

# Hampton Township School District

# **Athletic Department**

# **Coaches Handbook**



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Although every effort will be made to update the handbook on a timely basis, the Hampton Township School District and Board of Directors reserve the right, and have the sole discretion, to change any of the policies or procedures at any time.

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## **Compliance**

The Athletic Department Coach Handbook provides information on policies and procedures and a general overview of coaching responsibilities. For a more comprehensive overview of the responsibilities of coaches, please familiarize yourself with the following publications:

- Hampton High School Student Handbook and Code of Conduct
- Hampton Township School District Board Policies (located on the District Website)
- Pennsylvania Interscholastic Athletic Association (PIAA) Publications
- National Federation of High Schools rule book governing your sport
- Other organizations' rule books governing your sport (ice hockey, crew, etc.)

## **Athletic Department Philosophy**

It is the District's objective to develop athletes who exhibit good citizenship, sportsmanship and scholarship.

The purpose of athletics in the Hampton Township School District program is to provide the maximum degree of student-athlete participation. The District strives to provide the student-athlete with the proper facilities, equipment and qualified coaches in all sports.

The Interscholastic Athletic Program is authorized by and funded through the Hampton Township Board of School Directors. The task of organizing and operating the program is delegated through the Superintendent, the High School Principal, the Athletics Director, and other designated staff members.

Hampton's Interscholastic Athletic Program is operated in accordance with the rules of the Western Pennsylvania Interscholastic Athletic League (WPIAL), a subsidiary of the PIAA.

## Legal Duties of Coaches

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards are a result of legal proceedings and judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the National Federation of High Schools (NFHS) and National Interscholastic Athletic Administrator Association (NIAAA).

1. **Duty to Plan** - A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** - A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletics administrator who is expected to be able to supervise coaches competently.
3. **Duty to Assess Athlete's Readiness for Practice and Competition** - Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** - Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent to defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** - Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. **Duty to Instruct Properly** - Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

7. **Duty to Match Athletes** - Athletes should be matched with consideration for maturity, skill, age, size, and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** - Practice must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practice and competitive activities.
9. **Duty to Warn** - Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** - Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** - Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** - Coaches must design plans to ensure expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** - In general, bonded, commercial carriers should be used for local and out of town transportation. Self transportation for local competition may be allowed if there is adequate insurance coverage for team members.
14. **Duty to Select, Train, and Supervise Coaches** - Administrators have a responsibility to ensure that appropriate skills and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

## Clearances and Trainings Requirements

### ***Mandatory Clearances***

Section 111 of the School Code requires background checks for all school entities (public and non-public), employees, coaches, volunteers, contractors, and student teachers, who have direct contact with children. The required background checks are now required to be updated every five years.

While the law states that any of the three required background checks may now be used by potential applicants for up to five years, our District requirement remains that clearances must be within one year of the date of hire:

The following documents are mandatory components for any candidate to be recommended for employment:

- **Pennsylvania State Police Clearance** – use [this link](#) to apply online or [this link](#) to download the free form for printing and mailing.
- **Pennsylvania Child Abuse History Clearance** – use [this link](#) to apply online or [this link](#) to download the form for printing and mailing.
- **FBI Background Check** – use [this link](#) to begin the application process. The Pennsylvania Department of Education has partnered with IDEMIA to provide a secure capture transmission of applicant fingerprints at IdentoGO Centers, which are located throughout the state. Additional information for this process can be found [here](#). To begin the fingerprinting registration process, please follow these steps:
  1. Enter the service code for Pennsylvania school district employees. The code is 1KG6XN. Before proceeding, ensure the top of the web page says "PDE School Districts."
  2. Complete the online registration process.
  3. Following online registration, use the code provided during the registration process and report to an [IdentoGO fingerprinting facility](#). Facilities and hours of operation can be found online [here](#).

**Act 168 Disclosure Release** - for all new applicants, you must complete this required Act 168 Disclosure Release prior to employment.

- [Act 168 Disclosure Release Form](#)
- [Act 168 Procedures](#)
- [Act 168 Frequently Asked Questions](#)

### ***Mandated Reporter Training Certificate of Completion***

All new coaches and volunteer coaches are required to either provide proof of the Mandated Reporter Training (Act 126), or complete the free training on their own time (link provided here): [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) (type in to access this) **This training must be completed every five years.**

Mandated reporters must not try to determine whether abuse has happened. They are not investigators and should not ask questions about suspected abuse, but are required to make a report of suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse.

