

KANE AREA SCHOOL DISTRICT

Interscholastic Athletic Handbook

2023 - 2024

II. Kane Area School District is an Equal Rights and Opportunity District and does not discriminate on the basis of race, color, national origin, sex and handicap in his activities, programs or employment practices as required by Title VI, Title IX and section 504. For information regarding civil rights or grievance procedures contact the EOC/ADA Director of the Kane Area School District.

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ACKNOWLEDGEMENTS

Athletic administration is at the very least an inexact science that demands attention to policies, rules, regulations and procedures from a variety of sources. Effectively carrying out athletic duties assigned becomes difficult when dependent upon thorough understanding of so much information from so many different authorities.

In an effort to reduce the enormity of the task and enhance the likelihood for more successful administration, a committee was formed to develop this interscholastic athletic handbook. Bringing the rules and regulations together under one cover while at the same time arriving at consensus regarding the content proved to be a chore, but one that should reap dividends.

The Kane Area School District is indebted to the committee members for completing this worthy endeavor. Although there is a reasonable understanding that the information in the handbook is dynamic in nature, in need of periodic review, the committee's effort has resulted in a document that can be used immediately.

INTERSCHOLASTIC ATHLETICS

I. Position Statement

Interscholastic athletics in the Kane Area School District (KASD) provide students with the opportunity to realize the benefits and pleasures of physical fitness, mental discipline, perseverance and athletic proficiency. With proper supervision, athletes learn the concepts of teamwork and the will to win along with such desirable traits as sportsmanship and respect for authority, teammates and opposing players.

Interscholastic athletics generally places greater demands on participants than do other extracurricular activities. Many hours of intense practice and participation, the absolute need for teamwork as well as the necessity for keen physical fitness and skilled performance requires student athletes to adhere to stringent rules of conduct and training.

The KASD provides such programs for those students willing to abide by the regulations established by the school district, the Pennsylvania Interscholastic Athletic Association (PIAA) and the leagues/conferences to which we are members. Priority commitment in interscholastic competition shall be in the following order: District IX PIAA, leagues/ conferences and others which may exist.

Policies and regulations governing interscholastic athletics are found primarily in **Board Policy #122 and #123** as well as in the **PIAA Constitution** and **By-Laws**. It is the responsibility of all persons involved with the supervision of these activities to understand the policies and regulations thoroughly and to realize these policies and regulations change periodically, therefore requiring an annual review.

III. General Administration

Local governance of athletic programs is provided by the KASD Board of Education and administered by the superintendent. Direct responsibility for conducting interscholastic athletic programs is delegated to the principals by virtue of the schools' membership in the PIAA.

III. Sponsored Athletic Programs

The KASD offers a variety of interscholastic athletic programs for males and females at each level of competition: varsity, junior varsity and junior high/middle school. Classification for varsity competition in each sport is determined bi-annually by the PIAA and is based on the student enrollment by gender. Cheerleading, although not recognized as an interscholastic sport by the PIAA, is a sport in the KASD and therefore subject to the same rules and regulations as all other programs.

IV. Ethical Standards and Sportsmanlike Behavior

Athletic programs in the KASD shall be conducted in an ethical manner consistent with fair play and good sportsmanship. School authorities, coaches, athletes and spectators shall conduct themselves with integrity and respect, acting in a responsible manner to ensure a positive educational experience for all those participating.

Promoting such an environment is the primary responsibility of the principal with help from his/her athletic administrator, coaches and athletes. Reviewing the **"Sportsmanship - The Only Missing Piece Is You"** materials included in the **PIAA Handbook** can help make this important endeavor a success. The fundamentals of good sportsmanship are outlined in the materials along with guidelines for proper behavior by all concerned. (Addendum I)

In addition, the **PIAA By-Laws** are prefaced with a philosophical statement, an outline of courteous behavior and a list of ethical responsibilities for coaches, officials, athletic administrators and principals to follow to achieve the proper educational environment. The athletic administration and coaches in preparation for each sports season should review this information.

V. Student Participation

Athletes must have a minimum of 3 practices completed before participation in a given sport. Final determination of an athlete's readiness for that sport will be determined by the coach, Athletic Trainer and Administration.

Interscholastic athletics are offered by the KASD as an extracurricular activity designed to enhance the physical, emotional and social development of those choosing to participate. Since **interscholastic athletic participation is a privilege and not a right** for students of the district, each pupil must successfully address the following issues in order to participate:

- **Parent Consent:** To be eligible to try out, practice or play in any sport, a student athlete must have on file with the principal a certificate of consent signed by a parent or guardian. If a student decides to quit a sport, written permission must be received from the parent or guardian expressing the reason and coaches will verbally contact parents.
- **Physical Examination:** No student athlete shall try out, practice or play without having been examined and certified for play by completing the PIAA CIPPE form. Before each subsequent sports season of the same academic year, he/she must be re-examined or re-certified for participation before practice shall commence.
- **Insurance:** All student athletes must enroll in the Student Accident Insurance Plan or furnish evidence that their parents are willing and capable of assuming the medical and/or hospital costs and expenses resulting from athletic injuries to their child or children. Parents may waive the purchase of student accident insurance provided appropriate information is included in the **Athletic Participation Contract**. The Kane Area School District will minimally insure, through a policy rider, all non-insured athletes. Parents are responsible for any additional incurred costs not covered by this rider.
- **Age:** No student athlete may participate in any interscholastic athletic program if he/she reaches nineteen (19) years of age prior to July 1 of the given school year.

Note: Rules regarding junior high/middle school pertinent to age and eligibility are referenced in Article XIX of the **PIAA By-Laws**.

- **Attendance:** In order to be eligible for interscholastic competitions, a student athlete must be regularly enrolled in a secondary school and in full-time attendance. A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence. Exceptions to this rule should be reviewed prior to application. Athletes must be in attendance at school by 11:15 a.m. to be eligible to participate in practice or contest unless approved by the administration. The day following the contest the athlete is (expected) to report to school (by 8:10AM). Coaches are expected to monitor student attendance and to develop and enforce consequences for repeated tardiness to school.
- **Scholarship:** Athletic participation is contingent upon maintaining passing marks in all subjects at both the high school and middle school. The athlete must be passing all subjects each week. Monitoring of academic progress is to be done weekly and by marking period as described in the administrative guideline, "Athletic Eligibility Criteria". (Addendum II). Any ineligible student athlete will not be permitted to be dismissed prior to the end of the school day in order to attend any contest(s).
- **Period of Participation:** No student athlete may be eligible for interscholastic competition if he/she has reached the end of four school years beyond the eighth grade, played six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport or completed the work of grades nine through twelve, inclusively.
- **Code of Conduct:** Students choosing to participate in interscholastic athletics are expected to behave in a manner that will foster respect and enhance the educational environment. The district, as well as the coaches of each sport, promotes that condition by establishing rules of conduct to be followed. Both the student and parent are informed of the rules prior to participation and must

agree to abide by them by signing a consent form. Student athletes found to be in violation of the rules will be disciplined accordingly and those suspected of violating the rules will be suspended pending an investigation. (Addendum III)

- Students who are assigned to **Saturday detention, in-school suspension, or out-of-school suspension** will miss a minimum of 10% of contests.
 - Any student that has a Saturday detention or in-school suspension will attend practice.
 - Any student that has out-of-school suspension will not be permitted on school grounds until the day following the suspension.

Ten percent (0.10) multiplied by the number of regular season contests = number of games suspended. All infractions will be rounded off with 0.10 to 0.49 being rounded down and 0.50 – 0.99 being rounded up.

Example 1 – 10% suspension of a 9-game season would be $0.10 \times 9 = 0.9$, resulting in a one game suspension.

Example 2 – 10% suspension of a 22-game season would be $0.10 \times 22 = 2.2$, resulting in a two-game suspension.

- Student athletes must abstain from possessing or using alcoholic beverages and illegal drugs at all times. Any violation of Board Policy 227 by a student athlete (controlled substances / paraphernalia, which includes alcohol) at any time during their season will result in exclusion from the team for the remainder of the current sports season (fall, winter, spring) and forfeiture of all claims to any honors or awards pertinent to that seasonal activity. Offenders will be encouraged to seek rehabilitation services as per Board Policy 227.
 - If an athlete, whose season is extended due to playoffs, violates Board Policy 227, and the violation carries over to the starting dates, according to the P.I.A.A., for the next sports season, the athlete will be excluded from the present sport and will not be permitted to participate in the next sports season of that school year.
- Any violation of Board Policy 222 (Tobacco and Vaping Products) by a student athlete will result in a suspension of participating in any contests for fifteen school days, beginning with the first scheduled contest after the violation/incident. That student athlete will practice. The athlete is eligible to return upon successful completion of tobacco cessation program and the 15-day suspension.
 - A second offense of the violation of Policy 222 will result in dismissal from team.
 - If an athlete, whose season is extended due to playoffs, violates Board Policy 222, and the violation carries over to the starting dates, according to the P.I.A.A., for the next sports season, the athlete will begin the 15-day suspension at the start of the next scheduled playoff contest of the present sport. If the full 15-day suspension is not served prior to that season ending, the suspension will then be picked back up beginning with the first scheduled contest of the next sport.
- **Student Transfers:** Eligibility of any student transferring into the school system must be determined by the principal and/or District 9 Committee prior to participating in any contest. This includes foreign exchange students as well. Determination can be made through careful review of Article VI and VII of the **PIAA By-Laws**. Compliance with the other criteria listed above must also be achieved.
- **Out-of-Season Participation:** All sports have a defined season. Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established

goals of health, safety, and sportsmanship, the following guidelines for out-of-season regulations are set forth:

1. The basic responsibility of all administrators and athletic coaches is to provide students who are participating in interscholastic athletics with a worthwhile, educational experience.
2. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
3. All students should 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.
- Use of the school's name and/or uniform while playing a sport outside the defined season is also strictly prohibited. Coaches who choose to engage in out-of-season drills, conditioning activities and/or contests, must seek prior approval from the principal to ensure compliance with Article XVI of the **PIAA By-Laws**.
- **Use of Facilities:** Students may use school facilities only with proper adult supervision and with the permission of the administration.

VI. Awards

In order for a student athlete to be eligible to participate in interscholastic athletics, he/she must be an amateur in the sport involved. Students compete primarily for the educational, physical, mental and social benefits derived from sports. Permissible awards, including gifts, prizes and remuneration for participation are described in Article II of the **PIAA By-Laws**.

Head coaches shall be responsible for recommending to the principal or his/her designee those students who have met the criteria and are recommended for an award. Consideration shall be given to attitude, attendance, self-discipline, character, skill development, leadership and loyalty. It is each head coach's responsibility to use proper ethical judgment when determining which athletes to be honored. Keep in mind, for the letter to have meaning it must signify worthy accomplishment as well as contribution, not simply participation.

Guidelines for awards in each sport are listed below. The head coach may make changes to the qualifying criteria with the approval of the principal and the Athletic Director. It is the responsibility of the head coach to inform the student athletes of the requirements for awards prior to the beginning of the sport season as well as monitoring their success as the season progresses. Middle School student athletes will receive certificates of lettering. They will not receive "Block K" letters as this honor will be reserved for high school student athletes.

- **Basketball:** An athlete shall have participated in fifty percent (50%) of all quarters played during the regular season.
- **Cheerleading:** Fall Cheerleading: A cheerleader shall have participated in 1 less than the total number of varsity football regular season games in order to receive a letter.
Winter Cheerleading: A cheerleader shall have participated in 5 less than the total number of assigned regular season games in order to receive a letter.
Competitive Cheerleading: A cheerleader shall have participated in 1 less than the total number of scheduled competitions.
- **Cross Country:** A letter winner shall score thirty percent (30%) of the total possible points during the dual meet schedule. Points will be awarded on the following scale: 12 pts. for first, 11 pts. for second and continuing consecutively down to one point for twelfth place. Points scored in an invitational meet count toward the letter. Points for invitationals are awarded based on placing in the upper half of the field. For example, in a field of one hundred runners, points are awarded for placing in the top fifty accordingly: 50 for 1st, 49 for 2nd, 48 for 3rd, etc.
- **Football:** An athlete shall have participated in fifty percent (50%) of all quarters played during the regular season.

- **Golf:** An athlete shall have participated in fifty percent (50%) of the competitive situations and/or the district golf tournament.
- **Soccer:** An athlete must have played in at least fifty percent (50%) of the halves during the regular season.
- **Track & Field:** An athlete shall score points equal to the number of scheduled meets other than invitational meets or place in the district championship. Points shall be awarded exactly as they are scored on a team basis. Relay members, however, shall receive one-half (1/2) the numbers of points scored by the relay team. An athlete that qualifies for the District 9 track meet is eligible to letter regardless of points earned throughout the season.
- **Volleyball:** An athlete shall have played in a minimum of fifty percent (50%) of the matches in the regular season.
- **Wrestling:** An athlete shall have wrestled in a minimum of fifty percent (50%) of the scheduled varsity meets or have qualified for regional wrestling competition.
- **Baseball:** A "minimum" requirement will be that a player will have participated in 1/2 of his team's innings during the regular season.
- **Softball:** A "minimum" requirement will be that a player will have participated in 1/2 of the innings played during the regular season.
- **Trap Shooting:** As a member of the High School Trap Team, each shooter will obey all Safety Rules and Codes of Conduct and maintain academic eligibility.
The season consists of eight (8) matches. The shooter must shoot at least seven (7) matches and average a score of 19 or better after shooting the seven (7) matches. If the shooter shoots all eight (8) matches, they may drop their lowest score to compute their average. Underclassmen receiving a letter will have the opportunity to earn a Gold pin yearly for achieving the lettering criteria.

In special cases involving injury, transfer or seniors who have not met the guidelines in a particular sport, it shall be the coaches' responsibility to decide the nature and extent of an athlete's award.

Managers and statisticians shall have performed their respective duties three (3) sports seasons in order to be eligible for a letter.

