

WESTERN WAYNE SCHOOL DISTRICT

COACHES AND ADVISORS HANDBOOK

2018-2019

Grades 7-12



*"Show class, have pride, and display character. If you do, winning takes care of itself."
~Paul Bryant*

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TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state law, and State Department of Education implementation, the Western Wayne School District declares itself to be an equal rights and opportunities agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, disabilities as defined by law. The Western Wayne School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

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FOREWORD

ALL COACHES AND ADVISORS ARE EXPECTED TO READ THIS HANDBOOK CAREFULLY AND TO ADHERE TO THE DUTIES AND RESPONSIBILITIES AS STATED.

This handbook contains general information in procedural matters pertinent to the athletics program. The intent is to bring about a more efficient operation of the interscholastic athletic program.

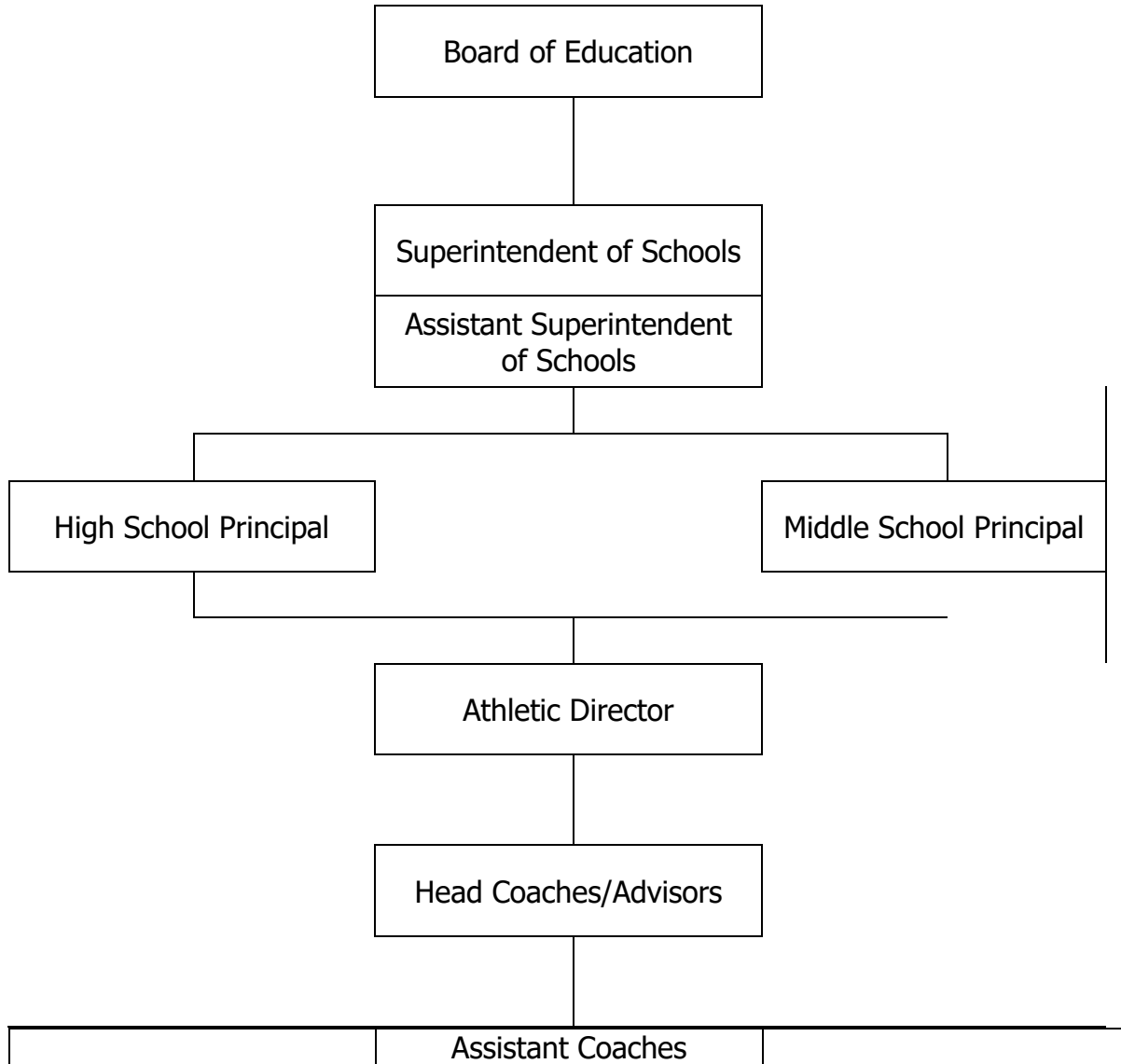
The athletic program is an integral part of the overall educational process, enabling students to develop competency to meet the demands of every-day living. The **Coach** or **Advisor**, as a teacher, can assist the athlete in the development of proper attitudes towards cooperation, self-sacrifice, honesty, respect for others, and enhancement of good school morale.

The **Principal** is empowered to control the interscholastic athletic program in which his/her school participates, which is in keeping with the growth and needs of the school and is consistent with the provisions of the Constitution and By-Laws of the PIAA, the Western Wayne Board of Education, and any league of which his/her teams are affiliated. The duties of the **Principal** entail many responsibilities, therefore finding it necessary to delegate many details of the administration of the athletic program to the **Athletic Director**.

The **Athletic Director** shall be responsible to the **Principal** and be prepared to meet all demands of the position which shall include administrative, supervisory, and coordinating responsibilities as are required in conducting the athletic program of the school.

The **Coach** or **Advisor**, an integral part of the athletic program, accepts the position with the knowledge and understanding of the duties and responsibilities which enable him/her to satisfactorily fulfill this position. The **Coach** or **Advisor** will decide upon the coaching techniques and strategies necessary to implement a successful program.

ORGANIZATIONAL CHART



AMATEUR STATUS AND PERMISSIBLE AWARDS

Section 1. Amateur Status Required

In order to be eligible to participate in an interscholastic athletic contest, a pupil must be an amateur in the sport involved. An amateur athlete is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived there-from.

Section 2. Loss of Amateur Status

An athlete loses amateur status in an interscholastic sport whenever:

- A. S/he, or the school or organization which s/he represents receives compensation, other consideration, or an award not permitted under Section 4 hereof, for or related to athletic ability, performance, participation, or services.
- B. Plays on a professional team or as an individual professional.
- C. Receives consideration for becoming a member of an athletic organization or school.
- D. Signs a contract whereby s/he agrees to compete in any athletic competition for consideration. It is not a violation for a high school baseball player to attend a professional baseball try-out camp, provided (1) that no expenses are paid and (2) participation is otherwise in conformity with the National Federation Major-Minor League Agreement.
- E. Accepts compensation or other consideration for teaching, training, or coaching in a sport. It is not a violation of this rule for a high school athlete to receive normal and customary compensation for acting as an instructor in, or officiating recreational activities, or for serving as a lifeguard at swimming areas.
- F. Sells or pawns own athletic achievement awards.

