility to the other schools that we compete against.
2. All athletes have their academic progress checked weekly during their season. Athletes declared ineligible will not be permitted to play from Sunday through the end of the next Saturday.
3. To participate in an athletic contest, a student must be present for the entire school day, i.e., the student must report to school by 8:00 AM.
4. In order for students to be excused for classes during the school day for athletic events, they must be present in school from the beginning of the school day.
5. Coaches must notify the athletic director before adding a new student to the squad.
6. An athlete may be declared ineligible at any time by the school board, school superintendent, or school principal for any behavior or conditions which may warrant such action after such behavior or conditions have been reviewed by the administrator, the athletic director, and the head coach of the activity involved.

ELIGIBILITY OF ATHLETES

- Only full-time students may participate in scholastic athletics. (P.I.A.A. rules included)
- **Semester Rule** - A pupil **shall not** represent his or her school in interscholastic athletics if he or she has:
 - a. Been in attendance more than 8 semesters beyond the 8th grade.
 - b. Participated in six seasons beyond the 6th grade or four seasons beyond the 8th grade in any sport.
 - c. Age Rule - A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception:
 - i. If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.
 - ii. A pupil of a junior high/middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in interscholastic athletic contests upon attaining the age of fifteen years, with the following exceptions:
 - If the age of fifteen is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.
 - If the age of sixteen is attained on or after July 1, the pupil shall be eligible, age-wise, to compete with pupils in the ninth grade.
- **Amateur Status** - A pupil must be an amateur in order to be eligible to participate in any P.I.A.A. sponsored interscholastic athletic contest. An athlete loses his amateur status for purposes of participation in any P.I.A.A. sport whenever:
 - a. He or she competes in an athletic contest in which prizes not permitted are given. (see athletic director for details)
 - b. He or she sells or pawns his or her athletic achievement awards.
 - c. He or she accepts prizes for his or her athletic ability.
 - d. Competes under a false name.
 - e. Plays, or has played, on a team any of whose players have received, directly or indirectly, compensation for their athletic services.
 - f. He or she plays on a professional team or as an individual professional.
 - g. He or she receives consideration for becoming a member of an athletic organization or school.
 - h. He or she signs a contract whereby he or she agrees to compete in any athletic competition for consideration.
- **Physical Examination and Recertifications**
 - a. To be eligible to represent Interboro School District in any interscholastic athletic contest, a student must be examined (on or after June 1st) by a licensed physician of medicine or osteopathy or a certified registered nurse practitioner before his or her first sports season of the academic year. The parent is responsible for this examination, and the student must submit to the Athletic Office a report of the examination on the form provided by the school (CIPPE).

- b. No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless, the student has completed a comprehensive initial pre-participation physical evaluation (CIPPE) performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form (CIPPE).
- c. A pupil who has been absent from school during a semester for a total of twenty days (20) shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty five (45) following his twentieth day of absence. Attendance at summer school does not count toward the sixty days.
- d. Eligibility regulations include P.I.A.A. standards as well as local rulings included herein.
- e. To be eligible for interscholastic athletic competition a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in such approved curriculum, as certified by the principal.
- f. Any athlete declared ineligible may not practice or play during the period of ineligibility.
- g. All students must be in compliance with not only the P.I.A.A. rules, but also with the Academic Eligibility Requirements for Participating in Athletics.
- h. All athletes must be in school by 8:00 AM to be eligible to practice or play.
- i. Any new student in the district that wishes to participate in athletics should be sent to the athletic director for information concerning their eligibility.
- j. Coaches wishing to move a junior high student to a different grade level to compete must be aware of the P.I.A.A. Rules and Regulations on page 25, Article XVII, Section 6.

INJURIES

When an injury of consequence occurs that might require medical attention, an injury report must be completed with the trainer and athletic director within twenty-four hours. Remember, the safety and welfare of the injured player should be our first responsibility. If it requires calling off practice or stopping a game, do so. A written statement from the physician and the parent or guardian must be submitted prior to the student returning to participate in practices or contests.

TRAINER

The athletic trainer will be responsible for the prevention and treatment of all athletic injuries. All injuries must be reported to the trainer immediately. When a serious injury occurs, follow the emergency action plan

EMERGENCY MEDICAL PLAN

Athletic Trainer: Jenna Syken ATC

Please refer to the Emergency Action Plan given at the seasonal coaches meetings for all changes and updates to procedures.

