

**WEST YORK AREA**

**SCHOOL DISTRICT**



**ATHLETIC DEPARTMENT**

**COACH'S HANDBOOK**

## **Athletic Department Philosophy**

Interscholastic athletics are an integral part of the total educational program of the West York Area School District. The goal and purpose of the athletic program is to teach student-athletes the meaning of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. While winning is a natural goal, it is our hope that through our athletic programs, participating student-athletes will adopt these guidelines and develop a positive winning attitude that will translate into all aspects of their lives.

## **Athletic Department Vision**

The West York Area Athletic Department's vision is aligned with the District's vision of Every Student, Every Day. Our goal is to provide every student an opportunity to participate and be successful through interscholastic athletics.

## **Athletic Department Core Values**

B – Brave

U – United

L – Loving

L – Loyal

D – Determined

O – Outlasting

G – Goal Oriented

S – Supportive

The Coach's Handbook is a resource manual for all coaches employed by or volunteering with the West York Area School District. It contains guidelines, policies, and procedures that all coaches are expected to know to be able to perform the important job of coaching our student-athletes. Each coach should thoroughly review the manual before each season to ensure they are up-to-date with any new guidelines, policies, and/or procedures. This handbook is not intended to be the solution to all problems. It should help the coach to problem-solve as well as prevent problems from occurring. A successful coach is someone who builds positive relationships with students, fellow coaches, teachers, administrators, fans, and the community. I wish you the best for a successful season.

Frank Hawkins  
Director of Athletics

#### NON-DISCRIMINATION POLICY

The West York Area School District is an equal opportunity employer, will not discriminate in employment, educational programs or activities, and will provide an equal opportunity to achieve their maximum potential through the programs offered regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

**TABLE OF CONTENTS****Page #**

Academic Eligibility	7
Arbiter Game / Live	7
Athletic Equipment	7
Athletic Trainer	8
Awards Policy	8
Booster Clubs	8
Budgets	9
Building Access	9
Clearances	9
Coaching Contracts	9
Coaching Education	9
Coaching Evaluations	10
Code of Conduct – Coaches	10
Code of Conduct – Parents	10
Code of Conduct – Student-Athletes	10
Communicating (Social Media)	11
Community Relations	11
Cut Policy	11
Emergency Procedures	12
Faculty Meetings and In-Service Programs	12
Home-Schooled Student-Athletes	12
In-School / Out-of-School Suspension	12
Keys and Swipe Cards	13
Legal Duties of Coaching	13
Lightning	13
Mandatory Parent Meeting	14
Media	14
Morning Announcements	14
Morning Attendance	15
NCAA Eligibility Center	15
Parent Pick-Up	15
Parking	15
Payment for Coaches	15
Planning For Success	16
Profanity	16

---

Professionalism	16
Rules Interpretation meetings	16
Security	16
Sportsmanship	17
Student- Athlete & Parent Handbook	17
Student-Athlete Dress and Proper Attire	17
Sunday Policy	17
Ticket Prices	17
Title IX and Sexual Harassment	17
Tobacco policy	18
Transportation – Buses and Vans	18
Transportation of Student Athletes	19
Traumatic Brain Injuries (TBI's) /Concussion	19
Two-Sport Participation Policy	19
Uniforms	20
Volunteers	20
Weight Room	20
Yearbook Pictures	20
YAIAA Sports Guidelines	21

## **Appendix**

**Academic Eligibility**

**Awards Policy**

**Coaching Education**

**Code of Conduct – Coaches**

**Code of Conduct – Parents**

**Code of Conduct – Student Athletes**

**Communication (Social Media)**

**Emergency Procedures**

**Appendix A**

**Appendix D**

**Appendix E**

**Appendix B**

**Appendix C**

**Appendix A**

**Appendix F**

**Appendix G**

## Academic Eligibility

## Appendix A

Teachers are responsible for reporting the academic eligibility of their student-athletes to the Athletic Department on a weekly basis. The Athletic Department will submit grade reports of student-athletes to coaches on Wednesday, and the ineligible student-athletes to the coaches on Friday of each week. The Athletic Department is responsible for reporting the information to student-athletes and their parents/guardians. All students must be passing all courses on a weekly basis. Ineligible students will not be able to compete in interscholastic contests or scrimmages the following week, but they may practice at the discretion of the coach. Each student-athlete will be given one (1) one-week probation for the first failing grade during each semester.

