

WESTERN WAYNE SCHOOL DISTRICT

COACHES HANDBOOK

2026 – 2027

Grades 7-12



"The reward for work well done is the opportunity to do more."
~Dr. Jonas Salk

"If everybody is thinking alike, then somebody isn't thinking."
-General George Patton

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TITLE IX COMPLIANCE

The Western Wayne School District is an Equal Opportunity Educational Institution and will not discriminate on the basis of race, color, national origin, ancestry, genetic information, age, creed, religion, sex, gender, gender identity, sexual orientation, marital status, pregnancy, or non-relevant handicap/disability/differently-abled status in activities, educational/vocational programs, or recruitment/employment practices. Title IX and 34 C.F.R. §106.8 specifically require the district not to discriminate on the basis of sex, to provide educational programs and activities free of sexual harassment and sexual assault, and the Title IX and 34 C.F.R. §106.8 requirements also extend to employment with the district. The district has established personnel to promptly respond to concerns and reports of discrimination, sexual harassment, and sexual assault. All investigations into reports of discrimination, sexual harassment, and sexual assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The district strives to maintain an environment where all students, staff, and the greater community feel safe.

For information regarding civil rights or grievance procedures contact:

Dr. Cynthia A. LaRosa Assistant Superintendent/Title IX Coordinator/Compliance Officer

Western Wayne School District

1970 Easton Turnpike

Lake Ariel, PA 18436

complianceofficer@westernwayne.org

(800) 321-9973 Option 5

Relevant Board Policies

- Policy 103 – Nondiscrimination/Title IX Sexual Harassment Affecting Students • Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities • Policy 104 – Nondiscrimination/Title IX Sexual Harassment Affecting Staff



Western Wayne Alma Mater

*Dearest Alma Mater, Western Wayne
Through ages we'll praise thy name.*

With pride and joy,

We'll cherish thee.

In our young hearts

Forever you'll be!

A future so bright

To us you gave.

The perils you taught us

How to brave.

May your colors shine bright and bold.

Be our guiding light

Precious black and gold.

We all pledge our loyalty to thee

Eternally

Western Wayne!



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Philosophy and Objectives

Competitive sports are contests, the goal of which is to win. The guiding purpose of the entering a formal contest, in contrast to social or intramural games, is to be the victor. From Plato to the present, thoughtful people have observed that competitive sports sharpen one's wits, poise, mental toughness, character, physical ability, sense of teamwork and fairness, and capacity for self-sacrifice for the common goals of the team all in a constructive and controlled exercise of our assertive instincts. It should be obvious that none of these good things can happen if winning is not the goal—there simply would be no test of wills to bring them out. To play sports without striving to win is to be a dishonest competitor. Every student can experience the true success that comes from trying his or her best to win. The opportunity to strive for success is the right of every young athlete.

Failure is not the same thing as losing. Athletes should not view losing as a sign of failure or as a threat to their personal values. Students can learn to persist in the face of obstacles and support each other even when they do not achieve victory. Both winning and losing in competition will be placed in their proper perspectives.

The players are responsible to earn their spot on the team. If this is not insisted upon, effort and a willingness to learn are not rewarded, laziness is encouraged, and discipline breaks down. Starters will be those players who consistently demonstrate a high degree of coachability and accomplishment. Their starting position is by no means assured; it can and should be challenged by others throughout the year. Those players who are not starters as a particular time should work to improve their game so they can rise in their position on the team.

The members of a team are played strategically, i.e. according to their relative strengths for the purpose of winning the game. Effort will be made to give the members of the team as much playing time as possible; however it will depend on game conditions, their position on the team, and their ability at the time. It cannot be guaranteed that every player will play in every game. Improvement, attitude, school behavior, academic progress, work ethic at practices, and performance will always be taken into consideration. Desire and effort can make up for a great deal of missing native ability.

Practice will be highly organized, competitive, and demanding. They are structured to teach the fundamentals first, insisting on their proper execution and then build an offensive and defensive system on them. Student-athletes are encouraged to improve on the fundamentals during their free time. Success and excellence are never an accident; it is planned.

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.

Introduction

Western Wayne School District is a member of the District II of the Pennsylvania Interscholastic Athletic Association (PIAA). There are twelve districts that comprise the PIAA. District II has schools competing from the following counties: Lackawanna, Luzerne, Pike, Susquehanna, Wayne, and Wyoming. Western Wayne High School is a member of the Lackawanna League (LIAA). The other 23 members of the LIAA are: Abington Heights, Blue Ridge, Carbondale Area, Delaware Valley, Dunmore, Elk Lake, Forest City, Holy Cross, Honesdale, Lackawanna Trail, Lakeland, Mid Valley, Montrose, Mt. View, North Pocono, Old Forge, Riverside, Scranton, Scranton Prep, Susquehanna, Valley View, Wallenpaupack, and West Scranton

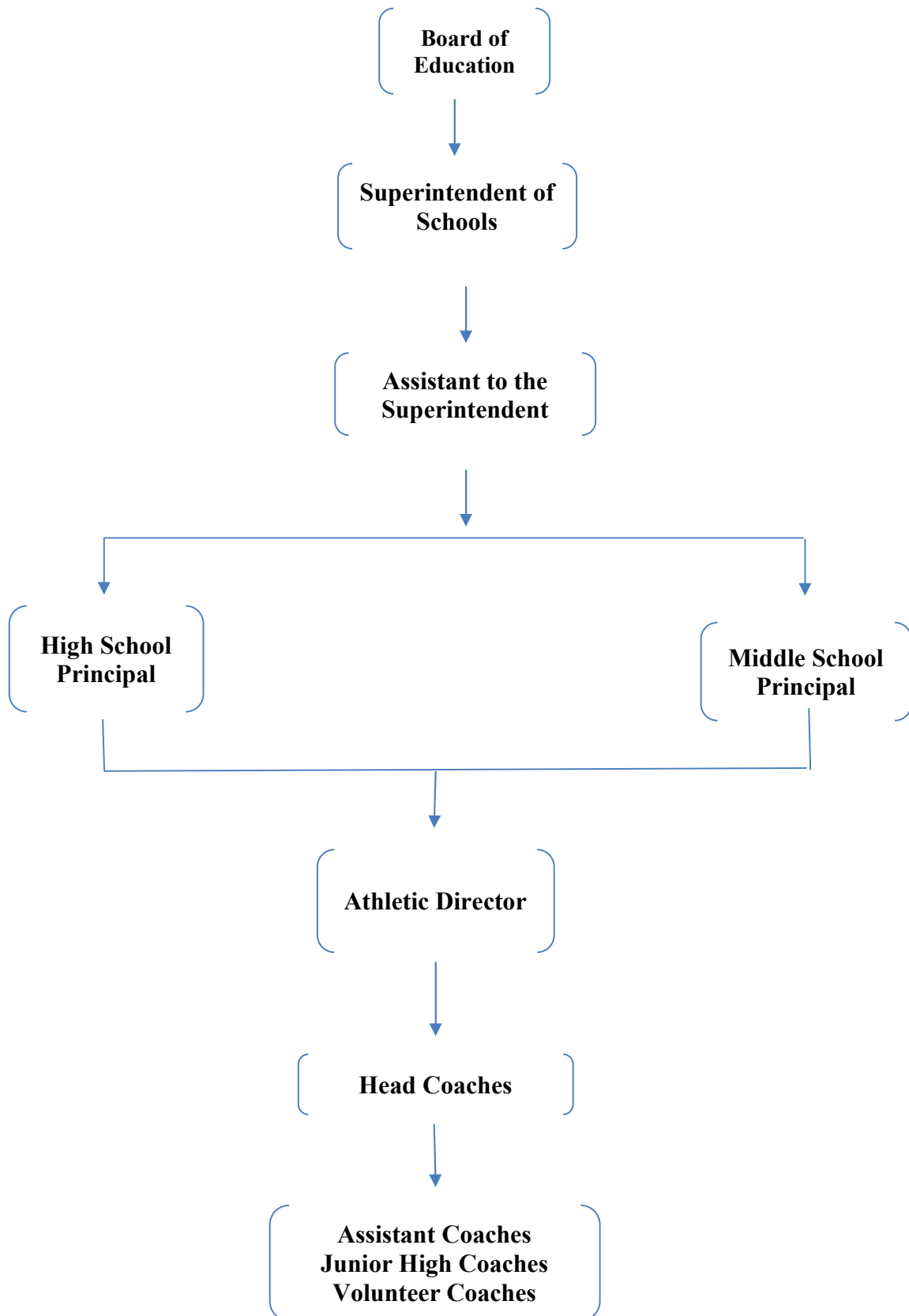
Students at Western Wayne High School have the opportunity to participate in the following PIAA approved sports and activities:

Fall	Winter	Spring
Cheerleading	Cheerleading	Baseball
Cross Country, Boys	Basketball, Boys	Softball
Cross Country, Girls	Basketball, Girls	Tennis, Boys
Football	Indoor Track, Boys	Track & Field, Boys
Golf	Indoor Track, Girls	Track & Field, Girls
Soccer, Boys	Wrestling, Boys	Volleyball, Boys
Soccer, Girls	Wrestling, Girls	Unified Track & Field
Tennis, Girls	Unified Bocce Ball	
Volleyball, Girls		

Students at Western Wayne Middle School have the opportunity to participate in the following PIAA approved sports:

Fall	Winter	Spring
Cross Country	Basketball, Boys	Baseball
Football	Basketball, Girls	Softball
Soccer, Boys	Wrestling, Boys	Track & Field, Boys
Soccer, Girls	Wrestling, Girls	Track & Field, Girls
Cheerleading, Football	Cheerleading, Basketball	

**ATHLETIC
ORGANIZATIONAL CHART**



Requirements for Participation

Consideration for participation on an athletic team requires that a student meet the following conditions:

1. Satisfy all Pennsylvania Interscholastic Athletic Association (PIAA) and Western Wayne School District (WWSD) eligibility standards.
2. Adhere to the codes of conduct of the WWSD, the school building you attend, the athletic department and your individual sport team.

