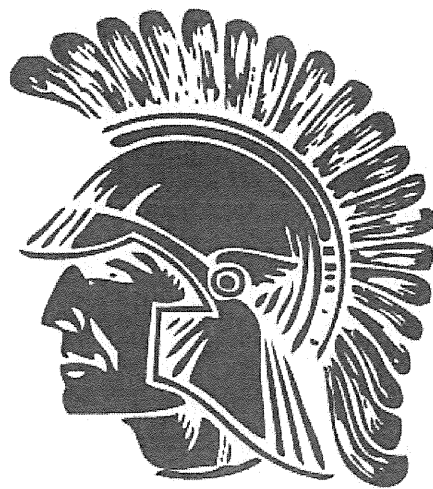


CHAMBERSBURG AREA SCHOOL DISTRICT
ATHLETIC HANDBOOK



2017-2018

FOREWARD

This athletic handbook has been developed to assist the coaching staff, student-athletes, and parents of the Chambersburg Area School District. It contains Athletic Department procedures, regulations, and other information that will be helpful to coaches – be they veterans or beginners – in administering, maintaining, and promoting the athletic program. This athletic handbook is also a great tool for students and their parents who wish to participate in the interscholastic athletic program.

In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sport they coach, as well as the rules and regulations found in the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association.

TABLE OF CONTENTS

Mission Statement	4
Athletic Philosophy	5
Code of Ethics	6
Organizational Responsibilities and Job Descriptions	9
Organizational Chart	
Chain of Command	
Athletic Personnel	
Coaches Obligations to Athletes	23
Parent's Guide to Dealing with Coaches	25
Eligibility to Participate in Interscholastic Athletics	26
Pre-Season Preparation	30
Organizational Meeting	
Pre-participation forms	
Booster Clubs	
Contact Information	
Admissions	
Management during the Season	31
General Supervision of Athletics	
Volunteer Coaches	
Team Selections	
Team Roster	
Practice Sessions	
Scrimmages	
Equipment	
Transportation Responsibilities	
Travel Expense Vouchers	
Overnight Trips	
Post-Season Tournament Expenses and Travel	
Facility Management	
Weight Room	
Team Managers	
Media Responsibilities	
Risk Management	
Post-Season Responsibilities	39
Season Summary	
Equipment	
Regulations for Award Letter	
Post-Secondary Participation	
Booster Clubs	
Program Conflicts	42
Injury Management	43
Drug and Alcohol Policies	44
Disciplinary Procedures	46
PIAA Season/Out-of-Season Rules and Regulations	48
Appendix A – Risk Management for Coaches	
Appendix B – Guidelines for All Teams	
Appendix C – Drug and Alcohol Testing/Policies	
Appendix D – Act 93 of 1990 (Senate Bill 454)-Steroids	
Appendix E – Student Activity Fee	
Appendix F – Coaches/Advisors Code of Ethics	
Appendix G – Coaches Performance Evaluation	
Appendix H – Student-Athlete/Parent Coaching Evaluation Survey	
Appendix I – Inclement Weather Guidelines	

MISSION STATEMENT

The mission of Chambersburg Area School District's athletic program is to provide learning experiences that contribute to the personal, physical, psychological, and moral development of the individual student athlete while also complementing the academic program. The Chambersburg Area School District strives to create a competitive program where all athletes will:

1. Honor all aspects of the game
2. Learn skills, tactics and strategies of the game and improve as a player
3. Develop teamwork and cooperation
4. Experience life lessons that have value beyond the playing field
5. Have fun

Chambersburg Area School District is committed to creating a positive culture in which coaches, staff, parents, fans, officials, and athletes work together to achieve our mission.

ATHLETIC PHILOSOPHY

The interscholastic athletic program will be increasingly competitive as students' progress from the middle school through the junior varsity to the varsity. Earlier levels will serve as developmental programs for the more advanced. Varsity coaches will work with junior varsity and middle school coaches to coordinate the developmental aspects of the program in each sport.

At the middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and on maximizing participation to allow the individual to develop his/her athletic potential. Participation and development of skills will be valued above the winning of a contest. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction and development are combined with an increasing emphasis on competitive success. Athletes are to develop an awareness of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for a team is controlled by instruction, participation, individual development, and teamwork.

At the varsity level coaches have the dual responsibility of fostering individual skill development and achieving team success. The most effective student athletes as judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities by participating at the most advanced levels of interscholastic athletic competition. Emphasis will be placed on helping the team members to work together and to develop a strong desire to attain the highest possible levels of team success.

CODE OF ETHICS

The Code of Ethics pertaining to athletics is to be regarded not only as recommendations but as rules governing the conduct of schools, athletic directors, coaches, students (players and spectators) and adult spectators (See Appendix F).

A. The **school** will strive for sportsmanlike conduct. As such:

- The development of pride in school and community is a primary goal of the athletic program but only in an honorable fashion.
- Unsportsmanlike conduct is not to be exhibited even if it appears others are not adhering to acceptable principles.
- The rules of the game are to be regarded as mutual agreements.
- Visiting teams are honored guests of the home team and should be treated as such.
- All decisions of officials are to be abided by.
- Officials and opponents are to be regarded and treated as honest in intention.

B. The **athletic director, with support of the administration**, will provide the leadership in enforcing the athletic code of conduct and should:

- Be visible at athletic events to indicate support of the program as well as a readiness to take immediate action should the situation warrant.
- Remind coaches that the athletic area is his/her classroom for the extension of the educational program.
- Directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.
- Have a definite and mutual understanding for operations with the administration and the respective coaches.
- Arrange for contests, which are educationally and physically sound for the athlete.
- Ensure the proper game management of all home athletic events.
- Strive to cooperate with all District, school, community, and league entities to maintain a wholesome athletic program.
- Treat visiting teams and officials as guest.
- Meet before the game with game officials to review game operation procedure and provide for facilities and privacy for officials.

C. The **coaches** will serve as a model not only for those participating in the program but also for those assuming the spectator role. All coaches shall:

- Be a person of high moral character, a person of integrity whose first concern is for the welfare of the student-athlete.

- Demonstrate professional attitude and appropriate attire at all times.
- Strive to make each athlete's experience a positive one, never sacrificing the safety or welfare of an athlete.
- Operate the athletic program within the guidelines of the Chambersburg Area School District.
- Support the athletic success of all teams and remember that each coach is an integral member of the school and District "team."
- Be instrumental in crowd control. The coach's behavior must be of the highest caliber so as to influence a positive reaction from players and/or spectators.
- Maintain positive and accountable relations with parents and other supporting groups.

D. The **student-athletes** must be the leaders in the school system and community. Since athletic participation is voluntary and is a privilege, those who choose to participate must adhere to a code of conduct which operates within a framework of rules and regulations. Those athletes who conduct falls outside this code may be excluded from the athletic program.

Athletes must strive to:

- Behave according to all rules and regulations adopted by the coach of each sport.
- Demonstrate an interest in academic achievement by being punctual, working to ability level, respecting teachers and classmates, complete all classroom requirements, and by avoiding discipline problems.
- Exhibit leadership qualities, both in the classroom and in the athletic endeavor.
- In general, an athlete:
 - Must attend every practice session and meeting unless excused by the coach or absent from school with an excused absence.
 - Should be neat, clean, and groomed.
 - Shall treat coaches, players, team managers, and officials with respect.
 - Will not use profanity or illegal tactics.
 - Will always display good sportsmanship.
 - Will be responsible for all equipment.
 - Will not use the athletic area for "horseplay," rowdiness, loitering or hazing.
 - Will have the responsibility to maintain locker rooms, team rooms, and training rooms in a clean and healthy manner.
 - Comply with the rules, regulations, and guidelines of the District and the school.

E. The **student spectators** play a vital role in the development of school spirit and school morals. The objectives of the student body's participation at athletic contests also involve a Code of Conduct. Student spectators shall:

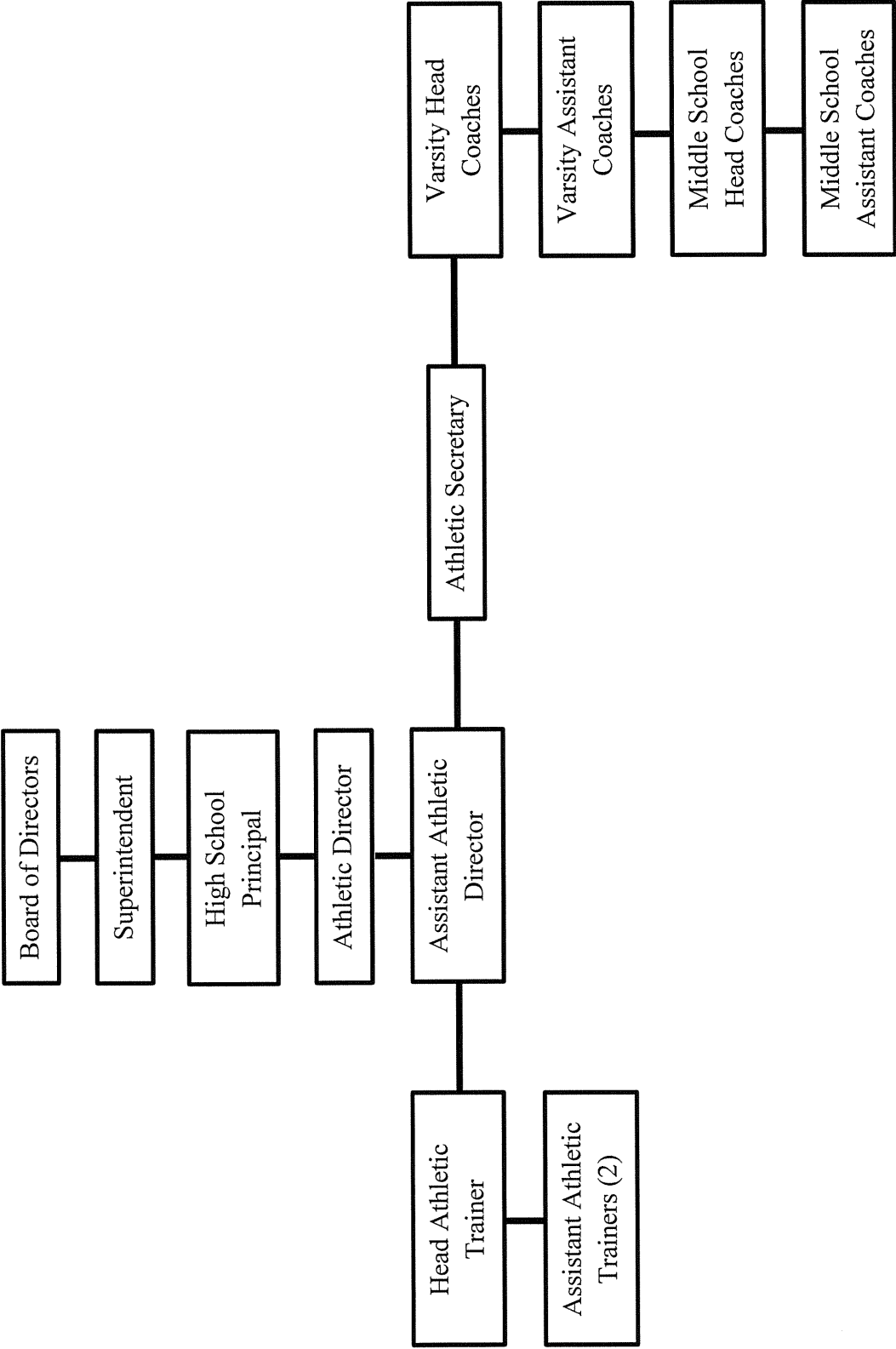
- Behave in a manner expected at athletic events

- Display good sportsmanship, fair play, and good citizenship. Poor sportsmanship is unacceptable and is grounds for removal from athletic contest.
- Exhibit proper student interest in activities.
- Be enthusiastic and loyal representatives of the school.
- Express positive recognition and appreciation to contestants and game officials.
- Remember that first impressions are lasting; make the school's image the look of a "champion."

F. The **adult spectators** of the community must be cognizant of their role in the interscholastic athletic program. Objectives for an adult code of conduct include:

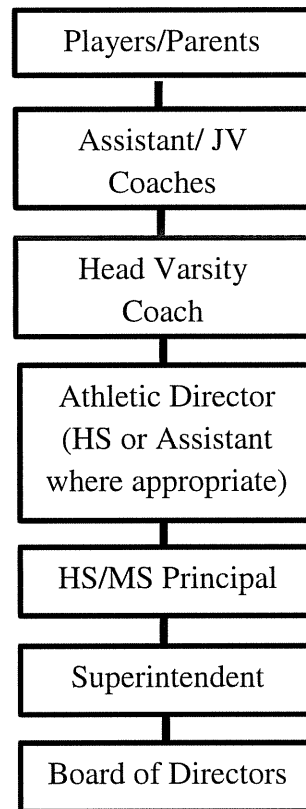
- Being cognizant that the responsibility for school athletics rests entirely with school authorities.
- Understanding that the athletic program is conducted for the benefit of student competition and student spectators with recreational opportunities for the community being a desirable secondary objective.
- Recognition that admission to an interscholastic contest entitles the spectator to the privilege of watching the more talented students of two or more schools exhibit what they have learned in the athletic classroom, but also that all athletes make mistakes.
- Willingness to judge program success on the number of participants and spectators, new skills acquired, good citizenship, and sportsmanship.
- Making an attempt to learn the rules of the game and allowing the officials to administer the contest.
- Recognizing that all spectators are guests of the school and that, while winning is certainly an admirable goal; victory is hollow if it comes at the expense of morals, ethics, and plain common sense.
- Recognize that blatant displays of poor sportsmanship, use of profanity, vulgar or inappropriate language or behavior as judge by the officials or District administration are grounds for removal from an athletic contest.

ORGANIZATIONAL CHART: ATHLETICS



CHAIN OF COMMAND

At Chambersburg Area School District the following chain of command is in effect for the Athletic Department.



ADMINISTRATION

Jeremy Flores..... Athletic Director
Corey Dayley Assistant Athletic Director
Lucinda Rebuck..... Athletic Secretary

HEAD COACHES

FALL SPORTS

Cheerleading Hayley Tosten
Boys' Cross Country John Ambrosio
Girls' Cross Country Chris Monheim
Field Hockey Danielle Clutter
Football Mark Luther
Coed Golf Mark Yost
Boys' Soccer Corey Grove
Girls' Soccer Ed Franchi
Girls' Tennis Bill Wissinger
Girls' Volleyball Ty Frelin

WINTER SPORTS

Cheerleading Hayley Tosten
Boys' Basketball Shawn Shreffler
Girls' Basketball Barry Purvis
Boys' Swimming Chad White
Girls' Swimming Donald Miller
Wrestling Matt Mentzer

SPRING SPORTS

Baseball Scott Folmar
Boys' Lacrosse Paul Flohr
Girls' Lacrosse Jamie Odell
Softball Chris Skultety
Boys' Tennis Brad Hill
Boys' Track/Field Bob Walker
Girls' Track/Field Chris Monheim
Boys' Volleyball Marta Helfrick

ATHLETIC TRAINERS

Head Trainer Chasity Johnson
Assistant Trainer Ashley Ippolito
Assistant Trainer TBA

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. To work cooperatively with all the secondary principals for the development and implementation of the districts interscholastic sports program.
2. To screen, interview, and recommend in cooperation with the appropriate staff, candidates for all athletic positions for the district.
3. To supervise and evaluate the performance of the athletic staff to enhance their individual performance. (See Appendix G)
4. To administer end of season student-athlete and parent coaching evaluation surveys. (See Appendix H) Surveys are for feedback purposes only. Survey responses are not intended to directly affect the retention or dismissal of coaches.
5. To prepare and present an annual budget for the athletic programs of the Chambersburg Area School District.
6. To prepare, schedule, and coordinate the assignment of athletic facilities, game personnel, officials, and security to insure the proper functioning of all athletic contests.
7. To prepare and maintain all team and individual financial records required by law and for the perpetuation of Chambersburg Area School District records.
8. To work in cooperation with the Supervisor of Buildings and Grounds in maintaining all athletic facilities to assure safe conditions for the athletes and spectators.
9. To present the district's athletic policies and procedures at a parent meeting prior to each sports season.
10. To develop and maintain a system to ensure that all paper work is seasonally submitted for all athletes by each coach for their respective team.
11. To be available to all coaches for maintaining high morale within athletic teams.
12. To coordinate banquet programs for the various teams.
13. To keep an accurate sports history of all athletic teams.
14. To attend all league and PIAA meetings and serve as an interpreter for PIAA and league rules.
15. To bid and purchase all athletic equipment under guidelines established by the district business office.

16. To pay for and keep an accurate account of all equipment and supplies purchased with athletic funds.
17. To supervise the duties of the assistant athletic director, financial manager, the head athletic trainer, and equipment manager.
18. To provide each coach with detailed information listing his or her responsibilities.
19. Other duties as assigned.

JOB DESCRIPTIONS OF THE COACHING STAFF

Our coaches will understand and implement the Chambersburg Area School District athletic program mission statement. We expect our coaches to be “double-goal” coaches who want to win and help players learn “life lessons” and positive character traits from sports.

Our coaches will:

1. **Model and teach your players to Honor the Game.** Teach the elements of **ROOTS** –

Respect for: **R**ules, **O**pponents, **O**fficials, **T**eammates, and one’s **S**elf.

- Share with your players’ parents your desire for them to Honor the Game.
- Drill Honoring the Game in practice.
- Seize teachable moments to talk with players about Honoring the Game.

2. **Help players Redefine what it means to be a “Winner”** in terms of Mastery, not just the scoreboard:

- Teach players the ELM Tree of Mastery (Effort, Learning, and bouncing back from Mistakes).
- Use a “Team Mistake Ritual” to help players quickly rebound from mistakes.
- Reward effort, not just good outcomes. Look to recognize players for successful effort.
- Encourage players to set “Effort Goals” that are tied to how hard they try.

3. **Fill your players’ Emotional Tanks.**

- Use encouragement and positive reinforcement as your primary method of motivating.
- Strive to provide positive reinforcements for each criticism/correction.
- Schedule “fun activities” periodically so players will enjoy their sport and feel connected.
- Teach players to fill each other’s emotional tanks.
- Develop “player coaches” by asking for player input and asking rather than telling them what to do.

- Seek to provide constructive criticism. Make the focus of criticism instructional and action oriented, and work to create an environment where students are receptive to constructive criticism.
- Reinforce the positive things done by the players and the team.

VARSITY HEAD COACH

The Chambersburg Area School District wants coaches that are “double-goal” coaches who want to win but has a second more important goal of using sports to teach life lessons.

ADMINISTRATION

1. Participates in selection, assignment, and evaluation of assistant coaches as requested by building principals and Athletic Director.
2. Delegates duties and responsibilities to assistant coaches as appropriate and coordinates their efforts at all levels.
3. Schedules and conducts coaching staff meetings as needed and evaluates assistant coaches (Appendix G).
4. Schedules scouting assignments as needed.
5. Directs the team at home and away contests.
6. Provides necessary supervision for transportation.
7. Designates award winners for annual recognition.
8. Performs other duties as assigned by the building principal or the Athletic Director.
9. Attends the PIAA required meeting for rules and regulations prior to season play.
10. Reviews the rules and regulations section of the PIAA Handbook.