Section 3. Definition of Consideration

Consideration consists of cash, items which are the equivalent of cash, items which are a representation of value, and items which have intrinsic value other than those permitted under Section 4 hereof.

Section 4. Permissible Awards

A school may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official school letter or award, and present the same at the time the official school award is made.

The sponsor or sponsors of an athletic event or group of athletic events may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate insignia or comparable identification, for an athlete who has earned the official award for the event or events, and present the same at the time the official award for the event or events is made.

A non-profit service organization approved by the school principal, or the news media, may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate insignia or comparable identification for an athlete, in recognition of his athletic ability or performance, and present the same at a time

appropriate to such recognition.

The institutions listed above in this Section 4 may also sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes.

A pupil may accept from an institution of higher education which he visits in connection with his prospective or possible attendance there as a student, reasonable expenses necessitated by such visit, and free admission to home athletic events of such institution which occur during such visit.

Section 5. How Amateur Status Can Be Regained

A player who has lost amateur status may be reinstated by the suspending body after a period of one year from the date of suspension, provided that player refrains from all activity prohibited by Section 2 hereof during that year.

ASSUMED NAME

A student who participates in an interscholastic athletic contest under a name other than his/her own shall be ineligible for one year from the date of such participation.

ATHLETE CODE OF CONDUCT

In addition to team rules, Western Wayne student athletes shall abide by the provisions of the Western Wayne Athlete Code of Conduct. Athletes and parents shall sign the form (Appendix A) and return it to the head coach prior to the start of each season. The form will be kept on file by the **Head Coach**.

ATHLETIC EQUIPMENT AND UNIFORMS

Coaches, will distribute uniforms prior to the start of the season. School Physicals, IMPACT Testing (if required for the sport), a signed copy of the "Western Wayne Athlete Code of Conduct", (Appendix A), and any uniforms not returned from the previous sports season may result in no uniform given out at that time.

Students will be responsible to return all of their equipment and uniforms within **five (5)** school days of the last playing date of the season to the **coach**. Students will be expected to pay for lost or ruined equipment, unless the damage is a result of regular game or practice use. After **five (5)** days ALL of the following will apply until all items are paid for or returned. Coaches will not receive coaching salaries until all school athletic equipment and uniforms are accounted for.

AWARDS

Requirements and regulations governing the earning and awarding of a varsity letter at Western Wayne High School are as follows:

GENERAL REQUIREMENTS FOR ATHLETIC LETTERS

All athletes must meet the following requirements to be eligible to receive an athletic letter.

The criteria enumerated below are designed to ensure that an honest effort is taken to upgrade the quality of the performance of the individual athletes in varsity interscholastic sports at Western Wayne High School.

1. The student/athlete must meet PIAA and District/Conference requirements.
2. The activity must be approved and sponsored by the Western Wayne School District.
3. The activity must be coached/advised by a **Coach/Advisor** employed by the Western Wayne School District.
4. The student/athlete must abide by eligibility and training rules as established by the **Coach/Advisor**.
5. The student/athlete must meet all academic eligibility and good citizenship criteria as provided for in the Western Wayne High School regulations.
6. The student/athlete must have completed the entire season. In case of an intervening medical reason, the **Coach/Advisor** shall determine the eligibility of the participant.
7. The student/athlete participates in all practices and attends all competitions unless excused by the **Coach/Advisor**.
8. The student/athlete must have returned all equipment loaned to them by Western Wayne School District for all years of participation. Items not returned must be paid for by the student/athlete, unless exonerated by the **Athletic Director** or **Principal**.
9. Good sportsmanship must be exhibited at all times by the student/athlete. See the Western Wayne Athlete Code of Conduct (Appendix A).

SPECIFIC REQUIREMENTS BY SPORT ACTIVITY

Only students in grades 9-12, and play on a varsity team, are eligible to earn a Varsity Letter Jacket)

BASEBALL/SOFTBALL

The athlete must complete or participate in at least two (2) innings in the field and one time up at bat or two (2) times at bat per game.

BASKETBALL

The athlete must have played in one-half (1/2) of all varsity quarters (1/4) of play for one (1) minute or more during the regular season. An athlete may also letter if they are a member of the varsity team for two consecutive seasons.

Any Varsity athlete may be awarded a letter if they had attended all in-season practices unless excused and their participation was a positive influence on all teammates. They have represented the team in a positive manner both on and off the court. Also, any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

CHEERLEADING

The participant must attend all practices and games unless excused by the **Coach**. The **Coach** will have the final word on lettering.

CROSS COUNTRY

The athlete must participate in all of the meets, including invitational events, unless excused by the head coach. The athlete should miss no more than three (3) practices, unless excused by the head coach. The athlete must follow each detail of the training program set forth by the coaching staff, starting with the first official practice of the season. The head coach will have the final say on the awarding of varsity letters.

FOOTBALL

The athlete must have participated in at least one-half (1/2) of all varsity quarters unless excused by the **Coach**.

MARCHING BAND AND COLOR GUARD

The Band and Color Guard members must have performed for one year and have participated in all practices and events unless excused by the **Director**.

SOCCER

The athlete must participate in at least one-half (1/2) of all varsity matches and the athlete must have played at least twenty (20) minutes of each eighty (80) minute varsity match. A letter may also be awarded at the coach's discretion.

TENNIS

The athlete must have played in at least one-half (1/2) of all varsity matches.

TRACK & FIELD

The student/athlete must meet all academic eligibility and good citizenship criteria as provided for in the WWSD Student Activities Handbook.

The student/athlete must have completed the entire season. In case of an intervening medical reason, the Coach/Advisor shall determine the eligibility of the participant.

The student/athlete must have returned all equipment loaned to them by the Western Wayne School District for all years of participation. Items not returned must be paid for the student/athlete, unless exonerated by the Athletic Director or Principal.

Points scored: An athlete must accumulate at least 15 points during the year in scored varsity meets to receive a letter. Members of the 1st place relays will be awarded 1.25 points.

District Qualification: Any athlete that meets the district qualifying standard (during an individual event or relay) will be awarded a varsity letter. This does not include the automatics that are given to each team.

The head coach will have the final word on awarding varsity letters on a case by case basis to athletes who may not have accumulated the 15 individual points throughout the track and field season. Subsequent awards of the varsity letter (Service Pin) may, at the discretion of the head coach, be awarded to those athletes, who participate in all scheduled events, abide by the team rules, and maintain the highest standard of academic and athletic achievement as determined by the coach. (*WWSD Student Activities Handbook – Western Wayne Code of Conduct – Appendix A*)

VOLLEYBALL

The athlete must have played in at least one-half (1/2) of all varsity games. A letter may also be awarded at the coach's discretion.

WRESTLING

The athlete must wrestle in 10 varsity matches or more, or have shown dedication and steady improvement throughout an entire season. The head coach will make the final determination for lettering for each wrestler.

Student/managers, trainers, and scorekeepers – Students who satisfy a **Coach's/Advisor's** requirements may also be awarded a varsity letter.