A block "K" shall be awarded to each athlete the first time he/she meets the requirements. In succeeding occasions, the athlete will receive a certificate and a gold symbol to be attached to the block "K". An athlete shall have finished the sport season in good standing in order to be eligible for an award.

A Gold Award will be presented to any athlete who has lettered for a minimum of three (3) years in a given sport, one of which must be the senior year. Special consideration may be given to athletes who lettered in grades nine through eleven but were unable to participate in their senior year due to extenuating circumstances.

VII. Scheduling

Scheduling athletic contests shall be the responsibility of the principal who may delegate the duty to an athletic administrator. Factors to be considered when scheduling contests include educational value, caliber of competition, traveling distance and expense, student moral and length of season. Coaches may have input in scheduling but shall not arrange to play or cancel athletic contests without prior approval of the athletic administrator. Safety factors would normally govern cancellation considerations.

PIAA contracts shall be consummated for each scheduled contest to ensure proper authorization. The same shall hold true for the assignment of officials to work the contests. Both are the primary responsibility of the athletic administrator. In addition, all tournaments must be sanctioned using the forms provided in the **PIAA Handbook**.

The principal shall also have the responsibility of approving individual or team participation in non-school sponsored sporting events as well.

Cheerleading competitions will be scheduled by the head cheerleading coach after approval by the principal who may delegate the duty to an athletic administrator.

VIII. Transportation/Meals

School District owned or contracted vehicles shall transport all athletes going to and from scheduled practices or contests. Any use of school vehicles for travel other than for the regular sports season(s), must have prior approval through a completed "Trip Request" form. This paperwork must be completed at least 5 days before use. The Trip Request must be completed and be approved by the building principal. Arrangements for busing are the primary responsibility of the athletic director. Due to liability issues athletes riding school transportation to and from competitions, scrimmages, practices, etc., must leave and return to the school. **Arrangements will not be made for athletes to be picked up or dropped off at another location.** Students may request permission to travel to and from an event with a member of the immediate family but only with prior permission from the principal. Permission slips can be e-mailed or written to the principal two (2) days prior to the event. Approved permission slips will be given to the coach prior to the event. It is the responsibility of the coach to be sure the student leaves with the appropriately approved party.

Board policy requires that each bus driver be provided with a roster of riders. This shall be the responsibility of the coach of the traveling team.

If students must be dismissed early from classes, it shall be the head coach's responsibility to submit a list of names to the principal or his/her designee no less than two (2) days prior to the event. It is the principal's responsibility to keep early dismissals to a minimum.

The athletic trainer may release an injured student to a parent without prior notice to the principal. The athletic trainer will then notify the principal of the incident.

Insurance coverage is extended to all school personnel asked to transport student athletes to and from practices or contests.

The cost for athletes' meals will not be covered by the district for any single day sporting event trip. "Trip Request" paperwork for multi-day sporting events must include all costs including meals. These costs will be reviewed and approved/disapproved by the building principal. Examples of sporting events in which meal costs may be covered by the district include playoffs, districts and states. Meals will not be covered by the district for one day events and multi-day sporting events not related to playoffs, districts and/or states.

Any meal cost covered by the district will adhere to the following guideline amounts:

Breakfast: \$7

Lunch: \$10

Dinner: \$15

When appropriate, the coach may submit reimbursement of a "tip" of up to but not exceeding 15% of the student meal cost.

IX. Practice Guidelines

Under normal circumstances, athletic practices should begin at 3:30 PM on school days and last no longer than two and one-half (2 1/2) hours. When conflicts for the user of the facilities arise, it shall be the responsibility of the coaches involved to work out an equitable arrangement. If none is forthcoming, it shall be the responsibility of the athletic director to set the schedule. Other important procedures that follow must also be considered.

- There shall be **no Sunday activities** without Superintendent approval and Board awareness. There shall be no scheduled practice on special holidays such as Christmas, Easter and Good Friday without administrative approval.
- Practices may be scheduled during vacation periods but wherever possible coincide with school days in order to take advantage of one-way busing for those living beyond walking distance.
- There shall be no practice immediately following a regularly scheduled contest. As soon as possible after a contest, student athletes must be permitted to go home.
- Practice schedules shall fall within the PIAA defined sports season.
- No student shall be permitted to practice or play without fulfilling all the requirements for participation stated above.
- Coaches will meet with the athletic trainer, prior to the start of the season, to discuss conditioning and safety related issues.
- A practice schedule shall be submitted to and approved by the building principal, prior to the start of the PIAA defined season. In the event that coaches are unable to cooperatively develop a

practice schedule, the principal and athletic director will develop said schedule. PIAA in-season sports will always take precedence over any other activity requested through a use of facility form.

Note: It is strongly advised to avoid one-to-one situations whenever possible.

X. Injured Player

The coach has the initial responsibility for the welfare and safety of students participating in interscholastic athletics. Accidents are inevitable and injuries often are the result. Proper first aid procedures must be followed as well as immediate notification of the parent/guardian. In the event of serious injury, an adult coach must remain with the athlete until he/she is released to a responsible person. Head coaches are advised to solicit medically pertinent information from the parent/guardian including an emergency telephone number and contact person's name, if other than the parent/guardian and permission for treatment should it become necessary. This information must be kept readily available.

Coaches must notify the athletic trainer of the incident within twenty-four (24) hours. If the KASD athletic trainer is unavailable, coaches must file an accident report in the event an athlete needs to seek advanced medical services. If the student athlete requires the attention of a physician, he/she must not practice or play until the attending physician completes Section 6 of the CIPPE and that form is reviewed and approved by the principal or his/her designee. (Addendum IV)

XI. Equipment, Supplies and Requisitions

The central office schedules a time annually when requisitions are to be submitted for the following year. These forms will be distributed through the principal's office in the adequate time to be completed and returned. Head coaches of each sponsored sport are required to submit a requisition for equipment and supplies deemed necessary to conduct a successful program. Since the head coach is primarily responsible for the varsity and junior varsity levels, it would be wise to consult the assistant coaches as well.

The head coach of each sport must inventory all equipment and supplies provided for that sport. Careful records must be kept regarding all equipment stored as well as issued and must be accounted for at the conclusion of each season. Head coaches are responsible for collecting issued equipment within one week of the conclusion of the sport season. Problems and/or discrepancies are to be reported to the principal or his/her designee.

Arrangements for reconditioning equipment will be made collaboratively between the head coach and athletic administrator. No equipment is to be discarded in any fashion without the consent of the principal.

Equipment issued to squad members is to be used exclusively in conjunction with activities related to that school sponsored sport. It is not to be used for gym classes or activities. Coaches must instruct their athletes accordingly.

XII. Athletic Personnel

District employees charged with the daily administration of interscholastic sports are listed below along with their duties and responsibilities.

- **Principal**
 1. Direct all interscholastic athletic relations in which his/her school participates.
 2. See that all rules and regulations of the PIAA, leagues/conferences and district are followed to the letter and notify proper authorities promptly when irregularities develop.
 3. Verify in writing the eligibility of all contestants from his/her school including certification of wrestling weights.
 4. Sanction by contracts all contests and officials to be used for those contests in which his/her school participates.
 5. Promote sportsmanship and conduct in keeping with the best interest of the school in all athletic activities.
 6. Exclude any student athlete who does not abide by the rules and regulations established by school authorities, represents his/her school in a becoming manner or is not physically fit.

7. Provide proper treatment for all visitors and officials attending contests conducted by the school. If the contest is played at a neutral site, the principals share in this responsibility.
8. Represent his/her school at all contests personally or through authorized representation.
9. Evaluate each sport program and its personnel at the conclusion of the sport season.
(Addendum V)
10. Seek a waiver for student athletes desiring to be represented on more than one team in a sport during a season, as deemed appropriate.
11. Review and approve, with the help of the athletic director, all athletic requisitions.
12. Act in an appellate capacity with regard to athletic problems developing in the athletic program.
13. Meet with the head coaches of school sponsored sports at the beginning of each sport season to review policies, regulations and procedures.
14. Promote positive relations with athletic booster organizations designed to benefit programs of the school.

• **Athletic Director**

1. Direct all PIAA interscholastic athletic relations for the District.
2. Attend work or related conference sessions to stay abreast of PIAA rules and regulations to assure compliance with competition regulations for all sports teams included as a PIAA sport.
4. Assist with evaluations of assistant athletic director and high school coaches and athletic trainer.
5. Assist with the fulfillment of requirements for the hiring of coaches, including posting, screening, interviewing and recommendations.
6. Manage the financial accounting for the district's interscholastic athletics program.
7. Schedule all contests including tournament sanctions.
8. Arrange for officials and execute terms of contracts for all contests and officials (contacts, payment, etc.)
9. Ensure athletic facilities are ready for hosted events.
10. Arrange (in cooperation with Assistant Athletic Director) for game managers, officials, security, as necessary to ensure a smooth-running event or contest.
11. Arrange administrative coverage at all scheduled contests.
12. Review all athletic requisitions with the principal prior to submitting them to the superintendent's office.
13. Coordinate the issuing and collection of athletic equipment through the coaches.
14. Coordinate the reconditioning of athletic equipment through the coaches whenever necessary.
15. Arrange all transportation for scheduled athletic events.
16. Coordinate with nurses to arrange for physical examination schedules for each sport season.
17. Represent the district at athletic meetings and fulfill duties.
18. Coordinate the use of the concession stands at hosted athletic events.
19. Arrange for the printing and sponsoring of the football programs.
20. Cooperate with sports booster organizations to promote school athletics.
21. Promote a spirit of good sportsmanship at all athletic events.
22. Ensure all athletic endeavors are conducted in accordance with district, PIAA and league/conference policies and regulations.
23. Coordinate the development of an "Emergency Action Plan". (Addendum VI).
24. Meet with each head coach at the beginning of each sport season to review policies, regulations and procedures and also within three weeks of the conclusion of the sports season. Could be part of it, generally a review of schedule and needs for the following year.
25. Assist with updating the athletic handbook annually to assure compliance with policies and regulations and student conduct.

26. Provide proper treatment for all visitors and officials attending contests conducted by the school. If the contest is played at a neutral site, the principals share in this responsibility.
 27. Arrange ticket sales as necessary.
 28. Maintain the athletic website.
 29. Review and verify FBI, criminal and child abuse clearances for sports officials in accordance with Federal and State mandates and PIAA regulations for conformance with statute requirements.
 30. Be familiar with the PIAA Handbook
 31. Be knowledgeable of and monitor completion of required trainings for coaches.
 32. Oversee and monitor the performance of the Athletic Trainer.
 33. Provide required information needed to complete the PIAA Athletic Disclosure report.
 34. Monitor and coordinate volunteer coach applications to make sure all required documents and clearances are submitted for board approval.
 35. Perform other assigned duties as deemed necessary by the administration.
- **Assistant Athletic Director**
 1. Directly responsible to the Athletic Director (AD).
 2. Attend work or related conference sessions as directed by the Athletic Director to stay abreast of PIAA rules and regulations to assure compliance with competition regulations for all sports teams included as a PIAA sport.
 3. Assist in the management of the financial accounting for the district's interscholastic athletics program.
 4. Assist in the scheduling of contests as directed by the AD
 5. Ensure athletic facilities are ready for hosted events.
 6. Arrange for ticket sales as directed.
 7. Work with the Athletic Director to ensure that there is administrative coverage at all scheduled contests.
 8. Assist in the coordination of the issuing and collection of athletic equipment through the coaches.
 9. Assist in the coordination of reconditioning of athletic equipment through the coaches whenever necessary.
 10. Arrange transportation for scheduled athletic events as directed by the AD.
 11. Assist in the coordination of physical examination schedules for each sport season.
 12. Assist in the coordination with the AD, head coaches and principal for the development of an accurate student eligibility list for each sport prior to the first scheduled contest.
 13. Assist in the coordination for the use of the concession stands at hosted athletic events.
 14. Assist with the coordination of the printing and sponsoring of the football programs.
 15. Assist the AD with the activities of the Athletic Association.
 16. Cooperate with sports booster organizations to promote school athletics.
 17. Promote a spirit of good sportsmanship at all athletic events.
 18. Assist the AD and lead principal in ensuring all athletic endeavors are conducted in accordance with district, PIAA and league/conference policies and regulations.
 19. Assist with the coordination of an "Emergency Action Plan". (Addendum VI).
 20. Assist the AD and lead principal in the assessment of coaching staff for the purpose of development of coaching skills.
 21. Direct the activities of the Athletic Association.
 22. Maintain accurate records of varsity letter winners and coordinate All-Sports Booster banquet.
 23. Assist in game management in the following areas:
 - A. Volleyball
 - a. Assist as needed with gymnasium setup and clearing after contest:
 - b. Bleachers, scorer's table, radio broadcast tables, etc.

- c. Read pregame announcements and use PA system for announcements as needed.
 - d. Welcome visiting team and escort to locker room.
 - e. Welcome and pay officials.
 - f. Monitor spectators.
 - g. Assist with sales of tickets; resolving tickets sold with money collected.
 - h. Perform other assigned duties as deemed necessary by the administration.
- B. Basketball
 - a. Assist as needed with gymnasium setup and clearing after contest: Bleachers, scorer's table, radio broadcast tables, etc.
 - b. Read pregame announcements and use PA system for announcements as needed.
 - c. Welcome visiting team and escort to locker room.
 - d. Welcome and pay officials.
 - e. Monitor spectators.
 - f. Assist with sales of tickets; resolving tickets sold with money collected.
 - g. Perform other assigned duties as deemed necessary by the administration.
- C. Wrestling
 - a. Assist as needed with gymnasium setup and clearing after contest: Bleachers, scorer's table, radio broadcast tables, etc.
 - b. Read pregame announcements and use PA system for announcements as needed.
 - c. Welcome visiting team and escort to locker room.
 - d. Welcome and paying officials.
 - e. Monitor spectators.
 - f. Assist with sales of tickets; resolving tickets sold with money collected.
 - g. Perform other assigned duties as deemed necessary by the administration.
- D. Baseball and Softball
 - a. Welcoming and paying officials.
 - b. Retrieval of balls leaving field of play
 - c. Setting up and assisting in operation of scoreboard
 - d. Monitoring spectators
 - e. Welcoming visiting teams and coaches, reviewing layout of facilities (dugouts, restrooms, etc.)
 - f. Assisting with field maintenance during inclement weather.
 - g. Checking to make sure teams and officials have safely departed facility with all belongings.
 - h. Perform other assigned duties as deemed necessary by the administration.
- E. Football and Soccer and Track and Field
 - a. Welcoming and paying officials.
 - b. Retrieval of balls leaving field of play
 - c. Setting up and assisting in operation of scoreboard
 - d. Monitoring spectators
 - e. Welcoming visiting teams and coaches, reviewing layout of facilities (dugouts, restrooms, etc.)
 - f. Assisting with field maintenance during inclement weather.
 - g. Checking to make sure teams and officials have safely departed facility with all belongings.