At the conclusion of each of the four marking periods, when report cards are issued, any student-athlete who does not meet the academic standards set forth by West York Area School District in any single or multiple courses shall be declared immediately ineligible. These student-athletes are then ineligible for a period of fifteen (15) school days. This includes student-athletes who fail a course during the fourth marking period. Unless that individual completes summer-school in the exact course which was failed, the student-athlete is ineligible for the first fifteen (15) school days of the following academic year.

Coaches must turn in their eligibility rosters to the Athletic Department within five (5) days of the PIAA-mandated official beginning of the season.

### **Arbiter – Game / Live**

Arbiter is the web-based program used by the Athletic Department to schedule contests and practices, maintain schedules, report schedule cancellations, maintain rosters, and provide directions to away contests. Coaches should inform parents of this site and how to use it. The web address for WYASD programs is <http://www.ArbiterLive.com/School/25419>.

### **Athletic Equipment**

Coaches play an integral part in the selection, distribution, and collection of athletic equipment. All coaches will inventory, issue, and collect the equipment for their team. All uniforms and equipment should be returned within **one (1)**

week of the conclusion of the season. An inventory list of all equipment must be turned into the Athletic Director at that time.

### **Athletic Trainer**

The Athletic Trainer is responsible for the first aid, care, treatment, prevention and rehabilitation for all athletic injuries. The Athletic Trainer, in conjunction with the team physician, will determine when an athlete can return to play following an injury. An athlete's personal doctor cannot override the decision made by the school district's team physician. The Athletic Department will present a practice schedule to the Athletic Trainer at the beginning of the season so coverage can be provided. Changes to the practice schedule must be communicated to the Athletic Trainer and Athletic Director. Coaches should follow the emergency guidelines that are provided by the Athletic Trainer. Coaches must also return all coolers and equipment issued by the Athletic Trainer at the completion of their season.

### **Awards Policy**

### **Appendix D**

Upon completion of the sports season, the coach shall present the Athletic Director a list of athletes and managers eligible for major sport Varsity awards based on sports specific standards. Anyone not receiving a Varsity award may be issued a Junior Varsity award. Awards shall be presented at the conclusion of the fall, winter, and spring sport seasons during an appropriate assembly, whenever possible. Junior High awards consist of a letter, metal sport Insert, or certificate.

### **Booster Clubs**

Booster Clubs should support the Athletic Department and the individual sports they serve. Booster clubs should follow the direction of the head coach to provide needs identified by the head coach, not what the boosters want to provide. Booster clubs are expected to support the coaches and the administration in all areas and in all decisions made by the coaches and administration. All coaches should have a thorough understanding of the Booster Club Guidelines. All head coaches should attend booster club meetings on a regular basis.

## **Budgets**

All coaches will submit their budget request for the next school year by September 30 of the current school year. Budgets will reflect new uniforms, equipment and supplies, replacement uniforms, equipment and supplies, tournaments and/or invitation fees. Submitting budget items does not guarantee their approval.

## **Building Access**

Each district building is a secure facility with alarm codes. Upon entry of any facility, ensure the building alarm is off.

## **Clearances**

All coaches, both paid and volunteer, must provide the required clearances to be able to coach. The Act 34, Criminal Record check, Act 151, Child Abuse and Act 114 – FBI Finger Print must be on file. The coach is responsible for paying for and providing those clearances. Coaches must keep a copy of their clearances on file.

## **Coaching Contracts**

All coaching contracts are for a one (1) year period. Each spring, the Human Resources office will mail coaching agreements to coaches. Coaches should return the signed copy of their agreement to the Human Resources office prior to June if they intend on returning as a coach. If not returning, notification must be provided in writing to the Athletic Director.