To comply with the requirements for earning a letter at Western Wayne it is necessary for the **Coach/Advisor** of each activity to submit a list of eligible recipients to the **Athletic Director** at the end of the season.

In the event the **Coach/Advisor** recommends a student receive a letter who has not met the above requirements, a written justification must be submitted by the **Coach/Advisor**. The justification will be reviewed and decided upon by the **Athletic Director** and the **Principal**.

A service pin will be awarded to a participant each year he/she meets the requirements for earning a letter in a particular activity.

TYPES OF AWARDS

- A. VARSIITY LETTERS – When the student meets all the requirements for a "Varsity Letter" in any activity, he/she will be awarded a Varsity Jacket, chenille WW emblem, and a pin identifying that activity. For each subsequent varsity letter won, the student will receive the appropriate pin.
- B. SPECIAL AWARDS FOR OUTSTANDING ACHIEVEMENT – This is an award for "truly outstanding achievement", determined by the Head Coach of each sport, to be presented at the **Varsity Club** Banquet.

COACHES' RULES

Coaches are strongly encouraged to develop their own specific set of rules outlining their expectations, practice schedule, player conduct guidelines, and player obligations. Students will be given a copy of such rules prior to the first practice. **Athletic Director** will also be given a copy of all team rules to have on file.

COMMUNICATIONS

All communications, among and between players and coaches (outside of practices and

contests), must be done through the school during school hours. If communication through the school is impossible, then coaches will assign a phone-chain with the team/activity or use the School approved "Reminder App". The purpose of the phone-chain or "Reminder App" will be to inform players of immediate changes or cancellations of practices or contests.

Under no circumstances should players engage in communication with **Coaches/Advisors** through text messaging, social networking sites, or any other personal electronic communication that is not sponsored by the Western Wayne School District.

CONTESTS AND PRACTICES – MIDDLE SCHOOL/JUNIOR HIGH

No Middle School/Junior High team representing any PIAA member school, no individual member or members of such team, and no individual representing any PIAA member school may practice or participate in any interscholastic athletic contest on more than **five days (5)** in any calendar week during the regular season.

CONTESTS AND PRACTICES – HIGH SCHOOL

No Varsity/Junior Varsity team representing any PIAA member school, no individual member or members of such team, and no individual representing any PIAA member school may practice or participate in any interscholastic athletic contest on more than **six days (6)** in any calendar week during the regular season.

DRUGS / ALCOHOL / DRUG PARAPHERNALIA

The Board recognizes that the abuse of drugs and alcohol is a serious problem with legal, physical and societal implications for the whole school community. As an educational institution, the District will strive to prevent abuse of such substances.

For purposes of this policy, "drugs" shall mean (a) all controlled substances prohibited by law; (b) any prescription or patent drug; (c) any steroid or other substance intended to enhance physical or athletic performance, except those for which permission for use in school has been granted pursuant to board policy; (d) any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products; (e) all "look-alike" drugs; (f) all designer or synthetic drugs, whether prohibited by law or not; (g) any herbal or chemical product containing synthetic cannabinoids (commonly known as synthetic marijuana, K2 or Spice), irrespective of the legality of synthetic cannabinoids under Pennsylvania law; (h) any substance designed to or which operates in such a fashion as to impair, restrict or alter "normal" or "regular" cognitive or sensory functions; (e) all alcoholic beverages.

The Board prohibits (a) the use or ingestion, possession, distribution or transmission of drugs; (b) being under the influence of drugs; (c) attempts to use or ingest, possess, distribute or transmit drugs; and/or, (d) assisting, aiding or participating in the use or ingestion, possession, distribution or transmission of any drug during school hours, on School District owned or leased property or vehicles, or at any school-sponsored activities, or during the time spent traveling to and from school and school-sponsored activities.

The Board also prohibits (a) the possession, use, or distribution or transmission, (b) attempts to possess, use, or distribute or transmit, and/or (c) assisting, aiding or participating in the possession, use or distribution or transmission of drug paraphernalia.

Violation of this policy will result in immediate suspension from school and all school activities. A formal board hearing may be held which may result in the student being expelled from the Western Wayne School District.

It should be noted that placement in an alternative educational setting is not the equivalent of expulsion.

Students in violation of this policy shall be reported to civil authorities for appropriate legal action.

In each case, questionable substances found in the possession of any student will be forwarded to the State Police for analysis.

The circumstances involved with each drug related incident will be carefully evaluated to help insure that the concern for the health and welfare of the individual as well as the entire student body, is reflected in the final disposition of each case.

Students seeking self-help and/or students seeking help for a friend will be guaranteed that strict confidentiality will be maintained to the extent permitted/required by law regarding the problem and/or the source of information.

Students are always encouraged to seek advice and assistance from their parents or guardians. However Act 63, Section 12 of the Pennsylvania Drug and Alcohol Control Act of 1972 States:

"Consent of Minor - Notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had achieved his majority. Such consent shall not be voidable or subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program, who provides counseling to a minor who uses any controlled or harmful substance may, but shall not be obligated to inform the parents or legal guardian of any such minor as to the treatment given or needed."

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

The **Principal** is responsible to the PIAA in all matters pertaining to the interscholastic athletic relations of his school.

Specific powers and duties of the **Principal**:

- A. Have control over all interscholastic athletic relations in which his/her school participates.
- B. Sanction all athletic contests in which his/her school participates.
- C. Exclude all contestants who, because of improper conduct, would not represent the school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by a physician.
- D. Be responsible for the treatment of all visitors and officials attending contests conducted by his school. Penalties may be imposed upon a member school whose Principal fails to provide reasonable protection for officials and visitors at home games.

DUTIES AND RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

- A. Organizes and administers the overall program of interscholastic athletics for the district.
- B. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- C. Represent the school, at the request of the **Principal**, as his representative at all athletic meetings involving the interests of the school, or designates a representative.
- D. Assumes the responsibility for the organization and scheduling of all interscholastic athletic events.
- E. Makes all necessary arrangements to accommodate visiting teams.
- F. Makes all necessary arrangements for the use of playing fields and facilities for non-school athletic organizations.
- G. Arranges the practice schedule for the **Coaches** on the fields and in the gymnasiums.
- H. Arranges with the **School Nurse** and **Athletic Trainer** for the physical examinations of all athletes prior to the beginning of practice for each season.
- I. Properly prepares eligibility lists for each sport and sends such lists weekly to the coach and classroom teacher.
- J. Purchases, prepares, and arranges for the selling of tickets at home games where an admission is charged.
- K. Arranges for the printing and distribution of schedules.
- L. Hires and pays officials, police, ticket sellers, collectors, and time keepers, and score keepers where necessary.
- M. Arranges for the transportation of teams and cheerleaders for away athletic events.
- N. Supervises all home events.
- O. Sees that all pertinent information reaches all **Coaches**. (Examples: League Rules, National Federation Handbook and up-dated rules interpretations, mandatory coaches meeting schedules, PIAA Handbook (available on PIAA website, www.piaa.org) forms

(insurance, medical information, parent permission, etc.), and special school rules such as: eligibility, dress code for athletes, etc., any unwritten league agreements, play-off information, budget, etc.