- h. Perform other assigned duties as deemed necessary by the administration.

NOTE: Locker rooms, when used by home and/or visiting teams, must be inspected after teams have left.

- **Head Coach**

1. Work cooperatively with the athletic administration in all matters.
2. Review all athletic policies, regulations and procedures prior to the beginning of each season with the athletic administration.
3. **Select team members and student assistants and submit a roster and other pertinent information to the principal no later than the conclusion of the pre-season. (Addendum VII)**
4. **Upon finalization of a team roster, email the names of all student athletes to the teachers at their respective school. Any academic or behavioral concerns of student athletes should be communicated by the teacher to the head coach.**
5. Promote good sportsmanship and standards of conduct worthy of respect both personally and for the team.
6. Prior to the beginning of the season, receive a **written commitment** to the rules of conduct established by the district and the coaching staff from participating athletes and their parent/guardian.
7. Be responsible for the appearance and conduct of the team members and coaching staff at all contests.
8. Ensure academic eligibility and weight certification where necessary for each student athlete prior to participation.
9. Maintain the coaches' quarters in proper order throughout the season. Avoid the physical education offices.
10. Refrain from using tobacco products while supervising athletes.
11. Secure facilities at the conclusion of each practice. This includes but is not restricted to: litter control, putting equipment away, turning off showers and lights, locking doors and fences, etc.
12. Cooperate in the development of practice schedules for shared facilities.
13. Never leave team members unsupervised.
14. Delegate responsibility to assistant coaches and managers where necessary and appropriate and supervise their activities.
15. Evaluate assistant coaching performances annually.
16. Promote the sport and those participating whenever and wherever possible.
17. Maintain a positive relationship with the media and support organizations.
18. Organize each practice over a maximum of two and one-half (2 1/2) hours using effective planning techniques.
19. Enhance your sport curriculum by reading, attending clinics, etc.
20. Requisition all necessary supplies and equipment with the cooperation and direction of the athletic administration.
21. Coordinate the sports program at all levels of competition to ensure consistent philosophies, rules and techniques.
22. Provide a team roster and departure times for all away contests to the athletic administration and bus contractor.
23. Issue and collect all equipment and supplies and account for their disposition.
24. Maintain an inventory of sports equipment and supplies to be presented to the principal upon request.
25. Thoroughly explain to the athletes the criteria for earning individual and team awards at the beginning of the sports season.
26. Maintain an accurate list of emergency telephone numbers for all team members.
27. Maintain an accurate list of medical needs, including inhalers, for all team members.
28. Participate in a program evaluation with the principal at the end of each sports season.
29. Promote a safe and healthy environment of the student athletes.
30. File an accident report in the office within twenty-four (24) hours when an injury occurs that requires medical attention.

31. Be responsible for the collection of all documentation necessary for a student to join the team and turn it over to the principal before the student practices or plays.
 32. Be responsible for attendance at required PIAA mandatory rules meetings.
 33. Mandatory first aid and CPR training is required yearly or when certification expires.
 34. Insure the proper stretching and conditioning of athletes.
 35. Provide practice plans to the administration as requested.
 36. Familiarize themselves with and follow "cold stress", "prevention of heat illness" and "nutritional ergogenic aids" and "lightning safety" guidelines found in Addendum VIII.
 37. Perform any and all other assignments directed by the principal as they relate to the coaching duties and responsibilities.
 38. Complete annual training requirements related to concussions and cardiac arrest.
 39. Complete clearance and training requirements as prescribed by Act 126.
 40. Supervise volunteer coaches and ensure all policy requirements are met in conjunction with the principal. All volunteers must have proper clearances and trainings and board approval prior to being assigned to a team and working with any students. No exceptions.
 41. Coaches are required to be in possession of the Emergency Operation Plan as distributed by the district.
 42. Coaches are required to be in possession of the Athletic Training Policies and Procedures distributed by the athletic trainer.
- **Assistant Coach**
 1. Carry out the duties as assigned by the head coach.
 2. Consult daily with the head coach during the season to ensure clarity of objectives and strategies.
 3. Promote and support the athletes and the program whenever and wherever possible.
 4. Strive to enhance your knowledge of the sport at all times.
 5. Coordinate practice schedules with the head coach to maximize practice efficiency.
 6. Promote good sportsmanship and proper conduct.
 7. Assist in supervising the proper use of equipment and supplies.
 8. Perform any and all assignments directed by the principal as they relate to coaching duties.
 - **Athletic Trainer**
 1. Assist the athletic administration with the development of the "Emergency Action Plan".
 2. Reviewed the "Emergency Action Plan" with the athletic coaching staff prior to the beginning of each sport season.
 3. Administer first aid to injured players and make prompt referral to appropriate medical service when necessary.
 4. Provide follow-up treatment to injured athletes as required.
 5. Decide the playing status of injured players in accordance with his/her best professional judgment.
 6. Attend as many athletic events and practices as possible through arrangements with the athletic administration.
 7. Notify the athletic administration when and why coverage will not be provided.
 8. Extend medical coverage at home events to members of the opposing team.
 9. Become familiar with local medical service options in order to coordinate treatment.
 10. Provide prompt and confidential communication with the school nurse, coach, athletic administration and/or parents/guardian regarding athletic injuries or illness, treatment and referrals.
 11. Provide educational programs to increase awareness and involvement of students, coaches and parents in athletic training, injury prevention, conditioning, etc.
 12. Perform other related duties as assigned by the athletic administration.
 13. Responsible for developing and updating annual standing orders and operating procedures approved by school physician and school board.

XIII. Athletic Booster Organizations

Booster clubs formed to support athletic programs can be beneficial in generating community interest, recognizing student athletes and providing financial support to athletic programs. Although such organizations are generally administered independently of the School District, all decisions involving students, school property or school equipment must be approved by the principal before final action is taken. Under no circumstances shall the authority of such organizations be extended to include decisions regarding the administration of athletic programs.

XIV. Harassment – KASD Policy #248 (available online at www.kasd.net)

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

XV. Hazing – KASD – Policy #247

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

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

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced

consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

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

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

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

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

IV. Coaching Requirements - PIAA

All coaches, including assistants and volunteers, are required to have the following completed:

1. **Concussion (Concussionwise) Before your sport season**
2. **Sudden Cardiac Arrest (Cardiacwise) Before your sport season**
3. **First Aid – Within 2 years of board approval date**
4. **Fundamentals of Coaching – Within 2 years of board approval date**

PIAA COACHING EDUCATION REQUIREMENTS:

The following continuing educational courses will be required for coaches engaged at a PIAA Member School (Effective July 1, 2016):*

Core Courses (complete a coaching education course and a First Aid course from either of the two providers below, once completed please submit a certificate or transcript for approval to the PIAA by creating a coach's profile, directions below):

Note: ***NO SPORT SPECIFIC COURSES WILL BE ACCEPTED.***

NFHS (access info @ www.nfhslearn.com)

- Fundamentals of Coaching
- First Aid, Health and Safety

ASEP (access info @ Human Kinetics)

- Coaching Principles (fee depends on instructor)
- Sport First Aid (fee depends on instructor)

***NOTE:** All coaches currently employed or engaged by a PIAA member school must complete two courses as provided above no later than **June 30, 2018**. Coaches hired after July 1, 2016, will have two years from their date of hire to complete this requirement.

Additional Accepted Coursework:

- PIAA will be accepting college level courses for either the coaching and/or first aid requirements. (Example courses are Principles of Coaching or Fundamentals of Coaching). A coach must upload a copy of the transcript indicating satisfactory completion of the course(s) to the PIAA Website for credit.
- PIAA will be accepting of American Red Cross and American Heart Association First Aid training for the first aid requirement as long as certification was 2013 or later. Please upload a copy of the card to your coach's profile.

- PIAA will be accepting SafeSchools Training for Coaching Education as long as your school or school district has purchased SafeSchools Training for **ALL STAFF**. Listed below are the courses needed to satisfy the Fundamentals of Coaching and First Aid Requirements.

Fundamentals of Coaching Coursework:

Athletic Liability, Conflict Management: Managing the Angry Parent, Title IX and Gender Equity in Athletics, Hazing, Steroid and PED Awareness in Athletics, Emergency Operations Planning: Building the Plan, Emergency Operations Planning: Implementing the Plan, Sensitivity Awareness, Conflict Management: Student-to-Student, Diversity Awareness: Staff-to-Student, and Online Safety: Cyberbullying

First Aid Coursework:

First-Aid, Sport Supervision & Safety, Heat Illness Prevention, Student Drug and Alcohol Abuse, AED, and Cardiopulmonary Resuscitation (CPR)

All coaches are required to create a “Coach Profile” on the PIAA website. Directions are as follows:

DIRECTIONS FOR CREATING A COACH PROFILE AND UPLOADING COURSE REQUIREMENTS TO THE PIAA WEBSITE FOR COACHES:

To use the coaching credentialing system - visit our website: www.piaa.org;

Click “login” (the gold box in top right corner of your screen).

Click the “Coaches” tab.

If you have not previously used the coaches’ credentialing portal, you will need to create a new user profile by clicking “Register” and following the steps to create a new user – (Note: school, official, or other logins used in our system are not useable for the purpose of coaching education).

Once you have created a profile, the Coaching Education System becomes available.

- In the first section, select each school which you are affiliated. Multiple schools may be selected if affiliated with more than one school. Simply begin typing the school’s name, and the system will match all available schools.
- In the second section, “PIAA Education Requirements”, upload certificates of completion or a transcript to support completion of the required coaching and first aid required courses. Note, if submitting a course other than an NFHS or ASEP approved course, type in the name of the course you are submitting.

NOTE: One submission must be made for each course requirement. A single transcript cannot be uploaded once to satisfy the requirement for coaching and first aid. They must be uploaded separately.

Please do not submit concussion or cardiac coursework in this section. That information may be uploaded under section 3 “Optional School Education” but should not be uploaded under section 2.

- In the third section “Optional School Education”, a school may require coaches to upload additional information at their discretion. Please check with your athletic administrator to see if you are required to submit any items in this location.

SPORTSMANSHIP MISSION STATEMENT

The purpose of the “Sportsmanship: The Only Missing Piece is You!” program is to educate, promote and assist in the perception of and the practice of those qualities which are inherent in good sportsmanship. The ideals of sportsmanship apply equally to all disciplines. Individuals, regardless of their roles in interscholastic athletics, are expected to be aware of their influence on the behavior of others and act in a responsible manner at all times.

WHAT IS SPORTSMANSHIP?

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

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

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

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

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

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

THE FUNDAMENTALS OF SPORTSMANSHIP

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

1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

3. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represented GOOD SPORTSMANSHIP but reflected a true awareness of the game by recognizing and acknowledging quality.

4. EXHIBIT RESPECT FOR THE OFFICIALS.

The officials of any contest are partial 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.

5. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.

Opponents are guests and should be treated cordially, provided with the best accommodation, and accorded tolerance at all times. Be a positive representative of your school, team, or family. This fundamental is the Golden Rule in action.

6. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

“SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!”

GUIDELINES FOR BEHAVIOR

OF THE COACH

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

OF THE STUDENT-ATHLETE

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

OF THE CHEERLEADERS

- Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work, training and team effort that goes into a cheering squad?
- Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- Select positive cheers which praise your team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers and treat opposing players like you would treat your own team.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

OF OTHER SUPPORT GROUPS (BAND, BOOSTER CLUB, ETC.)

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

OF SPECTATORS

- Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics is a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve

themselves as students, as athletes and as people as you would praise a student working in the classroom.

- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of the contest officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substance (alcohol, drugs, tobacco, etc.) before and during contests and afterwards on or near the site of the event (i.e. tailgating)
- Use only those cheers that support and uplift the teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

OF THE MEDIA

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

OF CONTEST OFFICIALS

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

OF SCHOOL ADMINISTRATORS

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
- Provide appropriate supervisory personnel for each interscholastic athletic event.
- Support participants, coaches and fans whose team displays good sportsmanship.

- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attending events whenever possible and function as a role model – show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

OF THE SCHOOL GOVERNANCE BOARD

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

ACCEPTABLE BEHAVIOR

- Applause during introduction of players, coaches and contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone shows concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR

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

KANE AREA SCHOOL DISTRICT ATHLETIC ELIGIBILITY CRITERIA

PIAA regulations require all athletic participants to maintain passing grades in order to be eligible to play. They must not only be passing at the end of each marking period but also must maintain passing grades weekly. The district has responded to this regulation by determining passing requirements and establishing a monitoring procedure to ensure compliance.

The marking period eligibility varies at each school because the academic schedules are different. Athletic participation is contingent upon maintaining passing marks on a minimum credit or subject load. Such a load is described as being the appropriate number necessary for normal promotion or progression. At high **school**, athletes must be passing all of their classes each week to maintain eligibility. Middle **school** requires student athletes to be passing all courses. These would include but are not limited to such subjects as English, mathematics, science, social studies, physical education and reading or foreign language. Monitoring of academic progress is to be done weekly and by marking period. At the end of each marking period all student athletes must be passing all of their classes. If not, he/she is ineligible for fifteen (15) days at **both the middle and high school. The days of ineligibility begin the day report cards are issued.** It is important to point out the ineligibility is carried over from sport to sport as well as season to season.

