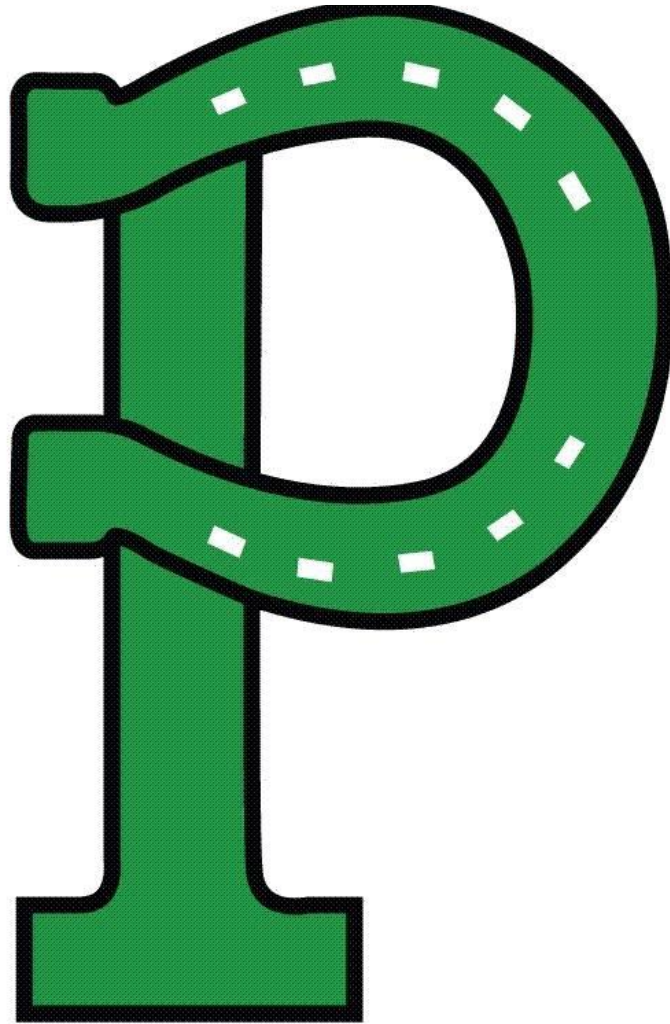


# **Portage Area School District**



## **Athletic Department**

**Coaches' Handbook**

**2023-24**



## Athletic Department Directory

Portage Area High School  
85 Mountain Avenue  
Portage, PA 15946  
Phone: (814)736-9636  
Fax: 736-8152

Name	Title	Ext.	Email
Crum, Siarra	Director of Athletics/AT	1321	athletics@mustangmail.org
Burkett, Jeremy	HS Principal	1304	jburkett@mustangmail.org
Chobany, Becky	Guidance Secretary	1310	bchobany@mustangmail.org
Chobany, Becky	Athletic Dept. Secretary	1320	bchobany@mustangmail.org
Crum, Siarra	Athletic Trainer/AD	1321	trainer@mustangmail.org
Dividock, Lisa	HS Nurse	1370	ldividock@mustangmail.org
George, Mary Ann	HS Guidance Counselor	1311	mageorge@mustangmai.org

## Media Directory

Media	Phone Number	Email
Tribune Democrat	532-5080	sports@tribdem.com
Altoona Mirror	946-7444	sports@altoonamirror.com
Portage Dispatch	472-4110	<a href="mailto:sports@mainlinenewspapers.com">sports@mainlinenewspapers.com</a>
WJACTV-6	255-7651	
WTAJ-10	1-800-762-6053	



## Table of Contents

1.0 Introduction to Portage Area School District Athletics .....	4
1.1 Coaches Handbook .....	4
1.2 High School Academics Responsibilities .....	4
2.0 The Portage Area School District Athletic Coach .....	5
2.1 Job Description and Requirements .....	5
2.2 Appointment to Coaching Position .....	6
2.3 Coaching Duties and Responsibilities – Pre Season .....	7
2.4 Coaching Duties and Responsibilities – In Season .....	9
2.5 Coaching Duties and Responsibilities – Post Season .....	16
2.6 Coaching Duties and Responsibilities – Summer .....	17
3.0 Injury Prevention and Procedures .....	18
3.1 Pre-Season .....	18
3.2 In-Season .....	19
4.0 Fitness Center .....	21
4.1 Fitness Center Regulations .....	21
4.2 Fitness Center Rules (adopted from Bigger, Faster, Stronger) .....	22
4.3 Fitness Center Monitors and Coaches .....	22
5.0 Facilities .....	23
5.1 Facility Guidelines .....	23
5.2 PASD Athletic Facilities .....	23
6.0 Sharing Athletes Guidelines .....	24



## **1.0 Introduction to Portage Area School District Athletics**

### **1.1 Coaches Handbook**

The purpose of this handbook is to aid the Portage Area School District coaches in their administrative functions and duties throughout the year. It will provide Athletic Department recommendations and current Portage Area School District policies.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by the Athletic Department, the administration and the Portage Area School Board.