- P. Keeps the **Principal, Coaches,** and **Advisors** informed of all problems related to the athletic program.
- Q. Works constantly to promote a sound athletic program that will involve a greater number of students.
- R. Assists in the selection of **Coaches** for the various sports.
- S. Assists the Varsity Club in its activities and acts as the liaison between the Varsity Club Advisor and school administration.
- T. See that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature.
- U. Be responsible for certifying in writing the eligibility of all contestants in accordance with the by-laws of the PIAA.

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH/ADVISOR

1. Prior to the beginning of each activity, the **Coach/Advisor** shall submit, in writing, to the **Principal** and **Athletic Director**, the training, rules and obligations for the participants. Prior to the first practice, the **Coach/Advisor** shall explain all rules and regulations to the participants, while reviewing the Student Activities Handbook with them. Finally, the signature form in the front of the handbook is to be signed by the participants and collected by the **Coach/Advisor** prior the first practice.
2. Coach and instruct team in proper fundamental skills, constantly upgrading to the fullest technical skill level, to enable the athlete-participant to compete in the best manner possible.
3. Thoroughly familiarize himself or herself with and explain to athletes/ participants all regulations regarding eligibility requirements for students participating in athletics. I.E., age, amateur status, scholastic requirements, parental permission, physical examinations, and insurance.
4. Plan pre-season and regular season practice sessions.
5. Observe all PIAA starting dates for practices and season and out-of-season rules and regulations.
6. Attend all PIAA Rules Interpretation Meetings for (his or her) respective sport. **Coach/Advisor** will be responsible for all fees if they do not attend.
7. Be responsible for his or her team's conduct and appearance while traveling to and from away contests and while at home and away contests.
8. Provide for adult supervision of locker room, training room, weight room, and/or any other areas to which participants may be assigned by the **Coach** or **Advisor** before, during, and after practice sessions, meetings, home and away contests, and until the last member of your group/team has left school property. Under no circumstances should his/her team ever be left unsupervised for any reason.
9. Provide first aid to injured players if trainer is not immediately available. **Coaches and Advisors** must immediately report all injuries to the trainer or school nurse and contact the parent/guardian. **Athletic Trainer** is responsible for completing an accident report

form (Appendix B) and forwarding it to the building **Principal** and **Athletic Director**. In cases of serious injuries, the **Coach/ Advisor** or **Athletic Trainer** (if available) shall call for an ambulance, and attempt to notify the parents of the injured students. Emergency medical information must be on file for each participant prior to his/her first practice session. **THE COACH OR ADVISOR SHALL MONITOR, MAINTAIN, AND HAVE THE FORMS WITH HIM/HER AT ALL TIMES (PRACTICES, SCHEDULED CONTESTS, AND/OR OTHER TEAM/GROUP ACTIVITIES.)**

10. Be responsible for all equipment used by his or her sport.
11. Recommend the hiring of **Assistant Coaches**, and complete evaluation for them at the end of the season.
12. Assign the duties of the **Assistant Coaches**.
13. Cooperate with the news media in providing information on the athletic teams. A **Coach** should be present at all prearranged interviews. The reporter should set up an appointment ahead of time so that the **Coach** and the student(s) can prepare for the interview. If an athlete is approached by a reporter, he/she should inform the **Coach** before speaking with the reporter. The **Coach** should be informed in a timely fashion.
14. Present to the **Varsity Club Advisor**, at the end of the season, a list of awards and participants for the season.
15. Compile team rosters (eligibility lists) for distribution by the **Athletic Director**.
16. Complete and present to the **Athletic Director**, prior to the first scheduled contest, the PIAA eligibility form for all participants. Copies of this form will be presented to all opponent schools by the **Athletic Director**.
17. Attend league meetings when requested.
18. Submit requisitions for supplies and equipment for the following year.
19. Select student managers and instruct them in their responsibilities and conduct.
20. Be present and award letters at end of year awards program.
21. Be responsible for the distribution of awards at district ceremonies.
22. Complete and return to the **Athletic Director** the End of Season Report. See Appendix C.
23. All uniforms and/or school materials must be collected, inventoried, and packed for cleaning (if necessary) at the end of the season.
24. Notify the **Athletic Director** prior to changing, canceling, or missing a practice.
25. Authorize a participant to be transported to or from a scheduled contest/event only if contacted directly by a parent/guardian. Requests may be denied if deemed advisable by the **Coach** or **Advisor**.
26. Shall check league rules for publicity responsibility, to ensure that the results of all contests are reported to the media in a timely fashion.
27. Shall inform the **Athletic Director** of the need for money for hotel accommodations and meals for participants and coaches for out of town Play-Offs.
28. Shall have participants ready to board buses at the designated times.
29. Adhere to the good sportsmanship expectations set forth by the National Federation of State High School Associations:

EXPECTATIONS OF COACHES

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Respect judgment of **Contest Officials**, abide by rules of the event and display no behavior that could incite fans. (Pennsylvania law considers assaults on officials to be a first degree misdemeanor, punishable by a fine of \$10,000 and five years in prison.)
- Treat opposing coaches, participants, and fans with respect. Shake hands with **Officials** and **Opposing Coach** in public.
- Develop and enforce penalties for participants who do not abide by the sportsmanship standards.

EXPECTATIONS OF STUDENT PARTICIPANTS

- Treat **Opponents** with respect; shake hands prior to and after contests.
 - Respect judgment of **Contest Officials**, abide by rules of the contest and display no behavior that could incite fans. (Pennsylvania law considers assaults on officials to be a first degree misdemeanor, punishable by a fine or \$10,000 and five years in prison.)
 - Cooperate with **Officials, Coaches**, and fellow participants to conduct a fair contest.
 - Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
 - Live up to the high standards of sportsmanship established by the **Coach**.
30. Attend meeting for Athlete of the Year nomination for the **Varsity Club Advisor** for the Sports Banquet.
31. **Coaches** who encourage student-athletes to perform off-season conditioning at any WWHS facility are required to supervise said students as part of their contracted coaching position (i.e. weight training).
32. **All coaches** must take the **NFHS Concussion in Sports** every year and the **Cardiac Wise Training Course**, every year. Also, mandatory by the state of Pennsylvania, there are 2 courses which must be taken they are: **First Aid, Health & Safety for Coaches (\$50.00)** and **Fundamentals for Coaching (\$45.00)** the cost is the responsibility of the coaches but can be reimbursed under the allotted coaches education fund. Submit receipts to the **Athletic Director**. New hires as of **July 2018** will have up to 2 years to complete the courses but it is recommended to do them right away. All of the courses can be found on-line at <http://nfhslearn.com>.

ELIGIBILITY OF ATHLETES

The following eligibility rules will be in effect for students participating in interscholastic athletic activities.

AGE

Senior High School – A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen (19) with the following exception:

If the age of nineteen (19) is attained on or after July 1st, the pupil

shall be eligible, age-wise, to compete through that school year.

