

**East Stroudsburg Area  
School District  
2011-12  
Athletic Handbook**

# Contents

Foreword	1
Rationale	1
Objectives	1
Philosophy	2
Athletic Program Organizational Chart	3
Role of Athletics	4
P.I.A.A. Guidelines	4
Responsibilities	5
Student-Athlete Guidelines	
Student Conduct	9
Procedure for Handling Violations	10
Mandatory Paperwork	11
Parental Consent	11
Insurance	11
Attendance	12
Academic Eligibility	12
Virtual High School Students	13
Home Education Students	13
Charter School Students	13
Transportation Guidelines	13
Coach's Guidelines	
Security	16
Non-School Day Practices	17
Team Rules	18
Supervision of Student-Athletes	
Participating in Tournaments	19
Safeguarding the Student-Athlete	19
Squad Selection	20
Out-Of-Season Guidelines	21
Overnight Event Guidelines	23
Awards	
Guidelines	25
Most Valuable Athlete	27
Best All-Around Athlete	28
Board Policies	30
Forms	31

# Foreword

This athletic handbook is written to provide insight into the basic procedures and policies that apply to the East Stroudsburg Area School District (District) athletic programs. This handbook is meant to serve as a guide for use by coaches during the school year. It is, however, not intended to solve all problems coaches may face. Any feedback provided that will aid in improving this document will be most welcome.

To all coaches who proudly serve the District, best wishes for a great season.

# Rationale

The purposes of this handbook are:

- To make a clear statement of the policies and regulations that govern District athletic programs.
- To define the roles of coaches and student-athletes as they apply to the program.
- To inform student-athletes, parents/guardians, staff, and community of applicable policies and regulations.
- To provide information and guidelines for all those associated with the District's athletic program.

# Objectives of the Handbook

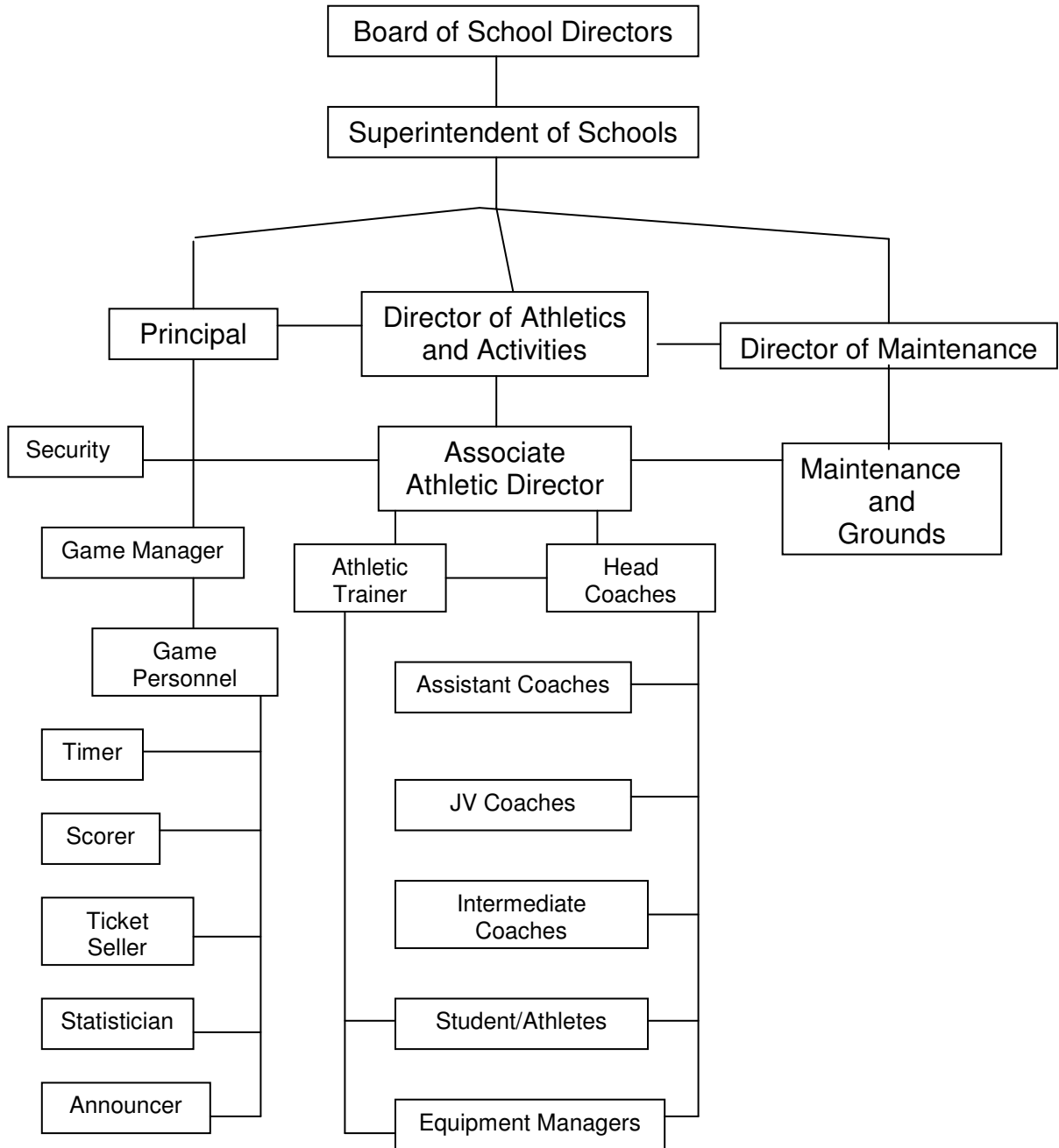
The objectives of this handbook are:

1. To provide information on the regulations set forth by the Pennsylvania Interscholastic Athletic Association (PIAA).
2. To provide information on the major procedures and policies set forth by the Board of Education of the East Stroudsburg Area School District.
3. To provide guidelines regarding the duties of coaches, players, and administrators.
4. To promote sportsmanship among coaches, athletes, schools, officials, and fans.