COMMUNICATION

1. Develops and/or utilizes teaching techniques consistent with sound learning theory and personal coaching philosophy, so that all participants will have adequate opportunities to learn the skills, techniques, strategies, rules, and a sense of fair play and conduct basic to the sport.
2. Prepares a team roster when final selection has been completed.
3. Informs assistant coaches, players, parents, and appropriate school personnel of personal coaching philosophy.
4. Informs assistant coaches, players, parents, and appropriate school personnel of all rules that team members will be expected to observe.
5. Works with community, other schools, and the District Administration concerning public relations.

6. Meets with representatives from colleges and universities.
7. Completes season summary form within 15 working days of the season's end.

FACILITIES AND EQUIPMENT

1. Consults with the Athletic Director on arrangements for facilities in which to practice.
2. Assumes responsibility for care, management, and inventory of equipment and supplies. Also, responsible for district buildings and fields.
3. Organizes and supervises practice sessions including overseeing the locker room and observing the students until they leave the building.
4. Supervises students on away trips and ensures the proper condition of host facilities.

EXCUSAL NOTIFICATION

1. A list for each contest should be submitted to the Principal of each school the athlete attends. Give names and time of excusal, list should be in Principal's office at least one day prior to opening contest.
2. Provide a list of athletes to be excused from the various schools. The lists should include the players name and time of excusal. Head coaches are responsible for reporting to the Principal and Athletic Director any player who has been dropped from the squad.
3. If a coach needs a substitute to cover classes on game days, he/she must complete an excusal form at the beginning of the athletic season, obtain Athletic Director's approval, and present to the Secretary in the High School or Middle School offices. The Secretary is to be contacted at least two (2) days prior to make arrangements for class coverage.

VARSITY ASSISTANT COACH

The responsibilities of the Assistant Coach may vary at the direction of the Varsity Head Coach and with approval of the Athletic Director.

ADMINISTRATION

1. Assists the Varsity Head Coach in planning and conducting practice sessions.
2. Assumes supervision and coaching of junior varsity squads as appropriate.
3. Accompanies team on away meets and games.
4. Performs other duties and responsibilities at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

COMMUNICATION

1. Supports the philosophy of the Varsity Head Coach.
2. Trains team members to participate in a sportsmanlike manner.

FACILITIES AND EQUIPMENT

1. Assists Varsity Head Coach in the care, management, and inventory of supplies and equipment.
2. Assists in supervision of the locker room and of the students until they leave the building.
3. Assists in the supervision of host facilities.

MIDDLE SCHOOL HEAD COACH

ADMINISTRATION

1. Directs the team at the various contests both home and away.
2. Provides necessary supervision for transportation.
3. Designates award winners for annual recognition.
4. Performs other duties as assigned by the building Principal or the Athletic Director.

COMMUNICATION

1. Informs assistant coaches, players, parents and appropriate school personnel of all rules that team members will be expected to observe.
2. Trains team members to participate in a sportsmanlike manner.

FACILITIES AND EQUIPMENT

1. Consults with the Athletic Director on arrangements for facilities in which to practice.
2. Assumes responsibility for care, management, and inventory of equipment and supplies as well as district buildings and fields.
3. Organizes and supervises practice sessions.
4. Supervises the locker room and is responsible for students until they leave the building.
5. Supervises students on away trips and insures the proper condition of host facilities.

MIDDLE SCHOOL ASSISTANT COACH

The responsibilities of the Assistant Coach may vary according to the direction of the Middle School Head Coach with the approval of the Athletic Director.

ADMINISTRATION

1. Assists the Middle School Head Coach in planning and conducting practice sessions.
2. Accompanies team on away meets and games.
3. Performs other duties and responsibilities as directed by the Middle School Head Coach with the approval of the Athletic Director.

COMMUNICATION

1. Trains team members to participate in a sportsmanlike manner.

FACILITIES AND EQUIPMENT

1. Assists Middle School Head Coach in care, management, and inventory of supplies and equipment.
2. Assists in locker room supervision and supervises students until they leave the building.
3. Assists in the supervision of host facilities.

JOB DESCRIPTION HIGH SCHOOL ATHLETIC TRAINER

EDUCATION

The Athletic Trainer must have certification from an accredited athletic training program.

JOB RELATIONS

1. Supervised by: High School Principal, Athletic Director, and team physicians.
2. Supervision of: Assistant Trainers for entire district and student trainers.

PROFESSIONAL RESPONSIBILITIES

1. May teach a limited class load as directed by the school principal.
2. Coordinate and supervise the entire school district training staff.
3. Advise and assist coaching staff in the development of off-season, pre-season, and in-season conditioning programs to lessen injury potential.
4. Communicate with parents, physicians, and medical staff to ensure accurate information and proper rehabilitation of athletic injuries.
5. Supervise interscholastic competition and practices to provide appropriate care for all athletic injuries.
6. Supervise all rehabilitation and treatments administered to athletes as a result of injury.
7. Establish open communications and a solid working relationship with the team physicians in care and prevention of athletic injuries.
8. Maintain the highest standards of service by continuing education at appropriate professional seminars or workshops.
9. Responsible for implementing Impact testing for all athletes.

ADMINISTRATIVE RESPONSIBILITIES

1. Compile accurate records on all injury information, treatment, and rehabilitation progress, medical history information, and emergency medical personal data.
2. Complete a yearly inventory of all issued athletic training supplies and report results to school administration and head coaches.

3. Consult with team physicians and coaching staffs to prepare an efficient athletic training budget consisting of equipment needs and supplies.
4. Complete and process all insurance papers necessary for proper payment of medical expenses.
5. Develop and implement an emergency medical procedure plan.

COACHES OBLIGATIONS TO ATHLETES

INTRODUCTION

Coaches have both a moral and legal obligation to protect the athletes in their charge. While the moral obligations are extremely important, the legal ones are equally important when it comes to determining liability. There are responsibilities coaches need to address if they are going to protect their athletes, themselves and the school. Coaches today not only must know what their routine responsibilities are in relationship to their job, but also they must know what their legal responsibilities are.

OBLIGATION TO INSTRUCT

Coaches must use the latest methods of instruction, using sound progression in learning motor skills.

OBLIGATION TO WARN

It is the responsibility for every coach to inform all athletes and their parents of the inherent risks involved in participation in the particular sport. They must describe, using a variety of methods, the catastrophic and common non-catastrophic injuries unique to the sport.

OBLIGATION TO SUPERVISE

Coaches must include as part of the daily practice plan how he/she will supervise specific drills and other components of the daily practice.

OBLIGATION TO PROVIDE A SAFE ENVIRONMENT

Student/athletes have a right to safe facilities and equipment.

OBLIGATION TO KEEP RECORDS

Coaches must maintain detailed records of such things as, but not limited to, practice dates, times, attendance, activities, and injuries throughout the season. These records should remain in the coach's possession for 3-5 years in the event a legal suit is initiated.

OBLIGATION TO EVALUATE

Coaches have a responsibility to evaluate the physical fitness and the skill level of athletes. Failure to evaluate and maintain records of those evaluations, would be cause for negligence should an injury occur involving fatigue or lack of skill.

OBLIGATION TO FORESEE

Foreseeability is a common term found in litigation related to sport today. A prudent coach should be able to foresee the potential danger that may occur if activity is continued in that facility, or with that equipment, or in that situation, and should take action to prevent the activity from continuing without correcting the problem. (This could include extremes in weather such as: heat, cold, storms, etc.).

PARENT'S GUIDE TO DEALING WITH COACHES

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are able to accept the actions of the other and provide greater benefit to children.

As parents, when your children become involved in the Chambersburg Area athletic program, you have a right to understand what expectations are being placed on your child. It is also important for parents to understand that coaches are professionals and will need to make judgment decisions based on what they believe to be in the best interest of all students involved.

Parents must also encourage their student-athlete to communicate with the coach and their coaching staff. A vast majority of communication lapses could easily be resolved if the student-athlete would first present these concerns to the coach and coaching staff.

The following guidelines will be helpful in parent/coach communications.

Communication parents should expect from the coach:

1. The coach's philosophy.
2. The coach's expectations for your son or daughter, as well as other players on the team.
3. Location and times of practices and contests.
4. Team requirements, such as fees, special equipment needed, school and team rules, and off season expectation.
5. Procedures if your child suffers an injury during participation.

Communication coaches should expect from parents:

1. Notification of any schedule conflicts well in advance.
2. Notification of illness that may result in an absence.
3. Notification of injury.

Appropriate concerns to discuss with a coach:

1. The mental and physical treatment of your child.
2. What your child needs to do to improve.
3. Aspects of your child's behavior.

Concerns that are not appropriate for discussion and must be left to the discretion of the coach:

1. How much playing time each athlete is getting.
2. Team strategy.
3. Play calling.
4. Any situation that deals with other student-athletes.

ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS

PIAA ELIGIBILITY FOR INTERSCHOLASTIC SPORTS:

The Pennsylvania Interscholastic Athletic Association (PIAA) governs high school interscholastic sports programs in Pennsylvania. As a member district, we must follow the policies and regulations formulated by the association. Some of the basic regulations are these:

1. Age: You may not have reached your 19th birthday prior to July 1st immediately preceding the school year (16th birthday where interscholastic competition is limited to grades 7 through 9).
2. Amateur: A pupil must be an amateur to be eligible to participate in a PIAA sponsored interscholastic athletic contest. You will lose our amateur status in a sport for at least a year if:
 - a. You or your school, or an organization that you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation, or services.
 - b. You accept compensation for teaching, training, or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in recreational activities, or for serving as a lifeguard at swimming areas.
3. Attendance: A pupil must be regularly enrolled in a secondary school in full-time attendance. A pupil who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five school days following the twentieth day of absence. A district committee may consider an exception where there is an extended absence of five or more days due to illness or injury.
4. Participation and Grade Repetition: You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eight, you will be ineligible as a senior. You may participate only one season in each sport during each school year.
5. All-Star contests: You will lose your eligibility in a sport for one year if you participate in an all-star contest in that sport.