The monitoring procedure for **weekly eligibility** is essentially the same at each building. The office will compile, from the coaches' rosters, a list of all student athletes for each sports season. Copies will be forwarded to each teacher to determine whom they have in class among those listed. Eligibility lists must be completed by each teacher having student athletes and given to the principal's designee by Wednesday, at 3:00 PM each week of the sports season. The options are passing, incomplete or failing. In either of the latter two cases, the situation renders that student athlete ineligible for the following **Sunday through Saturday**. By Friday afternoon all coaches will be notified regarding player eligibility. Students with an incomplete may become eligible the school day following the completion of the work, completed to the satisfaction of the teacher, and a signed note from that teacher is brought to the office by that teacher. A note will then be forwarded to the coach affirming the situation. Ineligible students may practice but cannot compete. Eligibility regulations pertain to all team members, individual participants and cheerleaders during the defined sports season.

The responsibility for enforcing this regulation is essentially that of the administration. In order for it to be done properly all must do their part. Coaches must submit an accurate roster to the office immediately after tryouts are completed. Lists must be compiled and forwarded to the teachers before each season begins. Teachers must assess each student athlete's progress weekly and submit the results of that assessment to the office each Wednesday. It would be difficult to imagine a student athlete failing at the end of a marking period when he/she had been passing weekly.

Proper communication among all involved is absolutely necessary to maintain the integrity of the process as well as treat student athletes fairly.

Policy 123. INTERSCHOLASTIC ATHLETICS

1. Purpose

Interscholastic athletics in the Kane Area School District (KASD) provide students with the opportunity to realize the benefits and pleasures of physical fitness, mental discipline, perseverance and athletic proficiency. With proper supervision, athletes learn the concepts of teamwork and the will to win along with such desirable traits as sportsmanship and respect for authority, teammates and opposing players.

Interscholastic athletics generally places greater demands on participants than do other extracurricular activities. Many hours of intense practice and participation, the absolute need for teamwork as well as the necessity for keen physical fitness and skilled performance requires student athletes to adhere to stringent rules of conduct and training.

2. Definition

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

3. Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations and the Kane Area School District Interscholastic Athletic Handbook.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; be free of injury, as determined by the district physician; and submit a certificate of consent signed by a parent/guardian.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Attended school regularly.
3. Been in attendance by 11:30 a.m. on the day of the athletic event or practice.
4. Returned all school athletic equipment previously used.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events. S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district, and shall be disseminated in the Interscholastic Handbook.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

KANE AREA SCHOOL DISTRICT ATHLETIC PARTICIPATION

Directions: *Parent/Guardian and athlete are required to read each section thoroughly and sign the athletic participation permission form in the appropriate places. Students will not be allowed to practice or participate until this form and the physical form are returned to the office.*

REGULATIONS AND RISKS CONCERNING PARTICIPATION

Representing the Kane Area School District in interscholastic athletic activities is a privilege, not a right. Participation carries with it responsibilities to the school, team, student body and community. Athletics are provided to help students develop physically, mentally, socially and emotionally. The personal growth resulting from participation in these activities is a vital part of a total educational experience.

I. Eligibility

Along with being a resident of the school district, having parental permission, passing a physical examination, and certifying insurance coverage, all participating athletes must conform to the following PIAA regulations.

- A. AGE - No pupil is eligible for participation if he/she is nineteen (19) years old before July 1 of the subsequent year.
- B. AMATEUR STATUS - No pupil is eligible who has accepted money or prizes or has signed a contract to perform athletically.
- C. TRANSFER - See the principal if you have transferred from another school district.
- D. PERIOD OF ATTENDANCE, PARTICIPATION AND GRADE REPETITION - A student athlete will lose his/her eligibility when he/she has been in attendance more than twelve (12) semesters beyond the seventh grade. If an athlete repeats a grade after seventh, he /she may be ineligible as a senior.
- E. ATTENDANCE - If a student athlete is absent from school during a semester for a total of twenty (20) days, he/she may be ineligible until he/she has been in attendance for a total of sixty (60) days following the twentieth (20) day of absence. Athletes must be in attendance at school by 11:15 a.m. to be eligible to participate in practice or contest. The day following the contest the athlete is expected to report to school by 8:10 AM.
- F. MULTIPLE PARTICIPATION - If a PIAA member school sponsors more than one Team in a sport at the same level (varsity, junior varsity, or otherwise) of competition, a student is eligible to participate on only one of those Teams in any season. A student may transfer from a Team at one level of competition to a Team at another level of competition but, after the first Regular Season Contest in that sport, may not transfer, either directly or by means of an intermediate transfer between levels of competition, from one Team to another at the same level of competition.

G. ACADEMIC AND CURRICULAR REQUIREMENTS

Student athletes must:

- 1. Pursue a curriculum defined and approved by the principal as being full-time.
- 2. Athletic participation is contingent upon maintaining passing marks in all subjects at both high school and middle school. The athlete must be passing all subjects each week. Monitoring of academic progress is to be done weekly and by marking period as described in the administrative guideline, "Athletic Eligibility Criteria". (Addendum II). Any ineligible student athlete will not be permitted to be dismissed prior to the end of the school day in order to attend any contest(s).
- 3. Students who fail for a marking period in a core subject area shall be ineligible for 15 school days from the start of the distribution of report cards. Students who fail a core course (English, science, social studies and/or mathematics) for the school year will be ineligible for 15 school days starting on the first day of the following school year.

4. Eligibility runs from Sunday - Saturday for the next week of school.
5. Remain ineligible while incomplete work is pending. Only the teacher can certify the work is complete.
6. If an athlete has an in or out-of-school suspension, he/she will not be permitted to participate in the next 10% of scheduled competition(s) immediately following assignment of the suspension.

II. Discipline Policies

- Students who are assigned to **Saturday detention, in-school suspension, or out-of-school suspension** will miss a minimum of 10% of contests.
 - Any student that has a Saturday detention or in-school suspension will attend practice.
 - Any student that has out out-of-school suspension will not be permitted on school grounds until the day following the suspension.

Ten percent (0.10) multiplied by the number of regular season contests = number of games suspended. All infractions will be rounded off with 0.10 to 0.49 being rounded down and 0.50 – 0.99 being rounded up.

- Example 1 – 10% suspension of a 9-game season would be $0.10 \times 9 = 0.9$, resulting in a one game suspension.
- Example 2 – 10% suspension of a 22-game season would be $0.10 \times 22 = 2.2$, resulting in a two game suspension.
- Student athletes must abstain from possessing or using alcoholic beverages and illegal drugs at all times. Any student athlete that violates Board Policy 227 (controlled substances / paraphernalia, which includes alcohol) at any time during their season will result in exclusion from the team for the remainder of the sports season (fall, winter, spring) and forfeiture of all claims to any honors or awards pertinent to that seasonal activity. Offenders will be encouraged to seek rehabilitation services as per Board Policy 227.
 - If an athlete, whose season is extended due to playoffs, violates Board Policy 227, and the violation carries over to the starting dates, according to the P.I.A.A., for the next sports season, the athlete will be excluded from the present sport and will not be permitted to participate in the next sports season of that school year.
- Any student athlete that violates Board Policy 222 (tobacco and vaping products), will result in a suspension of participating in any contests for fifteen school days, beginning with the first scheduled contest. That student athlete will practice and is eligible to return upon successful completion of tobacco cessation program.
 - If an athlete, whose season is extended due to playoffs, violates Board Policy 222, and the violation carries over to the starting dates, according to the P.I.A.A., for the next sports season, the athlete will begin the 15-day suspension at the start of the next scheduled playoff contest of the present sport and will remain suspended for the fifteen days or until that season ends. If fifteen school days have not passed prior to the present season's end, the suspension will then be picked back up beginning with the first scheduled contest of the next sport.
- Student athletes must comply with any and all rules/regulations specific to a given sport as developed by the coaching staff of the sport. Each head coach is to thoroughly review and explain such rules/regulations to the athlete and his/her parent/guardian prior to participation.

Both the student athlete and his/her parent/guardian must indicate acceptance of by signature prior to participation.

Note: The coach will only enforce severe disciplinary action such as dismissal or suspension from the team for more than one week, after consultation with the principal and athletic director. In such cases, the athlete may appeal the decision to the principal.

III. Coaching Rights and Responsibilities

The head coach reserves the exclusive rights and responsibilities regarding the following:

- A. Selecting, placing and playing personnel and athletes
- B. Determining practice times, dates and procedures in compliance with district policies and regulations.
- C. Determining event strategies.
- D. Enforcing guidelines and training rules related to his/her activity.
- E. Determining award winners based on district policies and regulations.

IV. Issued Equipment

Student Athletes are held responsible for returning all issued equipment within one week of the end of the sport season. Lost, stolen or damaged equipment may require payment at replacement value by the athlete responsible for its care.

V. Risk Warning

Although participation is supervised interscholastic athletics may be one of the least hazardous activities in which any student will engage, a risk of injury ranging in severity from minor to long-term catastrophic does exist. Therefore, the district urges all parents/guardians and students to take every precaution necessary for insuring a safe athletic experience.

Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program and inspect equipment daily.

Having signed the following form indicates full understanding of the risk of participation as well as the liability. In addition, signing also indicates unconditional agreement to abide by the rules and regulations so stated.

Parents/Guardians and/or students who do not wish to accept the conditions described in the REGULATIONS AND RISKS CONCERNING PARTICIPATION above should not sign the “Athletic Participation Permission Form”.

KANE AREA SCHOOL DISTRICT
ATHLETIC PARTICIPATION PERMISSION FORM
2023-24

Student's Name _____ Date of Birth _____

Grade for the 2023-24 school year _____

Circle All Years Participated in This Sport **INCLUDE the 2023-24 grade:**

FOOTBALL	SOCCER	GOLF	VOLLEYBALL	CROSS COUNTRY
7 8 9 10 11 12	7 8 9 10 11 12	9 10 11 12	7 8 9 10 11 12	7 8 9 10 11 12
BOYS' BASKETBALL	GIRLS' BASKETBALL	WRESTLING	INDOOR TRACK	CHEERLEADING
7 8 9 10 11 12	7 8 9 10 11 12	7 8 9 10 11 12	7 8 9 10 11 12	6 7 8 9 10 11 12
BASEBALL	SOFTBALL	TRACK		
9 10 11 12	9 10 11 12	7 8 9 10 11 12		

CERTIFICATION OF PHYSICAL FITNESS

All students participating in the athletic program must have a physical examination given by a medical doctor, osteopath or nurse practitioner each sport season. No athlete will be permitted to tryout, practice or compete without a physical examination.

I certify that my son/daughter, _____, has no injuries, illness or other physical problem that would prohibit his/her participation in athletics.

Parent/Guardian _____ Date _____

INSURANCE VERIFICATION

The district is not liable for injuries incurred in school or the sports program. All financial responsibility arising from such injuries shall be assumed by the parent/guardian. For this reason, all athletes participating in any of the interscholastic sports or cheerleading are encouraged to purchase the insurance coverage made available by the district if they do not have personal or family health insurance coverage. The district does purchase excess coverage for athletes in grades seven through twelve who participate in interscholastic athletics.

Student is covered by:

Policy No. _____ Written by _____
Date _____ Parent/Guardian _____

Insurance Waiver: We do not choose to obtain the student insurance made available through the district because our son/daughter is insured:

Date _____ Parent/Guardian _____

I have thoroughly read and understand the rules, regulations and risks pertinent to athletic participation (found online, paper copy available upon request) and agree to allow my son/daughter, _____ to take part in the sports of _____ under said conditions. I also give my permission for him/her to participate in any travel associated with the sports as authorized by the district administration.

I also give permission to school district personnel to render first aid and seek medical attention when necessary.

Emergency telephone numbers where I can be reached are _____

I also give my permission for the district magistrate or police to alert the principal of arrests involving my son/daughter that may be in violation of these regulations.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

I have thoroughly read and understand the rules, regulations and risks pertinent to athletic participation and agree to abide by and support said conditions. (found online, paper copies available upon request)

ATHLETE
SIGNATURE

DATE

MEDICAL INFORMATION FORM

Athlete's Name: _____ DOB: _____

Sports: Fall _____ Winter _____ Spring _____

Address: _____ City: _____ Home
Phone: _____

Family Physician: _____ Phone: _____ Last
Tetanus: _____

Emergency Contacts:

1) Parent/Guardian: _____
Phone: _____

2) Other/Relationship: _____
Phone: _____

3) Other/Relationship: _____
Phone: _____

Severe Allergies (medication, food, insect stings, etc)

Medical Conditions

Current
Medications: _____

Recent Surgeries/When: (include wisdom teeth
removal): _____

Recent Injuries/When

Previous
Concussions/When _____

Insurance Information:

Insured Parent: _____

Insurance Company
Name: _____

Insurance Policy and Group
Number: _____

Parental Consents:

I give my consent for my son/daughter to have impact testing per protocol administered at KASD and to have any injury records or ImPACT test results released to Licensed Athletic Trainer, school nurse, and the treating physician. Information regarding test data may be shared with school personnel for the purpose of providing accommodations, if necessary.

Signature: _____ Date: _____

I give the KASD coach(es) and/or the Certified Athletic Trainer consent to have my son/daughter treated for injury/illness in an emergency situation if I (parent/guardian) am not present.

Signature: _____ **Date:** _____

I give consent to my child's health care provider to share any necessary information related to my child's health with the athletic trainer and/or school nurse. I give my consent for the Licensed Athletic Trainer to administer over-the-counter medications to my child on an as needed basis.