# Philosophy

The mission of the East Stroudsburg Area School District athletic programs is to foster maximal physical, competitive, mental, social, emotional, moral, and academic development in its participants. Athletic programs should promote teamwork, leadership, citizenship, healthy lifestyles, self-esteem, and competitive spirit. Coaches will provide participants with opportunities and experiences that will enable them to serve as role models within the school and community.

# Athletic Program Organizational Chart



This chart shows the basic organization and levels of the athletic program. The chart should be used to identify the proper communication path needed to answer questions.

# **The Role of Athletics in Schools**

1. To compliment and contribute to the goals of the educational program.
  - a. Accomplished by attracting student interest and participation through providing a desirable athletic program.
  - b. By developing physical fitness and a realization that a healthy body increases effective learning.
2. Develop good citizenship.
  - a. Strengthening interpersonal skills by being an integral part of a team.
  - b. Learning and practicing good sportsmanship.
3. Develop strong bodies and an appreciation for the role of competition in society.
  - a. Preparing for competition through skill development and promoting teamwork.
  - b. Recognizing and rewarding outstanding performance and sportsmanship.
4. Continue to promote community interest in athletics.
  - a. Facilitating an atmosphere of positive experiences for both spectators and athletes.
  - b. Establishing rules for athletes that coincide with acceptable behavior in the community.

## **P.I.A.A. Guidelines for Athletics**

Eligibility for the student-athlete is governed through the by-laws set forth by the Pennsylvania Interscholastic Athletic Association (PIAA).

Academic eligibility is checked on a weekly basis.

See your Associate Athletic Director or the Director of Athletics and Activities for a detailed description concerning eligibility.

For PIAA constitution and by-laws, please see Appendix A of this handbook.

# **Athletic Department Structure and Responsibilities (Not All-Inclusive)**

## A. Principal

The principal is the leader of interscholastic athletics for the school. The principal should oversee the athletic program in a manner that allows all eligible students the opportunity to enjoy a positive educational experience through athletics.

The principal of each school, in all matters pertaining to his/her school's interscholastic athletic program, is responsible to the PIAA. The principal may delegate some of these powers, but such delegation shall not relieve the principal of responsibility for any infraction by the school involving the constitution and bylaws of the PIAA.

- B. Director of Athletics and Activities
- C. Associate Athletic Director
- D. Head Coach

The following responsibilities apply to all head coaches.

1. Assume responsibility for the program, grades seven through 12, as such pertains to his/her sport.
2. Espouses/Employs coaching techniques suitable to the sport.
3. Plans, organizes, and supervises all practices.
4. Is the spokesperson for the team, dealing with inquires relating to the team.
5. Is aware of all injuries as notified by the athletic trainer and works cooperatively with the athletic trainer in the student-athlete's best interest.
6. Demonstrates proper use of equipment and supervises equipment maintenance.
7. Communicates appropriately and effectively with faculty and administration.
8. Is responsible for security of applicable facilities.
9. Maintains accurate and up-to-date records, including PIAA, medical forms, team rules, parent permission/consent forms, transportation forms, and any other pertinent forms or documentation for his/her team and its members.

10. Assigns managers.
11. Prepares rosters.
12. Notifies all participants and their parents/guardians of all rules of conduct.
13. Recommends the employment or termination of assistant coaches.
14. Assigns assistant coaching duties and conducts training sessions with staff to ensure consistency within the program.
15. Assigns scouting responsibilities.
16. Prepares the budget.
17. Schedules practices in accordance with PIAA and District rules.
18. Schedules pre-season scrimmages with approval of the Associate Athletic Director.
19. Keeps everyone concerned “up-to-date” regarding rules and regulations.
20. Reports all problems or dangerous situations to the associate athletic director.
21. Speaks to press when necessary and calls games in to league-approved newspapers and TV stations, ensuring that all contest results are made available to the newspapers and/or media outlets deemed appropriate by the Director of Athletics and Activities.
22. In cases where a *problem* may have occurred during, or in conjunction with a game or event, delivers an incident report to the athletic office by the next school day. A telephone call may be appropriate as well, to the Associate AD, Director of Athletics and Activities and/or building Principal as well.
23. Responsible for all players and managers until they leave District property at the conclusion of a scheduled event or practice.
24. Notifies student/athletes that hazing, as per Board Policy No. 247, will not be tolerated, and operates within said policy.
25. Is a positive representative of the District through displaying conduct appropriate for an educator whenever acting in the role of a District coach.
26. Plans, organizes, and implements an interscholastic athletic program consistent with the educational philosophy of ESASD.

27. Has substantial knowledge of the technical aspects of the sport involved and continues to examine and explore new theories and procedures pertinent to coaching and the sport being coached.

28. Acts in accordance with Board Policy No. 123 and 123-AR in all matters.

#### E. Assistant Coach

1. Cooperates with the head coach

2. Aids in the development of practice plans.

3. Communicates all problems to the head coach.

4. Assists in the administration of the program.

5. Is aware of all injuries as notified by the athletic trainer and works cooperatively with the athletic trainer in the student-athlete's best interest.