It is mandatory for coaches to make a report of suspected child abuse. To fulfill his legal mandate, when a mandated reporter has reasonable cause to suspect that a child is being abused, he must immediately make the report. This can now be done in two ways:

#### **Call ChildLine at 1-800-932-0313**

ChildLine is available 24 hours/ 7 days a week. As a mandated reporter, you must provide your name and contact information when making the call. After making the call, mandated reporters must follow up with an electronic report or a written report completed on the [CY-47 form](#) within 48 hours of making the oral report.

#### **Submit the report electronically.**

The report is submitted directly to ChildLine via Child Welfare Information Solution portal. You will need to include your name, telephone number and email address. You also will need to include any other actions you have taken (see below). You will receive an email confirmation that your report has been received; you should print and keep this confirmation for your records.

After making the report to ChildLine, the mandated reporter must tell the person in charge of the organization or program (Athletic Director or Principal). That person then is responsible to facilitate the organization's cooperation with any investigation and assists the mandated reporter with any concerns he may have.

For technical issues regarding the Child Welfare Information Solution Portal, please call the CWIS Support Center at 1-877-343-0494.



# REQUIREMENTS TO COACH IN PIAA MEMBER SCHOOLS INFORMATION

THE FOLLOWING LINKS PROVIDE ACCESS TO ALL THE NECESSARY CLEARANCES AND EDUCATIONAL REQUIREMENTS FOR ALL PAID OR VOLUNTEER COACHES TO COACH AT A PIAA-MEMBER SCHOOL:

## PDE Required Background Clearances

*Submitted to your school.*

## PA Department of Education Required Training Courses

Another requirement is for all coaches and volunteers to meet the mandates of the Commonwealth pertaining to concussion and cardiac education. These courses cannot be taken before July 1<sup>st</sup> of each year. Coaches don't have to renew these for each season or sport they coach, but must complete one concussion course and the cardiac course before their first season of coaching. If you took the course last year you still have to take it this year. *Just remember: "Every coach, Every year"*. This includes both paid and volunteer coaches. The links below are approved to meet the mandate:

*Submitted to your school.*

## PIAA Required Coaching Education Courses

A coach must complete a course under each heading, annually, prior to holding practice with their students:

Concussion Training Course (must complete either of the two courses)

- [NFHS Concussion In Sports](#)
- [ConcussionWise](#)

Sudden Cardiac Arrest Training Course

- [NFHS Sudden Cardiac](#)
- [CardiacWise](#)

**Uploaded to PIAA Website and approved by PIAA.**

Directions on How to Create a Coach's Profile and Uploading Course Requirements to the PIAA Website

## **Rule Interpretation Meetings**

(Required for **Head Coaches** in the Sports listed. (**Fall:** Field Hockey, Football, Soccer, & Volleyball(Boys' & Girls') Please Note: Boy's Volleyball Rule Interpretation Meetings need to be attended in the Fall; **Winter:** Basketball, Swimming & Diving, & Wrestling, **Spring:** Baseball, Lacrosse, Softball, Track & Field ).

Click [here](#) for dates and times of rule interpretation meetings.

## **Code of Ethics and Sportsmanship**

### ***Code of Ethics***

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's family, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning about the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

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

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing the spirit of the letter of the rules.

**Coaches** shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

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

**Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the events.

**A coach** shall not exert pressure on faculty members to give student athletes special consideration.

**It is unethical** for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

### ***Sportsmanship***

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

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

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

## **2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES**

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

## **3. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION**

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

## **4. EXHIBIT RESPECT FOR THE OFFICIALS**

The officials of any Contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the Contest are a part of the Contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

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

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

## **6. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY**

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

## **“SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!”--Juli Doshan**

The following behaviors represent the types of behaviors that will not be tolerated at school/District athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators, or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at anyone in attendance, including contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

### ***Team Rules***

It has long been accepted that the establishment of rules for a team is critical for a successful season. Very few coaches dare to enter a season without establishing regulations for team membership.

Coaches are well advised to discuss the rules they wish to declare as guidelines for their team with the athletic administrator involved with their school. This will serve to establish a common ground with the coach and his/her administrator prior to any conflict that may take place.

Coaches are also well served to distribute printed copies of their rules and to request that student-athletes and parents sign a form indicating that they have been made aware of the rules and that they accept them, regardless of whether or not they agree with the rules.

Team rules are to parallel the School Code of Conduct. There is no place in educational athletics for inconsistencies in behavioral expectations.

It is generally accepted that it is impossible to foresee all issues for which a coach would like to be prepared; therefore an all encompassing statement is recommended. Such statements could state that all team members should represent their school and team in a manner that will reflect positively on all involved.