Middle School – Involvement in interscholastic sports by a middle school student is limited to seventh and eighth grade students only. He is ineligible to compete in interscholastic athletic contests upon attaining the age of fifteen (15) years with the following exception:

If the age of fifteen (15) is attained on or after July 1st, the pupil shall be eligible to compete through that school year.

SCHOLASTIC

1. Students may not be failing 2 or more subjects. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. During this time, students will be on academic probation:
 - A. Students should attend at least one hour of remedial tutoring daily (Monday-Friday) prior to practicing.
 - B. Students will remain on academic probation until eligibility requirements are met.
 - C. Students on academic probation may practice but are not eligible to compete in games, matches, etc.
 - D. Head Coach will make the decision if the student will be allowed to attend away games or not.
2. In order to be eligible for interscholastic athletics, a pupil may not have failed 2 or more subjects, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.
3. In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for **twenty (20) school days** of the next grading period, beginning on the first day report cards are issued, except as provided in Section 5.
4. New Pupils Must Meet Eligibility Requirements on Curriculum.
Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.
5. At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.
6. Eligibility lists for all sports in season are to be generated by the beginning of the second week of interscholastic competition. These lists are to be generated through Grade Book by the **Athletic Director** on Thursday of each week. Coaches will be notified by the athletic director by 3:00 P.M. on Friday concerning the ineligibility of any student.

ATTENDANCE

1. You must be regularly enrolled in your school and in full-time attendance there.
2. You are eligible only at the school at which you are enrolled.
3. Students may become ineligible to participate due to excessive absences. Students absent 5 or more days after the end of the first marking period, 10 or more days after the end of the second marking period, or 15 or more days after the end of the third marking period will be restricted from participating in extracurricular activities and athletics. Students reaching 20 days of absence at any point in the school year will be ineligible to participate in athletics and extracurricular activities.

DISCIPLINE

1. Students suspended out-of-school will be restricted from participating in all extracurricular activities during the suspension. They may not participate in practice sessions or be present as a spectator at any school sponsored function such as an athletic event. Each suspension day covers a 24-hour period.
2. Any student who is a persistent disciplinary problem will be made ineligible at the discretion of the **Administration**. Prior to such restriction, the **Administration** will discuss the student's behavior with the **Coach/Advisor** in an attempt to correct the problem.
3. See the District Discipline Policies for additional information.
4. Also see rules for each extra-curricular activity provided by the **Coach/Advisor** and **Athletic Director**.

EXCHANGE STUDENT STATEMENT

Exchange students are eligible to participate in any athletic activity. They must:

1. Be sponsored by a PA approved exchange student sponsoring organization.
2. Meet all PIAA regulations and requirements.

It is the exchange student and involved **Coach's/Advisor's** responsibility to check with the **Athletic Director** and obtain and complete all necessary paperwork.

EXPECTATIONS OF STUDENT PARTICIPANTS

- Treat **Opponents** with respect; shake hands prior to and after contests.
- Respect judgment of **Contest Officials**, abide by rules of the contest and display no behavior that could incite fans. (Pennsylvania law considers assaults on officials to be a first degree misdemeanor, punishable by a fine of \$10,000 and five years in prison.)
- Cooperate with **Officials, Coaches**, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing

- school and community; display positive public action at all times.
→ Live up to the high standards of sportsmanship established by the **Coach**.

FUND RAISING

All fundraisers may only occur through an approved student activity and must be approved by the building **Principal**. No food sales may occur during school hours and all sales after school are encouraged to follow district nutrition standards as noted in the wellness policy.

LATE BUSES

Western Wayne School District provides late buses for students participating in athletics and extracurricular activities. Riding the late bus is a privilege, not a right. There are 2 late bus departures: High School is 5:30 PM and 6:00 PM and the Middle School is 5:15 PM and 5:45 PM.

A pupil riding on a school bus is under the authority of the school and is expected to conduct himself/herself in the same manner he/she would in the classroom. The school, therefore, has the authority to adopt and enforce such regulations as may be necessary to maintain discipline on buses at all times.

Maintaining good order on school buses requires the cooperation of pupils, parents, teachers, principals, and bus drivers. The driver of the bus shall report any misconduct to the **Assistant Principal**. (Referrals are to be made in writing on the appropriate form.)

MEAL REIMBURSEMENT

Meal reimbursement for District Play-Offs only, must be pre-approved by the administration. Meals, when deemed reimbursable by the administration, shall be reimbursed at the maximum rate of **five dollars (\$5.00) for breakfast, ten dollars (\$10.00) for lunch and twenty dollars (\$20.00) for dinner** unless a meal is included in the registration for the event or otherwise provided. Receipts must be submitted and itemized for reimbursement.

MEDICAL AND INSURANCE REQUIREMENTS

The Western Wayne School District provides limited accident insurance for varsity, junior varsity, and 7th and 8th grade athletes. For all injuries incurred, the proper accident form will be filled out by the **Athletic Trainer** and given to the **Athletic Director** for submission

MEDICAL REQUIREMENTS – PIAA

The Western Wayne School District provides for physical examinations of all participants by the school physician. The **School Nurse**, will schedule these examinations and notify the **Athletic Director** of the examination time. The **Athletic Director** will notify the students and Coaches of the time and date. It is the responsibility of the student to be present at the

examination; absence places the burden of examination upon the student at his/her own expense. No student is to participate in practice, try-outs, or games until properly examined by a physician.

No student shall be eligible to represent his/her high school or middle school in any interscholastic contest unless he/she has been examined by a licensed physician of medicine or osteopathy or a certified school nurse practitioner before his/her first sports season of that academic year. Students must have a **PIAA CIPPE** form filled out and signed by his/her parents/guardians. A physical is required every new school year. This physical will be good for any sport that they participate in during that year. However, a student will need an additional physical or medical clearance from his/her physician if he/she has suffered an illness or injury in which they were unable to participate in 25% or more of their regular season or if they have suffered an illness or injury which results in absence from school for 10 or more days and/or which requires surgery.

School district policy requires all interscholastic athletes to meet the aforementioned medical requirements.

OVERNIGHT EVENTS

Any **Coach/Advisor** who attends an out-of-town, overnight event must have approval from the **principal** prior to securing hotel accommodations.

PIAA MANDATORY RULES MEETINGS

It is PIAA policy that the **head coach**, or another member of the coaching staff for each member senior high school must attend the PIAA Annual Rules Interpretation Meeting each year for each sport, both boys' and girls', coached by that staff.

Attendance at a mandatory rules meeting is by member school, not by school district.

PIAA assesses each member senior high school a fine, per sport, if the school fails to have a coach or representative attend the mandatory rules meeting in each sport sponsored by the school. The fine will be paid for by the **Coach** who missed the meeting, not the district. The **Athletic Director** of each PIAA member school should make certain that a coach or appointed representative for each boys' and each girls' team sponsored by the school attends one of the PIAA Annual Rules Interpretation Meetings that will be conducted in each sport by officials' chapters throughout the state.