6. Demonstrates proper use of equipment.

7. Communicates appropriately and effectively with faculty and administration.

8. Notifies student/athletes that hazing, as per Board Policy No. 247, will not be tolerated, and operates in accordance with said policy.

9. Is a positive representative of the District through displaying conduct appropriate for an educator whenever acting in the role of a District coach.

10. Performs duties inherent to the position as per the discretion of the head coach.

11. Acts in accordance with Board Policy No. 123 and 123-AR in all matters.

#### Goal for all Coaches:

To instruct student-athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success, and to ensure student-athletes receive instruction that will lead to the formation of positive values, sportsmanship, pride of accomplishment, acceptable behavior, self-discipline, self-confidence and competitive spirit, while serving as role models within the school and community.

# **Student-Athlete Guidelines**

# Student-Athlete Code of Conduct

- I. All athletic activities are an extension of the educational experience that a school may offer. Participation by the student is voluntary and is considered a **privilege**. All students are expected to conduct themselves within the parameters of the District's Student Discipline Policy No. 218 as well as the applicable school Student Code of Conduct at **all** times.
- II. The following acts may constitute grounds for exclusion from practices and/or participation in competition during that particular season when such conduct occurs **on or off school property**. Student athletes should remember they are representatives of themselves, their coaches, their school, and their family. Their conduct directly reflects on the perceptions others have towards all the aforementioned parties.
  - A. Causing or attempting to cause damage to District property, theft or attempted theft of any property, both private and school property.
  - B. The use of violence, force, threat, intimidation, or any type of behavior that causes an interference with the purposes of the District.
  - C. Intentionally causing or attempting to cause physical harm to any students and/or school employees.
  - D. Violating any applicable Board policy, including Board Policy No. 218.1 "Weapons," while on District property or during a school sponsored event either on or off District property.
  - E. Violation of the District's Controlled Substances Policy No.227.
  - F. Carrying and/or using tobacco in District buildings, buses, or any District - leased property or in the course of any school-sponsored activity.
  - G. In accordance with Board Policy No. 247, hazing of any type will not be tolerated.
  - H. The use of anabolic steroids, except for medical reasons, by any pupil involved in scholastic athletics (See Policy No. 227).
  - I. Continual abusive language, obscene gestures, or willful indecent exposure.
  - J. The student-athlete must return all equipment issued by District at the designated time. The student-athlete is responsible to return such equipment

or make monetary restitution at the designated time. Failure to return equipment or make restitution may result in charges being filed with the appropriate District Magistrate.

- K. All other reasonable regulations adopted by the coaching staff shall be followed. All student-athletes will be notified of such rules, along with this Code of Conduct and transportation guidelines, in writing. **A copy of the coach's rules, along with the Code of Conduct and transportation guidelines, will be presented to the student-athlete and their parents/guardians. The parents/guardians and the student-athletes will be required to sign an acknowledgement form. The signed acknowledgement form will be kept on file by the coach. Student-Athletes will not be permitted to practice and/or compete until the acknowledgement is on file. The Associate Athletic Director and the principal must approve the coach's rules before being presented to the student-athletes.**

## **Procedure for Reporting and Handling Code of Conduct Violations**

- A. All actions taken regarding potential disciplinary violations must be conducted in a spirit of fundamental fairness.
- B. If an infraction is indicated, the coach should notify the Associate Athletic Director and/or school principal and conduct a thorough investigation of the alleged violation.
- C. If the investigation indicates a violation has occurred, informal due process must be afforded the student-athlete. The student-athlete must be given the opportunity to respond to the charges. Decisions made following the informal due process must be communicated to the student-athlete's parent/guardian.
- D. If, after the investigation, it is deemed necessary to suspend or dismiss the athlete from participation, the suspension or dismissal should take place immediately, with the decision being communicated to the parent/guardian. The coach shall provide the Associate Athletic Director with written notice stating the reasons for the action. The Associate Athletic Director will notify the school principal and the Director of Athletics and Activities of the suspension/dismissal.

# Mandatory Paperwork

Each student-athlete who desires to participate in athletics in the District is required to submit the ***P.I.A.A. Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)*** paperwork prior to the start of the season. This packet includes personal and emergency information, a parental permission form, health history and a physician's physical examination form. Each form must be completed and signed by the appropriate parties before the student may participate. (See appendix).

The physical examination form (Section 4) requires that a licensed physician of medicine evaluate the student-athlete before the first sports season of the particular year in which the student-athlete chooses to participate and, should the athlete remain injury-free, parents would only be required to fill out Section 5 of this packet to be eligible to participate in subsequent sports during that school year (June 1<sup>st</sup> through May 31<sup>st</sup>), without a second (or third) physical examination. (Should the student-athlete sustain an injury, the student-athlete must then be re-examined by a licensed physician of medicine, who must fill out Section 6 of the CIPPE packet.)

The athletic department will establish dates and times for school-sponsored physical exams. The physicals will be performed before the beginning of each season. Student-Athletes will not be permitted to receive a school-sponsored physical unless all paperwork has been completed and signed by the student-athlete and his/her parent(s)/guardian(s).

If a student-athlete misses the school-sponsored exams, he/she may get an exam from a doctor of their choice at their own expense. It is the responsibility of the student to arrange for their own physical should they miss the school-sponsored exams.

All physicals must be documented on PIAA forms.

## Parental Consent

A student-athlete will be eligible for the start of a season in a sport only when there is a certificate of consent form on file with the athletic department. This form must be signed by the parent(s)/guardian(s).