Signature: _____ **Date:** _____

Updated May 2018

ADDENDUM V

KANE AREA SCHOOL DISTRICT

COACH EVALUATION FORM

SCHOOL: Kane High School

SPORT:

NAME:

SEASON:

RATING SCALE: S - Satisfactory U - Unsatisfactory NA - Not Applicable

PERFORMANCE CATEGORIES

RATING

COMMENTS

I. INSTRUCTION

- Has knowledge of the sport
- Has ability to teach the sport
- Exhibits enthusiasm.....
- Has self-control and poise
- Can control/discipline athletes.....
- Other.....

II. ORGANIZATION

- Can plan practices effectively.....
- Cares for and inventories equipment
- Demonstrates punctuality
- Keeps proper records and reports
- Other.....

III. PERSONAL RELATIONSHIPS

- Has rapport with athletes
- Has rapport with his/her staff
- Has rapport with other sport coaches.....
- Has rapport with officials
- Has rapport with parents of athletes
- Has rapport with Booster Club
- Has rapport with administration
- Has rapport with the media.....
- Acts as a role model to athletes
- Other.....

IV. ADMINISTRATION

- Follows rules and policies
- Shows concern for health/safety of athletes.....
- Supervises athletes properly
- Follows proper channels.....
- Attend all practices and games
- Other.....

Your coaching RATING is: _____ Satisfactory _____

Signature of Evaluator: _____ Date _____

I agree with this rating. Yes () No ()

I wish to be considered for the coaching position next year. Yes () No ()

Signature of Coach: _____ Date _____

III. COACHES CHECKLIST

This checklist is a quick reference to be used by head coaches to address specific responsibilities prior to the beginning of practice for any KASD sponsored sport. This information must be submitted to the principal or his/her designee before the team, or any individual member of the team may practice. Review each item carefully and do as directed.

The head coach must

- meet and discuss rules and regulations governing the sport with each athlete and his/her parent/guardian. Parent meetings need to be “MANDATORY” and must occur before the given sports season.
- Coaches need to submit their Parent Meeting Agenda and their player/team rules and expectations to building administration one week before their scheduled meeting.
- receive a signed **KASD Athletic Participation Contract** from each team member to be turned in and kept on file in the principal's office.
- file in the principal's office a **PIAA Consent Form**, which verifies the athlete has had a physical examination and has received signed permission to participate from his/her parent/guardian.
- verify and keep on file in the principal's office the lowest recorded participation weight for each wrestling team member as certified by the physical examiner.
- verify and keep on file in the principal's office proper insurance coverage information for each team member.
- keep on file a list of telephone numbers and addresses where the parent/guardian may be reached in emergency situations.
- maintain a file of appropriate insurance information on each athlete for emergency purposes.
- submit a list of the final team members to the athletic administration for eligibility verification as well as busing roster purposes.
- maintain an inventory file documenting all school equipment issued to each team member.
- attend required PIAA mandatory rules interpretation meetings annually.
- arrange travel schedules in cooperation with the principal or his/her designee.
- meet with the assistant coaches at all levels to thoroughly plan for the season.

COACHES CODE OF ETHICS

NATIONAL FEDERATION INTERSCHOLASTIC COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach SHALL UPHOLD THE HONOR AND DIGNITY OF THE PROFESSION. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and oral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

The coach shall not exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

COACHES' QUARTERLY/Summer 1998

Performance Training Program

Waiver/Release of Liability

(Under Age 18)

By signing below:

(1) I grant permission for my son/daughter, _____, to participate in the Performance Training Program consisting of activities including, but not limited to, open lifting, open track/fields, and open gyms that are attended by athletes during the year of _____ (hereinafter referred to as the "Program").

(2) I acknowledge my understanding that my child's attendance at the Program is purely voluntary, that the purpose of the Program is to help athletes of all levels improve appropriate fitness and skill related wellness goals, and that all athletes are welcome; but in no way is the Program a mandatory obligation for any athlete.

(3) I acknowledge my recognition that injury may result on account of my child's participation in the Program; I agree to assume any and all liability, of whatever type, arising out of my child's participation in the Program; and (without intending to limit the generality of the foregoing) I agree to forever release the Kane Area School District, its officers, board members, agents, employees, and volunteers (hereinafter collectively referred to as the "ENTITY AND INDIVIDUALS") harmless against any and all claims, demands, losses, damages and causes of action of any kind arising in favor of any person (including myself), and regardless of when such cause of action is actually pursued, on account of, growing out of, incident to, or resulting, directly or indirectly, from my child's participation in the Program.

(4) I acknowledge my understanding and agreement that this Waiver/Release of Liability is binding on my heirs, assigns, and legal representatives.

(5) I acknowledge that I have carefully read this Waiver/Release of Liability, that I have been afforded the opportunity to have an attorney of my choosing review this Waiver/Release of Liability, and that I fully understand its contents.

(6) I acknowledge that I sign this Waiver/Release of Liability of my own free will and with full knowledge that this WAIVER/RELEASE OF LIABILITY is intended to forever release the Entity and Individuals from any liability arising out of my child's participation in the Program.

Parent signature #1 _____ Date _____

Parent signature #2 _____ Date _____

Performance Training Program

Waiver/Release of Liability

(Over Age 18)

By signing below:

(1) I indicate that I, _____, intend to participate in the Performance Training Program consisting of activities including, but not limited to, open lifting, open track/fields, and open gyms that are attended by athletes during the year of _____ (hereinafter referred to as the "Program").

(2) I acknowledge my understanding that my attendance at the Program is purely voluntary, that the purpose of the Program is to help athletes of all levels improve appropriate fitness and skill related wellness goals, and that all athletes are welcome; but in no way is the Program a mandatory obligation for any athlete.

(3) I acknowledge that injury may result on account of my participation in the Program; I agree to assume any and all liability, of whatever type, arising out of my participation in the Program; and (without intending to limit the generality of the foregoing) I agree to forever release the Kane Area School District, its officers, board members, agents, employees, and volunteers (hereinafter collectively referred to as the "ENTITY AND INDIVIDUALS") harmless against any and all claims, demands, losses, damages and causes of action of any kind arising in favor of any person (including myself), and regardless of when such cause of action is actually pursued, on account of, growing out of, incident to, or resulting, directly or indirectly, from my participation in the Program.

(4) I acknowledge my understanding and agreement that this Waiver/Release of Liability is binding on my heirs, assigns, and legal representatives.

(5) I acknowledge that I have carefully read this Waiver/Release of Liability, that I have been afforded the opportunity to have an attorney of my choosing review this Waiver/Release of Liability, and that I fully understand its contents.

(6) I acknowledge that I sign this Waiver/Release of Liability of my own free will and with full knowledge that this WAIVER/RELEASE OF LIABILITY is intended to forever release the Entity and Individuals from any liability arising out of my participation in the Program.

Student signature _____ Date _____

Authorization for Medical Care

Name_____

Address_____

Birth date_____

Parent/Guardian Name_____

Phone: Home_____ work:_____

In case of an emergency, the parent/guardian would be immediately notified.

If unable to reach parent/guardian, please notify_____

Phone:_____ Relationship:_____

Heath History

Operations/serious illnesses:_____

Other medical info._____

Currently under medical care? YES NO

Reason_____

On medication? YES NO

Name_____ Dosage_____ Amt_____

Physician_____

Phone_____

Insurance Company_____

Policy Number_____

Phone_____

By signing below, I grant my authorization and consent for the employees and volunteers of the Kane Area School District (hereinafter referred to as the "Supervising Adults") to administer general first aid treatment for any injuries or illnesses experienced by my child during my child's participation in the Performance Training Program. If the injury or illness is life threatening or in need of emergency treatment, I authorize the Supervising Adults to summon professional emergency personnel to pick up my child and transport my child to the medical facility designated by the professional emergency personnel and to inform said professional emergency personnel of the nature of my child's injury.

Parent signature #1 _____

Date _____

Parent signature #2 _____

Date _____



Kane Area School District
and UPMC Kane Hospital
Athletic Training
Standing Operating Procedures
2023-2024

Prepared by:
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UPMC Kane Hospital
Certified Athletic Trainer
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(814) 837-6821 Ext. 4225

Update July 2023

1. **Role Delineation**

The sports medicine team is comprised of the athletic trainer, school physician, school nurse, guidance counselor, and coach. Description of each member's responsibilities are listed below:

Certified Athletic Trainer: The role of the athletic trainer is to provide the highest level of care for every student-athlete. This includes but is not limited to the prevention of injuries and illness, the recognition, evaluation, and immediate care of injuries (first aid and emergency care), and referral of illnesses, rehabilitation and reconditioning of injuries, health care administration, and professional development and responsibility.

Duties and Responsibilities

1. The certified athletic trainer is permitted to provide athletic training services to all in-season KASD athletes and athletes from visiting schools during home events. This may include, but not limited to taping, evaluation, and return to play decisions.
2. The athletic trainer is permitted to provide athletic training services to athletes from visiting schools when hosting District 9 or other PIAA events.
3. The athletic trainer is permitted to provide athletic training services to coaches and game officials (referees, umpires, judges, etc.) if medically necessary while working at events.
4. The athletic trainer is permitted to provide first aid and CPR to spectators and game workers at events in the event of an accident or emergency.
5. The athletic trainer is permitted to provide athletic training services at athletic events held at KASD by outside groups (i.e. booster clubs, memorial races, alumni games, etc.).
6. The athletic trainer is permitted to provide athletic training services at other venues during PIAA and district events/tournaments and post-season events, and is permitted to provide care to athletes from other schools.

School Physician: Supervises and advises athletic trainer, participates in pre-participation screenings, available for referral of student athletes who do not have a primary care provider, makes final decision regarding return to play when there is a disagreement between ATC and rendering medical provider.

School Nurse: Maintains current health records, coordinates pre-participation screenings, manages student-athlete's care during school including communicating injury accommodations with teachers and assisting in the return to learn process and symptom monitoring after a

concussion. Maintains open communication with athletic trainer and assists with referrals of athletes with mental health and eating disorders.

Coach: Responsible for following athletic trainer and/or medical provider's recommendations, notifying athletic trainer of injuries and illnesses, and referring those individuals to the athletic trainer.

2. Injury Evaluation and Rehabilitation

Accident/Injury Reports – In the event of an injury where the athlete goes to the Emergency Room, is referred to any physician, sees a physical therapist or is being treated for more than one week in the athletic training room for more than 7 days, a **KASD Sports Injury Report** will be filled out and kept on file in the Athletic Training Room.

Daily Treatment Log - Any time an athlete is seen in the athletic training room for treatment, evaluation, taping, or rehabilitation, this will be documented on the **Daily Treatment Log**. The **Daily Treatment Log** will be completed daily and kept on file in the Athletic Training Room.

Individual Treatment Log- Due to the high volume of athletes seen in a day, the athletic trainer will use the **Individual Treatment Log** for means of quickly and accurately recording the treatment received daily. The daily treatment log will be used for more detailed daily documentation.

Daily Sign-in Sheet – When an athlete reports to the athletic training room for treatment, evaluation, taping, or rehabilitation, the athletic trainer will document their attendance on the **Attendance Log**. This will be done in order to keep track of compliance of the athletes, monitor the number of athletes seen daily/weekly and communicate with coaches about non-compliant athletes.

Emergency/Insurance Information Forms – Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests, at any PIAA member school in any school year, the student is required to (1) complete a **Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)** (available on school website or piaa.org); (2) have the appropriate person(s) complete the first six Sections of the CIPPE Form. Upon completion of Sections 1 and 2 by the parent/guardian; Sections 3, 4, and 5 by the student and parent/guardian; and Section 6 by an Authorized Medical Examiner (AME), those Sections must be turned in to the front office; and (3) have the **Athletic Participation Form** and **Medical Information Form** completed in its entirety. The Medical Information Form will contain the emergency contact information, insurance information, and current allergies/medical conditions for the athlete. It is the coach's responsibility to make sure he/she has a copy of every athlete and takes the forms to every practice and game in case of emergency.

Rehabilitation Records – When an injury requires an athlete to report to the athletic training room for rehabilitation, a **Rehabilitation Chart** will be filled out daily when the athlete comes in to record progress during rehabilitation activities.

Confidentiality – All documents which contain health information about a particular athlete will be kept in the locked filing cabinet in the athletic training room. The door of the athletic training room will remain locked at all times unless the athletic trainer is there.

3. Referral Procedures

In the event that an athlete suffers an injury in which the certified athletic trainer believes he/she needs to see a physician, the athletic trainer will contact the parent/guardian to indicate the athletic trainer's assessment, treatment and recommendations for home care as well as referral to the appropriate medical healthcare professional.

Orthopedic referrals will be made to:

Vasileios Kostopoulos, MD, PhD

UPMC Kane Center for Orthopedics, Pain Management and Rehabilitation
4355 Route 6 W
Kane, PA 16735
814-837-4750

General Medicine referrals (when athlete does not have a PCP) will be referred to the school physician, Dr. Larry Sarginger, MD.

If the athlete's family prefers another orthopedic or primary care physician, the athletic trainer may assist in setting up the appointment or the family may schedule on their own.

All concussion will be referred to the patient's primary care physician for release of return to play.

In the event of an emergency, one of two choices will be made by the athletic trainer. In the case of a non-life-threatening injury, the athletic trainer may call the parents for transportation to the emergency room. If transportation by the family is not available or not wanted, 911 will be contacted.

In the case of an emergency situation, 911 will be contacted immediately for ambulance transfer to the emergency room. Parents will be contacted at soonest opportunity.

4. **Athletic Training Coverage Policy**

At Kane High School, the certified athletic trainer will be responsible for covering all home events. The certified athletic trainer must be given at least 24 hours advance notice on a change of the time or date of a home event or the event may not be covered. It is the responsibility of ALL coaches to relay this information as soon as they are aware of any changes. The certified athletic trainer will cover any middle school high risks sports events including football, wrestling, soccer and track based on availability. All other middle school events, the certified athletic trainer will be on call in case of injury. High risk sports (i.e. football) will be given priority when multiple events are going on. Saturday practices will not be covered.