PIAA PARENT CONSENT REQUIREMENT

A pupil shall be eligible for practice or participation in each sport only when there is on file with the **Athletic Director** a certificate of consent which is signed by his/her parent or guardian. (Section 2: Certification of Parent/Guardian) in the Sports Physical forms.

PARTICIPATION IN DISTRICT, REGIONAL AND STATE PLAYOFFS

When Western Wayne School District athletic and non-athletic teams or individual participants progress in their competition to Regional, District, or State playoffs, the District will support these endeavors within the guidelines as set forth in this statement:

Upon receipt of notification of the above competition, it is the responsibility of the **Coach/Advisor** of the extra-curricular activity to inform the **Athletic Director/Principal**. Requests for participation shall include all particulars of the competition such as: number of students involved, location of event, dates of event, estimated cost, etc.

Only students who qualify for this competition will be permitted to attend. Any exceptions must be approved by the **Administration**. **Coaches/Advisors** should not encourage students who are not participants in district or state meets to miss school to attend such meets. Any student missing school to attend these events should not be the responsibility of the **Coach/Advisor** and are subject to **Administration** disciplinary action.

The **Administration** shall, upon review of the above request, make a determination of (1) feasibility of the district's participation, (2) the manner of transportation to and from the events, and (3) the amount of monetary support for the event.

It is the responsibility of the **Coach/Advisor** to maintain accurate records of actual expenditures, including receipts whenever possible.

POSTPONEMENT OF ATHLETIC CONTESTS

Athletic contests may be postponed due to weather or any other factor not conducive to good game conditions. The following procedures will be followed:

The **Athletic Director** and the Athletic Director from the opposing school will confer. All cancellations due to weather will be posted on the School website, ww3.westernwayne.org, *Facebook*, *Twitter* or the "Remind APP" as soon as possible, usually around 12:00 noon or 1:00 PM at the latest. Factors considered in the decision are:

- ✓ Health, safety, and welfare of participants
- ✓ Playing conditions of the playing surfaces
- ✓ Safe travel of opponents, officials, students, and fans
- ✓ Damage to playing surfaces

Closing of School Because of Inclement Weather

Postponing of games and practices: If school is closed because of inclement weather, all activities are postponed in all schools in the District (games, practices, etc.). Consideration regarding games and/or practices need to be approved by Administration.

Early Dismissal Because of Inclement Weather

All activities for after school hours will be cancelled, including games and practices.

PREPARATION FOR THE FIRST PRACTICE

An announcement shall be prepared by the **Head Coach/Advisor**, presented to the **Athletic Director**, and announced via the school's website and social media for all students interested in trying out for the sport/activity. All student participants trying out for a sport/activity shall be present at the time of the tryouts unless excused by the **Principal, Athletic Director, and Coach/Advisor**. Announcements and information for fall sports and activities will be made/provided before the preceding school year ends.

A meeting shall be held for all students trying out for a sport, in accordance with PIAA regulations. At this time the **Coach/Advisor** will explain what is expected and required of the athlete who plans to participate. Parent permission forms, insurance requirements, written rules, etc. shall be distributed and reviewed at this time.

If any additional boys/girls join a squad after the roster has been submitted, a supplemental list will be forwarded to the **Athletic Director**. It is the **Coach's/Advisor's** responsibility to contact the **Athletic Director** and keep the team roster up-to-date.

In following with the PIAA by-laws, the **School Nurse** will contact the school physician to set up a date for the physical examination of athletes. If the student is not present at the time the physical is set up by the athletic office, it will be the responsibility of the athlete, at his/her own expense, to go to his/her home physician to obtain the necessary examination and have the PIAA CIPPE form filled out.

PUBLICITY

Within the framework of the school board policies, the **Athletic Director, Principal, and/or Coaches/Advisors** will keep the various news media informed on games being played and other publicity related to the athletic program.

RECOGNITION POLICY

Currently our athletes are recognized at an annual awards banquet. All **Coaches/Advisors** are encouraged to attend the **Varsity Club banquet**.

RELEASE TIME

STUDENTS

It is the policy of the Western Wayne School District to keep to the very minimum the number of times a student is given permission to leave class for extra-curricular activities. The time that students are to be dismissed for athletic activities shall be determined by **Athletic Director**.

COACHES LEAVING REGULAR ASSIGNMENTS DURING NORMALLY ASSIGNED TEACHER DAY

The primary responsibility of all professional employees is their daily teaching assignments. It is

recognized that specific situations face **Coaches/Advisors** which in some ways make it desirable for them to leave their regular assignments for coaching/advising related activities before the end of the normally scheduled teacher day. The **Principal** of the building to which the extracurricular **Coach/Advisor** is assigned during the affected part of the day may authorize this involvement and will assign coverage during the regularly scheduled day. Act 80 days, teacher in-service time and other professional development time may not be used for practice or club activities.

SCHEDULES

The **Athletic Director** schedules all interscholastic athletic contests. As a member of various leagues and conferences, we are naturally obligated to schedule all conference teams. Any schedule changes requested by the **Coach/Advisor** will be given every consideration. NO **COACH/ADVISOR** IS AUTHORIZED TO RESCHEDULE AN ATHLETIC EVENT. SCHEDULING AND RESCHEDULING OF EVENTS WILL BE HANDLED THROUGH THE **ATHLETIC DIRECTOR**.

SCHOOL COLORS

The school colors are black and gold. For purposes of uniforms, we use Vegas Gold.

SCHOOL LOGO



Only the above logo will be used on all Western Wayne Uniforms and merchandise.

SEASON AND OUT-OF-SEASON RULES AND REGULATIONS

Preamble

The PIAA Board of Control believes that compliance with the regulations listed below can be accomplished best with enforcement, direction, and supervision by Principals. Principals can help to successfully control interscholastic athletic programs with the backing of Superintendents and School Boards. Thus, the PIAA Board of Control believes Superintendents and School Boards must provide strong support for Principals who must obtain compliance from all parties concerned.

Guidelines

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. The student 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.

Rules and Regulations

As stated above, each player has a defined season which includes the first legal practice date, the first legal scrimmage date, the first legal playing date, the last legal playing date for the regular season, the district deadline, the dates for the PIAA championships, the maximum number of contests for the regular season and the maximum number of scrimmages or inter-school practices for the regular season. All member schools must comply with the defined season for each sport.

Within each defined season, member schools may sponsor sports teams which compete against other member schools or schools that follow all PIAA policies, rules, and regulations. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, "open gyms", clinics and camps provided that the school does not sponsor teams, and provided that any participation by coaches and/or students is as private citizens and is voluntary as described below. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out- of-season period as described below.

Any sports activity that occurs outside of the defined season for a sport is outside the jurisdiction of PIAA except as set forth in the immediately preceding paragraph and as follows:

1. The coach or other personnel representing the school shall not require an athlete to participate in a sport or a training program for a sport outside of the PIAA-defined sport's season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary.
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized contact football camps, clinics, drills, practices, games, scrimmages, or similar contact activities outside the PIAA-defined football season.
3. The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the **Principal** may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies.