This handbook should be used in conjunction with the Teacher and Student Handbooks that contain expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available at the Athletic Office. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

### **1.2 High School Academics Responsibilities**

The Portage Area School District recognizes that a student's first priority must be to the academic program. Since participation in the athletic program requires a significant commitment of time, parents and coaches are encouraged to monitor academic progress. When required to do so, student athletes must attend academic obligations prior to practicing or competing with their team.

PASD uses the requirements set by the PIAA:

"You must pursue a full-time curriculum defined and approved by your Principal. You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days."

## **2.0 The Portage Area School District Athletic Coach**

### **2.1 Job Description and Requirements**

All interscholastic athletic team coaches are directly responsible to the Athletic Director. In fulfilling their duties and responsibilities, all coaches are expected to:

- Assume complete responsibility for the conduct of their coaching staff and team.
- Establish rules above and beyond the Athletic Department's and PAHS rules and ensure that these rules are fully explained to all athletes.
- Hold parent to distribute and discuss the Parent Packet and student-athlete expectations.
- Supervise team members at all times before, during and after practices/games/team functions
- Ensure that your athletes are properly equipped for practice and competitions.
- Supervise the use, issuance, return, cleaning, and storage of equipment, uniforms and supplies.
- Prepare and communicate a schedule of practices, scrimmages, and facility use and submit it to the Athletic Office
- Follow the facility schedules produced by the Athletic Office
- Attend meetings called by the Athletic Director, Administration and School Board. Attend PIAA, league, district and coaches' association meetings.
- Administer first aid as required and report all injuries to the Nurse's Office, Athletic Director and Athletic Trainer.
- Complete and submit accident reports to the Athletic Office in timely manner.
- Report scores to Athletic Director and appropriate news media immediately after the contest.
- Update and monitor Maxpreps.com and the school website schedules.
- Secure the assistance of staff to aid in conducting games when not paid for by the District; for example, statistician, scorekeeper, timers, etc.
- Schedule and conduct practices on a regularly scheduled basis.
- Educate the team about hazing and discourage it from happening.
- Educate the team about the negative effects of tobacco, drugs, and alcohol use.
- Discourage the participation and sharing of inappropriate messages, pictures and videos.
- Secure all offices, closets and building exits when leaving school facilities.
- Conduct themselves in a professional manner during all practices and games
- Keep abreast of the latest development, rule changes and modifications in their sport.
- Keep current certifications required by Portage Area School District and/or the PIAA.
- Communicate with booster club. All fund raising that uses the school name must be cleared with the Athletic Director prior to discussion with parents, students or community members.
- Follow the Drug and Alcohol policies and recommendations for students and coaches set by Portage Area School District and the Athletic Department.
- Follow the Portage High School Student Handbook policies and procedures.
- Support and conform to the Athletic Department and PASD policies and decisions.
- Create and submit equipment and supply requests to the Athletic Director.
- Complete end of season inventories and reports.



## **2.2 Appointment to Coaching Position**

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments, and there is no tenure. Each coach will be evaluated annually by the Athletic Director, the Administration, and the PASD School Board.

Current Portage Area School District employees will follow the current PAEA-PASD teacher's contract regarding application process and determination of coaching hires. Candidates who are not current PASD employees must follow all requirements set by PASD to become a candidate for a coaching position.

The following criteria will be used for all interscholastic athletic coaching assignments:

### **Mandatory:**

1. High school graduate
2. PIAA Certified Coach
3. Completion of Act 34 Criminal Clearance
4. Completion of Act 114 FBI Clearance
5. Completion of Act 151 Child Abuse Clearance
6. Completion of approved Concussion Awareness course
7. Completion of approved Sudden Cardiac Arrest course

### **Preferred:**

1. Background and coaching experience in specific sport
2. References from people with experience and knowledge of the sport.
3. Recommendation by current PASD coach, Athletic Director, and/or Administration.



## **2.3 Coaching Duties and Responsibilities – Pre Season**

### **A. Meeting with Athletic Director**

Meet with the Athletic Director before the first official practice.

### **B. Complete Concussion and Sudden Cardiac Arrest Courses required by the PIAA.**

Complete and provide certifications to the Athletics Office before first official practice date.

### **C. Meeting with assistant coaches**

Organize meeting with assistant coaches to prepare for season. You should discuss the informational contents of this handbook and the criteria for assessment when cuts are being made.