There are many theories employed in the establishing of team rules. Some coaches have a set of guidelines and consequences that have been effective for them. There are coaches who collaborate with team members/captains in order to establish guidelines, and there are schools where all team rules are the same. All of these variables can be and have been successful.

Rules should be concise. Order can be established with a few rules that govern the behavioral expectations. Consequences should be consistent and not geared to players of different abilities. Consequences should be administered by the coaches and in some occasions, captains can be consulted.

One method of establishing guidelines is to establish team priorities. In educational athletics, academics, the family of the team member, and perhaps other items would be more important than winning and losing a contest.

Team rules cannot conflict with the Athletic Code. Coaches do not have the authority to increase or decrease any penalty assigned by the Athletic Director or another district administrator.

### ***Discipline vs. Punishment***

While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams. Great coaches know the difference between discipline and punishment.

Discipline includes:

1. Setting limits on behavior
2. Making rules simple, few and consistent
3. Being a role model for appropriate behavior
4. Ignoring annoying behaviors that do not cause real problems

With discipline, your athletes will:

1. Know what is expected
2. Control and change their own behavior
3. Become responsible for their own actions
4. Learn a lesson that will positively affect their future behaviors
5. Increase feelings of self-worth and self-confidence

Using a positive approach to coaching with its emphasis on discipline will help you develop in your student-athletes the character traits that we want to see developed. Experts (including lawyers) discourage the use of physical activities (i.e. running laps, or push-ups) to punish athletes.

Punishment techniques that include the following could have unintended negative results:

1. Yelling
2. Swearing
3. Sarcasm
4. Threats

Unintended Results of Punishment could:

1. Emphasize athletes' failures
2. Lead to resentment and frustration
3. Destroy self-esteem and self-confidence

## **School and PIAA Rules**

### ***Eligibility Procedures***

#### **Age**

To be eligible, a student must not have reached his or her 19th birthday by June 30 immediately preceding the applicable school year.

To be eligible, the following procedures provide assurances that all student-athletes in our system are eligible to play. It is essential that all coaches understand these policies and procedures and they are addressed at the parent meeting before the first competition. Prior to the beginning of your season, athletes must have all of the following items submitted in the athletics' office: physical exam and sign up on FamilyID.

### ***Amateur Status and Awards***

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. A student may accept awards from the student's school or the student's school -affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by the student's school

Principal, or the news media. Permissible awards are items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification. The fair market value of items provided to any such student may not exceed \$200.

### ***Attendance***

A student must be regularly enrolled in a school and in full-time attendance thereafter:

1. 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 Schools or Cyber Charter Schools.
2. If a student is absent from school during a semester for a total of 20 or more school days, the student loses eligibility until that student has been in attendance for a total of 45 school days following that student's 20th day of absence.
3. Students must be present at least one half of a school day (a minimum of four full academic periods not including lunch) in order to participate that day or evening in athletics or any other school related activities as described below. Students who are sent home by the nurse due to illness may not participate in the after school or evening events.

### ***Student Discipline***

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by the rules. Coaches shall keep these on field for the duration of the sports season.

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) or guardian(s) of the student.



The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student violated either the District behavior standards or the school council's criteria for participation.

### ***Student Obligations***

Obligations may be held by the School District throughout a student's high school career. These obligations may forfeit the student's opportunity to participate in school sponsored sports.

"Disciplinary Obligation" is acquired by failing to attend and appropriately complete assigned detentions, take care of financial obligations, library fines, outstanding community service and sports equipment. Students are not removed from the obligation list until the student fulfills the assigned disciplinary or other obligation.

Any student holding a "Disciplinary Obligation" will not be eligible to participate in any school related activities including, athletic events and practices.

### ***Athletic Academic Eligibility***

All students who participate in a PIAA or club sport must fulfill the requirements of the school as well as those of the PIAA and/or the WPIAL.

On a weekly basis, Hampton students must fulfill the academic requirements listed below to be eligible to participate in practices and games. Academic eligibility lasts for one week: Monday - Sunday.

- Students must be passing a minimum of four (4) full credit courses
- Students cannot be failing more than one course
- Students must maintain a minimum GPA of 2.0

Students are responsible for turning in missed assignments and completing makeup work in a timely manner. All work must be submitted to teachers by Friday at 3:15PM. The athletics' office reviews academic eligibility Monday morning and shares the eligibility list with coaches. Coaches are responsible for enforcing all eligibility standards (academic and disciplinary)

### ***Residency***

Managing residency requirements is the responsibility of the Athletics' Office in conjunction with guidance, building, and district administration. Head coaches will serve this cause by notifying the Athletics' Office when new athletes join the team.