Eligibility Requirements

Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in this document are available on line at www.piaa.org

Transfer Students

Any student grades 9-12 who transfers to Western Wayne School district who intends on playing a sport, must fill out the Athletic Transfer Waiver Form per PIAA. This waiver must be filled out and returned to the Athletic Office prior to participating in sport. This waiver will then be sent to the school the student transferred from and reviewed by the PIAA. If a student transfers to the Western Wayne School District "In Season", Per PIAA they will be ineligible to participate in that sports season for a period of 21 calendar days. Out of season transfers will be able to participate in the regular season but may be deemed ineligible for post season depending on the circumstances of the transfer. Any transfer related questions can be directed towards the Athletic Director.

Age - (PIAA Constitution and By-Laws: Article I; Article XIX)

A student shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the student is eligible, age-wise, to compete through that school year.

In sports where interscholastic competition is limited to grades 7 through 9, If the age of 15 is attained on or after July 1, the student is eligible, age-wise, to compete through that school year. If the age of 16 is attained on or after July 1, the student is eligible, age-wise, to compete with students in the ninth grade.

Amateur Status - (PIAA Constitution and By-Laws: Article II)

To be eligible to participate in a sport, a student must be an amateur in that sport. A student loses amateur status in a sport if the student, or the student's parent(s) or guardian(s), receives money or property for or related to the student's athletic ability, participation, performance, services, or training in a sport.

Eligibility of Seventh, Eighth, and Ninth Grade Students to Participate in Senior High School

Interscholastic Athletics – (PIAA Constitution and By-Laws: Article XIX)

A. Students in the 7th or 8th grade who have not attained the age of fifteen years before July 1, and students in the 9th grade who have participated in one season in that sport during that school year, may neither Practice nor compete with students in the 10th, 11th or 12th grades. Students in the 7th or 8th grade who have attained the age of fifteen years before July 1 and students in the 9th grade, who have not participated in one season in that sport during that school year, may, with written approval of the high school Principal and the junior high/middle school Principal, Practice with, participate in a maximum of two Inter-School Practices or Scrimmages, and compete with students in grades 10, 11 and 12. The option to compete at the senior high school level of competition (grades 10-12) or at the junior high/middle school level of competition (grades 7-9) is exercised when the student participates in a Contest. If the student first participates in a junior high/middle school Contest, the student is committed to that level of competition in the sport involved for the entire school year. If the student first participates in a senior high school Contest, the student is committed to that level of competition in that sport for the entire school year. If the student does

not participate in a Contest, the option to compete at the junior high/middle school level of competition or senior high school level of competition must be exercised not later than 21 days after the student begins Practice. Once this option is exercised, it may not be changed in that sport for the entire school year.

Attendance - (PIAA Constitution and By-Laws: Article III)

A pupil must be regularly enrolled in a secondary school in full-time attendance. A student is eligible only at the school at which the student is enrolled. Exceptions exist for home-schooled students and students enrolled in Charter or Cyber Schools. A pupil who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five (45) school days following the twentieth day of absence. A PIAA district committee may consider an exception when there is an extended absence because of approved reasons.

Student-athletes must comply with the 9:45 a.m. Sign-In/Attendance time in order to participate in interscholastic practice or competition on that day.

An attendance irregularity during the last day of classes of the school week will make a student ineligible for activities during the weekend. Exceptions for absences for educational, religious and medical reasons will be made when prior approval from the student's assigned school office has been granted.

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.

Disqualification

A. Mandatory Disqualification – One Game Suspension

Any Coach and/or contestant who, while Coaching or competing for a PIAA member school, is ejected from a Contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct is disqualified from Coaching and/or participating for the remainder of the day and in all Contests on the next Contest day of the same level (varsity, junior varsity, or otherwise) of competition from which the Coach and/or contestant was previously disqualified. For a Coach, participation in the next Contest includes any contact by the Coach with members of the Team, including other Coaches, between the time that the Team arrives at the Contest site and the conclusion of the last Contest of the day. The Principal must direct the Coach not to attend all of the Contest(s).

B. Enhanced Disqualification – Two Game Suspension

Any Coach and/or contestant who is ejected from a Contest by a state high school association recognized and/or registered official and a component of the ejection is confronting, contacting or addressing a Coach, contestant or official using foul or vulgar language, or physical contact will be disqualified from competition for the remainder of the day and for the next two (2) contests including all Contests on the next two (2) Contest days of the same level (varsity, junior varsity, or otherwise) of competition from which the Coach and/or contestant was previously disqualified. For the purposes of this provision, the jurisdiction of the official(s) to apply and enforce this rule begins upon the official's arrival at the Contest site and ends when the official (or the last of the team of officials) leaves the Contest site. The Contest site is defined as premises on which the competition surface is located and includes the entirety of the premises and parking areas.

When the Enhanced Disqualification implicates a contestant, and in addition to the two (2) Contests disqualification, the contestant may not return to competition representing the contestant's school until the contestant completes the NFHS Sportsmanship program at NFHSLearn (online) and provides a certification of

completion of the program to the student's Principal and the Principal submits the certification to the PIAA District Sport Chairman. A Coach disqualified under this provision may return to completion representing the Coach's school until the Coach completes the NFHS Sportsmanship program and Teaching and Modeling Behavior program at NFHSLearn (online) and provides certification of completion of these two programs for the Coach's Principal and the Principal submits certification to the PIAA District Sport Chairman.

A PIAA District Committee may, at its discretion, convene a hearing to address any and all disqualifications and provide additional penalties as warranted by the circumstances.

Discipline

1. Students serving in-school suspension will be not be permitted to participate in any after-school activities on the day of the suspension.
2. 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.
3. 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.
4. See the District Discipline Policies for additional information.
5. Also see rules for each extra-curricular activity provided by the Coach/Advisor and Athletic Director.

Consent of Parent/Guardian - (PIAA Constitution and By-Laws Article IV)

A student shall be eligible for participation in each sport only when there is on file with the principal a certificate of consent signed by a parent or guardian consenting to that student-athletes participation in practices, inter-school practices, scrimmages, and/or contests in the particular sport involved.

Health - (PIAA Constitution and By-Laws: Article V)

Any student wishing to participate in practices, inter-school practices, scrimmages and contests for a PIAA-affiliated sports teams for the first time during the school year must meet the following requirement(s):

1. Complete the PIAA physical application (CIPPE) on/after May 1.
2. Print the completed forms and return them in person or by US Mail after signed by the physician to the WWSD Athletics Office.
3. All forms must be completed and hand-delivered or mailed to the High School Athletics Office at 1970A Easton Turnpike, Lake Ariel, PA 18436. No Email or Faxes will be accepted (must be original document).
4. PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE).

[https://www.piaa.org/assets/web/documents/PIAA_CIPPE_FORMS_SECTION\(S\)_1_-_10\(1\).pdf](https://www.piaa.org/assets/web/documents/PIAA_CIPPE_FORMS_SECTION(S)_1_-_10(1).pdf)

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Any student who fulfills the requirements to participate in a PIAA interscholastic sport during a school year and seeks to participate in subsequent sport(s) in the same school year, must complete and submit to the WWSD Athletic Office his/her PIAA Re-Certification by Parent/Guardian form (CIPPE, Section 7) according to the schedules posed by the PIAA and WWSD Department of Athletics.

Finally, if the student-athlete is participating in wrestling, he/she must have established a minimum wrestling weight class utilizing the National Wrestling Coaches' Association (NWCA) Optimal Performance Calculator as the

mechanism to calculate the minimum wrestling weight. (The WWSD certified assessor will perform all required testing.)

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

Period of Participation - (PIAA Constitution and By-Laws: Article VIII)

No student is eligible for practice or participation in interscholastic athletics prior to entry into seventh grade. A student-athlete loses eligibility when the student-athlete has reached the end of the student's fourth consecutive year beyond the eighth grade. If the student repeats a grade after eighth, the student will be ineligible as a senior. Played six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport. Completed the work of grades 9-12, inclusive.

Participation of Secondary Homeschooled Students In PIAA Athletics

Homeschooled secondary students residing within the Western Wayne School District shall be eligible to participate in interscholastic athletics at the age-group school within their regular attendance area. Each student shall be required to follow the rules of the team and school, the policies of the Western Wayne School District and the rules and regulations of the P.I.A.A.

Transportation to and from scheduled practices and events is the responsibility of the parents of the home-schooled students except where late bus transportation and team transportation are provided by the District.