### **D. Meeting with Student-athletes**

Conduct pre-season meetings with potential squad members to discuss tryouts, practice schedules, team and department rules, and other important matters. Try to plan the meeting in between seasons or sports. Avoid meeting with players who are involved in another school sport.

### **E. Secure Keys**

Contact the Athletic Director or the High School Principal to request facility keys. Keys only provide access the athletic wing and are only distributed by the High School Principal. Only coaches employed by PASD will be provided keys.

### **F. Equipment/Supplies**

Make sure that your request orders have been received and are complete. Store the equipment in your team's designated storage area. Let the Athletic Director know of any issues or special equipment needs or requests.

### **G. Facilities**

- Communicate your facility and time requests for your season with the Athletics Office.
- If multiple coaches request the same facilities and times, then those coaches/teams will rotate times at that facility on a week by week basis.
- All requests for use of facilities before, during, and after the season must be made through the Athletic Office.
- Weekend and holiday vacation practice schedules should be determined before the season so that school staff and the student-athletes can make arrangements.
- Any changes in the practice schedule should be reported to the Athletic Office as soon as possible.
- Discuss with the Athletic Director of any special field, facility, or equipment preparations.
- Understand that in-season teams get facility priority over out-of-season teams.



#### **H. Physical Examinations and Concussion Testing**

All student-athletes must have a completed physical examination form and concussion test completed before competing in practices or try outs. Check with the Athletic Office and/or Nurse Office to make sure that your athletes have up to date physical exams and concussion test.

#### **I. Scheduling of Scrimmages**

Scrimmage schedules should be submitted to the Athletic Director well in advance of the season so that arrangements for officials and transportation can be made

#### **J. Bus times**

Submit bus arrival and departure times for away contests. Be mindful of missed class time if dismissing during school hours.

#### **J. Pre-season workouts**

All pre-season workouts are not mandatory and are open to all eligible Portage Area High School students. These workouts should be announced and open for all PASD students. Please refer to PIAA rules pertaining to these workouts. Refer to Section 6.0, "Sharing Athletes Guidelines".

#### **K. Supervision**

Teams and individual players must be supervised at all times during any team function.

#### **L. Volunteer Coaches**

A potential volunteer coach must complete the Volunteer Coach Application. Volunteer coaches must be approved by the school board before they can attend any practice or team function. Volunteer coaches also must complete concussion and sudden cardiac arrest courses and provide copies of the completion certificates to the Athletics Office.

#### **M. Statisticians**

Find individuals to record and maintain statistics for your season.

#### **N. Technology**

Use MaxPreps.com to update results and stats. Also monitor the school website schedules.

#### **O. School Issued Equipment form**

Complete this form when distributing school issued equipment to your student-athletes. The completed form must be submitted to the Athletics Office before the first competition.

#### **P. Parent Packet**

Ensure your student-athletes have a completed Parent Packet on file for the current school year.

#### **Q. Media**

Complete all media requests and obligations by the requested deadline.





## **2.4 Coaching Duties and Responsibilities – In Season**

### **A. Parents meeting**

Conduct a meeting with the player's parents at the beginning of the season to distribute and discuss the Parent Packet and to explain the program's expectations and demands.

### **B. Physical Examination**

Before an athlete can participate on an interscholastic athletic team, he/she must have completed an approved medical examination and an updated health history form. It is each coach's responsibility to ensure that the names of all squad members appear on the sports eligibility list distributed by the Athletic Office and/or Nurse's Office. Athletes whose names do not appear on the approved list cannot participate. It will be their responsibility to have a medical examination performed by their private physician and forwarded to the Nurse's Office for approval.

### **C. Concussion Testing**

Before an athlete can participate on an interscholastic athletic team, he/she must have a valid IMPACT concussion test.

### **D. Academic Eligibility**

PASD uses the requirements set by the PIAA:

"You must pursue a full-time curriculum defined and approved by your Principal. You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days."

The HS office will send you information if one of your student-athletes is academically ineligible. If a student-athlete is ineligible, he/she can practice, but cannot participate in any games for one week, starting on Monday.

### **E. Rosters**

Completed rosters must be turned in to the Athletic Director one week after the first practice. Also, inform the athletic office of any additions or subtractions to the roster throughout the season as soon as possible.



## **E. Equipment**

Organize and distribute equipment. Keep records of the distributed equipment to ensure its return.

