

**Keystone Oaks
Athletic Program
Coach's Handbook**

2019/2020

Summary

This handbook has been designed as a guide for all athletic coaches at Keystone Oaks. It is not meant to be all-inclusive, but to serve as a foundation of basic policies and procedures for coaches. It is hoped that coaches will provide recommendations for improvement as items come to their attention. Coaches are responsible for the content included in this handbook and guidelines that appear will be in effect until replaced or changed in writing.

Supervision

Student athletes must be properly supervised at all times. This includes practice sessions, locker rooms, buses, and meeting etc. The head coach or a designated assistant must be the **last person** to leave the practice or game site, locker room and/or school building. They must inspect and make certain of the condition of the locker room when leaving a visiting site. Students are not permitted in the main part of the building after practice sessions.

Athletic Trainer

The services of a certified athletic trainer are available to all sports. The trainer will be in charge of the training room and all equipment in the training room. The training room is only to be used by athletes under the supervision of the trainer. **The School Physician and Athletic Trainer have final say in the medical eligibility of student athletes.** Athletes are to be reminded that the athletic trainer should be given the same respect as an athletic coach.

Eligibility Requirements

Be familiar with the rules and regulations mandated by the PIAA, which determine the eligibility of a student-athlete. All applicable PIAA rules/regulations and other pertinent information are available in the PIAA Handbook, which is available for your use in the Athletic Office. It is indefensible for us to permit an ineligible athlete to compete on any squad. The basic areas with which head coaches must concern themselves are those dealing with:

- a) Parental Consent/Physical Examinations – Student athletes must return signed parental consent forms to the school nurse and have physical examinations prior to commencing practice. Updated lists will be forwarded to you as students comply. **Under no circumstances are students to be permitted to participate unless they are on the eligibility sheet.** Students wishing to participate in a sport after

the initial two-week conditioning/scrimmage period must have approval of the Athletic Director.

- b) Academic Qualifications- A student-athlete must be passing at least four full credit subjects on a cumulative basis from the beginning of a grading period. Eligibility will be reported weekly.
- c) Migration- Since transfers may involve a loss of eligibility, the head coach must check with the Athletic Office prior to permitting a transfer student to participate in practices or contests.
- d) Attendance Regulations- At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity after the school day. Weekend/holiday participation in any extracurricular activity requires that a student must attend at least one-half of the school day immediately preceding the weekend/holiday.
- e) Age Qualifications- To be eligible, student-athletes must not have reached the age of 19 years prior to July 1 of the upcoming school year.
- f) Amateur- Amateur status may be jeopardized by the acceptance of illegal awards or participation in unauthorized events, etc.
- g) Period of Participation- As a general rule, a student is eligible for 8 semesters beyond the 8th grade and no more than 4 seasons beyond the 8th grade in any one sport.
- h) Representation- Any student wishing to participate in a similar sport during the school's season, as a member of an "outside" team must obtain a waiver through the school principal.

Sunday practice sessions are discouraged. Any coach who wishes to do so must have the approval of the Athletic Director in advance.

Equipment

All equipment should be drawn from the equipment room with the consent of the Athletic Director. An accurate account of all equipment distributed should be kept. Students will be assessed the replacement cost of all equipment, regardless of condition, if not returned at season's end. It is the responsibility of each coach to assist in the collection of

equipment, take inventory and returning it to the equipment room. Equipment includes all uniforms, warm ups and any other necessities supplied by the school district.

Weight Room

Students must be directly supervised at all times while using the weight room. No students are permitted in the weight room without supervision. The head coach or his designee should be responsible for securing the room after use by your squad. Everyone must follow the weight room rules that are posted throughout the weight room.

Coaching Personnel

Only those coaches (paid or volunteer) that are authorized by the Board of School Directors are permitted to coach, supervise student-athletes, or participate in coaching activities. The use of unauthorized personnel is a direct violation of PIAA regulations and the liability coverage of the school district and will not be tolerated. At no times are coaches permitted to schedule contests without the permission of the Athletic Director.

Practice Facilities

Only facilities authorized by the Athletic Director should be used for practice sessions. Any damages to school or community facilities must be reported to the Athletic Director. Students should never be permitted to use public roads for the purpose of training for district sponsored athletic programs.

Securing Facilities

After using the school on days when school is not in session, please make certain that the building is secured properly when leaving. This includes turning off all lights and closing all windows used during practice. Also, please make certain that all toilets and urinals are flushed. Make sure to check team room and gymnasium doors.

Off-Site Practice

Student-athletes are not permitted to drive to off-site practice facilities or athletic competitions unless prior approval has been given by the High School Principal or Athletic Director. Athletes may ride home from a contest with their parents, but only with the request in writing to the coach prior to the event. However, the concept of team unity suggests that this practice be discouraged except in emergency situations.

Purchases

In purchasing items other than those on the approved bid list, it is necessary to have the authorization of the Athletic Office and District Business Manager. Expenditures without appropriate authorization will not be reimbursed. All purchases will be made on Purchase Orders initiated by the Athletic Director and issued by the District Office. Confirming orders are unacceptable. In emergency situations, the Athletic Director may request authorization from the Business Office to make the necessary purchase.