6. Out-of-Season participation: Almost all PIAA sports have a defined season. If our team conducts and/or plays a contest after the concluding date for the PIAA season in a sport, you will lose your eligibility for one year in that sport.
7. Consent of Parent: A pupil shall be eligible for participation in each sport only when there is on file with the Athletic Director a certificate of consent signed by a parent or guardian.
8. Health: No pupil shall be eligible to represent the school in any interscholastic contest unless he/she has been examined by a licensed physician of medicine or osteopathy, a certified nurse practitioner or a physician's assistant before you begin to practice for your first sports season of the academic year. Before each subsequent sports season, you must complete the Re-certification Section of the PIAA packet.
9. Curriculum: A pupil must pursue a curriculum defined and approved by the Principal as a full-time curriculum. This curriculum must be approved and confirm to the regulations of the State Board of Education, the Pennsylvania School Code, and any places established by the local school board. Eligibility shall be cumulative from the beginning of a grading period and reported on Friday of each week. If a student has not passed four credits or the equivalent of Friday of each week, he shall be ineligible from Sunday through the following Saturday. A pupil must have passed at least four full credit subjects, or the equivalent, during the previous grading period. A student declared ineligible due to grades in a preceding grading period shall be ineligible to participate for fifteen school days of the next grading period. Eligibility for the first grading period is based on your final grades of the preceding school year. Any student who is academically ineligible is allowed to practice, but is not allowed to compete (not permitted to travel for away events or sit on the bench during home events).
10. Method for Reporting Grades: The Athletic Director will compile a list and check the eligibility of students through a report generated from the Districts grading system each Friday. When school is not in session on a Friday, an eligibility report will be done the preceding day. The Athletic Director will notify the coach

if any athletes are not eligible. (Eligibility may NOT change midweek unless a failing grade is a result of a teacher's error).

HOME SCHOOLED OR CYBER/CHARTER STUDENTS

Home Schooled or Cyber/Charter students must meet all PIAA requirements stated above. It is the responsibility of the Home Schooled or Cyber/Charter student to provide their grades to the Athletic Director by Friday morning of each week. The grades may be delivered or emailed to the Athletic Director. If grades are not received by Friday morning of each week, the student will be ineligible to participate the following week.

DISTRICT ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

STUDENT ACTIVITY FEES

The established Student Activity Fee for the 2015-2016 School Year is **\$100.00** per each student per school year. There is a maximum fee of **\$150.00** per family from grades 7-12. Activities that will be assessed fees include all Athletics Teams, Marching Band, Steel Band, Indoor Guard, Choristers, Esquires, Cheerleading or any program where participants are issued a uniform and/or the district provides transportation to events (see Appendix E).

ATTENDANCE

Specific school rules regarding academic progress, attendance, and behavior influence a student's day-to-day eligibility. A student must be in attendance by 10:00 AM of the school day prior to dismissal to be eligible to participate in an interscholastic event or practice that day. Exceptions for absence for educational and other reasons will be made where prior approval has been granted.

SUSPENSION

When a student has been suspended out-of-school, the student may not visit any school during the duration of the suspension, nor may the student participate in any

extracurricular activities, including athletic practices or competitions. Students may resume participation in extracurricular activities on the day they resume school.

When a student is suspended in-school, participation in extracurricular activities will be restricted. The student may practice but may not participate in competitions. Students may resume participation in extracurricular activities on the day following the completion of the suspension. A coach may set a more restrictive rule.

PRE-SEASON PREPARATION

ORGANIZATIONAL MEETING

The Athletic Director and coaches will schedule a meeting with parents prior to the start of the season. Coaches must discuss their criteria, objective, and subjective, used to select the team. Overall procedures to be used in team selection are to be discussed at this time. Handouts are to be prepared that inform students and parents of season expectations, practice schedules, training rules, awards criteria, and other general information. Communications with athletes and parents is extremely important. The organizational meeting is the best place to start.

PRE-PARTICIPATION FORMS

The PIAA Physical packet must be completed by the students before they are allowed to practice. These forms are available in the Athletic Office, the Trainer's Office and on the District website.

BOOSTER CLUBS

The Chambersburg School District recognizes and approves of Booster Clubs. These Clubs offer a positive opportunity for parents to be involved with the athletic program. Booster Clubs are to work in conjunction with, and be supportive of, the coaching staff and the athletes. Coaches are encouraged to work with Booster Clubs in a cooperative way.

CONTACT INFORMATION

Athletic updates, scores, and cancellations can be viewed on the Chambersburg Area School District Athletic website. www.casdonline.org/athletics

Follow the Chambersburg Area School District Athletics on Twitter @CASDAthletics

ADMISSION TO ATHLETIC EVENTS

Adults- \$5.00

Student- \$3.00 (Activity Passes may be purchased for \$15 each)

Senior Citizens- \$3.00

Gold Cards- \$60.00

(Gold cards/Student Activity Passes will admit one person to ALL HOME athletic events excluding post-season. To purchase a gold card please contact the District Athletic Secretary.)

MANAGEMENT DURING THE SEASON

GENERAL SUPERVISION OF THE ATHLETICS

Concern regarding liability of school districts and those persons hired by school districts to coach and supervise students in extracurricular activities has increased the accountability of supervision. Coaches must know where their athletes are and what they are doing at all times. Rules of behavior are to be developed and presented to the athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to pre and post-practice activities, locker room and shower behavior, proper etiquette while traveling to and from activities, and appropriate behavior during competition.

Coaches must not isolate themselves from their teams prior to or following practice and game situations.

VOLUNTEER COACHES

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought out process. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the athletes and the team, and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection, and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility in all decisions rests with the head coach. All volunteers are required to apply for the necessary clearances. Once these clearances are secured, the original approval forms received from the State must be presented to the Human Resource Office prior to contact with team members. Volunteers must also have a drug test which is arranged by the District. Volunteers must be approved by the School Board.

INDIVIDUAL SPORT TRAINING RULES

There are Guidelines for All Teams (See Appendix B) to be followed for each sport. In addition to these general rules, the coaches will develop additional rules that are specific to their sport. These rules are to be well thought out, fair, and easily enforceable. They must be prepared and

distributed to the candidates for the team so there can be no doubt regarding requirements. The training rules are to supplement school board policy and Athletic Department procedures. Once the coach distributes for each sport, the rules are signed by the athletes and parents. The completed rules are filed with the Athletic Director. Individual team rules may be stricter than department policy.

TEAM SELECTIONS

The nature of certain sports limits the number of team members who can be effectively and efficiently handled by the coaching staff and/or facilities. Coaches of these sports will:

1. Provide written copy of the selection process including criteria for selection to each candidate and his parents.
2. Inform the candidates of the skills that will be tested and the method of evaluation that will be used.
3. Maintain accurate records of observation during each practice session.
4. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly compare candidates.

It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for the team. Coaches will not post a list of names of students who have not made the squad. If a list of students who have made the team is posted, it is to include a note encouraging those who have not made the team to discuss the reasons with the coach. Underclass students not selected for the team should be encouraged to try out for the team the next season. Students not selected for one squad may be permitted to try out for another sport during that season provided the selection process for that team has not been completed and the head coach is agreeable to the try-out.

TEAM ROSTER

Following the selection of the team and the issuing of equipment, each head coach will prepare a roster for the Athletic Department. The roster is to include information important to the identification of each athlete, such as uniform number, position/event, class in school, height, weight, and other information particular to your sport. The roster is to include team captains, if

assigned, managers and assistant coaches. These rosters will be distributed to the media to assist them in the coverage and reporting of our athletic teams. The more information you can provide on your roster, the more helpful it will be to the media.

PRACTICE SESSIONS

Practice sessions must be conducted much the same as teaching a class. Roll is to be taken every day of practice. Records kept must be accurate in terms of date and time. The “Lesson Plan” must obtain as much detail as necessary to adequately explain the day’s activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. Coaches are to avoid the use of terminology such as “suicides, back-breaker, etc.” that may become a problem in the event of an injury or accident. Athletes should never practice alone. A staff member must be the first to arrive and the last to leave.

Records must be maintained throughout the season. Such records include attendance, practice times, and evaluation forms. Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the athletes at the preseason meeting or the first practice session and also to the Athletic Director. Coaches must make the athletes aware that the schedule is subject to change due to unforeseen circumstances.

Coaches must establish rules and regulations regarding attendance at practice sessions. Absence from school for excused reasons such as educational trips and religious practices are to be treated as excused absences by the coaching staff. Athletes are to notify the coach in advance of the absence and the athlete is not to suffer negative consequences as a result of the excused absence.

In the event of inclement weather that causes early dismissal from school, practice may not be held and all contests will be postponed. If school is cancelled due to weather, contests and practices may or may not be postponed (See Appendix I). In the event of a severe weather alert, coaches will be advised by the Athletic Director whether to continue or discontinue practice or games and about other safety procedures to be followed.

Coaches of fall sports need to be aware of temperature and humidity conditions during the pre-season practice times, which may be dangerous to athletes, engaged in strenuous activity. Under such conditions, special precautions must be observed. If not carefully watched, the athlete may be susceptible to heat fatigue, heat exhaustion, or heat stroke.

It is advisable to alternate periods of exercise with periods of rest during hot weather. It is important to replace the water the body loses through perspiration with periodic and frequent water breaks. It is important for the coaches to observe their athletes for signs of lethargy, inattention, awkwardness, or unusual fatigue. Symptoms of salt and water depletion may include sluggishness. If any of these symptoms are observed, the activity should be stopped. These symptoms are most likely to occur when the temperature is above 80 degrees and the humidity of 70 percent or higher. Coaches concerned about weather conditions should consult the certified athletic trainer.