## **Staff Responsibilities**

### ***General Overview***

- Possess knowledge and fundamentals of the sport that he/she coaches
- Understands the legal duties of coaching and injury management
- Conducts well planned and organized practices
- Maintains self and team discipline and enforces rules and regulations
- Attends all games in which team competes
- Manage the behavior of student athletes while traveling to away games, practicing during pre-game time, playing during games, and traveling home from away games
- Develops and implements effective game plans
- Encourages the team to work together
- Creates a positive environment for players to learn from their mistakes
- Manages conflict in a positive manner
- Enforces and complies with PIAA and school athletic policies, rules and regulations
- Monitors student athlete academic performance
- Emphasizes academic success with players
- Supervises the distribution, collection and inventory of all athletic supplies, uniforms, and equipment throughout the season
- Conducts pre-season meeting with coaches, student athletes and parents to expectations and rules
- Submits athletic budget information to athletic director
- Submits written reports as requested by athletic director or administration
- Attends and participates in coaching meetings, clinics, and professional development at the direction of the athletic director
- Attends PIAA mandatory rules interpretation meetings each year
- Exhibits qualities of leadership
- Conducts self in a professional manner with players, parents, officials, media, social media, and public
- Communicates on a consistent basis with the athletic director
- Treats players and officials with respect and dignity
- Maintains an effective rapport with parent/booster clubs with appropriate boundaries
- Completes any training mandated by the PDE, PIAA, WPIAL, or athletic director
- Follows directives of the athletic director

### ***Supervision of Student Athletes***

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District for any high school activity or sport shall meet statutory training requirements. In Addition, at least one (1) person who has completed the required course shall be present at every high school athletic practice and competition. Prior to assuming their duties, non faculty coaches/coaching assistants shall successfully complete training provided by the District as required by the PIAA. Follow-up training shall be provided annually.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school or District. Such instances shall include, but are not limited to, bully or hazing of students and harassment/discrimination of staff, students or visitors by any party.

### ***Locker Rooms***

Each school district shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The coach is expected to provide locker room supervision. If the coach is a different gender, the coach should make arrangements for another same gender staff to assist with supervision.

Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

No camera, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

### ***Pre-Season Planning***

Communicate information with student athletes and their parent(s) or guardian(s). Each coach of a high school or middle school athletic activity is responsible for distributing the forms required by the PIAA to each prospective student athlete, as well as forms required by the Board of Education.

### ***Scheduling Practices and Conditioning***

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Athletics Director.

Scheduling of athletic competitions shall be approved in advance by the Athletics Director, and they shall meet all applicable conference, district or regional requirements in keeping with PIAA/WPIAL rules and regulations.

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved in advance by the Superintendent/designee.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- a. Conflict with end of semester exams;
- b. Occur during professional development activities;
- c. Coincide with religious observances and/or times of worship;
- d. Conflict with school open house events.

### ***Game Day Management***

The Athletics Director will handle and coordinate all game day responsibilities.

### ***Communication--Students, Parents, and Athletic Department***

To demonstrate the District's commitment to productive school-home communications, coaches are expected to respond to requests from parent(s) or guardian(s) via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before the break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day. Coaches should only communicate with athletes in regard to specific school athletic information through a group text or a communication resource that includes another District employee or the student's parent(s) or guardian(s).

### ***Cancellation of Athletic Activities***

The decision to cancel athletic activities is made by the Athletic Director or Principal with consultation with Central Office (Superintendent, Transportation Director or designee) when necessary. If activities are cancelled, the Principal or designee will ensure that the head coach is notified and takes measures to notify the public through various means. These means may include website (school and District), automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of any away contest, they should notify the Principal or designee who will take measures to notify the public through various means as mentioned above.

In the event of a cancellation, the activity should be rescheduled for the earliest convenient date as long as all PIAA/WPIAL and District requirements scheduling are met.

Forfeits are addressed by PIAA/WPIAL guidelines.

### ***Transporting Students***

Protecting the privacy, safety and security of our students is important to Hampton Township School District. Transportation to and from all athletic events is provided for all athletic events that are held at opposing schools. All athletes are required to ride the bus to and from all athletic events. If there is an emergency and an athlete needs to ride to or from an event with their parent(s)/guardian, a parent/guardian needs to contact the athletics office to get a travel release form. Coaches are not permitted to drive student athletes to or from games or practices.

### ***Athletic Trips***

Both the Principal and the Superintendent must approve all regularly scheduled athletic events and athletic trips which are part of a tournament or play-off in which the school is a participant.