Initiation/Hazing Regulations (Policy 247: Hazing and Policy 256: Anti-bullying)

Under no circumstances will any type of hazing or initiation be tolerated. Any activity meant to be demeaning or humiliating and/or detrimental to the health, safety or welfare of the student athlete is strictly prohibited. Any type of hazing incident will result in dismissal from the team for the student athlete and under certain circumstances, suspension or termination of the coach.

Discipline (Policy 218: Student Discipline)

While participating in athletics, students are representing Keystone Oaks High School. Please remind athletes that their decision to participate obliges them to follow the rules and regulations of the school and athletic department. For example, disciplinary actions brought against student athletes must be met without regard for scheduled games or practice sessions. The student athletic handbook will be reviewed with the students prior to the start of the season.

Caring for the Injured Athlete (Policy 123.1: Concussion Management and Policy 123.2: Sudden Cardiac Arrest)

Prompt treatment of all injuries is important. If the athletic trainer is available, he or she should be summoned immediately. If the trainer is not available, you, as the coach are expected to give immediate care and have appropriate medical care summoned. You should have at your disposal a medical kit provided by the trainer, a cell phone or access to a phone and a list of emergency phone numbers available to you. If an ambulance is necessary, the nature of the injury and the specific location of the injury should be given to the emergency medical personnel. In addition, be aware of the appropriate entrance and have someone meet the ambulance to direct them to the scene. When in doubt call 911. Better safe than sorry.

It is important to know what precautions to take. If you are not certain what to do, then do nothing! The only situation in which you would be compelled to act would be when CPR or artificial ventilation are necessary or if the victim exhibits symptoms of heat stroke. In all other instances, treating for shock and sending for an ambulance would be appropriate. **The injured player must be supervised at all times. He/she should never be left alone.** It is always good practice to follow up on the injured player's condition by contacting his/her parents. **All injuries must be reported to the trainer.**

All coaches must review and sign the acknowledgement form for [Policy 123.1: Concussion Management](#) and [Policy 123.2: Sudden Cardiac Arrest](#). These are to be turned into the Athletic Director prior to the first practice.

Returning to Practice Following an Injury

Any student athlete who is treated by a medical professional for an injury must obtain written consent from their attending physician before they can return to participation. The release must be given to the school nurse and athletic trainer before resuming activity. A copy of the release will be forwarded to the coach as well. **Under no circumstances is the student athlete permitted to return to any practice/game without a written release.**

Parent/Booster Clubs

Parent support groups exist to support our athletic teams by funding banquets, gifts, etc. The district is responsible for providing the needed equipment and uniforms. The head coach or assistant should not contact their booster organization for equipment or uniform needs. All needs in this area should be addressed in the budget, which is submitted to the Athletic Director. Unanticipated needs do occur and requests for them should be made via the athletic office prior to contacting a booster group.

Drugs/Alcohol/Tobacco and Profanity ([Policy 227: Controlled Substances and Paraphernalia](#) and [Policy 823: Use of Tobacco and Vapor Products](#))

The use of Drugs, Alcohol, Tobacco and Profanity by student or faculty are strictly prohibited. Coaches must enforce these rules. School district policy will prevail regarding the use of these products.

Attendance (Board [Policy 122: Extracurricular Activities](#))

At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late arrive/early dismissal, to be eligible to participate in the extracurricular activity after the school day.

A student may not practice or play if he/she is absent from school the day of practice or contest unless approved by the Principal or Athletic Director. A student is ineligible to participate throughout the duration of their absence. Also, any student on suspension is not eligible to attend practice or contests throughout the duration of the suspension. Frequent tardiness to school may result in cancellation of participation privileges. Students with early dismissals must return to school following their appointment to be eligible to participate in a contest or practice that day. If a student is absent from school on a Friday, they are not permitted to attend practice or contests over the weekend.

Coaches are expected to monitor the daily attendance to enforce these guidelines.

Keys

All keys issued to a coach must be returned to the Athletic Director following the completion of the season. **Keys are not to be duplicated.** The administration will not be tolerant to anyone who defies this regulation.

No Surprises

Avoid situations that could put you, the Athletic Department and school district in an embarrassing or compromising situation. All coaches must notify the Athletic Director of any incidents that occur which may lead to a problem or complaint. The coach is responsible for the behavior of his/her team during, before, and after events and any other time while the student athletes are under the supervision of the coaching staff.

It is important to remember that as a coach you are entrusted with molding the minds and bodies of young people. You should always lead by example. Sports should be an enjoyable experience for both students and coaches. Always try to avoid any parent/coach situation that may lead to embarrassment for the district, the program, coaches or student athletes.

Social Media ([Policy 863: Social Media/Electronic Communications](#))

As the District has stated, it is a privilege to participate in interscholastic athletics and with that privilege comes certain responsibilities. As an advocate for technology, the

District also recognizes the role social media plays in communication and outreach. It is the expectation that our student-athletes will use social media platforms in a positive and respectful manner to engage with family, friends, and the community at large.