- Athletic training is the prevention and care of athletic injuries. While this may seem like a simple procedure, it is sometimes very difficult to carry out. There are many factors, both physical and emotional, that must be considered when dealing with injured athletes. In dealing with these factors, one must be able to perform a procedure as simple as putting a Band-Aid on a small scratch or as difficult as dealing with a star athlete who is depressed because he/she did not perform up to his/her expectations.
- As a coach, you are a member of the athletic health care team. This team consists of the athletic training staff, student trainers, the team physicians, members of the school administration, the school nurse and you, the coach. Each member of this team is as important to the athletic program as the quarterback or pitcher is to his respective teams. Everyone must perform his/her job accordingly and fulfill his/her responsibilities in order for the athletic program to be successful.
- When a player who is under your supervision is injured, you have the duty to provide reasonable medical assistance to the injured participant as soon as possible under the prevailing circumstances. This medical assistance does not require that you have the skills and training of a physician or an emergency medical technician, but it does require basic first aid skills and an organized system of quickly obtaining more medical personnel.
- You do have the responsibility to administer first-aid and put the emergency action plan into operation.
- Anyone who coaches a sport should be able to administer first-aid, including cardio-pulmonary resuscitation.

You have four basic duties as a coach:

1. Protect the individual from further harm and do so judiciously. Do not drag an injured player away from the practice field so that practices may continue, especially if he or she is unconscious or you suspect a head, neck, or back injury.
2. Attempt to maintain or restore life to the injured player.
3. Comfort and reassure the individual. Keep him or her quiet, speak to the person in reassuring tones, and keep any bystanders away from the scene of the injury.
4. Immediately activate the emergency action plan.

Emergency Plan for Interboro School District

Please refer to the Emergency Action Plan given at the seasonal coaches meetings for all changes and updates to procedures.

In the event of a medical emergency on the field of play:

- It is the responsibility of the athletic trainer (home or visitor) to make all decisions regarding the initial evaluation and management of any athletic injury/illness that may occur on the field of play.
- This policy will allow the athletic trainer to:
 - Quickly determine the severity of an athletic injury/illness
 - Activate the Emergency Medical System
 - Provide immediate and proper medical treatment to the athlete
 - Coordinate efforts of all involved parties
- Depending on the severity of the injury/illness, the athletic trainer will instruct the coach to perform the following actions:
 - Notify EMS / Call 911
 - Coach or team member directs EMS to injury site
 - Although prompt removal of a player is paramount; No player will be removed until he/she is stable enough to do so. In the event of a complex fracture and or dislocation, any open wound will be dressed and the limb immobilized before ANY attempt is made to remove the player
 - In event that there are simultaneous injuries on the field and in the stands: the EMS crew will treat the spectator and request a second ambulance. The athletic training staff will stabilize the injured athlete and wait for the second EMS crew to arrive

Notification Process

1. Athletic trainer notifies parent or guardian
2. Athletic trainer notified Athletic Director
3. Athletic trainer notifies school nurse
4. Athletic trainer assists parent/guardian in obtaining proper medical referral
5. Returning athlete must follow-up with the athletic trainer
6. Athlete return to play requires clearance from a physician, Please note, clearance from a doctor of chiropractic medicine, physical therapist, or nurse is not sufficient for an athlete who has been transported by an EMS crew

Emergency Equipment/Supplies

All coaches are supplied a medical kit at the start of each season. This kit will be stocked with supplies for basic first aid. It is the responsibility of the coaches to notify the athletic training staff when the kit needs restocked or is lacking any necessary supplies.

Emergency Equipment Locations

Venue Directions:

High School Fields: (boys soccer, girls soccer, field hockey and girls lacrosse)

Address: 500 16th Avenue
Prospect Park PA, 19706

Access: Ambulance access made via W. Amosland Rd. parking lot

Main Gymnasium (volleyball, basketball, wrestling)

Address: 500 16th Avenue
Prospect Park PA, 19706

Access: Emergency access can be made via the 16th avenue parking lot and through doors marked Gymnasium. Once inside, gym will be on the left

Wrestling Room:

Address: 500 16th Avenue
Prospect Park PA, 19706

Access: Emergency access can be made via the 16th avenue parking lot and then through the doors marked gymnasium. Once in, gym will be on your left. Proceed across gym to the stairs to wrestling room (door marked wrestling room).

Weight Room/ Athletic Training Room

Address: 500 16th Avenue
Prospect Park PA, 19706

Access: Emergency access can be made via the 16th avenue parking lot and through the doors marked gymnasium. Once in, gym will be on your left. Enter gym and proceed to the far right end of the gym to doors marked weight room. Athletic training room can be accessed via the weight room.