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips, except that a non faculty coach or non faculty assistant may accompany students on athletic trips as provided in statute.

Parents are to be informed of the nature of all athletic trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

District students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by Board owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by Board owned vehicles.

### ***Equipment Inventory***

Maintain a complete inventory of equipment. Equipment must be identifiable (numbered, labeled, etc.). At the conclusion of the season or when a student-athlete quits or becomes ineligible:

1. Collect his/her equipment immediately.
2. If the student/athlete fails to turn in any equipment:
  - a. Contact the student and give him/her a deadline for the equipment to be returned.
  - b. Make a parent/guardian contact immediately if the student/athlete fails to make the deadline.
  - c. See the athletic office for proper procedures to follow and current bid prices for replacement.
  - d. Contact the athletic office if the equipment still has not been returned for further action.

### ***Media/Publicity***

The key to getting your athletic programs' message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Please work with Zach DAmico, HTSD public relations coordinator:  
communications@ht-sd.org

## **Safety and Well-Being**

The safety of students shall be the first consideration in all athletic practices and events.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Pennsylvania Board of Education and the PIAA.

### ***Physical Exams***

All student-athletes are required to submit a physical packet sections 5 & 6 to the athletics' office. The athletics office will keep records of student-athletes who have met the medical, district and PIAA requirements for eligibility. A list will be provided to head coaches. Student-athletes without medical clearance are not allowed to participate; this is the responsibility of the Head Coach. Active rosters must be turned in to the Athletics Office to be cross checked for this requirement. Head Coaches must be sure to inform the Athletics Office of roster changes during the season. All athletes are also required to register on Healthy Roster for all sports he/she will be trying out for in the school year. PIAA physicals must be uploaded after June 1st and 2 weeks prior to the start of preseason. ***Just remember: "Every athlete, Every year".*** The link Healthy Roster: [Sport Physicals - Healthy Roster](#).

### ***Inclement and Hazardous Weather (Heat and Lightning)***

All coaches are required to read, understand, and adhere to the PIAA and WPIAL guidelines for severe weather and lightning. A [copy of guidelines](#) are maintained on the WPIAL website.

The Heat Index is the opposite of "wind chill." It combines the effects of heat and relative humidity. Fortunately many radio stations provide the heat index during hot weather. If not, use the accompanying chart to determine the daily heat index. Keep these guidelines in mind and adjust your practice to weather.

#### **Heat Index Practice Adjustment**

Under 80 (Green Flag): Normal practice, no restrictions, full go!

80-90 (Yellow Flag): Exercise caution. Take extra water breaks and keep an eye on players.

90-100 (Red Flag): Stop! Sunstroke, heat cramps and heat exhaustion are possible with prolonged exposure and practice. For football, consider practicing without pads or shorten practice and remove pads for parts of practice. Provide extra water and monitor bigger players.

Over 110 (Black Flag) Danger zone, cancel practice. There is an extreme danger of sunstroke, heat exhaustion and heatstroke. Use common sense and make new plans.

What to do when heat waves strikes:

- Increase intake of non-carbonated, caffeine free beverages such as water and juice.
- Encourage players to drink more water than they are thirsty for.
- Wear uniforms that are light in color and loose fitting. Mesh jerseys are ideal.
- Strip off pads for conditioning parts of practice.
- Remind players to use sun-screen.
- Use the heat index to make the proper adjustments to practice.

### ***Heat Safety Tips***

Prevention of these heat-caused conditions is much easier than the treatment. The Red Cross advises that people be careful so that enjoyable summertime activities do not become dangerous and life-threatening.

The American Red Cross offers these tips to help prevent illness due to heat:

- Slow down and avoid strenuous outdoor activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water regularly and often.
- Eat small meals and eat more often. Avoid foods high in protein, which increase metabolic heat.
- Avoid using salt tablets unless directed by a physician.

Heat-related illness in early stages can usually be reversed. Follow these procedures for care:

- Get the victim out of the heat.
- Loosen any tight clothing.
- Remove perspiration-soaked clothing.
- Apply cool, wet cloths, such as towels or sheets to the skin.
- Fan the victim.
- If the victim is conscious, give cool water to drink.



- Ice packs or cold packs can be applied to the victim's wrists, ankles, groin, armpits, and neck to cool the large blood vessels.
- Let the victim rest in a comfortable position and watch for changes in condition.
- Call for an ambulance if the victim refuses water, vomits or begins to lose consciousness.