Fall Events

In addition to covering all home events, the certified athletic trainer will also travel with the varsity football team on away games. The certified athletic trainer will travel with the junior varsity football team in the event the opposing team does not have a certified athletic trainer, and no home events are scheduled.

Home athletic events receive priority coverage. The certified athletic trainer will be on call for all practices. In case of an injury, coach is to call the certified athletic trainer on how to obtain an injury evaluation. For more significant injuries needing immediate attention, the EAP will be activated.

Golf will not receive coverage for their events or practices. However, the certified athletic trainer will be on call, and any athlete may report to the athletic training room during period 5 or after school for an injury evaluation, treatment, rehabilitation or a referral.

Winter Events

Until the end of the football season (including all playoff games), football practice and events will take priority over basketball and wrestling practice. If there is a home event, the certified athletic trainer will arrive to provide coverage. It is not required that the certified athletic trainer travel with any winter sport.

However, any athlete may report to the athletic training room during period 5 or after school for an injury evaluation, treatment, rehabilitation or a referral. In the event there is an injury during an event or practice, the head coach should call the certified athletic trainer for instructions on how to obtain an injury evaluation. For more significant injuries needing immediate attention, the EAP will be activated.

Spring Events

The licensed athletic trainer will continue to provide coverage for the high risk winter sports (basketball and wrestling) until those teams cease practice and competition for the season. After the end of all winter team seasons, the certified athletic trainer will provide coverage for the track practices and competitions before covering baseball and softball team practices due to the number of athletes

As with every season, any athlete may report to the athletic training room period 5 and after school for an injury evaluation, treatment, rehabilitation or a referral. In the event there is an injury during an event or practice, the head coach should call the certified athletic trainer for instructions on how to obtain an injury evaluation. For more significant injuries needing immediate attention, the EAP will be activated.

Methods of Communication

Currently, the two desired methods of communication are texting/calling 716-269-4272, and via e-mail sdelcamp@kasd.net. The certified athletic trainer will provide all coaches with her personal cell phone number to use in the event of an emergency. In non-emergency situations, the coach or teammate can contact the certified athletic trainer or bring the athlete to the location of the certified athletic trainer. If an athlete needs evaluated prior to the next practice, coaches can call, text, or e-mail the certified athletic trainer with the request.

District/Regional Coverage

In the event that a team makes post-season play-offs, the certified athletic trainer will travel when possible. Home events are a priority and take precedent over away play-off games. Football is an exception with the certified athletic trainer traveling to away games.

5. **Emergency Action Plan**

Emergency Action Plans (appendix 5a) have been established to address the steps to be followed in the event an emergency medical condition arises. Each venue's AED and EMS entrances have

been specified.

Prior to the season, the athletic trainer will e-mail a coach's packet (appendix 5b) with the following information: ***Emergency Action Plan, Athletic Training Coverage Policy, Guidelines for Injury Management, Return to Play Guidelines, Concussion Guidelines, Sudden Cardiac Arrest Guidelines, Heat Illness Prevention Program*** and ***Lightning Safety Guidelines***. Each coach will be encouraged to ask questions and be required to sign a ***Documentation of Professional Communication*** (appendix 5c). It is the responsibility of the coach to print any and all documents for reference on the field in the event of an emergency.

Emergency information form for each athlete is located on the ***Medical Information Form*** (appendix 2e). Copies of each athlete's form will be given to the head coach by the athletic secretary. It is the responsibility of all head coaches, to make sure he/she has copies of **ALL** athletes' forms to take to all practices and competitions.

KANE AREA SCHOOL DISTRICT ATHLETIC DEPARTMENT



EMERGENCY ACTION PLAN

Updated 6/6/2019

Kane Area School District Athletic Department

Emergency Action Plan

Position Statement:

The Kane Area School District (KASD) recognizes its responsibility to promote the safety and protection of its student-athletes. In an effort to be more reasonably prepared for medical emergencies, the KASD provides services of a Certified Athletic Trainer (ATC). Although employed full time, it is not feasible for the ATC to be at all locations at the same time. For this reason, primary concern for the well-being of the student-athlete remains with the coaches of each sport, with the aid of the ATC.

An emergency action plan (EAP) has been established to address the steps to be followed in the event an emergency medical condition arises. An emergency medical condition is one that could threaten an athlete's life, result in permanent damage or disability, or lead to further damage if medical treatment is not sought immediately.

In the event of a non-emergency injury, the ATC should be notified to determine return to play decision. If ATC is not present, she should be notified within 24 hours to complete an evaluation.

Emergency Situation	Non-emergency Situation
-confirmed or suspected head/spinal injury -breathing emergencies -seizures -diabetic emergencies -major bleeding -allergic reaction -compound fracture -gross deformity -heat stroke -unconscious for any length of time	-strains -sprains -minor bleeding -severe contusions -mild concussions -subluxations -heat exhaustion

Procedure for medical emergencies: Check, Call, Care

Step 1: Examine the scene for safety.

-Examine victim for:

- Level of consciousness
- Airway/Breathing
- Circulation (Pulse)
- Observe patient for any severe bleeding
- Determine the type of injury
- If medical emergency is present, call 911

Step 2: Contacting 911

-Tell the dispatcher the following information:

- Victim's level of consciousness
- Victim's age
- Type of injury if known
- Address of Location
- Stay on the line until ordered to hang up

Step 3: Care

- Provide appropriate care (first aid, CPR)
- Do not move victim or injured body part
- Designate someone to get the AED and contact ATC
- Designate someone to meet ambulance

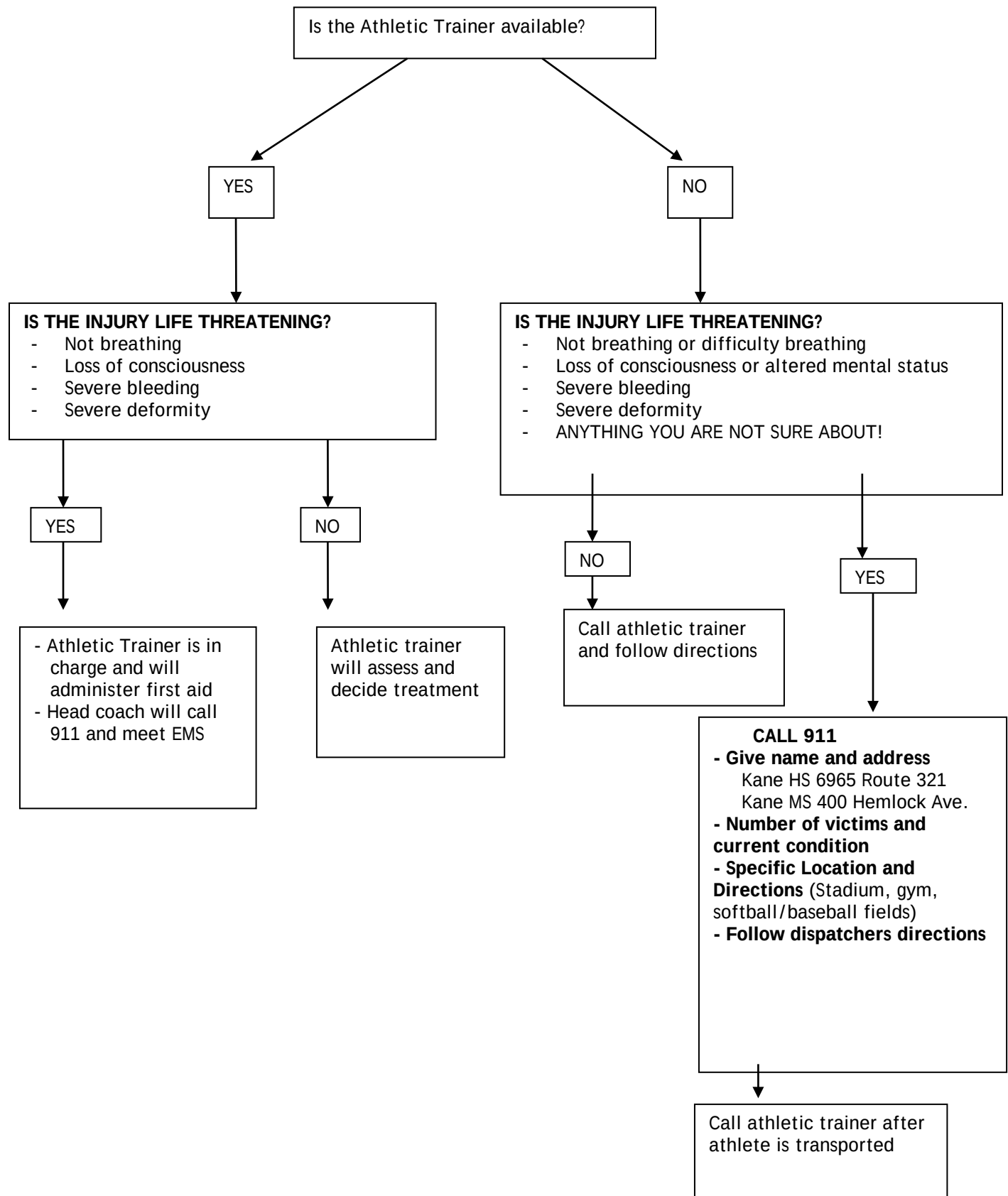
Step 4: EMS arrives

- Allow EMS to assume responsibility of care
- Update EMS on any changes (level of consciousness, etc.) of victim since call
- Provide EMS with victim's medical information sheet

Step 5:

- A Coach, ATC, or Administrator must travel with student-athlete to the hospital
- Contact ATC immediately to notify of incident
- Contact parent to notify of injury
- Administration must be contacted
- DOCUMENT IMMEDIATELY WHAT HAPPENED!!**
 - Who was injured?
 - What signs and symptoms were being experienced?
 - Who provided care?
 - What care was provided?
 - Who called 911, retrieved AED, waited for ambulance?
 - The more information able to be recalled, the better report.

Kane High School Emergency Action Plan



VENUE	AED LOCATIONS	EMS ACCESS
High School Gymnasium/Pool	-Cafeteria side hallway between gymnasium doors -Nurse's office	Pool Doors by Gymnasium
High School Football Field/Track	-ATC mobile unit during athletic events -Cafeteria side hallway between gymnasium doors	Gate near soccer field, Entrance off of Highland Road
High School Football Practice Field	-Cafeteria side hallway between gymnasium doors	Enter school off Route 321, travel to back parking lot, through gate on left
High School Soccer Field	-ATC mobile unit during athletic events -Cafeteria side hallway between gymnasium doors	Gate near soccer field, Entrance off of Highland Road
Middle School Football Field	-Hallway between MS gym and auditorium -ATC mobile unit during athletic events	Directly off of West Hemlock Avenue
Middle School Gymnasium	-Hallway between MS gym and auditorium	Doors near cafeteria, Parking lot is closest to football field
Wrestling Room	-ATC mobile unit stored in closet during winter season	Janitor Doors off of School Street Closest to Wrestling Room
Elementary School Multi- Purpose Room	-Directly outside of MPR door closest to offices	Main ES/MS Office Doors off West Hemlock Avenue
Softball Field	-ATC mobile unit during athletic events	Dirt Road off of School Street/Flickerwood Road
Baseball Field	-ATC mobile unit during athletic events	Off Hacker Street at Yellow Gate or Soccer Field Dirt Road
Chestnut Street School	No AED Available	Off Chestnut Street through rectangular parking lot
MS Soccer Field, Glenwood Park	No AED Available	Off Hacker Street at Yellow Gate or Soccer Field Dirt Road



Coaches,

I have put together a packet regarding important information regarding the athletic training policies and procedures at Kane High School.

Included are:

- ✓ KASD Athletic Training Coverage Policy
- ✓ KASD Athletics Emergency Action Plans
- ✓ KASD Return to Play Guidelines
- ✓ KASD Concussion Guidelines
- ✓ KASD Heat Illness Prevention Program (outdoor sports)
- ✓ KASD Lightning Safety Guidelines (outdoor sports)
- ✓ KASD Sudden Cardiac Arrest Guidelines

I encourage you to thoroughly read all of the included procedures and guidelines and ask any questions which you may have about the information..

Some key points to note:

Hours– I am normally in the athletic training room between 1:00-3:00 PM. If several sports are playing concurrently, I will be stationed at games first, followed by the sport with the highest risk of injury. However, I am available via cell phone should an injury occur at another site.

Schedule Changes– I must be given at least 24 hours advance notice on a change of time or date of a home event or practice or the event may not be covered.

Physician Visits– Athletes may go to the doctor, ER, or clinic anytime they wish; however, after doing so, they must provide a note from the physician, PA, or CRNP indicating they are cleared to return to play. This note must be given to me, the athletic trainer, **before** practice. The best course of action is to encourage your athletes to see the athletic trainer first before going to the doctor.

If you have any question at any time please do not hesitate to ask.

Samantha Delcamp, MS, LAT,ATC
sdelcamp@kasd.net

6. Return to Play Guidelines

Minor Injuries

In the event an athlete suffers a minor injury which does not require referral to a physician or medical specialist, the athlete may return to play when the certified athletic trainer decides that it is safe for them to return to competition. The certified athletic trainer will put the athlete through a variety of sport specific and functional drills and exercises to determine whether he/she can return to play.

As indicated in the Athletic Training Coverage Policy, undergraduate athletic training students are not able or qualified to make any return to play decisions.

Injuries requiring referrals

In the event an athlete suffers an injury which requires referral to a physician or medical specialist, the return to play decision is the physician's or specialist's decision. All athletes who see a physician or medical specialist must provide written documentation to the certified athletic trainer in order to return to play. The certified athletic trainer may not return an athlete to play without a release. However, she may withhold practice or competition if she does not medically believe the athlete is ready for full return to play. If there is a discrepancy, the final say remains with the school physician.

If the injury is sustained at an away competition which required the athlete to see physician or emergency room referral, the coach is required to fill out an ***Accident Report*** (appendix 6a) to be returned to the athletic trainer and school nurse.