South Avenue Sports Complex: (Football, lacrosse, night events)

Address: 305 W. South Avenue
Glenolden PA 19036

Access: Ambulance access for practice field can be made via W. South Ave and the stadium via Hillcrest Avenue then through the gate at the stadium

Manor Field: (middle school boys/girls soccer, middle school softball)

Address: Center Avenue
Essington PA, 19029

Access: Ambulance access can be made via Center Avenue

Glenolden Park: (middle school sports)

Address: 283 W. Knowles Avenue
Glenolden PA, 19036

Access: Ambulance access can be made via W. Knowles avenue

Glendale Heights: (middle school sports)

Address: 280 South MacDade Rd.
Glenolden PA, 19036

Access: Ambulance access can be made via the intersection of MacDade Blvd and Hibbs Rd.

Hillcrest: (middle school field hockey and varsity baseball)

Address: 417 Hillcrest Avenue
Glenolden PA 19036

Access: Ambulance access can be made via Hillcrest Avenue

Norwood Field: (JV baseball)

Address: 211 E. Amosland Road
Norwood PA, 19078

Access: Ambulance access via park entrance on E. Amosland Road

Prospect Park School (middle school volleyball)

Address: 901 Pennsylvania Avenue

Access: Ambulance access via entrance located at the entrance on 9th Avenue at the intersection of 9th Avenue and Summit Avenue

Locations of AED by Venue

Athletic Trainer will have an AED with him/her when out at practice or game, but the following may be needed if the Athletic Trainer is not present

- High School Fields- on first floor in athletic director's office and second is located at the top of the stairwell across from the athletic director's office
- Manor Field- Tinicum Middle School
- Hillcrest- None currently on site
- South Avenue Sports Complex- None currently on site
- Norwood Field- Norwood Middle School
- Main Gymnasium- on first floor in athletic director's office and second is located at the top of the stairwell across from the athletic director's office
- Wrestling Room- on first floor in athletic director's office and second is located at the top of the stairwell across from the athletic director's office
- Weight Room- on first floor in athletic director's office and second is located at the top of the stairwell across from the athletic director's office
- Glendale Heights- In Glenolden School by the nurse's office
- Glenolden Park- In the Glenolden School by the nurse's office

In the event the certified athletic trainer is not present

If the certified athletic trainer is not present, the coach determines the status of the injured athlete and determines if it is an emergency or life threatening. If the coach determines the injury is significant, then he/she should immediately notify EMS. Do not hesitate, or if in doubt, Call EMS. It is the responsibility of the coach to maintain and have parent contact information and emergency telephone numbers available at all times. Coaches should notify the certified athletic trainers of any injuries.

- Any of the following should be considered an emergency
 - Any head, neck, or spinal injury with
 - ◇ Numbness or tingling
 - ◇ Loss of sensation
 - ◇ Loss of consciousness even for a brief period
 - Environmental injuries such as
 - ◇ Hyperthermia (heat illness, heat exhaustion)
 - ◇ Hypothermia (cold related injuries, frostbite)
 - Concussions
 - ◇ Confusion
 - ◇ Dizziness
 - ◇ Visual problems
 - ◇ Loss of consciousness
 - Chest pain
 - Asthma or breathing difficulties
 - Diabetic related complications
 - Severe or uncontrolled bleeding
 - Suspected fractures (especially compound, bone through skin)
 - Allergic reactions

Coaches Procedures Following a Serious Injury

- An accident report should be completed and returned to the athletic director and trainer immediately following an injury.
- Life threatening situations should be reported immediately to the trainer, athletic director, and/or building principal.
- If a life threatening injury occurs, a faculty meeting will be scheduled immediately to discuss the needs of the students. The building administrator will handle all press releases and scheduling of appropriate psychologists, counselors, and social workers.
- Get written eye witness accounts immediately and in as much detail as possible.

- Keep everything no matter how insignificant it seems at the time. This includes all memos, press clippings, reports, copies of phone calls, notes, time lines. (Time, Place, How)
- Maintain contact with the family.

Roles of the First Responders

- The certified athletic trainer assesses the situation and begins immediate care of the injured or ill athlete. If present, athletic training students assist the certified athletic trainer under direct supervision and direction of the certified athletic trainer
- Certified athletic trainer directs retrieval of emergency equipment. Student athletic trainers or student helpers will retrieve requested equipment
- Certified athletic trainer contacts EMS or directs student athletic trainer or coach to activate emergency medical system (EMS) via cellular phone or land line
- 911 call (provide name, address/location telephone number, number of athletes injured, condition of injured, first aid administered, specific directions, other information as requested)

Emergency Medical Services Notification Protocol

- State the following information:
 - Identify yourself
 - Location of the incident: street address, entrance to facility, location of the field
 - Type of injuries and number of athletes involved
 - Status of injured athlete: pulse blood pressure, temperature, pain, skin color, description of injured area, past medical history
 - Directions to field for emergency response vehicles
 - Designated person to meet at entrance to field
 - You hang up last; EMS will tell you to hang up the phone

EMERGENCY CARE INFORMATION

All Emergency Care Information is available on the copies of page 1 of the CIPPE Report provided to you at the beginning of the season. The original copies of that paperwork are available in the Training Room.