Coaches will be paid at the end of their season providing they have returned all equipment and signed their coaching evaluation.

## **Coaching Education**

## **Appendix E**

The West York Area School District understands the significant role that coaches play in the physical, mental, social, and academic growth of our student-athletes. It is critical that coaches be trained to promote the health, safety, and success of our student-athletes. Coaches must annually complete Concussion Wise and

Cardiac Wise offered through NFHS. West York has adopted the American Sport Education Program as the provider for our coaching education program. Each coach must take the Coaching Principles and Sports First Aid classes that are offered by Human Kinetics Coach Education Center during the first two (2) years of hire. The coach must successfully pass the test that is associated with each course.

<http://www.asep.com/>.

### **Coaching Evaluations**

Coaches will be evaluated at least annually by the Athletic Director. Evaluation is a tool for communicating perceptions and concerns that a coach may have. West York has developed a comprehensive evaluation instrument to help the coach clearly understand expectations and performance criteria. All paid coaches (including assistants) should schedule their end of season evaluation with the Athletic Director within two (2) weeks of the completion of the competitive season.

### **Code of Conduct – Coaches**

### **Appendix B**

The Coaches Code of Conduct form will be issued to the coaches by the Athletic Director at the pre-season coaches meeting. The form must be signed and returned to the Athletic Director before the first practice date.

### **Code of Conduct – Parents**

### **Appendix C**

All coaches should communicate the Parent Code of Conduct to the parents of the student-athletes at their annual mandatory parent meeting. Coaches should collect the signed forms and return to the Athletic Director by the end of the first week of the season.

### **Code of Conduct – Student-Athletes**

### **Appendix A**

All coaches are responsible for educating their team members on the contents of the Student-Athlete Code of Conduct. Coaches should return the signed forms to the Athletic Director by the end of the first week of the season. All suspected

violations of the Code of Conduct should be reported to the Athletic Director as soon as they become aware of a potential violation.

## **Communicating (Social Media)**

## **Appendix F**

Excellent communication skills are vital to be an effective coach. Each head coach should ensure that his/her team has an up-to-date and working website so parents, fans, and community members can keep up to date with team schedules and announcements. E-mail, Twitter, and Facebook can also be used to enhance communication. The coach or his/her designee should be responsible for making sure information that is posted is timely and appropriate.

Each sport is required to have a designated “Tweeter” for the school App. Instructions for setting up a Twitter account and how to tweet can be found with the Athletic Department.

## **Community Relations**

All head coaches are responsible for their program from grade 1 to grade 12. A comprehensive program is important for developing student-athletes. Head coaches should reach out and work with the community feeder programs to develop positive working relationships. Community coaches and athletes should be invited to contests and treated with respect and caring. These community programs provide excellent opportunities for high school students to give back and help young children.

## **Cut Policy**

All coaches must have a cut policy that is in writing and communicated to their student-athletes on the first day of tryouts. Cutting student-athletes is highly discouraged but sometimes necessary. Those student-athletes that are cut should be encouraged to stay on as a manager, or to try out for another sport. A student-athlete should receive an explanation from the head coach why he/she did not make the team. Team rosters should NOT be posted. Each student-athlete should be treated professionally and with compassion.

## **Emergency Procedures**

## **Appendix G**

We are fortunate to have the sports medicine services of two (2) Certified Athletic Trainers at West York. Their guidance and expertise are extremely beneficial to our student-athletes, parents, and coaches. Each coach should understand that he/she is often the first line of contact from when an injury occurs until the Athletic Trainer arrives on site. It is critical that coaches know and follow the emergency procedures and emergency action plan outlined by the Athletic Training staff at the preseason coaches meeting. The Athletic Trainers also outline the Training Room rules and expectations at the preseason coaches meeting.

### **Faculty Meetings and In-Service Programs**

Coaches who are teachers must attend all faculty meetings and school district in-service programs unless they have prior approval to be excused by their building principal or the superintendent. Practices should not be scheduled during school district in-service programs.