Line of Communication

If an athlete suffers an injury, he/she should immediately inform his/her coach who should send the athlete to the certified athletic trainer (if capable) or send another athlete to get the certified athletic trainer. The certified athletic trainer will then complete a thorough evaluation and determine the playing status of that athlete. The coach will be informed as to the status of the athlete, daily progress and when the athlete is able to return to play.

7. Concussion Guidelines/Assessment and Treatment

In the event of any head injury, a concussion will be suspected and thus the student athlete will be evaluated. The ***Concussion Managements Guidelines*** (appendix 7a) will be followed by all KASD faculty and staff. At minimum, the ***Graded Symptom Checklist*** (appendix 7b) will be filled out by the athletic trainer or coach if athletic trainer is not available. Time permitting, the ***Sideline Assessment of Concussion*** (appendix 7c) will also be filled out.

If any sign or symptom of a concussion is present, the student athlete will not return to play the same day. Based on sideline evaluation, ImPACT test and symptoms present will determine if athlete will be referred to Primary Care Physician. Refer to KASD Concussion Management Guidelines for more details.

Parent will be contacted and a concussion information home instruction sheet and a ***Graded Symptom Scale*** (Appendix 7b). Athletes will follow up with the athletic trainer within 72 hours for ImPACT testing.

KANE AREA SCHOOL DISTRICT ATHLETICS



CONCUSSION MANAGEMENT GUIDELINES

Updated 7/2023

KASD Sports-related Concussion Management Guidelines

KASD has created these guidelines to provide education about concussions for coaches, school personnel, parents, and athletes. Outlined in this protocol are procedures for staff to follow in the event a student-athlete is suspected of sustaining a concussion, also referred to as a traumatic brain injury (TBI). Recognition, management, referral, and return to play procedures will be identified.

These guidelines shall be reviewed annually by the KASD athletic trainer and school physician. Any changes will be presented to the school board for approval, and athletic department staff will be notified of these changes.

Recognition of a Concussion:

Concussions are serious and can occur in any sport. Recognition and proper management of concussions when they **first occur** can help prevent risk of further injury or death. As stated by the Center for Disease Control (CDC), a concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way the brain functions
- Can occur during games, practices, or recreational activities
- Can happen without a loss of consciousness
- Can be serious even if a player was “dinged” or “had their bell rung”

One or more of the following signs and symptoms witnessed or reported by a student-athlete are indicative of a probable concussion. Any athlete exhibiting any sign or symptom should be removed from play immediately for the rest of the day or until cleared by an appropriate health care professional.

Signs (Observed by others):

- Athlete appears dazed or stunned
- Athlete appears confused
- Athlete forgets plays
- Athlete is unsure about game, score, or opponent
- Athlete moves clumsily (altered coordination)
- Athlete displays balance problems
- Athlete has unexplained personality changes
- Athlete responds slowly to questions
- Athlete forgets events prior to or after a hit
- Athlete has loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitivity to light or noise
- Feels sluggish
- Feels “foggy”
- Difficulty concentrating
- Difficulty remembering

Management and Referral Guidelines for All Staff:

1. The following situations require immediate activation of emergency medical services including transportation via emergency vehicle:
 - Any athlete who has a witnessed loss of consciousness and does not regain consciousness.
 - Any athlete who has symptoms of a concussion and is not stable (i.e. condition is worsening)
 - Any athlete exhibiting the following symptoms:
 - ☐ Deterioration of neurological function
 - ☐ Decreasing level of consciousness
 - ☐ Vomiting
 - ☐ Decrease or irregularity in respirations
 - ☐ Any signs or symptoms with associated injuries of spine/skull fractures
 - ☐ Mental status changes: lethargy, difficulty maintaining arousal, confusion/agitation
 - ☐ Seizure activity
2. Any athlete who displays the following symptoms after being released to parents should seek immediate medical attention at the emergency room.
 - Worsening headache
 - Nausea or vomiting
 - Decreased level of consciousness
 - Dilated pupils
 - Increased Confusion
 - Stumbling/loss of balance
 - Weakness in one arm/leg
 - Blurred vision
 - Increase Irritability

Guidelines and Procedures for Coaches:

1. Annually, all coaches, including volunteer coaches, will be required to complete an online concussion management training course offered by Sports Safety International. A copy of this certification will be turned into the athletic director and kept in each individual's personnel file in the district office. The coach is responsible for turning in proof of completion to the AD. A coach will not coach an in-season athletic event/practice until certification is completed.
2. Once the student-athlete has exhibited signs or symptoms of a concussion/traumatic brain injury he/she must be removed by the coach from participation and contact the certified athletic trainer.
3. Any coach who violates this policy will be suspended from coaching any athletic activity for the remainder of that season. For a second violation the coach will be suspended from coaching any athletic activity for the remainder of that season and for the next season.
For a third violation, the coach will be permanently suspended from coaching any athletic activity.
4. If possible concussion is sustained by athlete at an at home site, the KASD athletic trainer is to be notified immediately. If a host site athletic trainer is available at away events, the coach is to notify him/her immediately.
5. If athletic trainer is unavailable, coach is responsible for immediate care of injured athlete. The coach is responsible for following the emergency action plan. The coach is also responsible for contacting the athlete's parents and the KASD athletic trainer to inform them of the injury. Depending on the severity of the injury, either EMS vehicle will transport athlete to the hospital or parent is to pick up athlete. The parents will be given at home care form and informational form on concussions. **UNDER NO CIRCUMSTANCE IS THE ATHLETE PERMITTED TO DRIVE HOME AFTER SUSTAINING A CONCUSSION.**
6. When the KASD athletic trainer is unavailable, and the athlete is stable, the coach is to have patient complete the graded symptom scale checklist at the time of injury. Symptoms should be re-evaluated approximately every 30-60 minutes after injury. If time permits, the coach should also administer the SAC test for further documentation of severity of injury (This form is to be turned into the athletic trainer). The coach is to give parent or responsible party the at home care instructions and Graded Symptom Scale to document symptoms. The coach is to report concussion to athletic trainer within 24 hours in order to establish follow-up care of the athlete. Forms should be returned, with athlete, to athletic trainer upon evaluation for documentation purposes.
7. In the event an athlete's parents are unable to be reached, the coach will:
 - Attempt to contact other listed emergency contacts in order to ensure the athlete is monitored by a responsible adult.
 - Continue to try to contact parents
 - If there is any question about the status of an athlete, or the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency room department for evaluation. The coach should accompany the athlete and remain with the athlete until parent or designated emergency contact arrives.

Guidelines and Procedures for Certified Athletic Trainer:

1. KASD Athletics will require student-athletes and parents/guardians to sign the PIAA Section 3 CIPPE form which will remain on file in the school nurse's office.
2. The certified athletic trainer will be responsible for educating parents, student-athletes, and coaches about concussions through parent meetings or group presentations.
3. Prior to the start of each season, the certified athletic trainer will record a baseline assessment for each student-athlete participating in a sport. A follow-up baseline will be taken every two years (Grades 7, 9, 11). The same baseline assessment tools will be used post-injury at appropriate time intervals.
4. When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be removed from practice or competition by the certified athletic trainer.
5. After the certified athletic trainer removes the athlete from play, a sideline evaluation will be performed. The athletic trainer will make an appropriate referral based on the findings (i.e. follow up ATR next day, call EMS, take to ER, refer to physician)
6. Within 24-72 hours post-injury, a post-injury ImPACT test will be administered to the student-athlete by the athletic trainer or another test administrator appointed by the athletic trainer. Follow-up post-injury assessments will be given based on rate of recovery of athlete. No more than two post-injury tests will be given in one week.
7. The certified athletic trainer will be responsible for coordinating and communicating the student-athlete's recovery with parents, KASD nurse, designated physician/physiatrist, and coach, and guidance counselor.
8. The student athlete's classroom accommodations and symptoms will be monitored in school by the school nurse and guidance counselor.
9. The KASD athletic trainer will not permit student-athletes to return to practice/games/scrimmages until a PIAA Section 9 CIPPE form is signed by a physician who, according to the form, is sufficiently familiar with current concussion management such that the physician can certify that all aspects of evaluation, treatment, and risk of that injury have been thoroughly covered by that physician.
10. Once student-athlete is symptom free for at least 24 hours and passes ImPACT post-injury test, the athlete will begin the return-to-play exertional trials under the supervision of the certified athletic trainer. The athlete will not return to full practice (Step 4) until medically cleared by an appropriate healthcare professional. Details can be found in the return-to-play procedure section.
11. If there is a discrepancy between the KASD athletic trainer and student-athlete's physician, final decision for Return-to-Play shall reside with the school physician.
12. The KASD athletic trainer will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.

Follow-up Care of Athlete During School Day:

Returning a concussed student-athlete to the classroom may exacerbate symptoms due to the stimulating school environment. Students who return to school may need to:

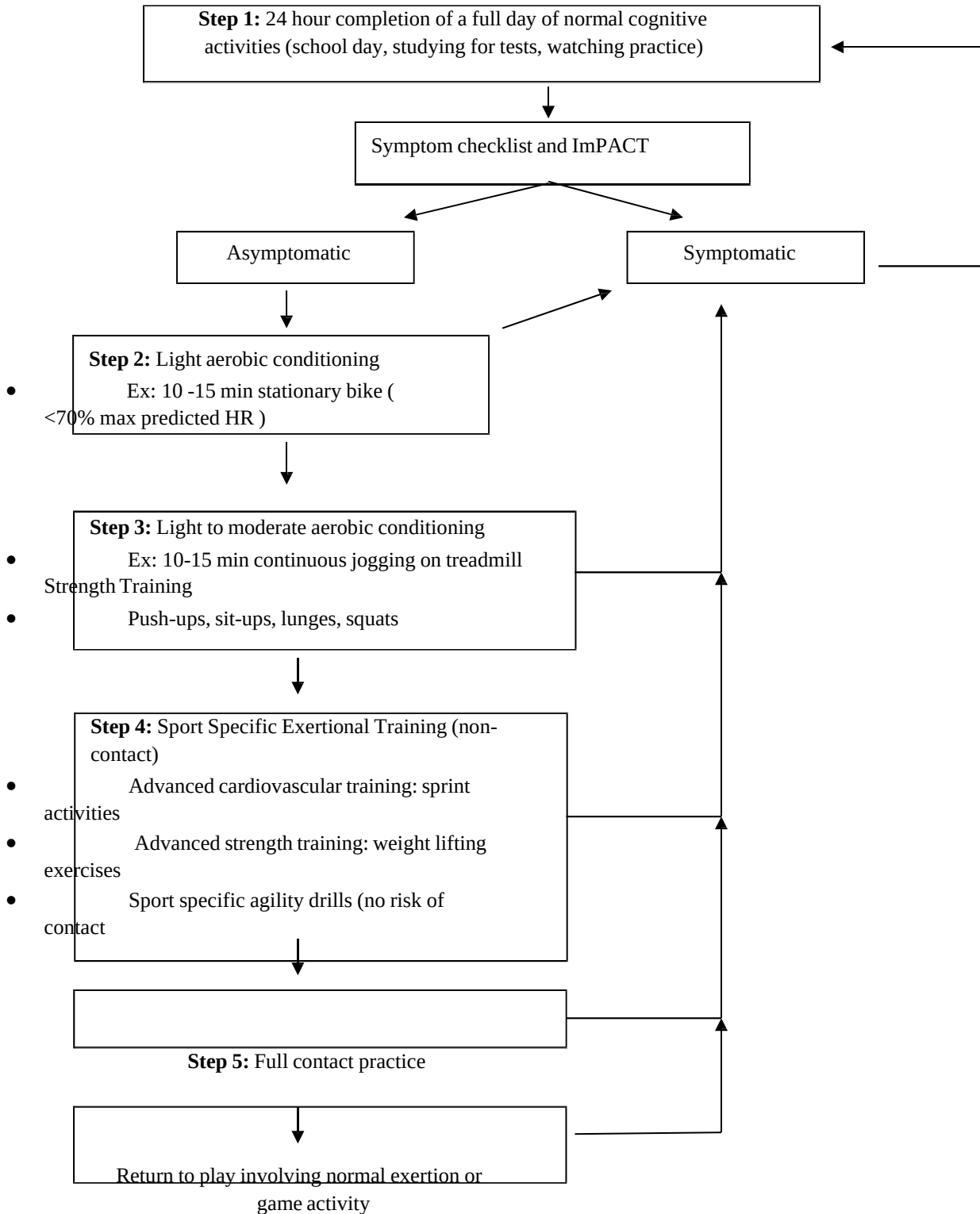
1. Take rest breaks as needed in the nurse's office.
2. Spend fewer hours at school (have a shortened school day)
3. Be given more time to take tests or complete assignments. (All courses should be considered)
4. Receive help with schoolwork (pre-teaching, outlines, note taker, etc).
5. Reduce time spent on the computer, reading, and writing.
6. Be granted early dismissal from each class to avoid crowded hallways.
7. Permitted to eat lunch in the office or school nurse's office.
8. Permitted to sit in office during physical education class.

These accommodations will be met on an as needed basis. For specific recommendations, a student must have a physician's written recommendations. KASD's concussion management team will make educational referrals as needed.

Student-athletes will be removed and withheld from physical education until cleared by a physician who is sufficiently familiar with current concussion management such that the physician can certify that all aspects of evaluation, treatment, and risk of that injury have been thoroughly covered by that physician.

Return-to-Play Procedures:

The student-athlete will not progress faster than one step per day. If concussion symptoms recur during any part of the gradual return-to-play guidelines, the student-athlete will return, at a minimum, to the previous level of activity that caused no symptoms, and attending physician should be notified.



Kane Area School District Athletics Concussion Information: Home Instruction Sheet

Name _____

Date _____

You have had a head injury or concussion and need to be watched closely for the next 24-48 hours.