### ***First-Aid and CPR***

The Hampton School District, in association with Allegheny Health Network Sports Medicine, provides two certified athletic trainers who are available for coverage of Middle and High School practices and home events. The athletic trainers are licensed health care professionals proficient in preventing, recognizing, managing and rehabilitating injuries, CPR and collaborating with physicians and other healthcare professionals, as well as athletic administrators, coaches and parent(s) or guardian(s) to ensure safe participation in athletics and daily life.

### ***Hydration***

It is the responsibility of the coaches and athletic trainer to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach or athletic trainer ever deny athletes the opportunity to hydrate as often as they desire.

### ***Equipment Inspection and Oversight***

The Head Coach of each sport, in consultation with the Athletics Director, is responsible for developing an ongoing plan of equipment inspection, maintenance, repair, or replacement.

Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the Athletics Director immediately so that correct measures can be initiated.

### ***Return-to-Play Protocol***

Hampton uses a 5-Step Return to Play protocol that will be implemented for all Hampton athletes that suffer a concussion. Graduated return to play is used to safely return an athlete to participation and will be administered by the Licensed Athletic Trainers at Hampton (under the direction of a Licensed Physician). The return to play protocol will begin once the athlete is symptom free and returned to baseline level (if available). It is designed to increase the exertional activity under the supervision of the licensed athletic trainer. Each step must be completed while symptom free before return to play is considered.

If a concussion occurs out of season, either the PIAA physical form or the section 6/7 forms from the PIAA physical form must be completed to reflect clearance to return to play.

An athlete may not return to athletic participation until he/she is:

- Symptom free;
- Cleared by a licensed physician;
- Returned to baseline testing score if available;
- Successfully completed the 5-step return to play protocol with the Hampton athletic trainers.

### ***Substance Abuse Prevention***

The implications and ramifications of drugs, even in the high school setting, much less society in general, is very large and difficult. There are the risks of the drugs and their side effects such as the medical and psychological and addictive concerns. There is the effect on athletic performance; not only increasing athletic performance but also increasing the risk of injuries and decreasing performance. Coaches should report any suspicion of drug use or possession to the Athletics Director immediately.

### ***Violent Intruder Response***

It's important to know what to do if you find yourself in a potentially threatening situation. Putting time and distance between you and the threat is the best way to enhance your safety. The Department of Homeland Security provides the following guidance:

**RUN** – Escape the situation, if you know you can safely evacuate without coming in contact with the threat.

**HIDE** – If escaping is not an option, barricade access to your space, hide, silence your devices, and stay as quiet as possible.

**FIGHT** – As a last resort, and only if the above two strategies fail, act aggressively toward the person or persons creating the threatening situation using whatever weapons are available to you at that time.

The above strategies are not sequential. Use whichever option enhances your safety the most given your circumstances.

### ***Crowd Management***

Coaches shall coordinate with the Athletics Director to promote the orderly conduct and safety of students and other spectators who attend athletic events. Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety

problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel.

## **Facilities**

The coach must:

- **Schedule** all activities utilizing district facilities with the athletics' office by using a Facilities Use Form.
- **Recognize the environmental and safety hazards** likely to affect athletes in practice and competition. Report any unsafe areas immediately to the athletic director, custodians or principal. Follow-up with written documentation within 24 hours.
- **Establish and follow procedures** for identifying and correcting unsafe conditions.
- **Require the use of appropriate and adequate safety equipment** by all athletes in the sport being coached during all practices and competitions.
- **Be responsible for the cleanliness of the facility.** At the conclusion of practice, make sure that the area is clean and all doors secured. Turn off all lights if appropriate.
- **Report any safety issues or concerns** to the Athletics Director within 24 hours.

### ***Game/Practice Scheduling***

All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the PIAA guidelines for limitation of season when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.

### ***Appropriate Use of School Property***

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

Employees may not use a code, access a file, or retrieve and store communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their email accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

District-owned telecommunication devices shall be used for authorized District business. Employees shall reimburse expenses incurred for emergency personal use.

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District Coordinator for assistance and guidance.

### ***Athletic Camps***

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by the Athletics Director. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy. Camps operated through the school cannot be for personal financial gain. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

## **Finances**

### ***Budgeting***

Employees are required to follow applicable state laws, regulations, local policies, and administrative procedures when making purchases on behalf of the athletic program, including equipment and uniforms. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Bidding procedures shall conform to the District. Purchases of \$20,000 or less shall follow the District's small purchase procedures. For additional assistance, coaches should check with the Principal or the Athletic Director.