### **Home-Schooled Student-Athletes**

Home-schooled student-athletes have always been widely accepted by the WYASD. These students have contributed greatly to the success of our programs while they too have benefitted from our students, coaches, parents, and administration. It is the responsibility of each coach to report the grade, sport, and contact information for any home-schooled student-athletes to the Athletic Director as soon as the coach receives contact from those individuals. The Athletic Director must ensure academic eligibility on a weekly basis for these student-athletes. Pennsylvania law requires us to provide them with the same opportunities as our in-school student-athletes and we are very pleased to do so.

### **In-School / Out-of-School Suspension**

Students' suspended in- or out-of-school may not participate or practice in the co-curricular activity until the suspension has been fulfilled. If the last day of suspension falls on a Friday, the student-athlete may not participate or practice in any co-curricular events on Saturday or Sunday.

## Keys and Swipe Cards

All coaches will be issued the keys and/or swipe cards they need to successfully coach their team. All coaches must ensure that all keys are returned to the Athletic Director at the end of their season or when they resign from their coaching position. At no time should students be given a coach's keys. Lost keys or swipe cards should be reported to the Athletic Director as soon as they are lost. Replacement of a swipe card will cost \$10.00

## Legal Duties of a Coach

We live today in a very litigious society. All coaches must exercise good judgment at all times and be aware of the legal responsibilities associated with coaching. Listed below are some of the more important legal responsibilities that all coaches must follow:

- All coaches must properly plan for the daily activities
- All coaches must provide proper and age appropriate instruction
- All coaches must provide a safe physical environment
- All coaches must provide the adequate and properly fitted equipment
- All coaches must match the athletes for physical maturation and experience
- All coaches must evaluate athletes for injury or incapacity on a regular basis
- All coaches must supervise the student-athletes they are supervising at all times; supervision, supervision, supervision
- All coaches must warn athletes of the inherent risks associated with sport participation
- All coaches must provide appropriate medical assistance when needed

## Lightning

Lightning is a safety hazard for all those involved in interscholastic athletics. Coaches should remove all participants from playing and practice fields to an approved inclement weather shelter, as soon as thunder is heard or lightning is seen. The Athletic Trainers carry lightning detectors but they cannot be at every

practice and contest. The coach should take the lead role in ensuring safety for all those involved in his/her program. The Athletic Game Manager / Trainer on duty shall sound an audible horn to signify lightning has been detected and for all participants to clear playing and/or practice fields; and initiate the countdown clock of 30 minutes.

The countdown clock shall be kept by the Athletic Game Manager / Trainer and communicated to the contest officials. The clock will reset to 30 minutes with each new thunder and/or lightning detection.

### **Mandatory Parent Meeting**

All coaches must have a meeting with the parents during the first week of the season. This meeting is an opportunity for the coaches to establish parental roles and responsibilities as well as methods of communication. Coaches should communicate their coaching philosophy, the importance of team-first, playing time, awards, booster club responsibilities, and the parent code of conduct. Contact information for the parents should also be provided. This meeting is important in developing positive relationships with parents.

### **Media**

All coaches should report their scores to the media and Athletic Department. The power rating formula requires that all schools report their scores to the addresses listed below. The results should be reported within 24 hours of the contest. Score can be reported to [theyaiaa@gmail.com](mailto:theyaiaa@gmail.com).

### **Morning Announcements**

Coaches should make sure that scores and special accomplishments are reported to the Athletic Director the day before to be added to the morning announcements. Students enjoy the recognition for all of their time and hard work.

## **Morning Attendance**

All student-athletes are expected to be in school each and every day. Student-athletes must be in school by 9:30 AM in order to practice or play unless excused by the building principal. If an athlete goes home sick, he/she is not allowed to return to play or practice. A student cannot play on Saturday if he/she is not in school on Friday by 9:30 AM or goes home early due to illness. All exceptions must be approved by Administration.