Coaches are responsible for:

- Issuing equipment and uniforms at the beginning of each sports season and supervising its return at the conclusion of each season. This should not occur during the academic school day.
- Ensure that each player is properly equipped.
- Promote taking care of the equipment and uniform items. Lost or intentionally damaged items will be charged (restitution) and replaced by the student athlete.
- Maintaining inventories of all equipment and uniform items.
- Provide instructions for proper laundering of uniform items.
- Securing equipment in designated storage areas so it is not accessible by players, students, and the public.
- Maintaining an organized and clean storage area/closet

## **F. Facilities**

- Coaches are responsible for:
  - Securing practice schedules through the Athletic Office
  - Following the monthly schedule that is produced and distributed by the Athletic Office
  - Notifying the Athletic Office of any changes to the practice schedule as soon as possible.
  - Maintaining a safe and clean facility
  - Notifying the Athletic Office of any issues or damage to the facility as soon as possible.
  - Shutting down the facility after use (lights off, doors closed, outside access locked, etc.)
  - Supervising the facility at all times when student athletes are present or scheduled to be present.
- In-season school sponsored sports/activities will be given priority for facility use over out-of-season sports/activities, outside groups, and youth teams.

## **G. Supervision of Teams and Players**

- It is the responsibility of the head and assistant coach to supervise his/her team members. The players must be supervised at ALL times during team functions.
- Coaches should arrive early to team functions, before the student-athletes arrive.
- The coach should be the last person to leave the facility or locker room.
- Before leaving, loose equipment should be picked up, equipment stored in designated storage, showers and lights turned off, and windows and doors secured.
- Coaches should make sure that their athletes have been either picked up by their parents or have received a ride home. Before leaving, coaches should make sure that all of their players have left the school or facility.
- Coaches should not allow their student athletes to enter classrooms or other areas of the school without being supervised.

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## **H. Practice**

- Should be scheduled regularly. PIAA allows 6 days of practice per week.
- Coaches should be the first to arrive and the last leave a scheduled practice/team function.
- School hired coaches should be present at all practices/team functions.
- Accurate participation records of practices/team functions should be kept and maintained.
- Practices should be organized and planned to address safe activities and conditions and to promote maximum student athlete participation.

## **I. Practice cancellation**

Please notify the Athletic Office of any cancellations or changes to your practice schedule as soon as possible.

## **J. Games/Competitions**

- Coaches will follow the schedule organized by the Athletic Department. All suggestions should be made at the conclusion of the season.
- Coaches should arrive at the school/facility before the student-athletes.
- Appropriate dress/attire should be worn for your particular sport and weather conditions. You are encouraged to wear Portage Area apparel or colors. Avoid wearing jeans.

## **K. Game cancellations**

In the event of inclement weather or unforeseen emergencies or circumstances, the Athletic Director will determine if the game or event will be cancelled or postponed. The High School Principal and the Head Coach will be consulted before a final decision is made.

## **L. Rescheduling Games**

The Athletic Director will consult with the Head Coach to reschedule a postponed home game/event. The Athletic Director and Head Coach will discuss rescheduling an away game/event, but the final decision will be made by the league or opposing team.

## **M. Transportation**

- All buses will be ordered by the Athletic Office.
- Coaches should communicate with the Athletic Office regarding bus arrival and departure for away games/events.
- Coaches are responsible for communicating bus departure times to their student athletes.
- At least one PASD employed coach or current PASD staff member must ride the bus with the team.
- Coaches are not responsible for transporting student athletes to or from events unless approved by the Athletic Director or High School Principal.
- All student athletes are expected to use the transportation provided by the school. Special circumstances should be communicated with the Athletic Director or High School Principal before the event.



- Coaches have the discretion to release a student to ride home with their parents or legal guardian only if they have face to face communication with the parents or legal guardian after the event.
- In the event parent pick-up is delayed and that parent cannot be reached, the coach has the discretion to discuss and arrange for alternate transportation with that student athlete.
- Coaches are completely responsible for the conduct and actions of their players on the bus.
- Coaches should inspect the bus before and after the game to check for damage and articles that have been left.
- Coaches should have a list of all passengers on the bus in case of an emergency.

#### **N. Officials**

- All game officials will be assigned by the league and/or Athletic Office.
- Regardless of an official's ability, it shall be the coach's responsibility to treat him/her with respect and to demand similar respect from the players. When coaches confer with Officials, the exchange should be under control and within professional bounds.
- Communicate with the Athletic Director of requests to add or remove officials for games/events. Requests will be honored only in extreme circumstances.
- Contact the Athletic Director and/or High School Principal to discuss unusual or inappropriate interactions with an official during a game/event.

#### **O. Coach or play ejection**

Notify the Athletic Director at the conclusion of the game if a coach or player was ejected from the game/event by an official.

#### **I. Early Dismissal for Away Games**

Confirm and discuss with the Athletic Office and High School Principal if it is necessary for your team and its coaches to be excused during the academic school day. Also, send an email to the school staff before noon with a list of your student-athletes that are being dismissed.