Disrespectful, insulting, abusive, and/or threatening content—be it original, re-posted, “re-tweeted” or “liked”—has no place in Keystone Oaks Athletics and will not be tolerated. Student-athletes who post offensive commentary or content aimed at opponents, officials, team members, and/or coaches will be subject to disciplinary action which may include suspension from all team activities. Remember, it is a privilege to represent the Keystone Oaks School District in interscholastic competition and we hold our student-athletes to the highest standards for integrity and ethical decisions.

Social Media Tips/Reminders

1. Nothing is really private! Even though you may utilize privacy tools, everything you post is public information.
2. Your content is your thumbprint! Once you post it, it is forever and it is you.
3. Your audience is global. Consider the appropriateness as your audience is young, old, and everywhere. And they are watching!
4. Who is watching? Just a reminder that college coaches and prospective employers often review social media sites to gauge the character of the student.

Emergency Phone Numbers

1. Ambulance/Police/Fire	911
2. Pittsburgh Poison Center	412-681-6669
3. Matthews Bus Garage	412-341-8288
4. Athletic Director – Mark Elphinstone	412-304-2718
5. Trainer(s) – Monique Testa	412-759-7184
Josh Reedy	724-859-5142
6. Buildings/Grounds – John Lyon	412-571-2560
7. Athletic Trainers Office	412-571-6022
8. Athletic Office	412-571-6046
9. Athletic Secretary - Jennifer Freese	412-571-6064

Coaching Guidelines per PIAA/WPIAL Handbook

- ✓ The coach should exemplify all that he is attempting to develop in those who affiliate with his/her team. The coach should serve as the prime example of good sportsmanship and wholesome living.
- ✓ There should be harmony among the entire coaching staff, regardless of which sport is being coached. Coaches should cooperate with each other, not compete against each other.
- ✓ Coaches must be an example of the good sportsmanship that they are trying to teach. Defend the rights of your team at all times but do not overdo your differences with the officials. Disagreement with the officials should be conducted in a professional, clam manner. This will prevent inciting both athletes and spectators and will improve the chances of winning the dispute. Never engage in an exchange of words with spectators. Be discreet when reprimanding an athlete in front of his peers, parents or spectators.
- ✓ Tobacco products of any kind will not be permitted on the field, in the gymnasium, locker room or coach's area.
- ✓ Profanity by coaches will not be tolerated. It will in no way improve the team's performance and will only lose respect for the coach and encourage the team members to use the same language.
- ✓ Once the athletic contest begins, it is in the hands of the officials. Any abnormal disturbances or incidents that occur during the game should be brought to the attention of the officials.
- ✓ Coaches should follow the assigned schedule. No changes in the schedule of contests should be made by the coach without the consent or approval of the athletic director and/or principal.
- ✓ Coaches should act courteously and observe school dress code regulations at all times. Coaches are constantly in the public eye, and the impressions made are a reflection upon the coach, team and school district.
- ✓ A coach should make every effort to encourage more students to participate in his sport. There should, however, be no effort to recruit or lure students from other sports in the same season or to restrict a student's participation to a certain sport. No coach should monopolize the off-season training time of an athlete. No coach should recruit students from another school.

- ✓ Pride is encouraged within each team, but this should never develop by disparaging another sport. A friendly rivalry among teams is natural and good but should not be permitted to get out of control. Every team should support every other team in the school.
- ✓ There is a certain amount of risk in all athletics. There will always be unavoidable injuries in sports. Care should be taken to prevent the avoidable injuries, which occur due to lack of supervision. The safety of all team members is the responsibility of the head coach who should abide by the following:
 - ✓ Never permit equipment to be used unless a coach is present
 - ✓ Never tolerate “horse play” while the student is under your supervision.
 - ✓ Never take for granted that presence alone is adequate control; active supervision should be maintained at all times.
 - ✓ Never leave a practice area or the locker/shower area until all the student-athletes have vacated.
 - ✓ Keep on file all information necessary for the expeditious handling of all emergency situations.
 - ✓ Outline an emergency accident procedure and adhere to it.
 - ✓ One of the problems that continually arise from time to time in athletics involves a coach who removes his team from the field of play before the contest is over. Usually this is done in protest of the officiating.
 - ✓ This is one of the poorest examples a coach can give his team. No school, athletic organization or athletic administrator can condone this type of behavior.
 - ✓ If the coach has what he/she believes to be legitimate concern for the safety and welfare of his/her team, he should call a time out and confer with the officials, the opposing coach and administrator in charge. Only by mutual agreement of official decision can a game be terminated. A unilateral decision of this kind can cause the coach, school and team to be sanctioned or suspended from further competition.

PLEASE SIGN AND RETURN TO ATHLETIC DIRECTOR

I have read the Coach handbook and will uphold these rules and regulations. I understand the penalties that have been established for abusing the privilege of being a coach within the Keystone Oaks School District.

I also acknowledge that I have thoroughly read Board Policy 123.1: Concussion Management and its attachment as well as Policy 123.2: Sudden Cardiac Arrest and its attachment.

Print Coach Name: _____

Coach Signature

Date