Procedures:

Parents of homeschooled students who wish to have their children participate in interscholastic athletics within the school district have the following responsibilities:

1. Register their children with the District office
2. Submit a completed P.I.A.A. physical documents and related forms to the District's athletic director before participation in tryouts, practices or competitions.
3. Prior to participation, verify with the District office the following conditions:
 - a. That their child was enrolled in and passed a minimum of four (4) full-year subjects during the last school year. This is the equivalent to four (4) credits.
 - b. That their child was not absent from instruction more than twenty (20) days during the previous semester unless eligible for exemption as stated in Article III, Section 2 of the P.I.A.A. By-laws.
 - c. That their child is enrolled in four (4) full-year, four (4) credit equivalent courses during the current school year.
4. After participation has begun, notify weekly or daily as directed the District's Athletic Director if the student does not meet WWSD and P.I.A.A. eligibility requirements for academic or attendance reasons.
5. The Western Wayne School District will perform the following responsibilities:
 - a. Announce and supervise the registration process.
 - b. Announce physical exam information through the local media.
 - c. Contact parents of homeschooled students with information regarding WWSD and P.I.A.A. academic and attendance requirements for interscholastic eligibility.
 - d. Furnish the name(s) and related information of any home-schooled students wishing to participate in interscholastic athletics for the school year to the appropriate coach(es).
 - e. Contact registered parent(s)/student(s) with information about orientation meetings, schedules, tryouts, practices, etc. for the upcoming season.

All-Star Contests (PIAA Constitution and By-Laws: Article IX)

A student will lose his/her PIAA eligibility in a sport for one year if he/she participates in an all-star contest in that sport.

Curriculum (PIAA Constitution and By-Laws: Article X)

A student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. This curriculum must be approved by and conform to the regulations of the State Board of Education, the Pennsylvania School Code, and any policies established by the local school board.

Academic Eligibility is determined both weekly and by marking period:

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.

Weekly Academic Eligibility Reports

Each Thursday, the Athletic Director will review the academic progress of all student-athletes.

Any student-athlete who is failing **two or more classes** will receive an Academic Eligibility Report identifying the courses in which they are currently failing and their current grades.

Students are encouraged to complete and submit any missing or outstanding assignments before the end of the school week. If a student's grade improves to a passing level, the teacher may verify the updated grade by signing the Academic Eligibility Report.

For students in **grades 7 and 8**, the Academic Eligibility Report must also be signed by a parent/guardian to acknowledge receipt and review of the student's current academic status.

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 are mandated to attend at least one hour of remedial tutoring daily (Monday-Thursday) 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.

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 fifteen (15) 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 or designee 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.

Season and Out-Of-Season Rules and Regulations (PIAA Constitution and By-Laws: Article XVI)

Each sport has a defined-season which includes the first Practice day, the first Inter-School Practice or Scrimmage day, the first Regular Season Contest day, the last Regular Season Contest day, the District Deadline, the dates for PIAA Championships, the maximum number of Regular Season Contests and the maximum number of Regular Season Inter-School Practices or Scrimmages. All PIAA member schools must comply with the defined-season established for each sport.

Out-of-Season Activities. Outside of the defined-season for sports:

1. PIAA member schools may not sponsor Teams in that sport;
2. PIAA member schools, Coaches and/or students of PIAA member schools may be involved with sports activities such as training programs, recreational activities, Open Gyms, clinics, and camps provided that any participation by Coaches and/or students is as private citizens;
3. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on Teams that are not affiliated with PIAA member schools. Coaches and other PIAA member school personnel may not require a student 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; and
4. The school's interscholastic athletic uniform may not be used by community organizations, groups, or students; however, the Principal, may permit community organizations, groups or students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies.

Conclusion of Regular Season.

Except as provided below, all activity in a sport, including Practice, must terminate by the last Regular Season Contest day in that sport unless the Team is entered into District or Inter-District Championship Contests. If the Team is entered into those Championship Contests, all activity in the sport must terminate on the day of elimination from such Championship Contests.

Open Gyms.

Open Gyms are limited to two hours per day and three days per calendar week outside the defined sport season during the school year. Weight training and conditioning activities are not considered Open Gyms and may be held daily so long as they are voluntary and not compulsory.

Within 10 days prior to the start of each sports season, no student enrolled at a PIAA member high school may participate in any team competition on a team on which all other players and at least one coach are also affiliated at that student's school.

Team Rules

Specific team rules will be determined by the coach and will be approved by the Athletic Director. These are to include, but are not limited to, rules governing attendance at practice sessions, games, and performances. When developed, a copy of these rules will be kept on file in the office of the Athletic Director for all athletic activities. A copy signed by both the student-athlete and parent/guardian will be kept on file by the coach.

Communications

All communications, among and between players and coaches (outside of practices and contests), must be done through the school announcements. If communication through the school is not possible, then coaches will use a School approved communication App. The purpose of the communication 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 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

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.

Supervision

Student-athletes MUST be supervised at all times. This includes locker room facilities and lobby areas where student-athletes wait for rides, as well as practice and competition areas. All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be last to leave the facility after a practice or competition.

Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the intention of team initiation or membership; for our purposes, this refers to any sports team recognized by the Board of School Directors. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student participates willingly.

The WWSD does not condone any form of initiation (i.e., hazing) as part of any school sponsored interscholastic sports- team activity. The District has adopted a policy prohibiting the involvement of students, volunteers and employees in any hazing activity; no student athlete, coach, volunteer or District employee shall plan, encourage, assist or engage in any hazing activity. In accordance with WWSD Board policy # 247.

Uniform and Equipment

The District provides all uniform and equipment necessities except shoes to student-athletes. All items remain the property of WWSD. Student-athletes are held accountable for the uniform and equipment issued to them and is responsible for using them in compliance with instructions as provided by the coaches and athletic training staff. Items are to be returned directly to the coach or equipment manager in a timely manner at the end of the season. No student-athlete is permitted to tryout or participate in another sport until all uniform and equipment obligations have been fulfilled from any previous season(s). An obligation form will be completed and forwarded to the athletic director. **See Appendix**. Unreturned items are subject to collection through the Athletic Department.

Squad Limits and Squad Selections

Many sports teams have no squad limits; therefore, all students who meet eligibility requirements and participate in try-out activities/practices become part of the team. However, the nature of certain sports limits the number of team members who can be effectively managed by the coaching staff and/or facilities. Coaches, as the designated professionals in charge of these sports will make student-athletes aware of the criteria for selection. The coaches will maintain records of try-out evaluations and will provide sufficient opportunity to fairly evaluate and rank student-athletes.

Students not selected for a squad may be permitted to try-out for another sport during the same season, provided the selection process for that team has not been completed. The student-athlete must contact and obtain approval from the coach no later than two days after receiving notification that he/she was not selected for the first sport he/she attempted to join.

Team Travel

It is expected that all student-athletes will use the transportation provided by the school district to travel TO and FROM athletic contests. There are several reasons for this procedure but foremost are safety, security, and legal liability. The school district realizes that there are exceptions or extenuating circumstances that may be approved by

the coach(es). For those circumstances, the following procedures must be followed:

- All students wishing to ride home from an event with their family, may do so, but ONLY with their parent or legal guardian
- Parents / guardians must sign the provided roster indicating their intent to take their child home from an event
- Students who require ANOTHER family to transport them from an event, must submit completed and signed "Transportation Release Form" no later than the day prior to the competition - both families must complete and sign the form
- Forms are available in the athletic office or from the coach

Student- athletes who miss the bus and arrive at a contest are not permitted to participate unless the coach with approval of the athletic director gave prior approval to the student-athlete's parent or legal guardian.

Circumstances during season competition may warrant overnight travel to sporting events. In that case, all school district/athletics department/team policies, procedures, rules and regulations are in effect. Violations of these standards will result in disciplinary action according to the appropriate Student Handbook and School District Code of Conduct as well as Student-Athlete / Parent Handbook. **See Appendix.**

Profanity

Profane and obscene language will not be tolerated. The use of profane and obscene language during practice sessions, athletic contests, or performances by a student will result in disciplinary action by the coach or advisor. Disciplinary action taken by the coach or advisor may lead to suspension or removal from the activity for repeat offenders.

Practice and Competition Attendance Requirements

A student-athlete should regard his/her attendance at all WWSD practices and competitions as a very high priority. Practice, just like a game, is a team event that has meaning and value to all members of the team. This expectation is based upon:

- Given that the competition is extremely high among WWSD students to be selected for a position on a team's roster or to achieve a starting role on a WWSD team, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity.
- Missing practice or competition may hinder a student-athlete's individual skill, attitude and knowledge development; weaken his/her role on the team; and affect the team's performance, chemistry, and chances for success.
- PIAA By-Laws base a student-athlete's post-season eligibility upon attendance at his/her school's practices and competitions: Article IX, Section 5 states, "A student who participates as an individual or as a member of a team in a sport in an athletic program other than that of the student's school, who is enrolled at a school having a team in that sport, shall be ineligible to participate in the District or Inter-District Championship Contests in that sport unless the student has been in uniform and available to participate as a member of the student's school team in that sport for at least 75% of the regular season contests... and if a student's practice in an athletic program other than that of the student's school does not meet the practice requirements of the student's school as determined by the Principal, the student shall be ineligible to participate in the District or Inter-District Championship Contests in that sport."

Excused Absences

A student-athlete's absence from a WWSD practice or competition will be excused for the following three reasons:

1. Missing any beginning-of-the-season try-out or practice sessions because of family vacation only when the

student-athlete provides written notice of his/her plans to the head coach at least one week prior to the first day of official practice/try-out. In addition, the student-athlete must be in attendance for his/her try-out session(s) for teams that make cuts before the final squad selection has been made.

2. Circumstances generally approved by the WWSD for absence from school (illness/injury, religious observance, educational trip, co-curricular field trip, special academic pursuit, state or nationally controlled academic testing, family commitment, or doctor's appointment).