Coaches of winter sports should be aware of weather conditions before sending athletes outside. Coaches of all seasons need to be aware of sudden lightning conditions and severe weather alerts.

SCRIMMAGES

Coaches are permitted to schedule scrimmages in the pre-season with the approval of the Athletic Director. The number of scrimmages is limited by the PIAA and many are further limited by the Athletic Department depending on teams available and distance of trips. The PIAA definition of a scrimmage must be strictly adhered to and is included in this handbook in the section entitled "Pre-Season Preparation".

EQUIPMENT

All equipment purchased by the Chambersburg District is the property of the district and coaches are accountable for the equipment used in their sport. Players are to be instructed in the proper care and maintenance of their equipment at the time of issue. The head coaches and their assistant(s) must have the knowledge of properly fitted equipment. Periodic inspection should be made of equipment to identify items that are unsafe, worn out, or defective. Equipment identified

as unsafe or defective should be deactivated immediately. Athletic Department issued equipment is to be used only for practice or contests that is part of the regularly scheduled season activities. The only exception would be for the wearing of game jerseys on the game day, during a spirit day, or at a pep assembly.

Accurate inventories must be maintained as well as records indicating to whom the equipment has been issued. Athletes are to be held accountable for the equipment issued to them. No student is permitted to take part in another sport's season until all equipment obligations have been fulfilled.

Athletic Department equipment will not be loaned to outside groups or organizations.

TRANSPORTATION RESPONSIBILITIES

Requests for transportation are to be submitted to the Athletic Director based on the athletic schedule provided to the coaches. The Athletic Office will coordinate all travel with the Transportation Department.

Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear is to be loaded so the vehicles are not damaged in any way. Athletes are to be properly seated at all times, and must be instructed not to wear spikes or cleats on the bus. Food and drink on the bus is to be handled so there is no spillage or debris remaining when the trip has concluded. Plastic garbage bags are to be taken on all trips, and the bus is to be inspected following the return home to insure cleanliness.

All athletes must travel to and from away competition via the transportation provided by the school district. No athlete may drive to or travel with another to an athletic event. Written exceptions to this would be extended when circumstances warrant, only with advance notice; the parent or guardian would provide transportation. Athletes who miss the bus and arrive later at a contest are not permitted to participate unless they had received prior approval from the coach.

Coaches are responsible for the accountability of all persons traveling with the team. Travel rosters are to be prepared and roll taken prior to departure to and from the scheduled destination. Roll must be retaken if the trip is interrupted for rest stops or lunch or dinner breaks.

TRAVEL EXPENSE VOUCHERS

The Travel Expense Voucher is available in the Athletic Office. It is to be completed for all athletic travel-related expenses along with a 4150b form. The 4150b form must be completed in duplicate. Receipts must be included and attached for all expenses to be reimbursed.

OVERNIGHT TRIPS

Accommodations for overnight stay may be arranged in two ways, home stays or motel/hotel rooms. Schools agreeing to house teams should be contacted one week in advance and provided a list of names. Athletes are to be reminded they are guests and are expected to be polite and courteous at all times. Team members should be expected to write thank you notes to their host families, expressing gratitude for their hospitality.

Motel/hotel stays are to be pre-arranged so families will know the location in case of emergency or in the event they wish to stay at the same facility. Arrangements will be made through the Athletic Office, and a voucher prepared to allow a check to be drawn for payment upon checkout.

When registering, introduce yourself to the management and ask them to report to the coaching staff any problems that occur with the athletes. Make certain individuals in the group understand what's expected of them and that they abide by those rules. Check all rooms prior to occupancy for damage, and just prior to checkout to be sure rooms are left in acceptable condition. Make one final check with management to see if there were any problems with our athletes. Express your appreciation to the management for their cooperation.

Direct supervision is extremely important when students are on overnight activities. Coaches must be visible and accessible to the athletes at all times.

POST-SEASON TOURNAMENT EXPENSES AND TRAVEL

PIAA regional and state play-off expenses for lodging will be budgeted by the Athletic Director. Coaches must complete the Travel Expense Voucher and submit it to the Athletic Office as soon as the game date and site have been determined. Arrangements for lodging and transportation will also be made through the Athletic Office.

FACILITY MANAGEMENT

Prior to the start of the season, inspect the facilities to be used by your team. Note any conditions in need of repair and report them to the Athletic Office. Work orders will be written to the Director of Buildings & Grounds to implement the necessary repairs. Requests for routine preparations for facilities specific to your sport are to be made to the Athletic Director. During the season, periodic inspections of facilities are to be made and any problems reported immediately. Requests for maintenance are to be made in writing. Coaches are responsible to assist the custodial staff in maintaining building security. Doors are to be checked and locked and lights should be turned out if you are the last to be in the building. Athletes must be instructed to carry all books and clothing to the locker rooms after school, so return trips to the academic wing are not necessary following practice. Team members are never to wear cleated shoes in the building.

WEIGHT ROOM

Strength training has become an integral part of athletics. In addition to enhancing performance, weight training provides additional protection to athletes against injury. Studies have proven that stronger athletes have fewer injuries, and those injured may be less severely affected. The weight room in the building is available to the coaching staff for the conditioning of athletes. There are supervised and instructional hours during the school year. There must be supervision any time an athlete is using the weight room.

TEAM MANAGERS

The selection of a team manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible, and dependable. Managers will be expected to adhere to all of the same rules and regulations governing athletes.

Once the selection has been made, the names of the student managers are to be included as part of the team roster.

MEDIA RESPONSIBILITIES

The local media receives copies of all athletic schedules. It is the responsibility of the coach or their designee to ensure all scores are reported to the various media sources following the activity. Collect or toll free calls can be made when teams are traveling. Coaches are encouraged to do everything within reason to communicate with the radio and press. Information given to the news media should be reported in a fair, but positive manner. Report any conflicts with the media to the Athletic Office.

RISK MANAGEMENT

It is the responsibility of the coaching staff to assist in offering a program that is in the best interest of the athletes in terms of their personal health and safety. A sound program in risk management specific to the sport being coached must be developed (See Appendix A).

POST-SEASON RESPONSIBILITIES

SEASON SUMMARY

The Season Summary form is available in the Athletic Office and is to be completed by the head coach within fifteen (15) days of the final contest of the season. It is to be returned to the Athletic Office and will be included as part of the sport file for that year. Also the Head Coach will meet with the Athletic Director to discuss their Year End Coaches' Evaluation (see Appendix G), as well as the Senior Athlete Coaching Evaluation Questionnaire (see Appendix H) which is to be completed by the senior members of each team.

EQUIPMENT

Equipment purchased with school district funds is the property of the school district and coaches are expected to assume the responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. Coaches are responsible for checking in new supplies and adequately marking the supplies for easy identification.

Athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for its safe return. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the athlete to reimburse the Athletic Department for any equipment lost or stolen during the season. Coaches are to notify the athlete and then the parent that equipment is still outstanding. If equipment has not been returned within one week following the notices, a bill for the equipment will be sent home.

No student is permitted to take part in another sports season until all equipment obligations have been met.

REGULATIONS FOR AWARDING LETTER

The Athletic Association of the Chambersburg High School has adopted a regulation 6", block, chenille letter on navy blue background. On each letter at the top, there is an insignia indicating the sport in which the participant earned the letter.

The boy or girl qualifying for his/her first award receives a letter and certificate. The participant receives only one letter in each of the sports he or she participates in. For example; the participant earns a letter in the tenth grade; he/she will receive a letter and certificate; the same person earns another letter in the same sport in his/her junior year, he or she will receive a certificate and a gold bar. The same procedure is followed for every interscholastic sport for both boys and girls.

A gold bar is awarded and the bar is attached to the letter when it is earned for the second time. Anyone who receives a letter in his/her junior and senior year receives a plaque. For example: if a boy or girl earns three letters in a sport in high school, the Athletic Association would be awarding a letter, two bars, three certificates, and a plaque.

The qualifications for earning a letter in each of the interscholastic sports are as follows (the basis for awarding a Varsity Letter is based upon actual varsity competition and coaches recommendations):

Baseball	½ of total innings played
Basketball (Boys & Girls)	½ of total quarters played
Cheerleading	Coaches' recommendation
Cross Country (Boys & Girls)	Number of points established each year by the Coach; dependent upon the number of dual meets (Invitational and District) in which they participate
Field Hockey	½ of total quarters played
Football	½ of total quarters played
Golf	Total number of points scored
Gymnastics	Coaches' recommendation
Lacrosse (Boys)	½ of total quarters played
Lacrosse (Girls)	½ of total halves played
Soccer (Boys & Girls)	½ of total halves played

Softball	½ of total innings played
Swimming (Boys & Girls)	Total number of points scored in competition to be determined by coach
Tennis (Boys & Girls)	Total number of points scored in competition to be determined by coach
Track/Field (Boys & Girls)	Number of points established each year by the Coach; dependent upon the number of dual meets (Invitational and District) in which they participate
Volleyball (Boys & Girls)	Coaches' recommendation
Wrestling	Total number of points scored in competition to be determined by coach.

If a boy/girl makes the squad in his/her junior years and also in his/her senior year, even though he or she does not participate in the required amount of quarters or has not earned enough points in the sport, he/she will be awarded a certificate and a letter.

POST-SECONDARY PARTICIPATION

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

PROGRAM CONFLICTS

ATHLETIC/EXTRACURRICULAR CONFLICTS

The Athletic Department recognizes student needs for a wide range of experiences in their education. It is virtually impossible for students to always avoid conflict of obligation. Athletes need to recognize, however, that absence from practice will hinder skill development and physical condition as well as jeopardize team unity. Time missed from practice will influence an athlete's performance and therefore their position with the team. The Athletic Department will do its part to schedule events to minimize conflict.