## **NCAA Eligibility Center (formerly the NCAA Clearinghouse)**

All coaches need to know the importance of the NCAA Eligibility Center and how it impacts our student-athletes who may want to play sports at the collegiate level. The NCAA website, [www.ncaa.org](http://www.ncaa.org), is another resource to keep current on NCAA requirements. Coaches should review the requirements and work with our guidance counselors to help guide the prospective student-athlete.

## **Parent Pick-Up**

Coaches should not leave practices and contests until all student-athletes have been picked up by their parents/guardians or designee. This includes away contests as well. Safety for our students is paramount; we must do everything possible to ensure the safety of all involved team members.

## **Parking**

Coaches, student-athletes, and parents should park in designated spaces at all times. Parking is prohibited in front of schools, loading dock areas, handicapped areas, or on the grass near the fields.

## **Payment for Coaches**

Coaches will be paid at the conclusion of their competitive season. Final pay will not be submitted until the end-of-season evaluation has been completed by the Athletic Director and all equipment and uniforms have been collected and properly stored by the head coach.

## **Planning for Success**

Coaches must demonstrate that they are proficient in planning. All coaches should be able to provide a season (12 month) plan for their program as well as daily practice plans. These plans should be readily available to the Athletic Director when requested. Failing to plan is planning to fail.

## **Profanity**

Profanity has no place in our educationally based interscholastic athletic programs. At no time should coaches and/or student-athletes use profanity. Violations of this rule are outlined in Section II.-A, B of the student-athlete Code of Conduct.

## **Professionalism**

All coaches must display proper professionalism at all times. Coaches should dress appropriately and continue to strive to improve their coaching knowledge and expertise. Coaches should be sensitive to inappropriate comments by coaches and student-athletes and should closely monitor the need to touch students. A pat on the back goes a long way but hugging students can be construed as unprofessional and/or sexual harassment. Good judgment is critical.

## **Rules Interpretation Meetings**

All head coaches are required to attend the PIAA mandatory rules interpretation meeting for their sport. The dates of these meetings can be found on the PIAA website, [www.piaa.org](http://www.piaa.org). If a head coach does not attend a PIAA rules interpretation meeting the PIAA will fine the West York Area School District \$100.00. This fine will be deducted from the coach's salary for non-attendance.

## **Security**

Security is a paramount responsibility for all coaches. Coaches should ensure that all locker room doors are locked before and after practices. Coaches should remind all team members to lock their valuables in their locker at all times. Coaches should physically walk through the locker room before and after all

practices and contests and the coach should turn off the lights, turn off the showers, and lock the doors before leaving. All security concerns should be immediately reported to the Athletic Director.

## **Sportsmanship**

All coaches should demonstrate and teach the values of good sportsmanship. Student-athletes will emulate the example displayed by the coach. It is important for the coach to walk the talk and be an effective role model.

## **Student-Athlete and Parent Handbook**

Coaches should annually review the Student Athlete and Parent Handbook. Every parent or student-athlete will be issued a hardbound copy at the beginning of the school year. This handbook contains information on athletic/co-curricular awards, code of conduct, eligibility and other information required to participate in interscholastic athletics at West York.

## **Student-Athlete Dress and Proper Attire**

It is important that all student-athletes be properly dressed at all times. Male athletes must not be bare chested during practices and contests and female athletes must wear more than just a sports bra.

## **Sunday Policy**

Practices are prohibited on Sundays.

## **Ticket Prices**

High School Sports Tickets: Adults- \$5.00, Students- \$3.00, Non District Seniors - \$3.00

## **Title IX and Sexual Harassment**

All coaches must be knowledgeable about Title IX and Sexual Harassment. This important information will also be reviewed by the Athletic Director at the

preseason coach's meeting. All suspected cases of sexual harassment must be reported to the Athletic Director and building principal as soon as they become known.

### **Tobacco Policy**

The West York Area School District is a tobacco-free environment. At no time should coaches be using tobacco on school grounds. Coaches should remind their team members of the policy as well, including spit tobacco products. The Code of Conduct for Student-Athletes clearly outlines the consequences for tobacco use.