INJURIES AT AWAY CONTESTS

Follow the emergency action plan. If the injury requires emergency medical assistance, a responsible school employee should accompany the athlete if a parent is not available. The trainer will assume all responsibilities if he/she is present. Efforts should be made to contact parents by the accompanying employee with the use of the

emergency care information. The coach should immediately upon completion of the event, return the remaining contestants to the home school. Arrangements should be made to retrieve the school employee at the hospital or to help with the medical plan. If the school employee is the only responsible employee present, then the medical emergency plan should be initiated by giving the arriving medical personnel the athlete's emergency care information. The coach should continue to attempt to notify the parents before leaving the game site. If the parents cannot be reached, then the coach should stay on the home school site until the parents have been notified.

RESPONSIBILITIES OF ATHLETIC COACHES

- No member of an athletic team will be left in the building unsupervised. The supervision responsibility cannot be delegated to a non-professional member of the staff. This applies before and after athletic contests.
- Maintain the facilities of the building which your team is using in a proper manner. Do not allow your athletes to walk on the floors in the building with cleats or muddy shoes.
- When visiting another school, the head coach must check the dressing room before leaving for home, in order to make sure that no criticism of the district's use of the facilities can be made.
- Make sure all student lockers in the locker room are emptied within two days after your team has finished its season.
- A complete list of letter awards should be turned in by the deadline set by the athletic office.
- Coaches are required to attend pre-participation meetings, recognition nights, senior nights, mandatory rules meeting (if required for your sport), and any other athletic coaches meeting scheduled by the athletic director or principal.
- Coaches that are members of the faculty are expected to attend Departmental Professional Meetings and Building Faculty Meetings unless team is participating in an interscholastic event.

SAFETY GUIDELINES

Although the safety and welfare of athletes has always been of prime importance, it is the intent of the Interboro School District to reemphasize the responsibility of coaches to provide for the physical safety and effective instruction of participants. To this end, coaches will be expected to conform to the following general guidelines and to apply their own knowledge and skills in implementing them.

- Participants will be informed of the more serious types of injuries that can result from participation, the causes and practices which can lead to such injuries, and the ways that such injuries can be minimized or avoided.
- Instruct all participants of the rules of the sport with an emphasis on those rules which have safety implications and the reason for such rules.
- Require that participants report injuries to the coaches or trainer.

- Utilize a variety of techniques and drills to condition athletes to perform in a manner which will be both effective and safe.
- Provide immediate corrective action when athletes perform incorrectly as it relates to safety.
- Inspect the facilities and equipment before every use for conditions, equipment or apparatus, which may be unsafe.
- Utilize visual aids, demonstrations, verbal instruction, and drills to reinforce the learning of safe and effective skills.
- Fill in an Athletic Injury Report for serious injuries and all injuries which require referral to the trainer or physician.
- All coaches are expected to have required PIAA yearly certifications (Heat, Concussion, and Sudden Cardiac Arrest.)

SAFETY IN YOUTH SPORTS ACT

In order to return to play the athlete must be cleared by a licensed psychologist trained in neuropsychology, by a physician who is trained in the evaluation and management of concussions, or by certain other health care providers under the supervision of the physician, which includes Certified Athletic Trainers.

The law requires the state Departments of Health and Education to develop and post on their websites information on the nature of concussions in athletic activities and the risks associated with continuing to play or practice after a concussion. Student-athletes and their parents or guardians must sign an acknowledgment of receipt of an information sheet on concussions prior to participation in athletics.

It requires coaches to complete a concussion management certification training course before coaching any athletic activity. During an athletic contest coaches will be required to remove athletes from competition if they exhibit signs of a concussion.

For all coaches the course needs to be completed before the beginning of their season and is good for 365 after the course is taken. The certificate of completion must be uploaded to the PIAA website. Any coach or sponsor not completing the course and having the certificate on file will not be permitted to coach.

Coaches must be aware of the signs, symptoms and behaviors of a possible concussion. If you suspect that an athlete may have a concussion the athlete should follow up with the athletic trainer. In severe cases (severe headache, vomiting, severe confusion), the athlete should be taken directly to the emergency room.