#### **J. Teaching Obligations**

Communicate with your building Principal of situations when coaches must be excused during the academic school day. Please give the Principal notification as soon as possible so arrangements can be made for classes and duties.

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## K. Media

- Coaches will complete all pre-season requests by local media.
- Each coach is responsible for notifying news media of the results of all contests. The home team is responsible for calling the scores to:
  - Tribune Democrat      532-5080
  - Altoona Mirror      946-7444
  - Portage Dispatch      472-4110
  - WJAC TV      255-7651
  - WTAJ TV      1-800-762-6053
- Coaches should highlight outstanding performances, school records that were broken, and unusual occurrences of a positive nature.
- Coaches are encouraged to pursue ways in which to publicize their teams and recognize the achievement of their team members through school (announcements and email) and local media (TV and newspapers)
- Coaches should cooperate with the yearbook staff for team pictures and information.
- Coaches should update results and statistics on Maxpreps.
- Coaches should be prepared for interviews conducted by member of the press. Here are some tips for dealing with the media:
  - Always try to promote Portage Area School District, staff, and coaches.
  - Always be positive in your approach and remarks.
  - Never say anything negative about a student athlete, another school, team, or an official. If you can't say anything good, say nothing at all.

## P. Parents

Inform the Athletic Director of ANY issues, inappropriate behavior, or inappropriate interactions with a parent/guardian/family member of your student athletes. Parents should not discuss game strategies or playing time with a coach. If necessary, a meeting can be scheduled with a parent, Head Coach, Athletic Director, and High School Principal to discuss any issues or concerns.

## Q. Spectator Issues

Inform the Athletic Director and High School Principal of any inappropriate behavior or interactions with spectators during a game/event. Game managers and School Security should remove spectators from a home game/event if they are not complying with PASD sportsmanship policies and procedures.

## R. Boosters/Fund Raising

Inform the Athletic Office of any fund raising activities or booster activities involving the school name, student athletes or school facilities.



## **J. Athletic Trainers**

The Athletic Department will provide coaches a schedule when the trainer will be present at the school and/or individual practices. The trainer will be present at all home games/competitions. Please contact the trainer if you have any issues or questions pertaining to injuries. Reminder: Coaches are still the first responder in accidents or injuries and must act properly.

The trainers will:

- Stock and distribute all first aid kits
- Consult with coaches on all student athlete injuries

The coaches will:

- Speak to the trainers regarding procedures for student athletes
- Regularly check with any injured athlete
- Obtain medical kits from the trainer

## **K. Accident Reports**

If a student-athlete is injured during a team function, the Head Coach must complete an accident report and submit it to the Athletic Office or HS Nurse as soon as possible.

## **L. Statisticians**

Secure responsible people to take stats and/or official book during competition. Make sure the score, stats, and all other information are correct to maintain accurate records.

## **M. Managers**

Team managers should assist the coaches and player s with equipment, hydration, and cooling needs. Managers should not participate in team practices, pre- game warm ups, or games. Coaches are responsible for the team managers.

## **N. Inclement Weather or Emergency Dismissal**

Practices and school sponsored activities are cancelled if there is an early dismissal from school due to inclement weather or an emergency. PIAA playoffs games are an exception. The PASD School Board has the right to override this policy in special circumstances.

## **O. PIAA-District 6 Playoffs**

Teams will enter District 6 Playoffs if they qualify (District 6 requirements) or have at least a .500 winning percentage at the application deadline. Coaches are responsible for completing the form and sending to the Athletic Director before the playoff deadline.

## **P. Extra Earning Pay**

Varsity coaches who are employed by PASD will qualify for extra earning pay if their team qualifies for district and state playoffs. Please refer to the current PAEA Teacher's Contract for more details.

**Q. Absent from School**

Coaches are responsible to be aware if their student-athletes are absent from school and/or ineligible to participate in team activities that day or evening. Students must be in school by 9:15am to be eligible to participate in extra-curricular activities. If the student comes to school after that deadline, or misses the entire day, then he/she must present a documented excuse from a licensed medical provider to the Athletic Director to be able to participate in team activities. For special circumstances, the student-athlete should communicate with the administration prior to a tardy or absence that may have affect after school activities.

**R. Payment**

If coaches meet their in-season obligations, they will be paid mid-season and at the end of the season. The end of season payment will be released after all end of season duties are completed. Refer to the business office extracurricular payment schedule for exact dates.



## **2.5 Coaching Duties and Responsibilities – Post Season**

### **A. Awards/Honors**

Notify the Athletic Office of selections for All Conference, All Star games, and other awards or honors required or sponsored by your sport. Also, communicate with the Athletic Office and High School Principal of team banquet, gatherings, or special ceremonies.