## Insurance

It is recommended that all student-athletes have some type of insurance coverage while they participate in sports programs. If a student-athlete so chooses, insurance may be purchased through the school. The school district provides interscholastic sports insurance to cover all athletes competing in interscholastic sports from grades 7 thru 12. The coverage will also include cheerleaders while practicing or participating in an interscholastic event. The parents or legal guardians of all interscholastic athletes are required to execute the following documents prior to the student being allowed to try out or participate in any sport:

1. ***P.I.A.A. Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)*** paperwork.
2. Parental acceptance of Student Accident Insurance. Parents can accept Student Accident Insurance coverage by properly completing the application form and paying the required fee. Parental refusal of the opportunity to purchase Student Accident Insurance can be demonstrated in writing and/or by not returning a completed Student Accident Coverage Application form. Failure to return a completed application form by the applicable deadline shall be considered as a refusal of such coverage.

## **Attendance**

In order for a senior high school student-athlete to be eligible to participate in any contest, he/she must be enrolled in school and be in full-time attendance. Additionally, all student-athletes must be present prior to the conclusion of the second block of the schedule to participate in extra-curricular activities, unless the absence is pre-approved by the administration. Any student-athlete who is absent or arrives to school after 10:46 AM will not be permitted to practice or engage in the scheduled activity for the day. Exceptions will be made for student-athletes having court appearances, or medical and dental appointments, as long as written permission is sought prior to the appointment.

## **Academic Eligibility**

Academic eligibility for senior high school student-athletes is dependent upon the student-athlete passing two (2) full block classes that meet daily (or an aggregate number of credits equaling 2 full block classes). Intermediate school student-athletes are required to maintain passing grades in four (4) core academic classes that meet daily (or an aggregate number of credits equaling 4 core academic classes). Student-athlete eligibility is carried from Sunday through the following Saturday. This determination will be made weekly and is checked on Fridays. Student-athletes who do not meet the minimum requirement of maintaining passing grades are deemed ineligible for a period, as defined by the P.I.A.A., from Sunday through Saturday, as determined on the immediately preceding Friday. Further, during the period of ineligibility, the student-athlete may be at practice only for the purpose of maintaining proper conditioning, but is not allowed to participate in any team-oriented work or skill work; nor can he/she participate in performances and/or competitions.

In addition, at the conclusion of each marking period, the high school student-athlete must have passed two (2) full block classes that meet daily (or an aggregate number of credits equaling 2 full block classes) and the intermediate school student-athlete must have passed four (4) core academic classes that meet daily (or an aggregate number of credits equaling 4 core academic classes). If the student-athlete fails to do so, he/she

may be at practice only for the purpose of maintaining proper conditioning, but is ineligible to participate in any team-oriented work, skill work, or performances and competitions for fifteen (15) school days, beginning the day report cards are issued or the next school day thereafter.

## **Virtual High School Students**

Students enrolled with the District as virtual high school students are eligible to compete in interscholastic sports, subject to the above academic eligibility requirements.

## **Home Education Students**

Students registered with the school district as home education students are allowed to compete for positions in extracurricular activities, including PIAA athletic activities. Home education students interested in participation in athletics should be referred to the Director of Athletics and Activities. Please see Board Policy #137 for more details.

## **Charter School Students**

Should a charter school student wish to participate in PIAA athletic activities, he/she should be referred to the Director of Athletics and Activities.

## **Transportation Guidelines**

- A. Student-Athletes are expected to use whatever transportation is provided to them by the District, both to and from athletic competitions, scrimmages, or events. This expectation is presented to build team camaraderie and to protect the student-athlete.
- B. All District rules and regulations are in effect anytime a District student-athlete is being transported by District transportation. Infractions of school rules will be dealt with in the same manner as the administration deals with school-time violations.
- C. A coach should always be present on a bus when one of his/her teams is being transported by bus. It is preferred that the head coach accompany the bus at all times. If the head coach cannot, for some valid reason, accompany the bus, the Associate Athletic Director should be made aware of the situation in advance.
- D. It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an event separately from the team. In the event that a student-athlete needs to travel separately from the team, a permission note from his/her parent/guardian must be presented to the

administration in advance. (See approved form in the “Forms” section).

An administrator will sign the note, which will be filed with in athletic office for future reference. A copy will be given to the coach of the team.

Coaches are permitted to allow student-athletes to travel separately from the team only if they have in their possession a permission note that has been signed by a school administrator.

Student-Athletes will only be permitted to ride with their own parent/guardian. It is the coach’s responsibility to make visual contact with the parent/guardian of the student-athlete to ensure that is who the student-athlete is leaving with.

The coach may use his/her discretion in case of an emergency. However the coach should still get a permission note signed by the parent/guardian and make visual identification of the individual before permitting the student-athlete to depart separately from the team. The coach should also inform the associate athletic director as soon as possible that an emergency exception was made for an individual.

- E. The athletic department recognizes the right of the parent(s)/guardian(s) to decide how and with whom their child is transported. However, the privilege to compete in interscholastic athletics for the District is based on student/athletes following the policies, guidelines, and procedures which are established by the District.
- F. The Director of Athletics and Activities will arrange all transportation for the District athletic teams.
- G. School-sponsored busing will be used as the standard mode of transportation.
- H. Teams should dress appropriately for travel, acting as representatives of the District. The coach will decide on a proper dress code for his/her players and include it in his/her rules and regulations to be signed by the student-athlete and parent(s)/guardian(s) prior to the start of the season.