Signs and Symptoms of Concussion:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Loss of Consciousness ▪ Clear fluid from nose/ears ▪ Numbness/Paralysis ▪ Severe Headache/Deep Throbbing ▪ Dizziness | <ul style="list-style-type: none"> ▪ Confusion ▪ Loss of Coordination ▪ Ringing in the ears ▪ Blurred/Double Vision ▪ Unequal Pupil Size ▪ No Pupil Reaction to Light |
|--|---|

- Nausea/Vomiting
- Slurred Speech
- Convulsions/Tremors
- Sleepiness/Grogginess
- Behavior/Personality Changes
- Inability to remember events prior to injury
- Inability to remember events after the injury
- Sensitivity to Light/Noise

REQUIRED ATHLETE TESTING CONCUSSIONS

ImPACT Test

A computer based online test called ImPACT is used for all sports in the Interboro School District to establish a baseline of normal cognitive function for each individual athlete. This test is given every two years prior to the athlete's sport season from grade 9-12. The baseline test will then be used as part of a comprehensive clinical evaluation to determine recovery following a concussion. The test evaluates multiple aspects of an athlete's neuro-cognitive state, brain processing speed, memory, and visual motor skills. This baseline test does not evaluate the subject for a concussion, identify past concussions, prevent future concussions, or determine if your child is predisposed to a concussion.

Protocol of a Suspected Concussion

The Certified Athletic Trainers that serve the Interboro School District been trained in the initial evaluation of concussions and work along with Medical Doctors from the Crozier Keystone Health System. Together they evaluate the signs and symptoms rated by the athlete. Memory and concentration tests are given using words and number combinations. Balance and coordination tests are also conducted. The parents if not already aware of the concussion, are notified and follow-up care instructions along with the athletic trainer's contact information are given to them. The athletic trainer will continue to monitor the athlete's symptoms daily and will ImPACT test the athlete 48-72 hours following the concussion.

Once a post-concussion test is given, the athletic trainer and doctor evaluate the results and determine if an athlete can enter the return to play protocol. The plan usually extends over a period of time with activity intensity increasing as the athlete can tolerate. If symptom occurs at any level, the activity is stopped and that level is not begun again until the athlete is symptom-free. Following that, the athlete must have a clearance from a licensed physician in order to return to activity. In some cases, a neuropsychologist may like to see the athlete for further evaluation and that can be scheduled through the athletic trainer if this is something the parents want to do.

MANDATORY RULES MEETING

The head varsity coach of each member school must attend the P.I.A.A. mandatory rules meeting each year if their sport requires the meeting. The school district shall pay a fine of \$100.00 for non-attendance. Payment of said fine shall be made to P.I.A.A.

within 45 days of notifications from P.I.A.A. that a member or representative of the coaching staff failed to attend the annual meeting. Failure to pay the fine within 45 days of notification shall subject a member school to probation in the sport involved and forfeiture of the right to compete in all sports. This fine will be withheld from the head coaches' salary.

ISSUING EQUIPMENT (COACH OR HIS/HER DESIGNEE)

- Arrange a date for issuing equipment to all athletes so they are aware when equipment will be distributed.
- Have athletes know well in advance of equipment issuing date so they plan their schedule accordingly.
- Record all equipment on master issuing equipment form for all athletes.
- Record and make sure all equipment is numbered for identification purposes and all equipment is fitted well and as safely as possible.
- Impress upon athletes that all equipment that was issued to them must be returned whenever called for by the coach. In the event equipment is missing, they will have to pay for said equipment. Make it clear that practice gear should be cleaned frequently for health purposes.
- Have athletes check equipment form to see if all equipment listed and numbered corresponds with what he/she has received.
- Have student sign form that he/she has received equipment and will return it when called for.

RETURNING EQUIPMENT

- Let the athlete know when the date of collection will be. He/she must turn in his/her own equipment to the coach or his/her designee.
- All returned equipment must correspond with the equipment listed on the equipment form. If this is the case, give the student a release form.
- Any equipment that is missing must be paid for. If not paid, report to the athletic director and the athlete's name will be placed on a list for principal's review. A student will not be allowed to participate in another sport until their equipment is turned in or paid for.
- Equipment collection should be made immediately following the season's end.
- Equipment should be sorted and packed neatly in storage area.
- Equipment and clothing issued should not be used for every day wearing to school.
- No student shall be permitted to participate in a second sport until he/she has met all equipment requirements for the previous sport.
- It is the responsibility of the coach to see that all equipment has been turned in, all equipment counted, and that the inventory is prepared and placed in the final report.

Special Notation: No equipment, including any uniforms, are to be released to students (regardless of its condition).

EQUIPMENT INVENTORY

- The coach is to inventory all equipment and supplies that have been turned in as well as that which is in stock.
- He/she should check all equipment with the athletic director if necessary and discard and destroy that which is sub-standard and cannot be reconditioned.
- The coach will give to the athletic director a complete list of all equipment inventoried as to number, size, condition, and type.
- Check all practice equipment such as sleds, dummies, goals, mats, etc. to see what is needed for replacement and repair to bring it to top condition for the following season.
- Equipment should not be given to the athletes. All equipment issued will be collected.