### **B. Equipment Return**

- Give your student-athletes prior notice of uniform and equipment return day and time.
- Supervise the return of all issued equipment and uniforms within 2 weeks of the last competition. Collection should not occur during the academic school day.
- Submit the names of those athletes who failed to return equipment or uniforms.
- Do NOT have the student-athletes drop off equipment in the HS or Athletics Office, unless prearranged with the Athletic Director.
- Complete the Inventory of Equipment and Uniform Forms and return it to the Athletic Director.
- Store equipment and uniforms in an organized manner in the designated storage areas.
- Prepare reconditioned items for shipment.

### **C. Budget / Purchasing**

All supplies and equipment for all phases of the interscholastic athletic program will be budgeted and purchased through the Athletic Director in accordance with District policy. No items may be purchased without prior approval of the Athletic Director. At the conclusion of the season, the Head Coach should submit an up to date inventory list and an equipment requisition form to the Athletic Director. The coach and the Athletic Director will discuss equipment needs and prepare budget requests. Items requested will be given priority as they pertain to safety, need and cost. Then the Athletic Director, Head Coach, and Business Manager will meet to finalize the requests.

### **D. Statistics and Records**

Provide your team and individual statistics and any broken records to the Athletic Director. Make sure that the statistics are accurate.

### **E. College recruitment**

Help your senior student athletes with recruitment or placement at the college level. Communicate with college coaches and supply them the necessary information to allow your players the opportunity to play at the next level. Also, keep your student athlete and parents/guardians informed of any interest by colleges or college coaches.

### **F. School Issued Equipment form**

Complete this form when collecting school issued equipment to your student-athletes. The completed form must be submitted to the Athletics Office at the conclusion of your season.





## **2.6 Coaching Duties and Responsibilities – Summer**

### **A. Facility Use**

Coaches are responsible for:

- Contacting the Athletic Office to secure facility use
- Notifying the Athletic Office of any changes to the facility schedule
- Following the facility schedule that was produced and distributed by the Athletic Office.
- All teams will share, or rotate if necessary, the school facilities.
- Notify the Athletic Office and submit Facility Request to the Administrative Office of summer camps at school facilities.

### **B. Summer workouts**

All summer workouts are voluntary and are open to all eligible Portage Area High School students.

Please refer to PIAA rules pertaining to these workouts.

### **C. Supervision**

Teams and individual players attending activities at the school facilities must be supervised by a School Board approved coach.

### **D. Overnight trips/camps**

Coaches must follow PASD policies when taking their teams or player(s) to an overnight trip or camp.

The coaches are responsible for their athletes at ALL times.

### **E. Transportation**

Teams must use their own transportation methods during the summer off season time. PASD vehicles are not available to transports student athletes to summer leagues and camps.



## **3.0 Injury Prevention and Procedures**

### **3.1 Pre-Season**

#### **A. Check PIAA requirements**

1. Valid physical with completed PIAA CIPPE forms
2. IMPACT (Concussion) testing
3. Sudden Cardiac Arrest wavier forms completed by athlete and guardians
4. If applicable, Section 8 form completed by MD or DO

#### **B. Communicate with Nurse**

Provide a list of potential student athletes and check for any special medical needs.

#### **C. Communicate with Athletic Trainer**

Provide the Athletic Trainer a list of potential student-athletes. Discuss the practice schedule and times. You should also receive a medical kit for the season. Please return at the conclusion of the season.

#### **D. CPR and First Aid certified**

It is highly recommended to have coach on staff who is CPR and First Aid certified by the Red Cross.

#### **E. Education**

Check for new laws and review current PIAA and PASD injury prevention and procedures. Visit the PIAA website or meet with the Athletic Trainer, HS Nurse and/or Athletic Director for more information.



## **3.2 In-Season**

### **A. Meet with parents**

Explain the PIAA and PASD requirements and policies for in season sports injuries. Discuss:

1. PASD injury procedures
2. Athletic Trainer services
3. HS Nurse role
4. PASD Accident Reports
5. Insurance claims and forms
6. Concussion and Sudden Cardiac Arrest prevention and procedures
7. Return to play procedures (Section 8 and Doctor's Notes)

### **B. Meet with student-athletes**

Discuss injury prevention and injury procedures. Encourage them to communicate ALL incidents.

### **C. Injury occurs**

Notify the Athletic Trainer of any injury when it occurs. If the Athletic Trainer is unavailable, then a First Aid certified coach must attend to the injury. If the injury is potentially serious, call the parents. In case of all emergencies or life threatening injuries, call 9-1-1. Note: All injured athletes must be evaluated and treated!