### ***Procurement Card Purchases***

Hampton Township School District has made arrangements with PNC Bank to issue a procurement card for certain school-related purchases. The procurement card is used for mainly playoff games for travel, gas, food and lodging. Below are the procedures:

Obtain an original, itemized receipt for the purchase. **Receipts showing only the total charge to the card are not acceptable. It is your responsibility to ask the vendor for a detailed receipt. Restaurants are notorious for not providing detailed receipts - you must request one.** If the vendor cannot provide you with the detailed

receipt, write a detailed description and quantity of the item(s) purchases on the receipt you receive.

Meal reimbursement rate maximums are as follows:

Breakfast \$12.00 maximum including tip

Lunch \$14.00 maximum including tip

Dinner \$22.00 maximum including tip

Under no circumstances may you use this card for personal purchases, even if you plan to reimburse the district. If you find that you did make a personal purchase by mistake, you must notify the Athletics' Office immediately. Any abuse of this policy will result in immediate disciplinary action, up to and including termination.

A lost or stolen card should be reported IMMEDIATELY by telephone to PNC Bank Customer Service at 1-800-685-4039 and to the Athletics' Office.

If you pay cash for any expense, please notify the Athletics Director and provide a detailed receipt of the purchase so you will be reimbursed.

### ***Reimbursement Procedures***

If you pay cash for any expense, please notify the Athletic Director and provide a detailed receipt of the purchase so you will be reimbursed. Employees must complete a Reimbursement form and if for travel a Travel Authorization form and submit to the Athletic Director for approval. This will not be approved until the employee receives confirmation of approved purchases and travel from the Athletics Director.

### ***Fundraising***

Monies derived from these authorized fundraising projects must be deposited in the respective activity account.

## District Policies: Abridged

For a complete copy of the District's school board policies and supporting documents, please visit the District website: <https://www.ht-sd.org/>

### ***Maintaining Professional Adult-Student Boundaries--Policy 824***

All Adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

#### ***Romantic or Sexual Relationships***

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with Adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body or appearance.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexually suggestive objects, pictures, or depictions.

#### ***Social Interactions***

Adults shall ensure that their social interactions with students are appropriate. Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, or employment concerns or other private matters to one or more students.
2. Sending or exchanging notes, emails, text messages or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a young child or student with special needs who may require assistance with toileting issues, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional Adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the Adult's home, except for a bona fide group activity with a legitimate educational purpose and with administrative approval.
11. Going to a student's home without a legitimate educational reason and without administrative approval.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address Adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Sharing with a student any information about the Adult that would ordinarily be considered personal or confidential, especially where the student might feel or be expected to maintain the information in further confidentiality.
16. For Adults who are not guidance/counseling staff, psychologists, social workers or other Adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.

18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

### ***Electronic Communication***

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, text messages, instant messages and communications made by means of an Internet website, including social media and other networking websites.

Electronic communication with students shall be for legitimate educational reasons only.

District provided email or, when available, other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district provided communication devices shall be in accordance with district policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, and such group communication shall include at least one additional staff member. Communications concerning an individual student's medical or academic privacy matters, shall be limited to the individual student and copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

### **Unlawful Harassment--Policy 248, 348, 448**

The Board prohibits all forms of unlawful harassment of students, employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students, employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all



parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

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

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

### ***Hazing Policy 247***

For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental health, physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced excessive calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of an individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

### ***Bullying Policy 249***

The Hampton Township School District recognizes that bullying and intimidation have a negative affect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus. It is a violation of this policy for any HTSD staff member to tolerate bullying.

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. That is severe, persistent or pervasive; and
3. That has the effect of doing any of the following:
  - a. substantially interfering with a student’s education;
  - b. creating a threatening environment; or
  - c. substantially disrupting the orderly operation of the school

Bullying, as defined in this policy, includes cyber-bullying. “Cyberbullying” as defined in this policy, includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes but is not limited to:

1. Physically harming a student.
2. Damaging, extorting or taking a student’s personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule.

5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile websites.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Bullying includes retaliation against another student for reporting bullying or for assisting or testifying in the investigation or the hearing. Students who engage in such retaliation will be subject to consequences as defined in the Code of Student Conduct.

### ***Political/Religious Speech***

In your role as a coach or employee in a public school, you are considered an official of the government, which means you must maintain a separation of church and state in your capacity as a coach based on the Establishment Clause of the Constitution. It is unconstitutional for school personnel to pray with students in school or in their capacities as coaches or representatives of the school. Additionally, it is unconstitutional to encourage or endorse prayer or politics as part of team practices, events, or other school sponsored activities.