# **Coach's Guidelines**

# Security

All concerned parties are to follow these guidelines concerning security:

1. Coaches are to be aware of building security, as well as the security of playing fields. Coaches should check all areas they have utilized at the termination of their use to be sure the area is secure and the lights have been turned off.
2. A member of the coaching staff should be the last person to leave the facility, unless another appropriate District employee is assigned to that area. It is his/her responsibility to ensure all students have properly vacated the premises prior to departing. Coaches should instruct their student-athletes not to enter facilities before a coach has arrived.
3. Coaches are responsible for taking all necessary precautions possible to ensure their keys are not lost or stolen.
4. Only the Associate Athletic Director or the Director of Athletics and Activities will distribute keys accordingly.
5. Coaches are **NOT** to copy keys.
6. Coaches are **NOT** to lend their keys to unauthorized individuals.
7. It is the responsibility of coaches to make arrangements to have an identification card issued to them, with the appropriate programming for use by the District's ID card "swipe" entry system, and coaches are **NOT** to lend their entry system ID card to unauthorized individuals.
8. Entry doors should **NEVER** be propped open while unattended.
9. Should a key or an ID card be lost or stolen, it is to be reported to the athletic office **IMMEDIATELY**.
10. Upon resignation or departure from a position, **ALL** athletic area keys should be turned in to the athletic office.
11. The athletic administration may collect all keys at the termination of a season, or anytime it is deemed necessary.

# Non-School Day Practices or Events

- A. Practices shall not be held when school has been canceled or dismissed early due to inclement weather or recognized emergency.
- B. No student-competitor, student-athlete and/or full team/club/organization sponsored by the school district shall practice/rehearse or compete on days when school has been dismissed early due to inclement weather or recognized emergency.
- C. Student-competitors, student-athletes and/or full teams/clubs/organizations sponsored by the school district may practice/rehearse or compete on days when the start of the school day has been delayed due to inclement weather or a recognized emergency unless a decision has been made otherwise by the Superintendent or designee.
- D. In cases whereby a student-competitor, student-athlete and/or full team/club/organization sponsored by the school district qualifies for PIAA district and/or regional and/or state level competition to be held on (a) day(s) when school is not in session or has been dismissed early due to inclement weather or recognized emergency, the Superintendent or designee shall determine whether that student competitor, student-athlete and/or full team/club/organization will be transported to said competition by the school district. In cases whereby the Superintendent has deemed it unsafe to transport a student competitor, student-athlete and/or full team/club/organization representing the school district to said competition, a student's parent/guardian may transport their student to the competition, but such a decision is entirely that of the parent/guardian and the Board assumes no responsibility for such an arrangement. Transportation to such competitions provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered. No student shall be permitted to transport him/herself and/or any other student to or from the site of such a competition.
- E. Practice is permitted on in-service days. Practice may not begin until 2:15 p.m.
- F. Practice is permitted during Parent/Teacher Conference days at times when conferences for the particular school(s) involved are not in session.
- G. Practices may be held on Saturdays and school holidays.
  - 1. If a coach desires to have practice on Saturdays or a school holiday the coach must submit a time schedule of practices the Associate Athletic Director and gain permission prior to holding any such practice.
  - 2. Team members must enter and exit only through designated doors.
  - 3. Coaches and team members are not to go beyond the athletic facilities.
  - 4. Coaches are responsible for security, lights, and their athletes.
  - 5. Student-Athletes should not be penalized for missing rescheduled games and/or practices due to verifiable extenuating circumstances.
- H. There will be **no** practices/rehearsals on Sundays at the middle school level.
- I. P.I.A.A. rules regarding Sunday athletic practices will apply (i.e. athletes required to be given another day "off" during the week).
- J. The head coach/director/advisor must secure approval from the school principal **in advance** of scheduling **any** Sunday practice/rehearsal.
- K. Sunday practices/rehearsals may be permitted only when unforeseen and compelling circumstances occur and will not be permitted merely to replace cancelled regular practices.

- L. Attendance at practices/rehearsals held on Sundays is to be ***completely voluntary*** (i.e. students are not required to attend, and no negative consequences are to be given to those who choose not to attend these practices/rehearsals).
- M. The head coach/director/advisor is responsible for supervising students at all times, from entrance to exit. The head coach/director/advisor is to be the first to enter and the last to exit.
- N. The head coach/director/advisor has the responsibility for insuring that: 1) All students under his/her supervision remain only in the appropriate designated areas of the facility at all times; 2) All those attending practices enter and exit the facility from only designated entrances and exits; and 3) Upon leaving, all facility doors are properly secured.
- O. Sunday practices/rehearsals, when scheduled, will be held only between the hours of 1:00 PM and 5:00 PM and are subject to the weather, road conditions and any other mitigating circumstance.
- P. Head coaches/Directors/Advisors will be responsible for disarming/arming alarm systems and must consult with the school principal in this regard.
- Q. School principals shall obtain the approval of the Superintendent prior to a Sunday practice/rehearsal being held.

For more information, please see No. 123-ARs regarding practices.

## **Team Rules**

- A. The head coach must supply each student-athlete with a set of team rules. The rules must include the Code of Conduct, Attendance, and Transportation Guideline sections of this handbook.**
- B. The coach will require that the student-athlete returns the East Stroudsburg Area School District Athletic Department Code of Conduct and Team Rules Verification Form signed by both the student-athlete and his/her parent/guardian stating they have seen, understand, and will abide by the team rules. This form is found in the “Forms” section of the handbook.**
- C. The following is a list of suggested items the coach may want to include in the team rules.
  1. Training rules.
  2. Practice and game philosophy.
  3. What the coach expects of team members at practices, games, during school, on the bus, etc.
  4. Dress code for home and away games.
  5. Locker room and equipment rules.