### **D. Head injuries**

If an athlete receives a blow to the head and exhibits any signs, symptoms, or behaviors that indicate a possible concussion, the athlete must be immediately removed from any/all physical activity.

Continuing to participate after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Athletes exhibiting signs, symptoms, or behaviors that indicate a possible concussion should be refereed for medical assessment. Please note: while the school district performs baseline testing using the *IMPACT* testing software prior to a student participating in athletic programs, the district does not use the software to assess an athlete following a blow to the head.

### **E. Notification of injury**

If an injury that occurs during a team function, please notify the following:

1. Athletic Trainer
2. Parents/Guardians
3. HS Nurse & Athletic Director via PASD Accident Report

### **F. Accident Report**

A PASD Accident Report must be completed when an injury occurs during a team function. Regardless of the disposition of the student athlete, the head coach is responsible to complete and submit an accident report to the Athletic Director within 24 hours of the injury. The completed form should be handed to the HS Nurse or Athletic Director. (Form is available on school website)

**G. Doctor/ER visits**

If a student athlete is seen by a Doctor, then he/she must communicate with the Athletic Trainer or HS Nurse and provide a "Doctor's Note" to the HS Office and/or HS Nurse.

**H. Restrictions**

Follow all restrictions and instructions provided by a Doctor and communicated by the Athletic Trainer and/or HS Nurse.

**I. Medical Ineligibility List**

If the injury results in the student athlete needing time to heal and recover, he/she will be placed on a medical ineligibility list. This list will be emailed to all coaches each day. The student will remain on this list until Section 8 of the CIPPE has been completed by an MD or DO or the MD or DO gives permission in another written form. Under no circumstances can a student play/practice if listed as medically ineligible.

**J. Return to play**

Student athletes cannot return to participation until showing evidence of being cleared by a Doctor. ALL clearance notes MUST be seen by the HS Nurse or Athletic Director. Then the HS Nurse will remove the student athlete from the Medical Ineligibility List and the coaches will be notified by the HS Nurse or AD. If the student brings clearance to practice or an event, the coach should notify the AD before allowing the student to participate. The orders should then be forwarded to the school nurse or AD the next day.

# P

## 4.0 Fitness Center

### 4.1 Fitness Center Regulations

- Current PASD students, in grades 7-12, are eligible to use the Fitness Center.
- Fitness Center is available to PASD students during student hours, with their team and PASD paid coaches, and/or with a PASD coach during 5am-9pm hours.
- For a PASD staff member/ paid coach to be eligible to utilize the Wellness Center and equipment, he/she must have on file in the district office the signed statement of agreement. An employee is defined as an individual receiving a payroll check. Spouses, children, family members, or other individuals are not permitted entry.
- Volunteer coaches can only be in the facility while in the presence of a paid coach. They can only use the facility during their sport's designated PIAA season.
- The Center is open to PASD employees Sunday thru Saturday from 5:00am until 9:00pm, but not during the school day when in session. Exercising over lunch or during preparation periods is prohibited. On school holidays or breaks, including the summer, the facility is open to employees from 5:00am to 9:00pm. In the event school is closed for inclement weather, employees are not permitted use of the facility.
- Staff members/coaches cannot use the facility equipment while supervising student athletes.
- Before using the facility and equipment each visit, students and employees are required to sign the daily log sheet located on the counter.
- Individuals must wear appropriate athletic attire when exercising in the Wellness Center. Clothing that includes hard metals (ex. rivets, buttons, etc.), has inappropriate messages/meanings, or open-toed foot wear are not permitted.
- Ensure proper technique and use of equipment for your safety and a safe environment. If unsure how to use a particular piece of equipment, seek assistance. Resistance training lifts (free weights) require a spot by a competent partner.
- Maintain a clean and organized facility. Ensure that all weights, dumbbells, and exercise equipment are properly stored following use. To maintain hygiene, disinfectant wipes are available. Wipe down equipment after use.
- No inappropriate language or sexual content should be displayed on the radio or TV.
- Promote a positive learning and working environment. No profanity, harassment, or hazing.
- Locker rooms may be used and accessed from the Wellness Center. However, locker rooms are off limits when events/games are being held in the HS gymnasium.
- Wellness Center cameras are used to ensure safety and accountability for the Wellness Center



## **4.2 Fitness Center Rules (adopted from Bigger, Faster, Stronger)**

- In order to enter or use the fitness center, there must be supervision by a trained staff member, fitness center monitor, or PASD appointed coach.
- Wear athletic and appropriate clothing and footwear.
- No food, candy, or gum. Drinks must be in a sealable, plastic container.
- No horseplay, offensive language, or spitting
- When in doubt, seek proper instruction.
- Use equipment for its intended use, do not modify equipment.
- Use spotters and safety racks.
- Load and unload free weights evenly and carefully.
- Do not drop metal weights or dumbbells on the floor or platforms.
- Bumper plates may only be dropped with control on platforms.
- Put away all weights and equipment and wipe down upholstery after use.
- Immediately reports all accidents, injuries, and equipment damage and failure to staff.