Considerations:

- a. Student-athletes should always communicate an upcoming absence as far in advance as possible to the head coach.
- b. Because of the broad scope of district activities, conflicts may occur between an athletic event and another WWSD-sponsored activity. When a conflict occurs, the student-athlete and coach should work out a reasonable solution that will be in the best interest of the student-athlete utilizing these criteria:
 - i. The relative importance of each event
 - ii. The importance of each event to the student
 - iii. The contribution the student can make to each activity
 - iv. When the events were scheduled

Once the decision has been made, the student-athlete will not be penalized by the coach or advisor of the event not chosen.

Consequences for Unexcused Absences

Failure to follow these rules, or any additional team-specific rules publicized by the coach, will result in consequences being charged to the student-athlete. Actions may include, but are not limited to, suspension from team activities or dismissal from the squad. It is intended that compliance with these attendance requirements will help each student-athlete to best develop his/her own talents and to best contribute to the development of the strongest possible interscholastic athletics team and program.

Sunday Practices

No team representing the Western Wayne School District shall participate or practice for any interscholastic athletic contest prior to 1:00 p.m. on Sunday.

Playing Time

The interscholastic athletics philosophy of the WWSD identifies the standards for participation and playing time at each level of sport activity. (WWSD Board Policy No. 123) It is the charge of each sports team's coaches solely to make determinations regarding playing time based upon their observation and evaluation of athletes during try-outs, practices, and competitions in accord with the principles of the WWSD's philosophy of interscholastic athletics.

Specific Goals of Middle School/Junior High Teams: Introduce and develop the skills and rules of the sport, present an opportunity for an athlete to experience a specific sport. Introduce young athletes to interscholastic competition and allow an athlete to explore further study in a specific sport. Give all participants playing time in games, if athletes have attended practice, worked to their potential, have the proper attitude, and have committed to the team. Athletic skill and game situation are also factors.

Specific Goals of Junior Varsity Teams: Further develop the skills and knowledge of the sport and increase the intensity of the competition to prepare the athlete for the varsity level in that sport. Give all participants playing time based upon practice attendance, work ethic, attitude, commitment to the team and athletic skill.

Specific Goals of Varsity Teams: Develop skills and knowledge to their highest level. Allow talented athletes the opportunity to excel and prepare them for future competitions. Compete for Conference, District and State Championships. Expect all members to be positive role models and mentors for younger students.

Multiple Sport Participation

Students are encouraged to participate on as many different sports teams as possible during their school careers. However, for a student to participate on more than one team per season can be extraordinarily difficult and may not in the best interest of the student or the teams. Athletes wishing to pursue multiple sport participation within the same season require the approval from the Athletic Director. A student who wishes to participate in multiple sports within the same season must determine which sport will be their primary prior to the season in the event of conflict in schedules.

"Playing Up"

There may be a circumstance in which the skill level of a student enrolled at a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team that is offered for students of a higher grade. (For example- a ninth grade wrestler participating at the varsity/JV level-comprised of the 10th, 11th, and 12 graders-rather than at the junior high level-made up of 7th, 8th and 9th graders.) Program coaches or student-athletes and their parents may initiate the process; however, when an initiative to do so is made, PIAA By-Laws and WWSD athletics department protocol must be followed.

Coaches, parents, the student, Principal and Athletic Director must be in agreement that this move is in the best interest of the student and beneficial to the team; final approval rest with the Principal and Athletic Director.

Injury Management

Participation in interscholastic athletics comes with inherent risks. Unfortunately, despite attention to, instruction of, and adherence to principles of safe sport play, injuries may occur. Parent and student-athletes must acknowledge this risk.

The WWSD is committed to the belief that proper care of injuries is critical to the students in the athletics program. A National Athletic Trainers Association Certified and Pennsylvania State Level Licensed Athletic trainer is provided by the school district to furnish care and rehabilitation of athletic injuries. Additional certified Athletic trainers, Marywood University Athletic Training Students may assist the head certified trainer. However, given the size of the athletics program, it may be impossible to provide coverage at every scheduled event. The athletic trainer will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be high injury-risk sports will receive primary coverage. In the event a certified Athletic trainer is not present, the coach in charge of the activity will assume responsibility.

If an athlete believes they need evaluation from an athletic trainer, the athlete may communicate this to their coach who will contact the athletic trainer. The athletic trainer can see the athletes during practice and game times and also before, during or after school.

If an injury has occurred during off hours or at an away event, the athletic trainer will still be contacted and will communicate evaluation options (meeting at the school on next practice day, referring to a doctor, referring to the ER). Parents are advised to always act on the side of caution and may seek medical advice from medical professionals at any time, especially if an injury appears emergent.

When a WWSD athlete requires transport by emergency services where the athlete's parents/guardians are not present a coach or school representative will accompany the athlete.

An accident report will be completed by the Athletic Trainer and filed with the Athletic Director. **See Appendix.**

Return to Play Criteria

Following a complete physical assessment, the certified athletic trainer(s) may, at his or her discretion and in accordance with approved protocols, return a student-athlete to practice or competition unless the student-athlete is under the current (proximate) care of a licensed physician. When the student-athlete is under the care of a licensed physician, the certified athletic trainer must have written documentation from the physician/surgeon stating that the athlete is cleared to return to sport. Final return to play decisions will be made ONLY in cooperation and agreement

with the treating licensed physician, certified athletic trainer and in accordance with approved protocols, policies, and procedures. If a student-athlete is not being seen by a licensed physician following an injury, the certified athletic trainer will determine when the student-athlete returns to practice or competition.

Insurance Procedures

Western Wayne carries a medical insurance plan which covers all student-athletes participating in the program of interscholastic athletics. The School District provides excess or supplemental coverage designed to pick up balances left by the family or employer group insurance. If the student's insurance does not cover the service, the bill will be paid by the school insurance plan. If the student's insurance does not cover a service, a statement is needed from the student's primary insurance stating this. The plan covers injuries that occur during the play or practice of a covered sport and when traveling on an authorized trip.

Plan Highlights

- The plan covers the first \$100. After this the student/parent's primary carrier gets billed. If there is a balance the rest of the bill will be covered under the school insurance carrier.
- After an injury that needs to be seen by a doctor, the athletic trainer will contact the insurance company. The insurance company will then mail the student/parent an insurance form to be filled out and signed. This must be returned to the insurance company to be processed fully.
- All medical needs must be seen by a doctor 90 days after initial injury date.

Claim Procedure

All medical bills for the student-athlete incurred as the result of an accident in the athletic program will be sent directly to the student-athlete's home address unless the school district has instructed the medical vendors otherwise. In some cases the athletic department may get a copy of the bill, but in no case will the athletic department be the primary place for the bill incurred to be sent.

- A. If you receive a medical bill incurred by your family, you must submit it directly to your family or employer group coverage plan. They will do one of two things:
1. Honor the claim and pay all or a portion of the bills incurred
 2. Not honor the claim and send you a letter of denial.

- B. If there remains a balance after your family, employer group insurance or plan has contributed towards the claim; send the claim sheet from the insurance company and a copy of the itemized bills incurred to the insurance company directly at: **NAHGA Claim Services, P O Box 189, Bridgton, ME 04009 – email: claims@nahga.com – phone: 800.952.4320, fax: 207.647.4569**

If you receive a letter of denial from your family, employer group insurance or plan administrator, then send the letter of denial and a copy of the bills incurred to the athletic trainer/athletic director. If no coverage is available, a letter from your employer with verification will be necessary.

Please Note:

If the primary family coverage is through an HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization) you must follow the proper procedures required by your plan in order for the school's insurance to satisfactorily complete its portion of the claim. This is especially important if your plan requires preauthorization for treatment out of your plan's service area.

Rules and Regulations of the Athletic Training Room

- The Athletic Training Room is a medical facility, act appropriately.
- Use universal precautions to protect yourself and others from infectious diseases.
- Be respectful of the Athletic Trainer's time and efforts to assist you.
- Be courteous and polite to all Athletic Training staff and Athletic Training students; anything less may be grounds for removal from the facility.
- The Athletic Training Room is co-educational facility, dress accordingly.

- Only student-athletes receiving treatment or waiting to see the Athletic Trainers should be in the Athletic Training Room.
- First come first serve; teams going away have priority.
- No obscenities.
- No Equipment (bags, cleats, etc...) in the training room.
- Shower before coming to the training room if getting an evaluation or rehab after practice.
- Do not remove anything from the training room without permission from the athletic trainer.
- Under no circumstances should the electric stimulation or ultrasound units be used by anyone other than the Certified Athletic Trainer .

Safety in Youth Sports Act Senate, Bill No. 200

Establishes standard for managing concussions and traumatic brain injuries to student-athletes. Athletic activity is defined as interscholastic athletics, an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school entity (intramurals), including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

A coach shall complete the concussion management certification-training course offered by Centers for Disease Control and Prevention, the National Federation of State High School Associations (www.nfhslearn.com) or another provider approved by the Department of Health. A coach, intramural activity coordinator, supervisor or volunteer shall not coach an athletic activity until the coach completes the training course and provides proof to the Western Wayne School District athletic department annually.

Penalties:

First violation: Suspension from coaching any athletic activity for the remainder of the season.

Second violation: Suspension from coaching any athletic activity for the remainder of the season and for the next season.

Third violation: Permanent suspension for coaching any athletic activity.

Sudden Cardiac Arrest Law for Youth Athletes, House Bill 1610

Like the concussion law, the approved measure requires that any student-athlete who exhibits symptoms of sudden cardiac arrest during an athletic activity be removed from play immediately. Furthermore, a student-athlete must be held out of all athletic activities if he or she exhibits any signs of cardiac arrest before or after an event.