Except as provided below, all activity in a sport, including practice, shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA

playoffs of PIAA tournament. If the team is entered into the PIAA playoffs or PIAA tournament, all activity in the sport must terminate on the day of elimination from the PIAA event.

With the approval of the District Committee, regular season contests which have been postponed may be rescheduled and played between the last legal playing date for the regular season in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed contest shall constitute the last legal playing date for the regular season in that sport.

Report of Violations

The PIAA Executive Director will appoint four PIAA investigators who will serve as the PIAA Panel of Investigators and who will be assigned to one of the PIAA Regions as follows:

- Region I: PIAA Districts I, III, and XI
- Region II: PIAA Districts II, IV, and XII
- Region III: PIAA Districts V, VII, and VIII
- Region IV: Districts VI, IX, and X

A report of alleged violation(s) of PIAA Season or Out-of-Season Rules and Regulations shall be reported and addressed as follows:

1. Any person may report a violation via the PIAA form entitled "Report of Alleged Violation(s) of PIAA Season or Out-of-Season Rules and Regulations". The form must be signed by the complainant and must be submitted to the PIAA Executive Director.
2. Upon receipt of a properly completed and signed form, the PIAA Executive Director will mail a copy to the **Principal** of the school allegedly involved, the PIAA District Committee having jurisdiction over the school allegedly involved, and to the PIAA Panel of Investigators. The **Principal** of the involved school will be given twenty-one (21) calendar days in which to respond, in writing, to the alleged violation(s) and to report the actions, if any, he has taken concerning the alleged violation(s).
3. The three (3) members of the PIAA Panel of Investigators who are not assigned to the PIAA Region in which the involved school is located will consider the report of the **Principal** and advise the PIAA Executive Director as to whether the report fully addresses the alleged violation(s) and satisfies all PIAA interests and concerns. If the report of the **Principal** does not satisfactorily address the alleged violation(s) and PIAA interests and concerns, the PIAA Executive Director will have the PIAA Investigator assigned to the PIAA Region of the involved school investigate the alleged violation(s).
4. Following receipt of the report of the **Principal** or the report of the PIAA Investigator, the PIAA Executive Director will forward the report(s) to the Board of Control for consideration and/or hearing at a meeting of the Board of Control. If the Board of Control determines that a hearing should be held, the PIAA Executive Director will arrange for a hearing at a meeting of the Board of Control. A Board of Control hearing will involve representatives of the school that allegedly committed the violation(s), the PIAA Investigator involved in the case, the other three members of the PIAA Panel of Investigators, and witnesses who can provide testimony pertaining to the alleged violation(s).
5. The Board of Control has final authority and jurisdiction over all matters involving all alleged violations of season and out-of-season rules and regulations. If the Board of Control finds that there was a violation(s) of either a PIAA Season or Out-of-Season Rule or Regulation,

the offending school will:

- a. Be placed on probation in the sport(s) involved for a minimum of one year, and the **Principal** will be required to file periodic written reports with the Board of Control as determined by the Board of Control.
- b. Forfeit the opportunity to participate in the PIAA district and state-wide tournament/championship in the involved sport(s) for a minimum of one year.
- c. Be publicly censured.
- d. Be subject to any other penalties as described in Article XII of the PIAA by-laws.

SCRIMMAGES

All scrimmage sessions must be sanctioned by the **Athletic Director** prior to their being held and will not be permitted in the school buildings or on school grounds on any legal holiday unless agreed upon by both schools. Exhibition games and/or tournaments will be governed by the amount of monies allotted in the budget.

STUDENT INTERVIEWS

A **Coach/Advisor** should be present at all prearranged interviews. The reporter should set up an appointment ahead of time so that the **Coach/Advisor** and the student(s) can prepare for the interview. If a student is approached by a reporter, he/she should inform the **Coach/Advisor** before talking to the reporter.

STUDENT WELLNESS

Our district promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment.

Western Wayne "Wild About Wellness"

In 2004, the Child Nutrition and WIC Reauthorization Act, P.L. 108-265 was signed into law. P.L. 108-265 includes a mandate for all public school sponsors of the National School Lunch Program (NSLP) to have wellness policies in place by July 1, 2006. These policies must include:

1. nutrition guidelines for all foods available on every school campus during the school day;
2. goals for nutrition education;
3. goals for physical activity; and
4. goals to promote student wellness in other school based activities.

In response to this mandate, the Western Wayne School District has developed the district's wellness policy. The wellness council includes members from the school board, administration, school nurses, health and physical education teachers, parents, community members, students and the director of food services. Once the wellness policy is adopted by the school board, building level sub committees will continue to meet to identify the goals for the items previously identified.

Much of the district's focus is on improving the nutrition and physical activity of our students and staff, since these are issues of major concern for the health of our school community. Pennsylvania's childhood obesity rates are even higher than the national averages and the district wants to work to help address the problem. Local concerns have been identified, priorities established, and the district will strive to promote health in our schools. Western Wayne is committed to cultivating a healthy school environment for good nutrition and physical activity.

TOBACCO PRODUCTS

Students are subject to the provision of State Law SB1315 which calls for a summary offense fine plus court costs for violating the tobacco policy. The law defines tobacco as "a lighted or unlighted cigarette, cigar, pipe, e-cigarette, or other lighted smoking product and smokeless tobacco in any form."

Students should be aware that the mere possession of any tobacco product will result in fines plus court costs, and may result in dismissal from the team.

VARSITY CLUB AWARDS BANQUET

At the end of the school year, the **Western Wayne Varsity Club** will arrange an awards banquet for all participants in varsity interscholastic sports. Parents, are invited to attend, meet the coaches and advisors, and help recognize our student athletes. Dates, time, and location will be announced sometime in the spring.

A letterman's jacket may be earned by meeting the following criteria:

1. Student must be a sophomore or junior.
2. Student must have 2 years of participation in the same sport.
3. Student must earn a letter in that particular sport for 2 years.
4. Student must work at a Varsity Club concession stand two (2) time in a school year. If student does not work stand, parents would be responsible for full payment, or 1/2 the cost is student only works stand once.
5. Seniors, even if it is the second year lettering, ARE NOT ELIGIBLE to receive jackets from the Varsity Club. Parents may purchase the jackets if they wish.

WESTERN WAYNE TRAINING AND WEIGHT ROOMS

No students are to be in the weight room unless the supervisor is present. Students who are participating in the weight room should not be in other parts of the building.

Gym attire should include, but not be limited to shirts, shorts, and proper foot attire.

If any piece of equipment is broken, the **administration** and **athletic director** should be notified **immediately**.

Alumni Students in Weight Room

We welcome our alumni students to use the weight room after 5:30 PM. They are not allowed to

work out with the current students at any time.

Requests for consideration to add, delete, or modify any part of this manual for the next school year, shall be submitted in writing to the appropriate **Principal by no later than June 1st of the preceding school year. PIAA policy changes will be up-dated in the manual as soon as possible after official notification has been received of such changes.*

Western Wayne School District



2018-2019

Coaches and Advisors Handbook

I have read, and understand the Western Wayne Coaches and Advisors Handbook.