## **4.3 Fitness Center Monitors and Coaches**

- Must be present in the fitness center during assigned days and times and when your student-athletes are present for scheduled workout. Please contact the Athletic Office prior to the assignment if there are any issues or emergencies.
- Make sure that only the eligible people/students are using the fitness center.
- Do not exercise while monitoring the fitness center. You must monitor the students at all times.
- Ensure that the students are following the rules and guidelines of the fitness center.
- Be aware of any damage or “wear and tear” to the equipment. Document the issue or concern and notify the Athletic Director.
- Avoid phone usage during supervision, unless an emergency occurs.
- Make sure lights and electronics are turned off and doors are locked before leaving the fitness center.
- Contact the Athletic Director if there are any issues that occur in the fitness center.

## **5.0 Facilities**

### **5.1 Facility Guidelines**

Coaches are responsible to:

- Communicate your facility and time requests with the Athletic Office well in advance of the next monthly schedule.
- Follow the Athletic Office issued monthly facility schedule.
- Realize that in-season teams get facility priority over out-of-season teams.
- Understand if multiple coaches request the same facilities and times, then those coaches/teams will rotate times at that facility on a week by week basis.
- Know that all requests for use of facilities before, during, and after the season must be made through the Athletic Office.
- Prepare a list of facility preparation and set up to the Athletic Office in advance to the start of official practice.
- Contact the Athletic Office of any weekend and/or vacation practice so that school staff can make arrangements.
- Report any changes in the practice schedule to the Athletic Office as soon as possible.
- Discuss with the Athletic Director of any special field, facility, or equipment preparations.
- Maintain a safe and clean facility. Use assigned storage areas.
- Notify the Athletic Office of any issues or damage to the facility as soon as possible.
- Shut down the facility after use (lights off, doors closed, outside access locked, etc.)
- Supervise the facility at all times when student athletes are present or scheduled to be present.
- Know that school sponsored sports/activities will be given priority for facility use over youth level teams and outside groups.
- Understand that there will be a rental fee if you are using a PASD facility for personal financial profit. It also must be approved by the Athletic Office and PASD School Board.
- Complete a Facility Request Form and communicate with the Athletic Office to use a PASD facility for a camp or clinic.

### **5.2 PASD Athletic Facilities**

1. Baseball and Softball Complex (off campus)
2. Elementary Gym
3. Fitness Center
4. Football Stadium
5. Len Chappell Gymnasium (High School)
6. HS Softball Field
7. Track complex
8. Wrestling Room



## **6.0 Sharing Athletes Guidelines**

The Portage Areas School District Administration and Athletic Department has developed guidelines to help our student-athletes with the demands of our various athletic programs. Please read, share, and follow the guidelines throughout the school year

### **6.1 Summer Activities**

- Coaches should communicate and coordinate their summer plans and intentions with each other before setting a schedule.
- Coaches should provide a schedule of summer activities to the student-athletes before the last day of school.
- Student-athletes are not required to attend the activities.
- Activities are open to all students of the school districts.
- Provide schedules of any use of PASD facilities to the Athletics Office prior to the activities.

### **6.2 Out-of-Season Activities (Start of fall sports through end of spring sports)**

- Open and announce the planned activity to all students of the school district.
- Activities are volunteer basis. Students are NOT required to attend.
- No consequence for a student-athlete who does or does not attend the activity.
- Skill development, no live contact/competition that may affect the in-season sport.

### **6.3 Recommendations for all coaches throughout the year**

- Communicate with each other the expectations of your activities and your schedules before the season and throughout the season.
- Contact the Athletic Department Office to reserve a facility at least 24 hours before use.
- Contact the Athletic Director if there are any disputes or misunderstandings. Do not involve the student-athletes.
- Avoid sharing athletes during PIAA playoffs. An agreement can be made between the coaches regarding JV players.
- Be aware of the medical status of the student-athletes. Check with the HS Nurse to see if the student-athletes are eligible for activities.
- Understand the Principal/Athletic Director may deny any request for an open out of season activity.
- Support all PASD teams. Avoid negative comments and references about other teams and programs. We should promote all our student-athletes and teams to be successful.
- Think of the student-athlete first! Understand they have academics, families and other obligations besides your team.

**PIAA By-Law: Article XVI, Section 1, Guideline 3: “All sports have a defined season, and no sport may operate to the detriment of any other sport.”**