Where conflicts arise, the sponsors must cooperate to work out a solution that will be in the best interest of the student. The decision should be based on the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The contribution the student can make
4. When the events were scheduled
5. Discussion with parents

Once the decision has been made, the sponsor of the conflicting event will not penalize the student in any way.

It is the expectation of the Athletic Department that in-season sport practices/contests take priority over out-of-season sport open gyms, clinics, contests, etc. This includes conflicts with club or select teams.

INJURY MANAGEMENT

The Chambersburg School District is committed to the belief that proper care of injuries is critical to the students in the athletic program. Given the size of the athletic program, it is impossible to provide coverage at every scheduled event.

The Athletic Trainer will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be high injury risk sports would receive primary coverage.

In the event an Athletic Trainer is not present, the coach in charge of the activity is to assume responsibility. The coach is to administer immediate care. A phone call to the emergency medical personnel must be made if the injury is determined to be serious in nature. Parents are to be notified at the earliest possible time.

MEDICAL KITS

The Athletic Trainer will provide each coach with a fully stocked First Aid Kit at the start of the season. This kit is to be part of the equipment at all practices and games. The kits can be picked up in the Training Room at the start of the season and should be returned to the Training Room when the season ends. It is a coach's responsibility to be sure the kit is properly taken care of and contains the necessary supplies. Kits will be restocked by the Training Room as needed.

ATHLETIC TRAINING FACILITIES

The Training Room is located in the High School building. Coaches are encouraged to visit the Training Room to familiarize them with the facility as well as to make themselves known to the Training Staff. It is a coach's responsibility to inform athletes of the services available to them. Proper treatment and rehabilitation of injuries will return athletes to practice and competition sooner and with less likelihood of re-injury. Coaches must remind all athletes that equipment issued to them by the Trainers is the property of the Training Room and they will be held accountable for its return. Also, PLEASE stress the importance of obeying all rules of the Training Room when reporting there for treatment.

DRUG AND ALCOHOL POLICIES

INTRODUCTION

Athletes perform best when they follow intelligent training rules. These rules include prohibitions in the use of drugs, alcohol, and tobacco. The Chambersburg School District has board-approved policies regarding the use of these substances. Violation by student athletes of these policies and their consequences should be noted in the following paragraphs.

DRUG AND ALCOHOL POLICY

All coaches will distribute a copy of the Random Drug Testing Policy (See Appendix C) to the athletes. The form must be signed by the athletes and their parents. The completed forms are filed with the Athletic Director. Coaches may implement stricter disciplinary procedures.

FIRST VIOLATION: The principal shall suspend the student-athlete for twenty (20) school days from the date the Athletic Director renders his decision. The student may not attend or participate in practices for the first ten (10) days of the suspension. After the ten (10) days, the student-athlete may practice but not compete.

SECOND VIOLATION: The principal will suspend student-athlete from attending and participating in practices and games with his/her team for (1) year (365 days) beginning with the date rendered by the Athletic Director.

THIRD VIOLATION: The principal shall permanently suspend the student from participating and attending all school sponsored athletic events while attending CASHS beginning with the date the Athletic Director notifies the school district.

ACT 93 OF 1990 (SENATE BILL 454) - STEROIDS

The use of steroid continues to be a problem that plagues athletics. Student athletes must be made aware of the dangers of steroids, and consequences for their use. The Pennsylvania legislature has passed a law specifically prohibiting the use of steroids in athletics in the Commonwealth. The provisions of this act and the consequences for violation supersede the

policy on drugs and alcohol of the Chambersburg School District Board of School Directors (See Appendix D).

TOBACCO USE POLICY

Student-athletes, who smoke, chew tobacco, or use snuff in school or out of school will be disciplined as follows:

FIRST VIOLATION: Athletic competition suspension for ten (10) school days.

Athletes will participate in team practice during this time period.

SECOND VIOLATION: Dismissal from the team.

DISCIPLINARY PROCEDURES

SUSPENSION FROM A TEAM

The coach of the sport, Athletic Director, or school administration may make temporary suspensions from a team. The Athletic Director and/or the Administrator will confer with the coach before action is taken. Causes for temporary suspension may include, but not be limited to the following:

1. Not meeting minimum grade requirements
2. Personal misconduct
3. Unexcused absence from practices or meetings
4. Violations of athletic policies
5. Unsportsmanlike conduct
6. Violation of school policy
7. Inappropriate use of social media

SUSPENSION FROM COMPETITION: Ineligible to compete (not permitted to be on the team bench during suspension or at event). May practice or participate in preparation for event. Parents will be notified.

SUSPENSION FROM ACTIVITY: Ineligible to practice or compete (not permitted to be on the team bench during suspension or participate in preparation for event). Parents will be notified.

If an athlete is under investigation for dismissal from a team, the coach or administration may invoke a temporary suspension until the investigation is complete.

It is the intent of the suspension to promote a positive means for rehabilitation. Every effort will be made by coaches, counselors, and school administrators to encourage and support a student who demonstrates a sincere desire to represent Chambersburg School District as an athlete.

Any athlete engaging in any activity, inside or outside of school that is forbidden by the laws of Franklin County as well as the State of Pennsylvania will be subject to such laws as well as the school athletic policy. In arrest cases where a felony is charged, an athlete will not represent the school in contests until the completion of a proper hearing. If convicted, he or she will be dismissed from all athletic activities for the remainder of that season and the next two sports seasons. The Athletic Department's seasons are fall, winter and spring.

DISMISSAL FROM A TEAM

The coach of the sport, Athletic Director, or school administration may remove a student from a team. The Athletic Director and/or the administrator will confer with the coach before action is taken. Causes for dismissal may include, but not be limited to the following:

1. The use of alcohol, tobacco, or the use or possession of illegal drugs. Illegal drugs are defined as those not prescribed for an individual's use by his/her physician.
2. Continued violations of the rules and regulations of the School District as printed in the Student Handbook.
3. Repeated violations of school, athletic or team policies.
4. Hazing of another student.
5. Continued acts of unsportsmanlike conduct toward opponents, game officials, teammates, coaches, fans or any other person.
6. Inappropriate use of social media

If an athlete has been dismissed from the team for any of the above violations, his/her parents will be notified.

Any athlete dismissed from a team will not be permitted to participate on another team during that sport's season. School Board Policy may further restrict a student's participation during that school year.

PIAA SEASON/OUT-OF-SEASON RULES AND REGULATIONS

PREAMBLE

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

GUIDELINES

Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established goals of health, safety, and a sense of fair play, the following guidelines for out-of-season regulations are set forth:

1. The basic responsibility of all administrators and athletic coaches is to provide students, who are participating in interscholastic athletics, with a worthwhile, educational experience.
2. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
3. The student should have the opportunity to participate in as many interscholastic athletic experiences as reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.

RULES AND REGULATIONS

As stated above, each sport has a defined season, which includes the first legal practice date, the first legal scrimmage date, the first legal playing date, the last legal playing date for the regular season, the district deadline, the dates for the PIAA championships, the maximum number of contests for the regular season, and the maximum number of scrimmages of inter-school practice for the regular season. All member schools must comply with the defined season for each sport. Within each defined season, member schools may sponsor sports teams that compete against other member schools or schools that follow PIAA policies, rules, and regulations. Outside of the

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

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

Except as provided below, all activity in a sport, including practice, shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament. If the team is entered into the PIAA playoffs or PIAA tournament, all activity in the sport must terminate on the day of elimination from the PIAA event.

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

PIAA RESTRICTIONS ON CHEERLEADING ACTIVITIES

The PIAA Board of Control is most concerned with dangerous activities performed by cheerleaders at athletic events. In an effort to eliminate or minimize injury to cheerleaders, the following shall be in effect for all PIAA District, PIAA Inter-District, PIAA Regional, and PIAA Final events:

1. No cheerleader shall stand on another person unless that other person has at least one (1) foot on the ground.
2. No flips are permitted from another person unless that other person has both feet on the ground.
3. Trampolines and/or mini-tramps shall not be used.

PIAA RULES AND INTERPRETATION MEETINGS

A member of the coaching staff of each member Senior High School must attend at least one (1) PIAA mandatory rules meeting each year for each boy's sport and each girl's sport coached by that staff. The Principal of a member Senior High School may appoint a representative of the coaching staff to attend said mandatory annual rules meeting if the coaching staff in that sport has not been designated by the school district, and therefore, a member of the coaching staff is not able to attend the mandatory annual rules meeting.

A member Senior High School that fails to have a member of its coaching staff, or an appointed representative of the coaching staff attend a minimum of one PIAA mandatory rules meeting each year for each boys' sport and for each girls' sport offered by the school, and in which a PIAA mandatory rules meeting is offered, shall pay a fine of \$100.00 for nonattendance. Payment of said fine shall be made to PIAA within 45 days of notification from the PIAA. Failure to pay the fine within 45 days of notification shall subject member school to probation in

the sport involved and forfeiture of the right to compete in the district and inter-district championship competition in the sport involved.

It is recommended that a member of the coaching staff of each member Middle School attend at least one PIAA mandatory rules meeting each year for each boy's sport and for each girl's sport coached by that staff. When a member of the coaching staff for a particular sport does not attend that annual mandatory rules meeting, it is required that a coach in that sport meet with the respective senior high coach or appointed representative in that sport for the purpose of obtaining all of the information that was presented at the annual mandatory rules meeting.