I also understand that it is my responsibility to follow these guidelines set forth by the Western Wayne School District, the PIAA, and the state of Pennsylvania.

Coach Name

Coach Signature

Date

Sport you Coach

Level of Coaching (Head, Assistant, Volunteer)

** Please return this page with your signature to the Athletic Director prior to the start of the season*

2018-2019 Western Wayne Athlete Code of Conduct

- As a Western Wayne athlete, I am expected to be a good student first. I cannot help my teammates if I am not in good academic standing. I will maintain good grades as my first priority.
- I am a Western Wayne athlete. I represent my team, school, community, and family. I will always conduct myself in a manner that will make my team, school, and community proud.
- I will not lie, cheat, steal, or tolerate those who do.
- I will not use profanity and will respect PIAA official's decisions, no matter how much I may disagree with them.
- I will be issued uniforms and equipment from Western Wayne. I will take care of my uniforms and equipment and will not lose any equipment. I will reimburse the District for any lost or missing equipment at the end of the season.
- I will not taunt opponents or their fans, and will demonstrate good sportsmanship at all times, whether home or away.
- I am a Western Wayne athlete on and off the field, 24 hours a day, 7 days a week. My behavior at home, at school, and everywhere else will always come back to my team. I will remember that my teammates expect me to be on my best behavior at all times.
- I will report all injuries to the coaching staff immediately, no matter how small the injury.
- Western Wayne athletes do not fight with opponents, spit on opponents, nor act in a disgraceful unsportsmanlike manner. Violators will be removed from the team.
- I will be a good sport in both victory and defeat. I will congratulate my opponents after competition and follow my coach's example.
- I will be present at, and on time for all team functions, whether home or away unless properly excused by school authorities.
- I will always take responsibility for my actions and not blame others.
- I will always behave while riding buses to and from competition.
- As a Western Wayne athlete, the word "can't" is not in my vocabulary. I can, and I will.
- I am a Western Wayne athlete and represent the best of my school. I will always give my best effort in practice and competition.

Student-Athlete's Signature

Parent's Signature

Date

Date

**WESTERN WAYNE SCHOOL DISTRICT
2018-2019 School Year**

CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES DRUG & ALCOHOL AGREEMENT

Topic: Out of school violations of the *Drug & Alcohol Agreement* during **all co-curricular seasons** in which the student/athlete participates, (when students **ARE NOT** under the jurisdiction of the school). If a student is at a party and alcohol or drugs are present/served, the student must leave **immediately**.

Agreement: When it has been determined with reasonable certainty, within the season of violation, that any student participating in a co-curricular/extra-curricular activity is found to be in violation of the student's drug and alcohol agreement, he/she will be subject to the following:

- **FIRST OFFENSE:** Parental Notification, SAP Team Referral. Dismissal from team. Must abide by SAP recommendations before joining a team the following season (fall, winter, spring).
- **SECOND OFFENSE:** Parental Notification, SAP Team Referral. Must undergo drug and alcohol assessment and follow recommendations of assessment. Loss of eligibility for all sports for one year.

In order for any Western Wayne School District student to participate in a co-curricular or extra-curricular activity **BOTH** the student's and parent's signature must appear below.

These forms must be returned to the coach/advisor within five (5) days of the first meeting date.

FORMS ARE TO BE FILED WITH THE ASSISTANT PRINCIPAL

DATE: _____ **ACTIVITY:** _____

STUDENT'S NAME: _____
(PRINTED)

Student's Signature: _____

PARENT'S NAME: _____
(PRINTED)

PARENT'S SIGNATURE: _____

**WESTERN WAYNE SCHOOL DISTRICT
ACCIDENT REPORT**

NAME _____

ADDRESS _____

SCHOOL _____ SEX _____ AGE _____ GRADE/POSITION _____

DAY, DATE, AND TIME OF ACCIDENT _____

TYPE OF INJURY:

ABRASION _____	CONCUSSION _____	PUNCTURE _____
AMPUTATION _____	CUT _____	SCALDS _____
ASPHYXIATION _____	DISLOCATION _____	SCRATCHES _____
BITE _____	FRACTURE _____	SHOCK _____
BRUISE _____	LACERATION _____	SPRAIN _____
BURN _____	POISONING _____	OTHER _____

(SPECIFY)

PART OF BODY INJURED _____

ACTIVITY ENGAGED IN BY INJURED PERSON _____

EXACT LOCATION WHERE ACCIDENT OCCURRED _____

(hallway, playground, etc.)

DESCRIPTION OF ACCIDENT (EXPLAIN WHO, WHAT WHEN WHY AND HOW)

FIRSTAID

TREATMENT _____

FACTOR(S) CONTRIBUTING TO ACCIDENT:

A. UNSAFE ACT _____ B. UNSAFE PERSONAL FACTOR _____

C. NOT PREPARED _____ D. OTHER (IDENTIFY) _____

SUPERVISION: YES _____ NO _____ BY _____

WITNESSES: NAME/S _____

DATE OF REPORT: _____ REPORT PREPARED BY _____

SIGNATURE AND TITLE

REVIEWED BY SCHOOL OFFICIAL: _____

NAME

TITLE

PARENT(S) NOTIFIED: YES _____ NO _____ PHONE # _____

DISPOSITION: STAYED IN SCHOOL _____ HOME _____ HOSPITAL _____ OTHER _____

Appendix A

**WESTERN WAYNE ATHLETIC DEPARTMENT
END OF SEASON REPORT**



SPORT: _____

COACH: _____

VARSITY TEAM RECORD: WINS: _____ **LOSSES:** _____

Scores of Contests (attach additional sheets if necessary) include junior varsity contests.

Opponent: _____ Score: _____ WWHS Score: _____ **Win**___ **Lose**___

Opponent: _____ Score: _____ WWHS Score: _____ **Win**___ **Lose**___

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Opponent: _____ Score: _____ WWHS Score: _____ **Win**___ **Lose**___

WESTERN WAYNE HIGH SCHOOL

ATHLETIC DEPARTMENT



COACHES CHECKLIST

SPORT: _____

COACH: _____

SCHOOL YEAR: _____

RECORD: _____

-
- _____ 1. Keys
 - a. Entrance Keys _____ (number)
(to Athletic Director)
 - b. Office Key _____ (number)
(to Athletic Director)

 - _____ 2. List of Letterman (to the Athletic Director)(High School only)

 - _____ 3. Update of Written Inventory (to the Athletic Director)
 - Scores of Events

 - _____ 4. Turn in Equipment (to the Athletic Director)

 - _____ 5. List of students who owe equipment (to the Athletic Director)

 - _____ 6. Name(s) of Assistant Coaches

 - _____ 7. Requisition of Equipment for next year

 - _____ 8. Special Honors – See Attachment

 - _____ 9. Evaluation of Assistant Coach(es)

 - _____ 10. Re-application of Head Coach

 - _____ 11. Assistant Coach re-application(s)

 - _____ 12. Team Rules and Regulations (copy)