EVALUATION OF COACHES

There is much more to coaching on the interscholastic level than winning. A successful coach needs a number of skills that often times are not even taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a successful coach. Coaches need to understand growth and development patterns, motor development, strength and conditioning development, stress factors, psychological readiness, maturation rates, training techniques, proper sequential development of various skills, as well as the fundamentals and strategies of the sport they coach. Today, coaches need to wear many different hats and perform many different tasks.

Accountability has also become an ongoing concern in education and, among other things, has led to a demand that there be a rigorous evaluation of teaching and coaching effectiveness. Coaches, especially, have become publicly accountable for their results because of the importance placed on athletics in our culture and the game by game score accountability.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.

In order to implement a broad comprehensive evaluation of the coaching staff, it will be necessary to incorporate a multiple step process. It should include: 1) a thorough job description, 2) procedures for evaluation, 3) comprehensive written end of the season evaluation.

ATHLETIC COACHES EVALUATION PROCEDURES

The utilized forms for coaching evaluations provide the evaluations of the criteria set forth for evaluation of a coach.

The purposes of the appraisal evaluation system are as follows:

- To afford an opportunity to identify, recognize and praise quality coaching and instruction.
- To provide an opportunity to identify potential leadership within a system.
- To create a climate to achieve individual improvement through job targets.
- To provide information necessary to make an objective assessment of the performance of a coach.
- To identify those factors which interfere with a coach's overall contribution to the athletic program.
- To assure that quality coaching is a responsibility shared by the entire coaching staff and Athletic Director.

The following procedures are to be observed in the use of these forms:

- The Head Coach will conduct evaluations of Assistant Coaches.
- The Athletic Director will conduct evaluation of Head Coaches.
- This evaluation is to be completed within a two to four week period after the conclusion of the season involved.
- A written evaluation will be reviewed in a conference with the Athletic Director.
- The Athletic Director will be responsible for the contract recommendation.

HEAD COACH EVALUATION FORM

Coach: _____ **Sport:** _____

Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Communicates with assistant coaches in regards to roles, duties, and expectations.

_____ Cooperates with requests for information from the athletic office on time.

_____ Abides by all relevant School Board Policies, PIAA Guidelines, and League By-Laws.

_____ Attends PIAA rules interpretation and Del-Val meetings.

_____ Cooperates with team booster club to enhance the athletes' experience as team members.

_____ Recommends scheduling and officiating requests to the AD.

_____ Follows proper budget and purchase order procedures.

_____ Maintains and updates team and individual records.

_____ Supervises practice area and locker room when athletes are present.

- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits end-of-season list of award winners at least one week prior to the team banquet.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree

HEAD COACH SELF-EVALUATION FORM

Coach: _____ **Sport:** _____

Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Coach's Signature

Date

**INTERBORO HIGH SCHOOL
ASSISTANT COACH EVALUATION FORM**

Coach: _____ **Sport:** _____

Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Assists with the issuance and collection of player equipment.

_____ Cooperates with requests for information from the athletic office on time.

_____ Abides by all relevant School Board policies, administrative, PIAA, and CS8 guidelines.

_____ Attends PIAA rules interpretation meetings.

_____ Cooperates with team booster club to enhance the athletes' experience as team members.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Supervises practice area and locker room when athletes are present.

_____ Demonstrates care of school facilities and equipment.

_____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature

Date

Head Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

GENERAL INSTRUCTIONS TO COACHES FOR PRACTICES AND SCHEDULING

- A definite time for termination of practice should be established.
- At least one coach will remain in the building until all athletes are gone. This can be done on a rotation basis among the coaches in their particular sport. The head coach will be responsible for the rotating schedule.
- Effective security should be maintained. Because of theft, defacing, and destroying of property, a coach should be present with athletes when occupying the locker rooms and weight rooms.
- Athletes will not be permitted in any area of the building after school except those areas designated by the coaches or athletic director.
- The head coach or his/her designee will constantly check to see that unsafe equipment not be used at practice or during a game.
- Whenever a coach is assessed a technical or a penalty against his/her team during a contest, he/she shall report same to the athletic director within 24 hours.
- All coaches are reminded that they are responsible for action and conduct of their team to and from athletic contests and during athletic contests.
- The large number of students participating in sports activities makes it necessary that all practices, travel times, and contests be coordinated through the athletic director.
- Sports activities must be scheduled to indicate time, place, team designation and responsible coach in charge.
- It is expected that practice periods be scheduled on days when school is in session. However, if practices are held on non-school days, such as Saturdays or over vacation during the various sport seasons, special arrangements must be made through the athletic director to coordinate use of facilities and provide a trainer. If these arrangements are not made, entry onto the school grounds or into the building will not be permitted.
- No practice arrangements, formal or informal, are permitted without the presence of supervisory coaching personnel.
- Coaches must adopt the following scheduling policies:
 - No post or pre-season games, contests or tournaments shall be arranged under any circumstances for athletic teams of this school district without the approval of the athletic director.
 - No scrimmages or contests shall be scheduled by the coach.
 - All scheduled games, contests, meets, or matches shall conform to all rules and regulations of the P.I.A.A.
 - Participation in any AAU/Club teams etc. shall not be sponsored by the Interboro School District. Any individual or individuals participating shall do so under their own volition.
 - Coaches of any sport in the Interboro School District shall clear all special practices, special games, and postponed contracts with the athletic director or principal before finalizing the activity.
 - Any field, gym or game condition endangering the health, welfare, and safety of the participant shall be brought to the immediate attention of the athletic director and facilities director.