PIAA DEFINITION OF A SCRIMMAGE

All of the following elements must be present for a school to consider athletic competition with other schools as a scrimmage:

1. The involved schools shall agree, in advance of the athletic competition, that the event will be a scrimmage rather than a game or contest.
2. The scrimmage shall not be listed on the published season schedule of the involved schools.
3. The scrimmage shall not be advertised or announced to the public at large.
4. No admission shall be charged.
5. The head coaches of the involved teams may stop the activity at any time to provide instruction or to make substitutions.
6. There shall be no restrictions concerning the number of times a player/contestant enters or leaves the scrimmage.
7. No score may be displayed or recorded.
8. The results of the scrimmage shall not be counted as part of the involved team's season win and loss record.

Any athletic events involving two or more schools must be considered a regular season contest unless it meets all of the criteria listed above.

METHOD OF COUNTING A SCRIMMAGE

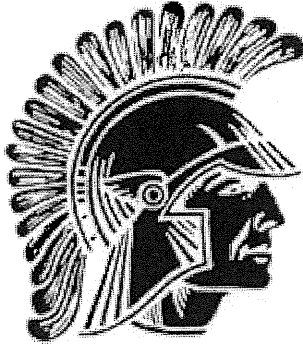
The method of counting a scrimmage is as follows: each team (varsity, junior varsity or other sub-varsity team of a senior high school or middle school) is limited to one (1) scrimmage per day. The scrimmage activity in which the team participates may not exceed two hours and thirty minutes from the start of the scrimmage activity until the scrimmage activity ends, for the particular team. For example, Varsity Team A may participate in a scrimmage for a maximum of two hours and thirty minutes on a given day. Varsity Team B may participate in a scrimmage for a maximum of two hours and thirty minutes on a given day. Similarly, Junior Varsity Team A may participate in a scrimmage for two hours and thirty minutes on a given day. Junior Varsity Team B may participate in a scrimmage for two hours and thirty minutes on a given day. The number of schools or teams participating in a scrimmage does not affect the method of counting a scrimmage as each team is totally controlled by the regulations stated above.

PIAA HANDBOOK

Coaches are responsible for visiting the PIAA website at www.piaa.org to review current rules and regulations.

APPENDIX

A



Chambersburg Area School District Athletic Department Risk Management for Coaches

FACILITIES

- Pre-Season Inspection
- Daily Inspection
- Post-Season Inspection And Recommendations For The Next Season

EQUIPMENT

- Issue Inspection – Appropriately Labeled If Required
- Daily Inspection – Check For Proper Use
- Equipment Issue Form
- Inspection On Return By Athletes

SUPERVISION

- Establish Rules
- Pre-Practice
- Practice
- Post-Practice
- Game
- Traveling

MANAGEMENT OF HEALTH AND SAFETY

- Have Knowledge of First Aid and CPR
- Report Injuries To The Training Staff Immediately
- Follow-Up Injuries with Parents
- Return To Practice From An Injury Allowed Only After A Release By
Doctor Or Trainer

APPENDIX

B

GUIDELINES FOR ALL TEAMS

(In addition, each team should develop rules pertinent to their team)

ELIGIBILITY (Academic/Attendance)

- Student athletes must be passing four full credits or the equivalent Friday of each week. The athletic director will post the ineligibility list each Friday. Ineligible students will be not be allowed to compete from Sunday through the following Saturday.
- Student athletes must be in school by 10:00 AM to be able to practice or compete. The only exception is if the athlete has a valid excuse (i.e. doctor appointment, funeral, college visit).

SUBSTANCE ABUSE

- Violation of drug testing and substance abuse (alcohol, tobacco, etc.) will be governed by school district policy. Coaches may implement stricter disciplinary procedures.

HAZING/BULLYING

- Hazing and bullying is strictly prohibited and will be cause for suspension.

SOCIAL MEDIA

- Social Media – Student athletes are very high profile people whose every activity is of interest to many in the general public. We cannot tolerate disrespectful comments and behavior online such as:
 - Derogatory or defamatory language
 - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
 - Comments or photos that describe or depict unlawful assault, abuse, hazing harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct.
- Violations of these guidelines can lead to a suspension or dismissal from a team.

APPENDIX

C

CHAMBERSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RANDOM DRUG TESTING

ADOPTED: May 23, 2012

REVISED: October 23, 2013

	227.1. RANDOM DRUG TESTING
1. Purpose	<p>The School Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety and welfare of all students. In keeping with the mission of the District, the role of this drug prevention policy and programs is to build partnerships between faculty, administrators, coaches, parents/guardians and students in order to reduce drug-related barriers to academic, athletic and personal development. It is the Board's intent to promote non-use behavior and provide policies that emphasize that the use of drugs both illegal, and prescription will not be tolerated. We believe our student athletes are role models for young children as well as their peers and are viewed as special representatives within our community. It is a great privilege and opportunity to accept this role and with it the responsibility of living a drug free lifestyle. Coaches and teachers recognize that drugs have a damaging effect on motivation, memory, judgment, reaction time, coordination and performance. These concerns in conjunction with (a) the health and safety concerns for our student athletes, (b) the recognition that drug use exists throughout all facets of our student population, and (c) the actual, past experience of this District regarding the use of drugs and alcohol by student athletes and their exclusion from school under Policy 227 make it necessary and desirable to eliminate the illicit use of drugs and alcohol by members of our sports teams through the development and implementation of this policy. The purpose of this policy is to establish rules and regulations intended to prevent the use of drugs as follows:</p> <ol style="list-style-type: none"> 1. To prevent student participants in athletics including cheerleaders from using drugs. 2. To protect health and safety of all students. 3. To prevent accidents and injuries resulting from the use of drugs. 4. To provide an effective Student Assistance Program for students who are using drugs.

<p>2. Definitions</p> <p>35 P.S. 780-101 et seq 42 P.S. 8337 21 U.S.C. Sec. 812</p>	<p>5. To empower students to make responsible choices relating to the use of drugs.</p> <p>For the purposes of this policy, the following terms shall be defined as follows:</p> <p>Drugs - Shall include all of the following:</p> <ol style="list-style-type: none"> 1. Controlled substances as defined in the Controlled Substance, Drug, Device and Cosmetic Act, as otherwise prohibited by federal and state law. 2. Prescription or patent drugs (over-the-counter drug) except those for which permission for use or possession in school has been granted pursuant to Board policy. 3. Anabolic and nonanabolic steroids. 4. Look-alike drugs. 5. Drug paraphernalia. 6. Any solvents or inhalants, such as but not limited to glue and aerosol products. <p>Examples of the above include, but not limited to, anabolic steroids, non anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school.</p> <p>Drug Paraphernalia - Any utensil, device or item that in the school's judgment can be associated with the use of drugs. Examples may include, but not limited to, cigarette rolling papers, roach clips, pipes, and bowls.</p> <p>Look-Alike Drugs - Any non controlled substance that in its overall finished dosage appears substantially similar in size, shape, color, marking, or packaging to a specific drug.</p> <p>Student Assistance Program ("SAP") Team - A Multidisciplinary Team composed of a building administrator, a guidance counselor, a school nurse, and at least one (1) teacher. A central office administrator, school psychologist, alternative education teacher, and student assistant coordinator may act as consultants to the team. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy and its guidelines.</p>
---	---

<p>3. Guidelines</p>	<p>Student Assistant Coordinator- The coordinator is responsible for the development, implementation and administration of all policies and procedures related to the Student Assistant Program.</p> <p>Outside Referral - Referral to an education or treatment agency not operated by the School District wherein students are evaluated in an effort to determine the extent of the drug problem and appropriate intervention techniques to be applied. (Example: Franklin County Drug and Alcohol).</p> <p>Student Athlete - This term shall include any student who is participating in, or may reasonably be expected to participate in, an interscholastic sport. The term also includes cheerleaders. For the purpose of this policy, students participating in any of the preceding activities shall be referred to as “athlete”.</p> <p>Extracurricular Activities - Those activities that are sponsored by the Board but are not offered for credit toward graduation. An activity shall be considered sponsored by the Board when it has been approved by the Superintendent and reported to the Board for their information.</p> <p>School District Property - Buildings, facilities and grounds on any school or vocational-technical campus school bus, school bus stop, school parking area, and any facility being used for a school function or school-sponsored trip. In addition, students shall be considered under the control of this policy while they are traveling to and from school.</p> <p>Medical Review Officer - An accredited physician selected by the District who receives the results of the drug tests, interprets the findings, notifies the student athlete, the student’s parents/guardians, and authorized School District personnel of positive findings, and makes the determination of whether the findings could have been altered by medical reasons.</p> <p>Sports Season - During any single school year, the period of time established by the coach of any sport within the parameters established by the school and, as appropriate, by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), from the first scheduled practice date of that sport and the completion of the last competition scheduled for that sport, including playoff contests.</p> <p><u>Requirements And Procedures For Random Drug Testing</u></p> <p>Every student participating on a Chambersburg Area Senior High School athletic team (including managers and statisticians cheerleaders), must consent to random drug testing. At the beginning of each sports season every student athlete along with their parent/guardian will be required to sign a contract agreeing that the student</p>
----------------------	---

shall submit to random drug testing at any time and without prior warning. Drug testing shall be performed by analyzing urine samples produced by randomly selected students. Samples will be collected by trained and certified personnel in a manner that balances the values of privacy and confidentiality with the accuracy of the test. In order to ensure the accuracy of the tests, samples will be collected in a designated area. Techniques will be adopted to prevent tampering. A certified laboratory will be used for the testing of the collected samples. All costs associated with the testing will be paid by the School District.

Students subject to random drug testing will be eligible for random selection during their sports season. Should a student athlete or cheerleader at anytime refuse to produce a sample for testing or give an altered sample for testing, this action will be treated as a violation of the drug testing policy and shall be considered a first, second or third offense, as set forth below, depending upon whether prior violations have occurred.

Student samples will be screened for the illegal use of drugs. The results of the test will be disclosed only to the student, the student's parents/guardians, and of the following school personnel: the Athletic Director, the principal, the Student Assistant Team, the coach or activity director, and any other School District officials or employees who have a legitimate need to know. It is the responsibility of the school representatives to protect the confidentiality of the test results.