Under the law, coaches must complete an annual training course about sudden cardiac arrest, and cannot coach an athletic activity until they complete the training. A coach, intramural activity coordinator, supervisor or volunteer shall not coach an athletic activity until the coach completes the training course and provides proof to the Western Wayne School District athletic department.

Quitting a Team

If a student-athlete wishes to quit a team after the start of the season, they must meet with and inform the head coach who will in turn notify the Athletic Director in writing.

Understand that any athlete who quits (stops participating or discontinues membership) a team after the season starts

(after the first game or match is played) is not permitted to start practicing or begin attending open gym/field sessions with another school team until the entire season is concluded for the varsity team.

A student-athlete who chooses to no longer participate in a sport shall not be subjected to ridicule or embarrassment.

Suspension from a Team

The Coach of the sport, Athletics Director or Principal, may make suspensions from a team. The coach, athletics director and/or the building principal will confer with one another before such action is taken. Causes for suspension include violations of team, athletic department, and school and district rules and/or policies. If a student-athlete is under investigation for dismissal from a team, the coach, Athletic Director, or Principal may invoke a suspension until the investigation is complete as per Due Process procedure.

A student-athlete who is suspended from a team or loses eligibility to participate in a sport shall not be subjected to ridicule or embarrassment.

Dismissal from a Team

Removal of a student-athlete from a team may be made by the coach of the sport, Athletics Director, or Building Administrator for severe or repeated violations of team, department, school or District rules and/or policies. The coach, Athletic Director and/or Administrator will confer with each other before such action is taken. If a student athlete is under consideration for suspension from a team, he/she has the right to due process.

Any student-athlete dismissed from a team will not be permitted to participate on another school team during that sport's season and is not permitted to start practicing or begin attending open gym/field sessions with another school team until the season is concluded for the varsity team. WWSD School Board policy may further restrict a student's participation during that school year.

A student-athlete who is dismissed from a team or loses eligibility to participate in a sport shall not be subjected to ridicule or embarrassment.

Due Process

The following procedure has been developed by the WWSD Athletic Department to provide due process in the event a student is under consideration for suspension or dismissal from a team:

- The Coach, Athletic Director or Principal will notify the student-athlete and the student-athlete's parent/guardian of the possibility of suspension or dismissal, its proposed date/time of effect, and the infraction that prompted the consideration of this consequence. This notification may take place in person or by a phone call.
- The student-athlete and his/her parent/guardian will then be afforded the opportunity to reply to the charge and present evidence.
- If requested, such conference will be held as soon as possible as mutually agreed upon by the Principal, Athletic Director, the student-athlete, and his/her parent/guardian.

Nothing contained in this section denies a student or parent/guardian of his/her right to then appeal to the Building Principal, Assistant to the Superintendent, Superintendent, School Board, or the courts or to be represented by counsel at any stage of the process.

Safe to Say

If there is any student who wishes to anonymously report any concerning activity to the Pennsylvania State Police and Western Wayne School District Administration, they may utilize the Safe to Say website, hotline or app.

Download the application, call 1.844.SAF2SAY or log on to <https://www.safe2saypa.org/> to report concerning activity 24 hours a day.

Violation of Policy

Western Wayne School District stresses sound principles for healthy living. Prohibition on the use of drugs, alcohol, tobacco products, chewing tobacco, steroids, stealing, vandalism, hazing or gross misconduct apply to all students participating in extra-curricular activities. The policy mandates the disciplinary actions listed below for any student violating this policy. Any student participating in extra-curricular activities who is present at an event where alcohol/drugs are being used illegally will be considered in violation of this policy.

The penalty for a first violation of this policy for possession/use of alcohol, or drugs, steroids, or misconduct in or out of school will result in a two week suspension. If less than two weeks remain in the extracurricular activity, the remainder of the suspension will apply to the next activity in which the student participates. A suspended student may not join an activity for the purpose of serving a suspension and then quit the activity.

A student suspended from extra-curricular activities due to a first offense violation may attend practice, or attend any contests or performances for the duration of the suspension but may not participate in any way. This includes contests or performances that are held outside of the Western Wayne School District.

Any student that is required to serve a two week suspension for a first offense violation must complete the entire season in order for the suspension to be fulfilled. Students who are suspended from an extra-curricular activity will be ineligible to receive school awards other than participation certificates/letters.

If a student violates the policy by possession/use of alcohol, drugs, steroids, or performing acts of misconduct for a second time, the student will be suspended from all extra-curricular activities for a period of twelve (12) weeks. The High School Principal may extend the suspension of the second violation to one calendar year for violations that are similar in nature to the first offense violation.

For the purpose of this policy, the definition of a complete season is twelve (12) weeks from the date of the second violation, and a calendar year is defined as one year from the date of the second violation.

The use or possession of alcohol/drugs/steroids on school property, distribution of alcohol/drugs/steroids, hazing or gross misconduct are considered major offenses and will require major disciplinary action. Violations of this type will result in suspension beyond the two-week period for a first offense and may be considered severe enough to have a student removed from an activity entire season. Additional consequences enforced will be consistent with PA School Code, Western Wayne Board Policy and the Western Wayne Student Handbook.

When it has been determined with reasonable certainty by school administration, within the season of violation, that any student participating in an extra-curricular activity is found to be in violation of the policy, he/she will be subject to the following:

- 1st offense Parent/Guardian Notification, SAP Team Referral. 2 week suspension. Must abide by SAP recommendations before participating in any further activities.
- 2nd offense Parent/Guardian Notification, SAP Team Referral. Suspension for 12 weeks. Must abide by SAP recommendations before participating in any further activities.
- 3rd offense Parent/Guardian Notification. Permanent suspension from all extra-curricular activities.

The final decision concerning the action taken regarding the aforementioned violations will be made by the Principal.

Declaration of Ineligibility

When declared ineligible for competition because of inability to meet PIAA academic or attendance standards, a student-athlete may (with the approval of the Head Coach) attend and participate in practices or team meetings and accompany the team to competitions; however, he/she may not do so in uniform.

When declared ineligible for practice, meeting or competition because of inability to meet the WWSD daily attendance requirement or conduct codes, a student-athlete may not participate in practices or team meetings, nor may he/she accompany the team to any competition (home or away events and scrimmages).

College Recruiting

Coaches are to aid student-athletes in their sport who have indicated a desire to participate in athletics at a post-secondary institution. All students deserve the best guidance possible in making college and/or career plans. The student-athlete belongs to a special population because the assistance he/she needs must be provided by coaches, counselors, prospective college coaches and parents.

Coaches should be aware that as collegiate recruiting personnel will contact you and the Athletic Office seeking information about WWSD student-athletes, in compliance with FERPA (Federal Educational Rights and Privacy Act), directory information about a student (name, address, phone number, honors and awards, etc.) may be disclosed to college recruiters as requested. Please keep the Athletic Director aware of all college commitments.

Music For Pre-Game Warm-Ups & Practices

If a team wishes to play “warm-up” music in the venue during their pre-game routine or during practice, they must secure authorization prior to the event from the Head Coach. Student-athletes from a team (or the team’s booster club) must present for review a legible, printed copy of each song’s lyrics along with a copy of the entire playlist at least one week before the date of intended use. Lyrics that contain sexually suggestive messages, references to drugs and alcohol or profanity will not be authorized.

Coach/ Athlete / Parent Relations:

An effective working relationship among the Coach, Student-Athlete and Parent benefits the quality of each person's experience and contributes significantly to the success of the entire team. Establishing this relationship requires that each of the three individuals understands his/her role in the process and communicates openly and honestly with the other persons.

To open the communication channels, the coaching staff will hold a pre-season orientation meeting at which time the following topics may be addressed:

- Introduction and related background experiences of the coaching staff
- General plans for the upcoming season
- PIAA, District, school, department and team philosophies, procedures, rules and expectations as covered in the Student-Athlete’s Handbook and team handouts
- Locations and times of practices and competitions
- Helpful tips on how parents/guardians can best support their child during the season
- How best to reach the Coach (by phone or e-mail) and a confirmation of how best to reach each parent/guardian.

Student-Athletes and their parents are responsible for asking questions to clarify their understanding of any topics discussed at the meeting or published in any other material (such as the “Student-Athlete / Parent Handbook”).

Student-athletes and parents are also responsible for confirming mailing addresses, phone numbers, email addresses and must inform coaches of any anticipated conflicts in the proposed practice/competition schedule.

Communication

In a time of question concerning an appropriate topic, the following procedures are to be followed in the attempt to resolve the problem:

- Avoid telephone and email discussions if possible. Speak face-to-face (at an appropriate time; see below) with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the student-athlete and coach, however this contact should be made at a time other than during a practice or competition. Speaking privately with the coach or in a place away from other team members is preferred.
- If the problem is not resolved at this primary-level meeting, a conference which includes the coach, student-athlete and parent/guardian may take place. However, none of these persons should be confronted immediately

before or after a practice/competition to discuss the matter.

- Always call or e-mail to set up an appointment. If the coach cannot be reached in this manner, the parent/guardian should contact the athletic office in order to obtain assistance in reaching the coach.
- If a resolution still is not gained after this conference, contact the Athletic Director in for input as to how to proceed. The Athletic Director will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion.

Order of Communication

1. Player meets with position coach and/or head coach
2. Player meets with Athletic Director
3. Parent/Guardian meets with position and/or head coach
4. Parent/Guardian meets with Athletic Director
5. Communication with the Building Principal
6. Communication with the Superintendent

Parent - Coach Meetings

It is anticipated that communication between any of the parties can easily and respectfully be conducted throughout the season. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or comprehension of a policy/procedure. The meeting time should be scheduled ahead of time and must not interfere with game, practice, or meeting times.