It is OK to:	There is no need to:	DO NOT
Use Tylenol (Acetaminophen) Use an ice pack to head/neck for comfort Eat a light meal Go to sleep Stay hydrated	Check eyes with a light Wake up every hour Stay in bed	Drink alcohol Eat spicy foods Drive a car Use aspirin, Aleve, Advil or other NSAID products

Special Recommendations: Improve recovery time by avoiding activities for sustained periods of time that stimulate the brain such as: texting, computer use, TV, video games, music, and reading. Avoid activity causing physical exertion such as riding a bike, weight lifting or activities which may increase your chances of sustaining a second trauma to the brain such as riding an ATV or playing a recreational sport until cleared by a health care professional. **Attendance at practice will be determined by athlete's symptoms**

WATCH FOR ANY OF THE FOLLOWING PROBLEMS:

Worsening headache

Stumbling/loss of balance

Vomiting

Weakness in one arm/leg

Decreased level of consciousness

Blurred Vision

Dilated Pupils

Increased irritability

Increased Confusion

If any of these problems develop, call your athletic trainer or go to the Emergency Room immediately.

Athletic Trainer: Samantha Delcamp, LAT,
ATC

Phone _____

You need to be seen for a follow-up examination at _____ Am/Pm at: _____

Recommendations provided to _____

Athlete Name: _____

Date and Time of Injury: _____

Graded Symptom Scale Checklist

Evaluate all signs and symptoms, ranking each on a scale of 0-6.

Score according to severity	None 0	Minimum 1	2	Moderate 3	4	Severe 5	6
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DATE and TIME	Ex:9/22 3:45								
Headache	2								
Nausea	1								
Vomiting	0								
Balance Problems	1								
Dizziness	2								
Fatigue	3								
Trouble Falling Asleep	1								
Sleeping More Than Usual	0								
Sleeping Less Than Usual	0								
Drowsiness	2								
Sensitivity To Light	1								
Sensitivity to Noise	0								
Irritability	0								
Sadness	0								
Feeling More Emotional Than Usual	2								
Numbness Or Tingling	0								
Feeling Slowed Down	2								
Feeling Mentally Foggy	1								
Difficulty Concentrating	1								
Difficulty Remembering	2								
Visual Problems	0								
Total Symptom Score	21								

*Fill out at time of injury and again 30-45 minutes after injury.

Assessment of Concussion - SAC Form B

Name: _____

Team: _____ Examiner: _____

Date of Exam: _____ Time: _____

Exam (Circle One): **Bline** Injury Post-Game

Follow-Up Day: _____

Introduction:

I am going to ask you some questions.

Please listen carefully and give your best effort.

Orientation

What Month is it?	0	1
What's the Date today?	0	1
What's the Day of Week?	0	1
What Year is it?	0	1
What Time is it right now? (within 1 hour)	0	1

Award 1 point for each correct answer.

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Neurologic Screening

Loss of Consciousness/ Witnessed Unresponsiveness	☐ No ☐ Yes
Post-Traumatic Amnesia? Poor Recall of events after injury	☐ No ☐ Yes
Retrograde Amnesia? Poor recall of events before injury	☐ No ☐ Yes

	Normal	Abnormal
Strength	☐	☐
Right Upper Extremity	☐	☐
Left Upper Extremity	☐	☐
Right Lower Extremity	☐	☐
Left Lower Extremity	☐	☐
Sensation - examples: Finger-to-Nose/Romberg	☐	☐
Coordination - examples: Tandem Walk/Finger-Nose-Finger	☐	☐

Concentration

Orientation Total Score

Immediate Memory

I am going to test your memory. I will read you a list of words and when I am done, repeat back as many words as you can remember, in any order.

List	Trial 1	Trial 2	Trial 3
Lamp	0 1	0 1	0 1
Snowball	0 1	0 1	0 1
Potato	0 1	0 1	0 1
Gumball	0 1	0 1	0 1
Pumpkin	0 1	0 1	0 1
Total			

Trials 2 & 3 I am going to repeat that list again. Repeat back as many words as you can remember in any order, even if you said the word before.

Complete all 3 trials regardless of score on trial 1 & 2. 1 point for each correct response. Total Score equals sum across all 3 trials.

Do not inform subject that delayed recall will be tested.

Immediate Memory Total Score

Exertional Maneuvers

If subject is not displaying or reporting symptoms, conduct the following maneuvers to create conditions under which symptoms likely to be elicited and detected. These measures need not be conducted if a subject is already displaying or reporting any symptoms.

If no conducted, allow 2 minutes to keep time delay constant before testing Delayed Recall. These methods should be administered for baseline testing of normal subjects.

Exertional Maneuvers	
5 Jumping Jacks	5 Push-Ups

Digits Backward: I am going to read you a string of numbers and when I am done, you repeat them back to me backwards, in reverse order of how I read them to you. For example, if I say 7-1-9, you would say 9,1,7.

If correct, go to next string length. If incorrect, read trial 2. 1 pt. possible for each string length. Stop after incorrect on both trials.

5-2-6	4-1-5	0 1
1-7-9-5	4-9-6-8	0 1
4-8-5-2-7	6-1-8-4-3	0 1
8-3-1-9-6-4	7-2-4-8-5-6	0 1

Months in Reverse Order: Now tell me the months of the year in reverse order. Start with the last month and go backward. So you'll say December, November...Go ahead. 1 pt. for entire sequence correct.

Dec-Nov-Oct-Sept-Aug-Jul-Jun-May-Apr-Mar-Feb-Jan 0 1

Concentration Total Score

Delayed Recall

Do you remember the list of words I read a few times earlier? Tell me as many words from the list as you can remember in any order. Circle each word correctly recalled. Total score equals number of words recalled.

Lamp Snowball Potato Gumball Pumpkin

Delayed Recall Total Score

SAC Scoring Summary

Exertional Maneuvers & Neurologic Screening are important for examination, but not incorporated into SAC Total Score.

Orientation	/ 5
Immediate Memory	/15
Concentration	/ 5
Delayed Recall	/ 5
SAC TOTAL SCORE	/30

8. Heat Illness Prevention Program

The athletic trainer will evaluate any athlete who displays signs or symptoms of heat illness and has the authority to remove them from participation should a heat illness be present.

Prevention

1. Athletes will have unlimited access to water as well as group water breaks throughout practice.
2. Any player showing signs of heat exhaustion will be removed from environment, cooled immediately, hydrated, and will not return until determined safe by the certified athletic trainer.
3. During days of caution, extreme caution, and danger levels according the Heat Index, adjustments will be made such as longer water breaks, shortened practice times, less equipment, or changed and/or cancelled practice times. (Image below)
4. Fluid intake should match sweat and urine losses to maintain hydration and healthy weight levels. Urine should be clear to light yellow.
5. Yearly guidelines will be created to meet the PIAA's heat acclimatization rule. Guidelines will be reviewed and signed by the athletic trainer, school physician, principal, athletic director and head football coach.

Definitions

Exercise Induced Muscle (Heat) Cramps – usually presents during or after intense exercise sessions as an acute, painful, involuntary muscle contraction. Proposed causes include fluid deficiencies (dehydration), electrolyte imbalances, neuromuscular fatigue, or any combination of these factors.

Heat Syncope – also known as orthostatic dizziness, can occur when a person is exposed to high environmental temperatures. This condition is attributed to peripheral vasodilation, postural pooling of blood, diminished venous return, dehydration, reduction in cardiac output, and cerebral ischemia. Heat syncope usually occurs during the first 5 days of acclimatization, before blood volume expands, or in persons with heart disease or those taking diuretics. It often occurs after standing for long periods of time, immediately after cessation of activity, or after rapid assumption of upright posture after resting or being seated.

Exercise (Heat) Exhaustion – the inability to continue exercise associated with any combination of heavy sweating, dehydration, sodium loss and energy depletion. It occurs most frequently in hot, humid conditions. At its worst, it is difficult to distinguish from exertional heat stroke without measuring rectal temperature. Other signs and symptoms include pallor, persistent muscle cramps, urge to defecate, weakness, fainting, dizziness, headache, hyperventilation, nausea, anorexia, diarrhea, decreased urine output and a body-core temperature usually ranging from 97°F to 104°F.

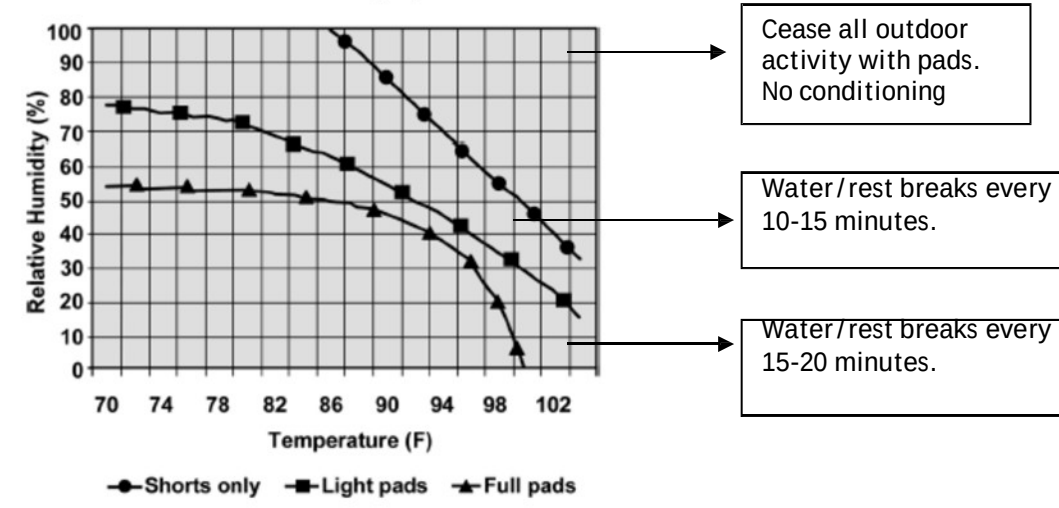
Exertional Heat Stroke – a life threatening condition usually with an elevated core temperature of over 104°F and associated with signs of organ system failure due to hyperthermia. The CNS neurological changes are often the first marker of exertional heat stroke. Exertional heat stroke occurs when the temperature regulation system is overwhelmed due to the excessive endogenous heat production or inhibited heat loss in challenging environmental conditions and can progress to complete thermoregulatory system failure. **This condition is life threatening and can be fatal unless promptly recognized and treated.** Signs and symptoms include tachycardia (rapid pulse), hypotension, sweating (although skin may be wet or dry at the time of collapse), hyperventilation, altered mental status, vomiting, diarrhea, seizures and coma. The risk of morbidity and mortality is greater the longer an athlete's body temperature remains above 106°F and is significantly reduced if the body temperature is lowered rapidly. Unlike classic heat stroke, which typically involves prolonged heat exposure in infants, elderly persons, or unhealthy, sedentary adults in whom body heat regulation mechanisms are inefficient, exertional heat stroke occurs during physical activity.

Cooling Therapy

The fastest way to decrease body-core temperature is immersion of the trunk and extremities into a pool or tub filled with cold water (between 35°F and 59°F). Cold pools will be available for athletes during pre-season camps in between sessions.

Activity Guidelines

The following guidelines regarding activity as explained in the NATA Position Statement on Exertional Heat Illness will be followed. When the temperature/humidity falls in the upper right corner of the graph, all outdoor activity will be ceased. When the temperature/humidity falls in the lower left section of the graph, there will be no restriction on activity.





9. Lightning Safety Guidelines

In the event of inclement weather, the athletic trainer, athletic director, principal or PIAA officials will be responsible for making the decision to end any or all competitions. During practice, if the athletic trainer is not present, the decision to end practice or competition will be designated to the head coach. The head coach reserves the right to cancel practice at anytime if he/she does not feel safe with the approaching weather even if the athletic trainer has not yet made the decision to remove the athletes from the field. **However, if a coach sees or hears thunder or lightning, all athletes must be removed from the field IMMEDIATELY. Teams may not return to the field until 30 minutes following the last thunder heard or lightning strike witnessed.**

In the event that a practice and/or competition is suspended due to inclement weather the team/practice locations will report to the following locations/buildings:

<u>Team</u>	<u>Safe Location</u>
Football practice field, stadium	High School, Weight room
Soccer Fields	Biomass, High School
Baseball Field	Cars/Buses
Softball Field	Cars/Buses
Middle School Field	MS Gymnasium
Chestnut Elementary	Inside School
Glenwood Soccer Fields	Cars/Buses

If inclement weather arises during a competition, a message will be read over the public address system indicating to the spectators and competitors where the safest location is during the storm.

10. Sudden Cardiac Arrest:

These guidelines have been developed for prevention and recognition of sudden cardiac arrest in student athletes.

Sudden cardiac arrest (SCA) is a malfunction in the electrical system of the heart causing it to stop suddenly. When this happens, blood flow to the brain and other vital organs is stopped. If this condition is not treated immediately, SCA will result in death.

Each year, prior to participation, student-athletes and parents will sign the Section 4 of PIAA Pre-Participation paperwork and return to school nurse or designee. In addition, informational meetings will be held to educate parents and athletes regarding the warning signs of sudden cardiac arrest.

Coaches will complete an annual sudden cardiac arrest training online.

Coaches will remove an athlete from play if he/she displays signs and/or symptoms of SCA such as:

- ✓ Dizziness
- ✓ Lightheadedness
- ✓ Shortness of breath
- ✓ Difficulty breathing
- ✓ Racing or fluttering heart (palpitations)
- ✓ Syncope (fainting)
- ✓ Nausea
- ✓ Vomiting
- ✓ Chest pains

The coach should refer athlete immediately to athletic trainer for evaluation. The coach shall not return an athlete to participation until cleared by a licensed physician.

Any coach who violates this policy will be suspended from coaching any athletic activity for the remainder of that season. For a second violation the coach will be suspended from coaching any athletic activity for the remainder of that season and for the next season. For a third violation, the coach will be permanently suspended from coaching any athletic activity.