### **Transportation - Buses and Vans**

All coaches must ensure that their student-athletes exemplify proper conduct while traveling to and from away contests. Please be sure to keep the aisles in the buses clear and safe. Coaches must provide the bus driver with a seating chart of who is on the bus before departing to an away contest. The seating chart will denote exactly which student-athlete is in which seat on the bus – this is also to include coaches, managers, athletic trainers, etc. A copy of that chart will also be given to the Athletic Director.

The Athletic Director will be responsible for scheduling buses and vans for all away athletic contests. Coaches should communicate to the Athletic Director special requests for tournaments at least one (1) month in advance of the event. School district vans are not always available and are issued on a first-come, first-served basis. Coaches are responsible for making sure all buses and vans are returned in a neat and clean fashion. The coaches should thoroughly check the seats and aisles for any items that may have been left behind.

Athletic Field Trips – There must be 45 days' notice for all field trips which require Board approval (50 miles or more/overnight). Forms for field trips less than 50 miles must be submitted 10 days in advance.

Athletic Game Trips - With the exception of playoffs, athletic game trips over fifty (50) miles away are discouraged. However if pre-approved by the Superintendent, athletic game trips over fifty (50) miles away do not require

Board approval. All athletic games and/or field trips that require students to stay overnight require Board approval.

### **Transportation of Student-Athletes**

Coaches should not transport student-athletes using their own vehicle. Coaches should request the use of a school van or school bus to transport all student-athletes. Also, it is highly recommended that coaches have an assistant coach or volunteer coach with them when transporting students.

### **Traumatic Brain Injuries / Concussion**

Traumatic Brain Injuries are a real concern for all student-athletes. Pennsylvania law mandates that all coaches must annually take a TBI (concussion) test and forward the completed certificate to the Athletic Director. West York will also be using the IMPACT program again this year to conduct base line testing for the student-athletes.

### **Two-Sport Participation Policy and Procedure**

The following guidelines must be followed in order to certify an athlete to participate in two sports during the same season:

1. The athlete must determine and announce their major sport and the athlete cannot change his/her major sport after the date of the first legal competition.
2. The head coaches of each sport must meet by the end of the first week of the season and prepare a schedule that allows attendance on both teams.
3. The two-sport athlete cannot quit either of the two sports and must finish the season in good standing to be eligible for any and all awards. The athlete may quit both sports, but not just one.
4. The coaches of each sport should have a meeting with the athlete and his/her parents before the first legal competition date to review the schedule, expectations, and commitments.

## **Uniforms**

The West York Area School District has a uniform replacement schedule for all athletic teams. Coaches should ensure that student-athletes take proper care of uniforms and equipment in order to maintain quality of each item.

## **Volunteers**

The volunteer coach plays an important role on the coaching staff. All volunteers must be pre-approved by the Athletic Director. A coach should not promise a volunteer a position on the staff unless he/she has first consulted the Athletic Director. Volunteer coaches must complete the WYASD volunteer form, complete all requirements set forth by the Human Resources office, complete clearances, and be Board-approved before they can begin coaching. Once approved, volunteers will be issued a badge which should be displayed at all times.

## **Weight Room**

Weight training is a vital component for achieving athletic success. Coaches should encourage all of their student-athletes to be involved in a year round comprehensive strength and conditioning program. The weight room at West York is supervised on particular days, Monday - Friday after school by the school staff. Coaches may use the weight room at other times to facilitate the needs of their team members. A coach must supervise off-season workouts. Coaches who are not knowledgeable in strength and conditioning should utilize the expertise of other coaches or the staff at West York.

## **Yearbook (Team) Pictures**

Coaches are responsible for communicating the dates and times for yearbook (team) pictures to the student-athletes and booster club. Coaches should make sure all forms are handed out to the student-athletes well in advance and that the team is organized and prepared for this important event. The Athletic Director will coordinate the picture schedule in conjunction with the coaches.

## **York Adams Interscholastic Athletic Association Sports Guidelines**

Every coach must know and understand the YAIAA Conference Sports Guidelines for their sport. These guidelines are updated annually by the conference and can be found on the Conference Website, <https://yaiaa.com>.