**** If a parent(s) has an issue with any of the appropriate concerns that are mentioned above, as a general rule, the parent should wait 24 hours after the conclusion of practice or contest to contact the coach****

Topics that are ACCEPTABLE as appropriate for discussion are:

1. The student-athlete's school attendance or academic performance
2. The student-athlete's behavior in school, with the team, or in the general public as it pertains to the team's reputation
3. The student-athlete's role on the team
4. The application of PIAA, District, department and team philosophies, procedures, rules and expectations for WWSU student-athletes
5. Suggestions to improve a student-athletes skill acquisition, knowledge and attitudes relevant to the sport
6. Information about recruiting and recommendations about a student-athlete's suitability for play at collegiate levels
7. Management of injuries incurred by the student-athlete However, there are also topics which are not appropriate for discussion. These include certain prerogatives for which the coach alone has jurisdiction with the bounds of school district philosophies, regulations and policies.

Topics that are NOT ACCEPTABLE as appropriate for discussion are:

1. Other player's roles on the team
2. Selection, placement and determination of playing time
3. Establishment and enforcement for all guidelines and training rules related to the activity
4. Appointment of practice times, dates and procedures
5. Preparation and execution of all travel arrangements for the team
6. Creation and implementation of competition strategies
7. Management or determination of all awards

Permissible Practice Visitation

It is the understanding that athletics is an extension of the classroom. Thus, the head coach has the ultimate discretion determining whether or not parents, guardians, family, friends or other may attend or be present at practices. Player, coach and spectator safety will play an important role in the decision.

The following conditions shall be observed for all parents, guardians, family, friends or other at team practices when a coach agrees to allow practice visitation:

- During the visit, all visitors must remain in the spectator seating area if available.
- If no spectator seating area is available, visitors must remain outside of the gym/room/field or within a coach designated area.
- There will be no contact, either verbal or nonverbal, with any of the coaches, support staff, other personnel, and/or athletes during practice (see above communication protocol for clarification).
- There will be no coaching of athletes directly or indirectly.
- There will be no photos, video or audio recording of players or practices.
- Cell phones should be on silent and any necessary phone conversations would need to occur outside of the practice gym/room/field.
- The coach may terminate a visit at any time if it is determined that the visit is disruptive to the coaches, other personnel, and/or athletes.
- For reasons of safety and the smooth operation of the team practice, those who are within an unauthorized visiting area without permission and/or those who have been denied permission to visit a practice will be considered to be trespassing. Trespassers may be prosecuted.

NOTE: Invited guests or requests from media, visiting coaches, alumni, or other outside entities will be granted on a case by case basis by the head coach.

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.

Visiting Teams and Spectators

Visiting teams and their fans are GUESTS of Western Wayne School District and should be welcomed to our gyms, courts, and fields with great respect and cordiality. Any action meant to demean opposing players, coaches or fans is not in the highest ideal of interscholastic education and will not be tolerated. The goal of our Athletic Department is to create a culture that is enthusiastic for our student athletes and is respectful of our opponents and fans.

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. Late buses will be offered at 4:30PM and 5:30PM. These times may be subject to change depending on the usage throughout the school year. In the event of a change, communication will be sent out from the transportation office.

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 Administration. (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.

Overnight Events

Any Coach/Advisor who attends an out-of-town, overnight event must have approval from the Principal prior to securing hotel accommodations. A field trip request form must be completed and approved.

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.

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 athletics website <https://western-wayne.bigteams.com/>., *Facebook*, *Twitter* or the "Remind APP" as soon as possible. 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.).

Early Dismissal Because of Inclement Weather

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

Release Time

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.

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.

Coaching Salaries

Professional employees will be given first opportunity to apply for extracurricular activity positions.

Beginning 2021-2022, upon hiring, the District may recognize no more than seven (7) years outside of the District coaching experience in the same sport and at the same level of competition (i.e. varsity, junior varsity, etc.)

PIAA Post Season Play

PIAA post-season play compensation will be calculated using the sport's base salary (not counting years-of-experience factor) divided by the number of weeks in the regular season which starts from the first eligible practice day until the last competition/game of the regular season. Post-season pay is only available for coaches designated to the level of the team or individual who participated in a post-season contest. Other coaches not designated to the level of the team or individual may assist during post-season practices and/or contests on a voluntary basis.

Social Media Position Statement

Social Media has become engrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Western Wayne School District recognizes and supports its student-athletes' and coaches' rights to freedom of speech, expression, and association, including the use of social networks. In this context, each student-athlete and coach must remember that participating and competing for the Western Wayne School District is a privilege, not a right. The student-athlete and coach represent his or her high school and the WWSD, and therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, school division and WWSD rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.

Also prohibited are all on-campus connections to off-campus violations of the policy.

- Use of school computers to view off-campus postings.
- Students accessing posts at school on their own devices.
- Distribution of hard copies of posts on school property.
- Re-communication on campus of the content of the posts.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation for suspension/expulsion.

PA Code Title 18 § 2709. Harassment.

- (a) Offense defined.--A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:
- (1) strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
 - (2) follows the other person in or about a public place or places;
 - (3) engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
 - (4) communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
 - (5) communicates repeatedly in an anonymous manner;
 - (6) communicates repeatedly at extremely inconvenient hours; or
 - (7) communicates repeatedly in a manner other than specified in paragraphs (4), (5) and (6).
- (a.1) Cyber harassment of a child.--
- (1) A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:
 - (i) seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition; or
 - (ii) threat to inflict harm.

Social Media Guidelines for Student-Athletes

1. Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember - once posted the information becomes the property of the website.
2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Social networking users can learn is that anything you post online enters the public record. High school students should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

Lightning Procedure

Develop an evacuation plan, including identification of appropriate nearby shelters. Criteria for suspension and resumption of play / practice:

- When thunder is heard, or a lightning bolt is seen, the Thunderstorm is close enough to strike your location with lightning.
- Suspend play / practice and take shelter immediately.
- Thirty-minute rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play/practice.
- Any subsequent thunder or lightning after the beginning of the 30 minute count reset the clock and another 30 minute count should begin.
- Hold periodic reviews for appropriate personnel.

Fitness 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. Coordinate the use of the fitness center and/or weight room with the Athletic Director.

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. All alumni or community members must get administrative approval and complete a *Western Wayne High School Fitness Center & Weight Room – Waiver and Release of Liability Waiver*, which will kept on file at the athletic department and high school office. [See Appendix.](#)

School Colors

The school colors are black and gold.

School Logo



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

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:

- Have control over all interscholastic athletic relations in which his/her school participates.
- Sanction all athletic contests in which his/her school participates.
- 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.
- 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

- Organizes and administers the overall program of interscholastic athletics for the district.
- Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- 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.
- Assumes the responsibility for the organization and scheduling of all interscholastic athletic events.
- Makes all necessary arrangements to accommodate visiting teams.
- Makes all necessary arrangements for the use of playing fields and facilities for non-school athletic organizations.
- Arranges the practice schedule for the Coaches on the fields and in the gymnasiums.
- Arranges with the School Nurse and Athletic Trainer for the physical examinations of all athletes prior to the beginning of practice for each season.
- Properly prepares eligibility lists for each sport and sends such lists weekly to the coach and classroom teacher.
- Purchases, prepares, and arranges for the selling of tickets at home games where an admission is charged.
- Arranges for the printing and distribution of schedules.
- Hires and pays officials, police, ticket sellers, collectors, and time keepers, and score keepers where necessary.
- Arranges for the transportation of teams and cheerleaders for away athletic events.
- Supervises all home events.
- 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.
- Keeps the Principal, Coaches, and Advisors informed of all problems related to the athletic program.
- Works constantly to promote a sound athletic program that will involve a greater number of students.
- Assists in the selection of Coaches for the various sports.
- Assists the Varsity Club in its activities and acts as the liaison between the Varsity Club Advisor and school administration.
- 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 Coach

- Prior to the beginning of each activity, the Coach 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 shall explain all rules and regulations to the participants, while reviewing the Student Athlete Handbook with them. Finally, the signature form **in the back of the handbook** is to be signed by the participants and collected by the Coach prior the first practice.
- 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.
- 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.

- Plan pre-season and regular season practice sessions.
- Observe all PIAA starting dates for practices and season and out-of-season rules and regulations.
- 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.
- 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.
- 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.
- 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 (See Appendix) and forwarding it to the 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 shall monitor, maintain, and have forms with him/her at all times (practices, scheduled contests, and/or other team activities)
- Be responsible for all equipment used by his or her sport.
- Recommend the hiring of Assistant Coaches, and complete evaluation for them at the end of the season.
- Assign the duties of the Assistant Coaches.
- 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.
- Present to the Varsity Club Advisor, at the end of the season, a list of awards and participants for the season.
- Compile team rosters (eligibility lists) for distribution by the Athletic Director.
- Complete and present to the Athletic Director, prior to the first scheduled contest, the PIAA eligibility form for all participants.
- Attend league meetings when requested.
- Submit requisitions for supplies and equipment for the following year. See Appendix
- Select student managers and instruct them in their responsibilities and conduct.
- Be present and award letters at end of year awards program.
- Be responsible for the distribution of awards at district ceremonies.
- Complete and return to the Athletic Director the End of Season Checklist. See Appendix.
- All uniforms and/or school materials must be collected, inventoried, and packed for cleaning (if necessary) at the end of the season. See Appendix.
- Notify the Athletic Director prior to changing, canceling, or missing a practice.
- 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. See Appendix.
- Shall check league rules for publicity responsibility, to ensure that the results of all contests are reported to the media in a timely fashion.
- Shall inform the Athletic Director of the need for money for hotel accommodations and meals for participants and coaches for out of town playoffs.