HAZING

Students are prohibited from organizing, soliciting, aiding or participating in any type of hazing for any class, school-sponsored club, activity, or athletic team. Hazing is any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliation with, holding office or maintaining membership in any class, school-sponsored club, activity, or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity, or athletic team, may be taken against any students who organize, participate in, and/or fail to report a hazing rite.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to hazing.

MEDIA

It is expected that all coaches within the Interboro School District develop positive relationships with the media. At all times coaches should attempt to be cooperative with the media and speak about our student athletes and school district positively. The following are some strategies and techniques that could be very helpful when dealing with the media.

Reporters will occasionally make mistakes or report inaccurate information. In cases such as these, a courteous request for reporting full factual material is usually well received and honored. However, the follow-up article will probably not be covered in the same tone or with the same scope of coverage as the original article. If there is no mechanism of reporting correct information you can write a letter to the Editor to report more accurate facts. In the event of misquotes that damage your image, complete retractions are rare. Unless an article is totally false or can be proven to be libelous, the best strategy may be to take the heat for a few days and then to build on corrective or remedial actions. Moreover, to initiate a public grudge following an uncomplimentary news release will perpetuate a negative relationship over which news reporters have ultimate control.

OFFICIALS

Once the athletic contest begins, it is in the hands of the officials. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life. Respect the judgment of the officials, abide by the rules of the event, and display no behavior that could incite fans.

Any abnormal disturbances, examples of rowdiness, etc. during the game should be brought to the attention of the officials, whose duty it is to restore order. One of the problems that arises in athletics involves a coach who removes his/her team from the field of play before the contest is over. Usually this is done in protest of the officiating. This is one of the poorest examples a coach can give his/her team. No school, athletic organization, or athletic administrator can condone this type of behavior. If a coach has what he believes to be a legitimate concern for the welfare of his team or the safety of the situation, he/she should call a time out and confer with the officials, the other coach and the administrator in charge. Only by mutual agreement or official decision, can a game be terminated. A unilateral decision of this kind can cause the coach, the school, and the team to be sanctioned or suspended from further competition.

PROCEDURE OF AWARDING ATHLETIC LETTERING/TEAM CAPTIANCY

Basic rules that apply to all prospective athletic letter award candidates:

- All athletic programs within the school district must comply with all rules and regulations set forth by the Interboro School District.
- An athlete must display sportsmanship and conduct which exemplifies the school to his/her opponents, teammates, and officials.
- An athlete must conform to all the training rules established by the coach for that given sport.
- An athlete must have conformed to practice and game regulations as established by the coach in that sport.
- The athlete must have returned all the equipment issued to the student to the satisfaction of the coach and/or athletic director.
- In the event of injury or any other legitimate extenuating circumstances, letter awards will be made on the recommendation of the coach to the athletic director.
- If the person has earned and been awarded a letter and his/her conduct and behavior have been unbecoming, the award letter can be taken away.
- Each participant must satisfactorily complete the season, including individual and team post season competition.
- Additional requirements for earning a letter will be determined by the head coach. The coach will file with the athletic director these requirements prior to the start of the season and a copy must be filed in the athletic office.

PUBLICITY

- All coaches are encouraged to be "good-will" ambassadors in our community and to convince people of the value of both the athletic program and the educational program of the school.

PUNCTUALITY

- Be on time. The coach should arrive adequately early at every practice and contest. Do not expect the athlete to be punctual if you are not. All assistants as well as head coaches are expected to be on time. In case of emergencies, don't forget to notify the coach in charge that you will be late or absent.

RECRUITING

- A coach should make every effort to encourage or recruit more students to participate in his/her sport. There should, however, be no effort to recruit or lure students from other sports of the same season to your team, or to restrict a student's participation to a certain sport. No coach should monopolize an athlete's off season training time. Athletics are voluntary and the student should be permitted to choose freely. No coach should ever discourage a student from participating in any sport, but rather all coaches should encourage students to participate in as many sports as possible.