6. Discipline philosophy, maintaining consistency and using due process in circumstances that could lead to a suspension or dismissal.
7. Responsibility of every student-athlete to become familiar with the Code of Conduct.

## **Supervision of Student-Athletes at Tournaments**

At times when teams compete in tournaments, there are instances whereby our student-athletes must compete in different venues simultaneously. This precludes our coaches from being able to directly supervise student-athletes who may be “idle” while teammates are engaged. Therefore, in such instances, coaches shall be advised to designate an area in the bleachers or at another appropriate area in the arena to which the student-athletes are expected to report and at which they are to remain while teammates are competing. Those student-athletes who become spectators under such circumstances are to be advised by the coach(es) that they are to conduct themselves in an appropriate, orderly manner, and every effort should be made to provide direct adult supervision for those student-athletes. At minimum, every effort must be made to keep nonparticipating team members intact as a group and in a supervised area of the arena.

## **Safeguarding the Student-Athlete**

As stated previously, participation in athletics is a privilege. The student-athlete has a responsibility to play fairly, always do his/her best, maintain fitness, and to conduct himself/herself in a manner that is representative of the District. In turn, all things possible should be done to protect against injury through conditioning, instruction, modeled behavior and adequate supervision.

Coaches should periodically evaluate their student-athletes to ensure a safe experience for all players. Below are some guidelines that will help the coach evaluate his/her student-athletes in this regard.

1. Proper conditioning aids in the prevention of injury.
  - A. Players should practice a minimum of two weeks before participation in a contest.
  - B. Student-Athletes should be given direction regarding preseason conditioning.
  - C. Players should be required to warm up thoroughly before participation
  - D. Substitutions should be made without hesitation when players appear too fatigued to perform and/or exhibit injury
2. Proper officiating promotes enjoyment of the game as well as providing players with protection.
  - A. Rules and regulations must be strictly enforced in practice.

- B. Players and coaches should know and understand the rules of the game.
- 3. Coaching leads to skill-building, and lowers the incidence of injury.
  - A. Injuries should be analyzed to determine cause, and preventative programs established accordingly.
  - B. The athletic trainer must see the injured student -athlete as is applicable, and his/her terms strictly followed, without question, by the coach and/or player.
  - C. Practices must be planned and of reasonable duration.
  - D. The coach must emphasize safety and teaching the proper skills.
- 4. Equipment and facilities must be properly maintained.
  - A. Careful attention must be given to proper fit of equipment.
  - B. Appropriate equipment must be provided for contact sports.
  - C. Equipment must be properly maintained.
  - D. Play areas are to be properly maintained
- 5. Proper medical care prior to the season is essential in the prevention of injury.
  - A. A licensed physician must conduct a pre-season physical.
  - B. Care must be given to the injured student-athlete by the coach and/or the athletic trainer, limited to first aid medically prescribed services.
- 6. Every effort should be made to accommodate, and not to penalize, student-athletes who choose to participate in more than one school-sponsored activity simultaneously.

## **Squad Selection**

- A. It is the coach that is responsible for the selection of the members of the team. The coach should be selecting the best team possible for that sport.
- B. The following criteria should be used in selecting squads:
  - 1. The student-athlete's ability
  - 2. The student-athlete's skill level
  - 3. The student-athlete's potential
  - 4. The student-athlete's demeanor and disposition as displayed under all applicable conditions
  - 5. The number of positions available on the team
  - 6. The number of uniforms available
  - 7. The amount of practice time available for each team member
  - 8. The amount of playing time available for each team member
  - 9. The grade level of the player. It is generally more difficult to apply some the above criteria to younger athletes than older ones. However, ability becomes the strongest criteria.

- C. Head coaches are charged to convey to their assistants what types of things they feel are important in selecting a squad.
- D. Prior to final selection of any squad, the head coach responsible for the squad should confer with appropriate assistant coaches.
- E. "Cutting" of student-athletes is a difficult thing for all parties involved. However, it must be recognized that at times "cutting" is necessary. Thus, it is suggested that "cutting" be considered very carefully before being carried out.
- F. Anytime "cuts" must be carried out, the Associate Athletic Director should be informed in advance. The Associate Athletic Director will in turn inform the principals that cuts are pending. All cuts must be in accordance with the procedures in 123-AR.
- G. Any coach employing "cuts", should have a written rationale explaining his/her position on the specific student-athlete who was "cut".
- H. If "cuts" take place, the student-athlete being cut should be informed personally of the decision by the head coach. (Student-Athletes should never be informed via lists, other students, or any other impersonal manner).
- I. Coaches who feel they must make cuts should inform all student-athletes of this possibility before tryouts begin. Also, the coach should give the student-athletes a solid date when the "cuts" will be made. Said date will be cleared with the Associate Athletic Director.

## **Out-Of-Season Guidelines**

It is recognized that student-athletes need to work at their specific sport off-season in order to be competitive. However, it is also recognized there must be limitations and controls established to govern off-season programs in order to protect the student-athlete.

The PIAA has established in-season and out-of-season rules and regulations, which must be obeyed. These rules and regulations can be referred to in the back of this handbook. The following summary of these rules is also provided.

- A. Consistent with the concept that interscholastic athletics are a part of the educational process, and consistent with the established goals of health, safety, and sportsmanship, the following guidelines are set forth:
  - 1. The basic responsibility of all administrators and coaches is to provide student-athletes, who are participating in interscholastic athletics, with a worthwhile, educational experience.

2. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
  3. The student-athlete should have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.
- B. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or student-athletes of member schools may be involved with sports activities such as training programs, recreational activities, “open gyms”, clinics and camps provided that any participation by coaches and/or student-athletes is as private citizens and is voluntary as described below. Coaches and/or student-athletes acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period as described below.