- Shall have participants ready to board buses at the designated times.
- Attend meeting for Athlete of the Year nomination for the Varsity Club Advisor for the Sports Banquet.
- 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).
- 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) and Fundamentals for Coaching 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 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> See Attached.
- Adhere to the good sportsmanship expectations set forth by the National Federation of State High School Associations:

Expectation 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.

2026-2027 Important Dates

- August 10th – Varsity Football Heat Acclimation, First day of Golf
 - August 17th – Fall Sports Official Start Date
 - August 27th – First Day of School
- November (Date TBA) - Free Winter Sports Physicals
 - November 20th – Winter Sports Official Start Date
- February (Date TBA) - Free Spring Sports Physicals
 - March 8th – Spring Sports Official Start Date
- May (Date TBA) - 2027-2028 Free Sports Physicals
 - May 26th – Athletic Awards Night (Grades 9-12)

Code of the Wildcat Athlete

- 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.

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.
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.

Requirements By Sport

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

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. 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 field. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

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. 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. 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/field. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

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. 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 course. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

FOOTBALL

The athlete must have participated in at least one-half (1/2) of all varsity quarters unless excused by the Coach. 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 field. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

INDOOR TRACK & FIELD

The athlete must have played in at least one-half (1/2) of all meets. 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 track. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

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. 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 field. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

TENNIS

The athlete must have played in at least one-half (1/2) of all varsity matches. 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. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

OUTDOOR TRACK & FIELD

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. 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 track. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

VOLLEYBALL

The athlete must have played in at least one-half (1/2) of all varsity games. 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. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

WRESTLING

The athlete must wrestle in 10 varsity matches or more, or have shown dedication and steady improvement throughout an entire season. 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. Any athlete injured and unable to attain the above requirements may be awarded a Varsity letter as determined by the coaching staff.

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

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.

Types of Awards

Varsity Letters – When the student meets all the requirements for a “Varsity Letter” in any activity, he/she will be awarded, chenille WW emblem, and a pin identifying that activity. For each subsequent varsity letter won, the student will receive the appropriate pin. We will recognize three (3) athletes from each team with awards in the following categories. Any other awards specific to your sport you wish to recognize your athletes will be provided by your booster or student activity account.

Most Outstanding Athlete (MVP) trophy is presented to the player making the best all-around performance in the sport. The record is based on ability and improvement during the season, scholastic standing, sportsmanship and faithfulness in training.

Wildcat Coaches Award is awarded by the coaches to the athlete, though playing time is limited, possesses a tremendous team-first attitude which makes a positive contribution to the team through attitude and example. These are the players coaches love to have on their team because they come to practice every day with spirit, enthusiasm, a great work ethic, and a positive attitude.

Most Improved Athlete is someone whose shows the most improvement throughout the season, demonstrates a willingness to learn and grow, exhibits team spirit, and has excellent attendance at practice and games. This athlete’s individual skills, confidence, and understanding of the game have grown. Any additional awards will sponsored/paid by a Booster Club, Civic Organization, etc.

Awards Banquet

At the end of the school year, the Western Wayne Athletic Department 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.

The Western Wayne School District administration congratulates all students who make the choice to participate in interscholastic athletics and wishes all students a great experience!

We hope you have an enjoyable time filled with great memories and friendships highlighted by great school spirit as we support all athletes, teams, and school activities.

Appendix



2026-2027

Coaches Handbook

I have read, and understand the Western Wayne Coaches 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 first official practice date of the season*

**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 Athletic Director 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.*



Telephone: 1-800-321-9973

Web: www.westernwayne.org

Fax: (570) 341-1221

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)

_____ FIRST AID

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 _____



WESTERN WAYNE
SCHOOL DISTRICT

Athletic DEPARTMENT

1970A Easton Turnpike
Lake Ariel, Pennsylvania 18436

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SPORT: _____ **COACH:** _____

2026-2027 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**___

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Date: _____

OBLIGATION FORM

Dear Parent/Guardian,

This letter is being sent to you in hope of resolving your daughter/son's obligation from the 2025-2026 school year. Please review the obligation listed below with your child and either return the item or a check made payable to the "Western Wayne School District" for the amount listed.

Please return it to my office as soon as possible to avoid further action.

Thank you,

Western Wayne Athletic Department

Name: _____

Obligation Description:

Sport/Coach: _____

Amount Due: \$ _____



1970A Easton Turnpike
Lake Ariel, Pennsylvania 18436

Fax: (570) 341-1221

Sport: _____

[illegible]



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SCHOOL DISTRICT

athLETIC DEPARTMENT
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Projected Budget Sheets for Yearly Operation

School Year: _____

Sport: _____

General Supplies- Training Equipment, etc.

Supply Name & Brand Name	Quantity	Unit	Unit Price	Total Amount

Game Operation Supplies- Balls, Bases, etc

Supply Name & Brand Name	Quantity	Unit	Unit Price	Total Amount

Practice Uniforms- IF Applicable

Supply Name & Brand Name	Quantity	Unit	Unit Price	Total Amount



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Game Uniforms -IF Applicable

Supply Name & Brand Name	Quantity	Unit	Unit Price	Total Amount

Capital Equipment- IF Applicable

Supply Name & Brand Name	Quantity	Unit	Unit Price	Total Amount

Total Amount



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Parent / Spectator Code of Conduct:

Parents/Guardians are to be responsible for their words and actions while attending a school athletic program sporting events. The parents or legal guardians of student athletes shall be required to follow the Code of Conduct set forth as follows and will...

- demonstrate positive behavior and not engage in unsportsmanlike conduct with any coach, parent, participant, official or any other attendee.
- be supportive of our coaches and programs and not engage in any conversation or action that is detrimental to the team culture or counterproductive to district and/or team initiatives and goals.
- be positive with others and not encourage my child, or any other person, any behavior which would endanger the health, safety or well-being of others nor to engage in unsportsmanlike conduct with any coach, parent, player, participants, official or any other attendee.
- use appropriate language and not engage in the use of profanity nor encourage my child, or any other person to engage in the use of profanity.
- treat any coach, parent, player, participant, official or any other attendee with respect at all times regardless of sex, creed, color, national origin, sexual orientation or ability.
- have positive interactions with others and not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
- allow the coaches to coach and the players to play and will not shout instructions, coach or direct players on the field from the stands nor the sidelines.
- allow the officials to officiate and not address the officials from the sidelines in any manner.

It is important to understand that any violation of this code of conduct could result in being banned from attending any WWSD Athletic Program sporting event or banned from WWSD properties.

Refer to School Board Policy 904 "Public Attendance at School Events" for more information.



Parent-Athlete Transportation Request

The Western Wayne School District provides transportation to athletic contests for those student-athletes participating in scheduled athletic events. All participating student-athletes shall use the transportation so provided.

When extenuating circumstances or an emergency arise, provisions are available to have student-athletes excused from school-provided transportation for a scheduled event. Under these provisions, student-athletes may be excused from the provided transportation only with the permission of the coach responsible for the scheduled activity and only with the written permission of the parent(s)/guardian(s). Such students shall only be released to their own PARENT(s) or GUARDIAN(s).

I assume the responsibility for transporting my daughter/son home and release the Western Wayne School District of all liability and legal responsibility associated with the transportation which I, as a parent/guardian, provide.

(Date)

(Sport/Level)

(Location of the event)

(Print Student-Athlete's Name)

(Print Name of Student-Athlete's Parent/Guardian)

(Signature of Student-Athlete's Parent/Guardian)



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DISTRICT OFFICE

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MATTHEW BARRETT, Ed. D.
Superintendent of Schools

CYNTHIA A. LAROSA, Ph.D.
Assistant to Superintendent

ROSE E. EMMETT
Business Manager / Board Secretary

Western Wayne High School Fitness Center & Weight Room – Waiver and Release of Liability

Full Name: _____

Date of Birth: ____/____/____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _ (____) _____ Work Phone: _ (____) _____

In case of emergency contact: _____

Emergency Phone Number: _____

WAIVER AND RELEASE OF LIABILITY: In consideration of Western Wayne School District (hereinafter referred to as the “School District”) permitting members of the public to utilize its facilities and equipment, and with the understanding that the undersigned is under no obligation to use these facilities and equipment but does so of his/her own free will, the undersigned agrees to abide by all the rules of the facility and acknowledge as follows:

WARNING: The undersigned fully understands and acknowledges that there are certain risks and dangers inherent in exercise and strenuous physical activity. Because use of these facilities can involve strenuous physical activity, there is an inherent risk of serious injury, illness or even death. Therefore, each person who uses these facilities is urged to obtain a physical examination from a doctor prior using the exercise equipment or engaging in the physical exercise activities offered by this facility.

ASSUMPTION OF RISK: In addition, each person agrees to assume all risk of injury, illness, death, damage or loss by theft in regard to any use of this facility including, but not limited to, the locker room, parking area, sidewalk area, or any equipment in the fitness center or weight room including participation in any activity, class or program offered at the facility.