SCHOOL VIOLENCE, TERRORISTIC THREATS AND TERRORISTIC ACTS

Interboro School District recognizes that physical safety of students, employees and visitors is essential to the proper operation of the school and for the establishment of a positive learning environment that develops the qualities of self-esteem and a respect for self and others. The District is committed to providing education in a safe, secure and caring environment and therefore strictly prohibits all employees and students from communicating terroristic threats or committing terroristic acts or engaging in conduct constituting violent aggressive or abusive behavior, whether such conduct occurs in an individual or group setting. The District further strictly prohibits students and staff from aiding, abetting or encouraging others to engage in improper prohibited conduct.

- A Terroristic threat means a threat to commit violence communicated with the intent to terrorize another person, to cause evacuation of a building, place of assembly or facility of transportation, or cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.
- A Terroristic act means an offense against another person or property, or involving danger to another person.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to school violence, terroristic threats or terroristic acts.

SECURITY

The coach must assume responsibility for equipment, equipment rooms, and the welfare of the school properties during that period in which his team is using them. Supervision along these lines is imperative:

- Properly secure all areas utilized.
- Remind students of their responsibilities to check valuables with a coach and to secure their lockers.
- Do not permit athletes to enter any part of the building other than the part that has been assigned through a building administrator.

SEXUAL HARASSMENT

Interboro School District is committed to safeguarding the right of all students and employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students.

The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct.

Coaches are expected to inform the Athletic Director or Building Principal immediately if they witness, are informed about or have reported to them any possible incident relating to sexual harassment.

STUDENT COMMUNICATION

Excellent communication between District staff and students greatly enhances our student social development. Accordingly, the District recognizes the ubiquity of electronic mail, text messaging, social networking and other means of digital communication in personal and professional interactions. This policy is intended both to encourage these means of communication and provide employees and others with the District's expectations for communicating in these manners with all students – namely that all student communications are used solely to support the educational mission of the School District in providing the best education possible for each and every student. The District also recognizes that there are a growing number of social networking applications being developed and purchased for use within the District. These applications provide a safe place for students to learn appropriate online behavior while at the same time enhancing their learning both inside and outside of our classrooms.

District Employees and athletes community in all aspects of their lives and should conduct themselves accordingly when utilizing social media/networking. Staff members are cautioned that they should have no expectation of privacy while using the Internet. The District may conduct periodic web searches in order to determine if the Internet/any social networking operation is being utilized in an inappropriate or illegal manner. Staff members shall not post any material or information protected from disclosure under the Family Educational Rights and Privacy Act, or other applicable laws, regulations or policies including, but not limited to, education records, personally identifiable information, photos, video recordings or audio recordings of students, District staff, parents or other constituents of the District/community and shall follow all Board policies related to protection of confidential information.

Unless specifically authorized by their supervisor, staff members are not authorized and therefore restricted from speaking on behalf of the District. If a staff member chooses to identify himself/herself as a staff member of the District on a social networking site, a disclaimer must be made on the site which makes it clear that his/her writings are his/her own and do not reflect the views of the District. Staff members must be honest about their identity when utilizing social networking sites and must not pretend to be another person or intentionally mask his/her identity. Staff members shall post only accurate information, adhere to all copyright laws, and reference all sources as required by law. Under no circumstances may staff members discuss situations involving staff or student discipline or performance on a blog or social networking site. The use of images or photographs of students on an education-related blog or social networking site which identifies the student by name without the express written consent of a parent or guardian is absolutely prohibited.

TRANSPORTATION

All buses will be ordered by the Athletic Department. It is the coaches responsibility to have members of his/her team ready to board the bus at the designated time. If your trip requires students to get out of school early the following must occur:

- The coach must present the list of team members attending the athletic event no later than 9:00 AM in the athletic office.
- Coaches are required to ride the bus to and from the athletic contest. Under no circumstances should student athletes ride the bus without coach supervision.
- No athletic team should be transported by a private vehicle unless prior administrative permission was granted.

All student athletes are expected to travel on the bus to and from the school. In case of an emergency a coach can release a student to his or her parent or guardian only.

It shall be the policy of the Interboro School District that no person not officially involved in the activity shall be permitted to ride school buses/vehicles or rented vehicles to school district events without the approval of the athletic director.

WEIGHT ROOM SUPERVISION

The following safety procedures are required.

- Coaches must be physically present when the weight room is in use. Coaches cannot simply open the weight room for their players. If a coach opens the weight room, he/she becomes legally responsible for the students using the weight room.
- Lock the weight room after use.
- Replace all equipment and clean room after each use.