Any sports activity outside the jurisdiction of the PIAA except as set forth in the immediately preceding paragraph and as follows:

1. The coach or other personnel representing the school shall not require the athlete to participate in a sport or a training program for a sport outside of the PIAA defined sports season. The participation of the student-athletes in any sports activity that occurs outside of its defined season must be voluntary.
2. The school’s blocking/tackling dummies and blocking/tackling sleds may not be used by schools, community, organizations and groups, coaches and student-athletes outside the PIAA defined football season.
3. The school’s name, nickname, uniform, equipment, and first aide supplies **may not be used by community organizations and groups**. The school’s name, nickname, and uniforms may not be used by student-athletes; however, the athletic director may permit students to use the school’s interscholastic equipment and the school’s interscholastic first aid supplies.

These additional interpretations may be helpful to District student-athletes and coaches.

1. Tryouts may not be held outside the PIAA defined season
2. Attendance in out-of-season programs or camps does not guarantee that a student-athlete will make a team during the defined season.
3. Failure to attend out-of-season programs or camps may not be held against student-athletes who try out for teams.
4. Attendance in all out-of-season athletic programs or camps are to be purely voluntary in all regards.

# Overnight Event Guidelines

As per Board Policy No. 121:

- A. In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the building administrator and the Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building administrator and/or his/her designee and the Director of Athletics and Activities.
- B. In the event that individual student competitors, student-athletes and/or full teams/clubs/organizations representing the District qualify for PIAA or PMEA district and/or regional and/or state level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek Board approval on, at a minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building administrator and/or his/her designee and the Director of Athletics and Activities.
- C. The building administrator and/or his/her designee shall recommend approval or disapproval of each proposed field trip/event taking into consideration the purpose, itinerary, and duration of each proposed trip. Each field trip/event will be properly planned, related to the curriculum or purpose of the extra-curricular activity, and followed up by appropriate activities that enhance its usefulness. Staff members requesting trips, with the approval of the building administrator and/or his/her designee, are allowed a considerable degree of professional flexibility and innovation in planning field trips. However, no prior commitments, promises or announcements are to be made relative to a field trip/event by the teacher/coach/advisor/director and/or other staff member(s) before necessary written approvals have been obtained.
- D. Coaches are to read Board Policy No. 121 to accurately determine those guidelines and procedures that may pertain to their particular activities.

# Awards

# Awards

## A. Varsity Letters /Participation Certificates.

1. The head coach of each sport will devise a basic list of criteria, which each student-athlete must meet to qualify for a varsity letter during that season. The student-athletes should know what these standards are before the first contest is played. Seniors who complete the entire season and/or student-athletes who are injured and, in the opinion of the coach, would have qualified, will receive a letter. A student-athlete who does not meet these basic requirements will receive a participation certificate.

## B. League and District Championships.

1. Team awards.
  - a. A championship jacket will be presented to each member of a League or District Championship Team. Those eligible for this award are players who qualify for varsity letters, regular members of the coaching staff, and team managers who are students in the senior high school.
  - b. The Associate Athletic Director, head coach, and the team captain(s) will select the type of jacket purchased with the guidelines established by the principal.
  - c. Some form of recognition will be presented to each member of a Divisional Championship Team. Those eligible for this recognition are players who qualify for varsity letters, regular members of the coaching staff, and team managers who are students in the senior high school.
  - d. A championship jacket will be presented to each member of a divisional championship team when there is no overall league champion formally recognized.

## C. State Level Representation

### 1. Individual Recognition

- a. The student-athlete who finishes “state level” competition as an official place winner will be presented with a picture plaque, which will list the student-athlete’s top accomplishments for the season. The plaque will be displayed in the applicable high school trophy case. The official place winners in categories as awarded by the PIAA will be recognized in each different sport:
  - 1) Cross Country – 10 per team; top 25 finishers
  - 2) Golf – top 10 finishers

- 3) Swimming – top 8 finishers per event
  - 4) Tennis – 12 per team; top 4 finishers
  - 5) Track & Field – top 8 finishers per event
  - 6) Wrestling – 25 per team; top 8 finishers per weight class (states); top 4 finishers per weight class (regionals)
- b. A repeat placement finisher will be recognized with an additional list of credits added to the plaque.
  - c. A student-athlete, who represents the District at the state level of competition and places outside the official placement recognition, will have his/her name placed on the State Level Competition Board.
  - d. Individual league and/or district champions will be awarded a plaque.
  - e. Individuals who win a league and/or district championship at approved competitions will be awarded a plaque commemorating their accomplishments.
2. Teams competing beyond the district level will be recognized on a state competition board.

D. All-League/All-Area/All-Star/All-State Selections

1. Since these awards are not based on actual competition, the coach, associate athletic director, and administration may recognize the athlete's accomplishment.
2. No material award is given in this situation.

EAST STROUDSBURG AREA SCHOOL DISTRICT

No. 123-AR. ADMINISTRATIVE REGULATIONS FOR INTERSCHOLASTIC ATHLETICS

I. AWARDS

A. MOST VALUABLE ATHLETE AWARD

The purpose of this award is to recognize the student-athlete deemed most valuable to the team on which he/she participates during a particular school year. The criteria developed to determine the award recipient provides each coach with a procedure that facilitates increased objectivity for selecting a single most valuable athlete for each of the interscholastic sports activities sponsored by the East Stroudsburg Area School District.