STATEMENT OF WAIVER AND RELEASE: Each person on his/her behalf and on behalf of his/her dependents, heirs and its assigns hereby voluntarily agrees to release, waive, discharge, hold harmless, defend and indemnify the School District and its officers, agents, past and present school board members, and employees for any and all claims, actions, or losses for bodily injury, property damage, wrongful death or otherwise which may arise out of my use of the premises. The undersigned specifically understands that he/she is releasing, discharging, and waiving any claims or actions that he/she may have



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Assistant to Superintendent

ROSE E. EMMETT
Business Manager / Board Secretary

presently or may have in the future for negligent acts, by the School District, or its officers, agents or employees. To the fullest extent permitted by law, the undersigned understands that if an action is brought against the School District or any of its employees, school board members, agents or insurers which in any way arises out of the undersigned's use or occupancy of the premises, the undersigned agrees to defend all actions at his/her expense and will agree to pay all attorneys' fees, court costs and other expenses of any kind and character and satisfy a judgment rendered against the School District that may arise from his/her use. This waiver and release of liability includes, without limitation, all injuries, illness or death which occur regardless of negligence as a result of: a) use of the exercise equipment, b) the sudden and unforeseen malfunctioning of any equipment, c) instruction of supervision provided by the School District, and d) the undersigned's slipping and/or falling while in the fitness center, or on the School District's premises, including adjacent sidewalks and parking areas.

THE UNDERSIGNED HAS READ THE ABOVE WAIVER AND RELEASE AND BY SIGNING IT AGREES THAT IT IS HIS/HER INTENTION TO EXEMPT AND RELEASE THE SCHOOL DISTRICT FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH CAUSED BY NEGLIGENCE OR FAULT.

Signature: _____ Date: ____/____/____

Authorized by: _____

BOARD OF EDUCATION

William Gershey, President, Joseph Gombita, Vice President, Dana DeSiato, Treasurer
James Collins, Angela Booths, Christina Hinz, Kerin Weinberger, Matthew Nied, Ethan Wood

The Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.



MATTHEW BARRETT, Ed. D.
Superintendent of Schools

CYNTHIA A. LAROSA, Ph.D.
Assistant to Superintendent

ROSE E. EMMETT
Business Manager / Board Secretary

Fitness Center/Weight Room General Rules

The Western Wayne High School Fitness Center & Weight Room is provided for the health and wellness benefit of faculty, staff, students, administration, and district residents. We ask that all participants using the center follows the guidelines and procedures below for the safety of participants, to maintain the equipment, and to assure cleanliness of the facility.

General Rules for Fitness Center/Weight Room Use

Participants are asked to adhere to the following guidelines:

- The fitness center and weight room are closed when events are held in the high school gymnasium, i.e. basketball games, volleyball games, etc.
- Student participants must report injuries to either 911 or by alerting a staff member.
- Please show respect for the equipment, facility, and toward others using the center.
- Do not move or rearrange the equipment and/or exercise machines, unless otherwise permitted. No horseplay or loud offensive language will be tolerated.
- Use a spotter when lifting heavy weights and please do not drop or throw the weights.
- Keep hands and loose clothes away from weight stacks, cables, and pulleys.
- To assure that all participants ability to use the machines, please limit use of cardio machines to 30 minutes when others are waiting.
- Proper attire is always required. Shirts and athletic bottoms and shoes must be worn. No sandals, open toe shoes, or bare feet.
- Plastic water bottles are allowed. All other drinks, food, and glass containers are not allowed.
- The use of photographic equipment to take pictures of any person in the fitness center is prohibited without consent.
- Please wipe off equipment after use with the sanitizer(s) that are provided.
- Please pick up trash, towels, and personal belongings before leaving. Try to leave the center in better condition than when you arrived.



COACHES PRE-EMPLOYMENT CHECKLIST

The following documents are to be provided prior to reporting to your assigned building for work there are no exceptions:

1. Application for Employment
2. Act 151 Childline-Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
3. Act 168 Sexual Misconduct/Abuse Disclosure
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>
4. Act 126 3-Hour Online Child Abuse Training Course <http://www.reportabusepa.pitt.edu/>
5. Act 114 Federal Background Fingerprint Check
<https://uenroll.identogo.com>
Fingerprint Locations: <https://www.identogo.com/locations/pennsylvania>
Enter Service Code: 1KG6XN for School District
6. Act 34 Pennsylvania State Police
<https://epatch.pa.gov/>
7. Act 24 Arrest/Conviction Report and Certification
<https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
8. Clearance Affidavit-found under the employment section of our website.
9. TB test results (must be within 3 months of employment)
10. Copy of your Driver's License
11. Copy of your Social Security Card
12. Completed I9 Form
<https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>

ADDITIONAL FORMS NEEDED AFTER CONFIRMATION OF EMPLOYMENT

Part-Time Employees

- | | |
|--------------------------------|-------------|
| 1. W-4 | 6. Physical |
| 2. Local Earned Income Tax | |
| 3. New Hire Reporting Form | |
| 4. Direct Deposit Agreement | |
| 5. Worker's Compensation Panel | |

PIAA Requirements to Coach

Concussion in Sports Certification - [Concussion in Sports Course \(nfhslearn.com\)](https://nfhslearn.com/courses/concussion-in-sports)

- Must be completed yearly

Sudden Cardiac Arrest Certification - [Sudden Cardiac Arrest Course \(nfhslearn.com\)](https://nfhslearn.com/courses/sudden-cardiac-arrest)

- Must be completed yearly

Paid Courses – Must be completed within 3 years of coaching

Fundamentals of Coaching (\$50.00) - [Fundamentals of Coaching Course \(nfhslearn.com\)](https://nfhslearn.com/courses/fundamentals-of-coaching)

First Aid, Health, and Safety (\$45.00) - [Fundamentals of Coaching Course \(nfhslearn.com\)](https://nfhslearn.com/courses/fundamentals-of-coaching)



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

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

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

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

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

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

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

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

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

If you have any questions or concerns, please contact Jennifer Grassel, PIAA Assistant Executive Director in the PIAA Office at (717) 697-0374, or (800) 382-1392.



Coaching Evaluation

Name: _____ Sport and Level: _____

Season: _____ Year: _____ Record: _____ Date: _____

Years as Coach in this Position: _____ Years as a coach within the school district: _____

Western Wayne School District Employee: Yes: _____ No: _____

Rating Description

- 5 Exemplary
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Needs Improvement
- 1 Unsatisfactory

I. Program Leadership

Category	Rating
----------	--------

Promotes school values and athletic department philosophy	_____
---	-------

Demonstrates professionalism	_____
------------------------------	-------

Models appropriate behavior	_____
-----------------------------	-------

Positive role model for student-athletes	_____
--	-------

Demonstrates integrity and sportsmanship	_____
--	-------

Comments: _____

II. Student-Athlete Development

Category	Rating
----------	--------

Teaches fundamentals effectively	_____
----------------------------------	-------

Promotes academic success	_____
---------------------------	-------

Develops character and leadership	_____
-----------------------------------	-------

Encourages sportsmanship	_____
--------------------------	-------

Creates an inclusive team culture	_____
-----------------------------------	-------

Comments: _____

III. Communication

Category	Rating
----------	--------

Communicates effectively with athletes	_____
--	-------

Communicates effectively with parents	_____
---------------------------------------	-------

Communicates with administration	_____
----------------------------------	-------

Works collaboratively with assistant coaches	_____
--	-------

Timely responses to emails/messages	_____
-------------------------------------	-------

Comments:

IV. Organization & Program Management

Category	Rating
----------	--------

Practice planning	_____
-------------------	-------

Game preparation	_____
------------------	-------

Equipment management	_____
----------------------	-------

Budget responsibility	_____
-----------------------	-------

Completes paperwork on time	_____
-----------------------------	-------

Supervises athletes appropriately	_____
-----------------------------------	-------

Comments:

V. Rules & Compliance

Category	Rating
----------	--------

Follows PIAA/NFHS rules	_____
-------------------------	-------

Adheres to district policies	_____
------------------------------	-------

Proper supervision of athletes	_____
--------------------------------	-------

Completes required certifications	_____
-----------------------------------	-------

Handles discipline appropriately	_____
----------------------------------	-------

Comments:

VI. Program Culture

Category	Rating
----------	--------

Builds positive team culture	_____
------------------------------	-------

Treats athletes fairly	_____
------------------------	-------

Encourages multi-sport participation when appropriate	_____
---	-------

Supports other athletic programs	_____
----------------------------------	-------

Represents Western Wayne positively	_____
-------------------------------------	-------

Comments:

VII. Season Reflection (Coach Discussion)

What were your biggest accomplishments this season?

What challenges did your program face?

What improvements would you like to make next season?

What support do you need from the Athletic Department?

VIII. Athletic Director Feedback

Strengths

Areas for Growth

Goals for Next Season

- 1.
- 2.
- 3.

IX. Off-Season Planning

- Summer Camp Plans:
- Off-Season Strength Program:
- Coaching Staff Changes:
- Equipment Needs:
- Facility Requests:

X. Overall Evaluation

- ☐ Exemplary
- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

Overall Comments:

Athletic Director's Signature

Date

Principal's Signature

Date

Head Coach's Signature

Date



1970A Easton Turnpike
Lake Ariel, Pennsylvania 18436

Fax: (570) 341-1221

SPORT: _____

YEAR: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Sport:
Year:

Person Completing Inventory:
Date Completed:

Item/Description/Brand	Quantity	Year Purchased	Size	Condition	Location Stored	Needs Repair
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Item/Description/Brand	Quantity	Year Purchased	Size	Condition	Location Stored	Needs Repair
20.						
21.						
22.						
23.						
24.						
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