## **Required Reports**

### ***Injuries and Accidents--Student and Work-Related***

If an athlete is injured during practice or an athletic event, a trainer is available for coverage of Middle and High School practices and home events. The athletic trainers are licensed health care professionals proficient in preventing, recognizing, managing and rehabilitating injuries and collaborating with physicians and other healthcare professionals, as well as athletic administrators, coaches and parents to ensure safe participation in athletics and daily life and will follow up on the injury.

If there is an accident or if there is an immediate medical emergency for an athlete or coach you may secure assistance from the closest hospital. For students, you must get an HTSD School Health Services Student/Medical Emergency Report from the Athletics' Office, complete and return to the Athletics' Office.

If a coach is injured you should report the injury to Lisa Easley, Employee Benefits, 412-492-6313 and leave a brief message regarding the incident and she will call you as soon as she gets the message. She will contact UPMCworkpartners, file a claim and send you a claim number along with forms to complete.

### ***Student Conduct***

The Athletics' Office will process Code of Conduct violations with athletes. Athletes, parents, and coaches will be informed of suspensions. Athletes under suspension may practice but cannot compete or be in uniform with their team.

### ***Harassment***

The Hampton Township School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational and athletic opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school busses, and at school-sponsored events and/or activities whether occurring on or off campus. It is a violation of this policy for any HTSD staff member to tolerate bullying. Bullying, as defined in the policy, includes cyber-bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying and therefore the Board **encourages** students who have been bullied to promptly report such incidents to the building principal or designee. It is the obligation of the professional and non-professional HTSD staff to report any incident of bullying of which they witness or become aware of to the building principal.

The Board directs that complaints of bullying shall be investigated promptly, and appropriate action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

### ***Child Abuse***

Any school personnel who knows or has reasonable cause to believe that a child under 18 is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Pennsylvania State Police and to the Principal (who shall also make a report to the proper authorities) and Superintendent.

Call ChildLine at 1-800-932-0313

ChildLine is available 24 hours/ 7 days a week. As a mandated reporter, you must provide your name and contact information when making the call. After making the call, mandated reporters must follow up with an electronic report or a written report completed on the [CY-47 form](#) within 48 hours of making the oral report.

***Non-Emergency Numbers***

Hampton Township Police.....412-486-0400 or 911  
Allegheny County Police.....412-473-1200  
Allegheny County Sheriff.....412-350-4700  
Allegheny County Office of Children, Youth, and Families 412-473-2000

***Employment/Contract Practices – Policy 103 and 104***

The Board declares it to be the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered by the District, and to provide to all persons equal access to all categories of employment in the district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board encourages students, employees, and third parties who have been subject to discrimination to promptly report such incidents in accordance with Board Policy. The Board directs that all complaints of discrimination be investigated promptly, and corrective action be taken when allegations are substantiated.

## **APPENDIX**

### **Coach's Checklist**

The following CHECKLIST is provided to assist coaches in carrying out the responsibilities associated with their coaching assignments. The CHECKLIST is not all-inclusive, but is a general listing that provides a starting point in assuring the completion of assigned tasks.

#### **PRE-SEASON**

- \_\_\_ Communicate all responsibilities and expectations with members of your staff
- \_\_\_ Develop a Program Philosophy
- \_\_\_ Develop Program Rules
- \_\_\_ Create Skill development expectations for all levels
- \_\_\_ Establish Safety Protocol
- \_\_\_ Identify Clinic, workshop opportunities
- \_\_\_ Coordinate with the Booster Club for financial support
- \_\_\_ Build an Inter-program support at all levels
- \_\_\_ Review academic expectations of students and ask coaches to promote scholarship
- \_\_\_ Review that athletes are ineligible to practice unless all forms are turned in
- \_\_\_ Review Transportation schedules
- \_\_\_ Review PIAA and WPIAL rule changes
- \_\_\_ Review student-athlete eligibility rules and review team roster
- \_\_\_ Check PIAA policies and procedures for your sport (white book)
- \_\_\_ Check all equipment/supplies and update inventory
- \_\_\_ Clear all physical inspections of facilities and equipment
- \_\_\_ Check schedules for possible errors or conflicts
- \_\_\_ Get copies of student health information
- \_\_\_ Issue all necessary equipment and keep accurate records of who has what
- \_\_\_ Assist in organizing home events
- \_\_\_ Complete in First Aid and CPR training
- \_\_\_ Submit practice times and location(s) to the athletic office
- \_\_\_ Issue uniforms and equipment and keep records of all assigned equipment
- \_\_\_ Submit a preliminary and final typed roster (name, grade, position, uniform number) prior to the first contest
- \_\_\_ Host a parent or guardian meeting to review rules, expectations, communication policies, lettering policy, and practice/game schedules