1. GUIDELINES

For purposes of clarity and consistency, each of the criteria is evaluated as follows:

<b>Criteria</b>	<b>Maximum Allowable Points</b>
<u>Athletic Achievement – Performance</u>	60
The coach will design a method for assessing and documenting specific performance factors, with each factor having the value assigned so that the sum of all factors equals 60 points. Performance factors can and should vary for different sports, and for different positions within those sports. (Example: football players, quarterback vs. center, etc.). Methods of documentation should be developed accordingly.	
<u>Leadership and Initiative</u>	8
Displays a positive influence as well as a propensity for enterprise, self-motivation and the ability to motivate others.	
<u>Attendance and Punctuality</u>	4
Attends, in a punctual manner, all practices, contests and team functions. Unexcused absences and tardiness will result in a points deduction.	
<u>Observance of Training Rules</u>	4
Observes all training rules as disseminated by the coach and/or athletic trainer.	
<u>Team Awareness</u>	4
Displays knowledge of the importance of being a part of the larger whole.	
<u>Interpersonal Skills</u>	4
Demonstrates cooperation in upholding group relations and willingness and ability to work with others.	
<u>Amenability Toward Receiving Instruction</u>	4
Displays obedience, respect and acceptance of instruction and direction from coaching staff.	
<u>Personal Demeanor</u>	4
Attitude (mental position and posture) displayed by the student-athlete while participating in school district sports-related activities.	

<u>Integrity and Ethical Conduct</u>	4
Demonstrates such personal traits as honesty, self-discipline, regular school and class attendance, acceptance of personal responsibility, and citizenship.	
<u>Service</u>	4
Contributes in a positive fashion to school, classmates and community, displaying a sense of caring, benevolence, and helpfulness.	
<b>GRAND TOTAL</b>	<b>100</b>

The highest possible score attainable is 100 points. Points are lost when the student fails in some objective way to satisfy the criteria outlined herein. The coach is to log each issue. A discussion of the issue with the student-athlete should occur at the time of the incident or shortly thereafter to serve notice of such a points deduction.

2. DELEGATION OF RESPONSIBILITY

Associate Athletic Directors are to facilitate the dissemination of this information, which is to be shared with all school district athletes in all sports and posted to ensure that all have been notified and clearly understand the requirements and selection process for Most Valuable Athlete.

B. BEST ALL-AROUND ATHLETE AWARD

The purpose of this award is to recognize that student-athlete who is deemed to be the best all-around athlete for a particular school year. The criteria developed to determine the award recipient provides each coach with a procedure that facilitates increased objectivity within the selection process. One male athlete and one female athlete are to be selected at or near the end of each school year.

1. GUIDELINES

Below are the criteria to be used in selecting a best all-around athlete:

- a. Varsity letters won
  - 1) Each letter earned in a sport season 2 points
  - 2) Multiple Letters (to be added to the points awarded in A. 1. above)
    - a) 2<sup>nd</sup> letter earned in a sport season per career and/or year 1 point
    - b) 3<sup>rd</sup> letter earned in a sport season per career and/or year 2 points
    - c) 4<sup>th</sup> letter, or more, earned in a sport season per career and/or year 3 points

Note: Each particular school year is divided into three (3) distinct sports seasons. These seasons are fall, winter, and spring.

- b. MVA awards won 14 points
  - Points awarded for each MVA award
- c. Multiple season participation
  - 1) Bi-Season:
    - a. First year athlete participates in two sports seasons 1 point

- b. Second year athlete participates in two sports seasons 2 points
  - c. Third year athlete participates in two sports seasons 3 points
  - d. Fourth year athlete participates in two sports seasons 4 points
- 2) Tri-Season:
- a. First year athlete participates in three sports seasons 3 points
  - b. Second year athlete participates in three sports seasons 5 points
  - c. Third year athlete participates in three sports seasons 7 points
  - d. Fourth year athlete participates in three sports seasons 9 points
- 3) Tie breakers
- a. First- Total number of MVA Awards won.
  - b. Second- Total number of varsity letters won.
  - c. Third- Total number of seasons participated in a sport.

2. DELEGATION OF RESPONSIBILITY

Associate Athletic Directors are to facilitate the compilation of this information, which is to be shared with all school district athletes in all sports and posted to ensure that all have been notified and clearly understand the requirements and selection process for Best All-Around Athlete.

# BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- **No. 121 Field Trips**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=9425>
- **No. 122 Extracurricular Activities**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=9426>
- **No. 123 Interscholastic Athletic**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=9427>
- **No. 227 Controlled Substances**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=10112>
- **No. 247 Hazing**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=10132>
- **No. 916 School Volunteers**  
<http://moodle.esasd.net/moodle/mod/resource/view.php?id=11343>

# Forms

- Parental Transportation Request – p. 32
- Student Code of Conduct Verification Form (To be copied and distributed to student-athletes prior to participation in activity) – p. 33

**NOTE: Please see other applicable policies for any additional forms that may be required.**

# East Stroudsburg Area School District Parental Transportation Request

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

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

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

---

(Location of Venue)

---

(Student-Athlete's Name)

---

(Date)

---

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

# East Stroudsburg Area School District Athletic Department Code of Conduct and Team Rules Verification Form

We acknowledge that we have received and understand the Student-Athlete Code of Conduct for East Stroudsburg Area School District student-athletes participating in the School District's athletic program and the coach's team rules and regulations for the sport of \_\_\_\_\_  
(Name of sport)

for the \_\_\_\_\_ athletic season.  
(Year)

---

[Signature of Parent(s)/Guardian(s)]

(Date)

---

(Signature of Student -Athlete)

(Date)

---

(Coach's Initials)