If the student tests positive for drugs, the following responses will be activated:

1. The parents/guardians at their expense can request a second test of the original sample. If the result of the confirmation test (second test) is negative, no further action will be taken. If the results of the confirmation test (second test) are positive, the Medical Review Officer will contact the student's parent/guardian to discuss the results seeking to determine if there is a valid medical reason why the detected drug should be present. After considering the information obtained, the Medical Review Officer will issue a final report to the District.
2. The laboratory performing the drug screening services and the Medical Review Officer will report the results of the drug screen to the student, the student's parent/guardian, and the District in accordance with the provisions set forth herein.
3. The administration will provide the student and parent/guardian with written confirmation of the positive results. Said correspondence will outline the imposed penalties and the effective beginning and end dates of the penalties.

4. The student should participate in a drug assessment program through one (1) of the following programs:
 - a. A prevention/intervention specialist assigned through the Student Assistance Team.
 - b. Drug program through the Franklin/Fulton County Drug and Alcohol Prevention Program. All fees are the responsibility of the parent/guardian.
 - c. Other drug assessment and treatment programs as approved by the District. All fees are the responsibility of the parent/guardian.

Failure to participate in one (1) of these programs will result in a dismissal from all athletic, extracurricular participation.

1. The student will be assigned a mentor from the Student Assistance Team. The student must meet with this mentor at least weekly to discuss the students' progress toward fulfilling his/her responsibility to the school.
2. A positive drug test, i.e. a drug test indicating the presence of drugs in the student's body, resulting from a random drug test administered under this section will not result in suspension or expulsion from school.
3. No student will be penalized academically for testing positive to the illegal use of drugs. The results of positive drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.

Penalties For Violation Of Drug Testing

The Board prohibits any student athlete whether in-season or out-of-season from possessing, using, distributing or selling any drug or alcohol. This conduct is prohibited at any time and at any place, whether during or off school property. Any student athlete who is found to be possessing, using, distributing or selling any drug, including testing positive for drug use pursuant to the random drug testing policy set forth herein, shall be subject to the following penalties:

1. **First Violation** - For a first offense of this section, the principal shall suspend the student athlete for twenty (20) school days from the date the Athletic Director renders his decision. The student may not attend or participate in practices for the first ten (10) days of the suspension. After the ten (10) days, the student athlete may practice but not compete.

2. **Second Violation** - Principal will suspend student athlete from attending and participating in practices and games with his/her team for (1) year (365 days) beginning with the date rendered by the Athletic Director.
3. **Third Violation** - For third offense the principal shall permanently suspend the student from participating and attending all school sponsored athletic events while attending CASHS beginning with the date the Athletic Director notifies the School District.

As previously discussed in this proposal, we recognize that drug and alcohol use by students poses a substantial and significant threat to the health, safety, and welfare of all our students. Consistent with state and national reports of an increase in the use of drugs among high school students and consistent with the actual, past experience of this District regarding the use of drugs and alcohol by student athletes, it is necessary and desirable to eliminate the illicit use of drugs and alcohol by members of our sports teams through the implementation of this policy.

References:

School Code – 24 P.S. Sec. 510, 511, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3, 403.1

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 122, 123, 210, 218, 227, 233

**ADMINISTRATIVE GUIDELINE
FOR SELF-REFERRAL OR SELF-REPORTING**

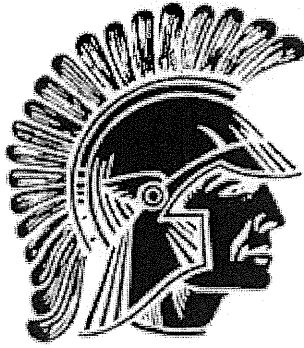
This term shall mean a student athlete voluntarily reporting his/her use of an illegal drug or alcohol to the Building Principal or his/her designee and voluntarily requesting help for a problem with or the use of an illegal drug or alcohol. This must be done prior to the application by the District of this Policy 227 or Policy 227.1 to the student athlete applicant.

Students will be allowed to self-report or make a self-referral if they have not violated this Policy 227 or Policy 227.1. Once a student has been selected for drug testing, self-reporting and self-referral will not be permitted.

A student athlete may self-report or self-refer only one time during his/her enrollment in the District.

**STUDENTS WHO SELF-REPORT
WILL BE SUBJECT TO THE FOLLOWING CONDITIONS**

Those who self-report before being selected to drug test will not be considered as violating this Policy and will not be denied participation in extracurricular activities. The student's parents shall be notified of the self-report and self-referral and shall attend a meeting with the appropriate District official to discuss the same. The student athlete must submit to and successfully complete counseling through the District's Student Assistance Program (SAP), undergo semi-annual drug testing, and satisfy any other requirements set forth by the SAP counselor. If the student fails to follow the program and testing prescribed, it will then be considered the same as a First Violation.



Chambersburg Area School District Athletic Department Random Drug Testing Permission Form

I understand that my child's participation in athletics (grades 9-12) requires that he or she submit to random drug testing per Chambersburg Area School District Board Policy – Random Drug Testing. I am aware, that should my son or daughter be selected for screening, a urine screen will be performed. I also understand that my child will have the opportunity to furnish a list of any medications he or she may be taking if he or she tests positive.

I have read the Random Drug Testing Policy of Chambersburg Area School District. I understand and agree to its terms.

Parent/Guardian Signature

Date

I have read, understand, and agree to the terms of the Chambersburg Area School District's Random Drug Testing Policy. I agree to the release of my test results as indicated in that Policy.

Student's Signature

Date

Student's Name – Printed

***This completed form must be returned to the Athletic Director.
It will remain in effect for one calendar year.***

APPENDIX

D

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL
No. 454 Session of
1989

INTRODUCED BY GREENLEAF, SHAFFER, ANDREZESKI, WENGER, SALVATORE,
O'PAKE, AFFLERBACH, PETERSON, PORTERFIELD, LYNCH AND RHOADES,
FEBRUARY 7, 1989

AS REPORTED FROM COMMITTEE ON EDUCATION, HOUSE OF
REPRESENTATIVES, AS AMENDED, DECEMBER 5, 1989

AN ACT

1 Requiring school directors to prohibit the use of steroids by
2 pupils involved in athletics; requiring education regarding
3 the use of anabolic steroids; requiring penalties for
4 unauthorized use of anabolic steroids; and providing for
5 dispensing anabolic steroids and for prescriptions for
6 anabolic steroids.

7 The General Assembly of the Commonwealth of Pennsylvania
8 hereby enacts as follows:

9 Section 1. School directors to prohibit steroids.

10 The board of school directors in every school district in
11 this Commonwealth shall prescribe, adopt and enforce rules and
12 regulations to prohibit the use of anabolic steroids, except for
13 a valid medical purpose, by any pupil involved in school-related
14 athletics. Body building, muscle enhancement, increasing muscle
15 bulk or strength or the enhancement of athletic ability is not a
16 valid medical purpose. HUMAN GROWTH HORMONE (HGH) SHALL NOT BE <—
17 INCLUDED AS AN ANABOLIC STEROID UNDER THE PROVISIONS OF THIS
18 ACT.

1 Section 2. Education regarding steroid use.

2 The board of school directors in every school district shall
3 include education regarding the dangers of anabolic steroids
4 with any other drug and alcohol program required by law.

5 Section 3. Penalties.

6 (a) Violations of rules and regulations.--The board of
7 school directors shall prescribe the following minimum penalties
8 for any pupil found in violation of the rules and regulations
9 required under section 1:

10 (1) For a first violation, suspension from school
11 athletics for the remainder of the season.

12 (2) For a second violation, suspension from school
13 athletics for the remainder of the season and for the
14 following season.

15 (3) For a third violation, permanent suspension from
16 school athletics.

17 (b) Eligibility for participation in school athletics
18 limited.--No student shall be eligible to resume participation
19 in school athletics unless there has been a medical
20 determination that no residual evidence of steroids exists. The
21 board may require participation in any drug counseling,
22 rehabilitation, testing or other program as a condition of
23 reinstatement into a school athletic program.

24 Section 4. Violations.

25 No physician, or other person regulated by the act of
26 December 20, 1985 (P.L.457, No.112), known as the Medical
27 Practice Act of 1985, shall dispense, inject or prescribe an
28 anabolic steroid for the purpose of hormonal manipulation
29 intended to increase muscle mass, strength, weight without a
30 medical necessity to do so, or for the intended purpose of

1 improving performance in any form of exercise, sport or game.
2 The State Board of Medicine shall promulgate guidelines
3 providing specific periods of license suspension or revocation
4 for dispensing, injecting or prescribing anabolic steroids in
5 violation of this section.

6 Section 5. Prescriptions.

7 Any prescription for an anabolic steroid written in this
8 Commonwealth shall state the purpose for which the drug is
9 prescribed.

10 Section 6. Effective date.

11 This act shall take effect in 60 days.

APPENDIX

E



Chambersburg Area School District Student Activity Fee

Sport/Activity: _____

Student Name: _____ School: _____ DATE: ____/____/____

Parents/Guardians: The established Student Activity Fee for the 2017-2018 School Year is \$100.00 per each student per school year. There is a maximum fee of \$150.00 per family from grades 7-12. Activities that will be assessed fees include all Athletics Teams, Marching Band, Steel Band, Indoor Guard, Choristers, Esquires, Cheerleading or any program where participants are issued a uniform and/or the district provides transportation to events.

Please complete this form for the Student Activity Fee with all information requested, attach cash, check, or completed waiver for **\$100.00 payable to Chambersburg Area School District** and submit to the Athletic Department or Activity Advisor. *Please write your child's name & sport/activity in the memo portion of the check.*

I have paid by:

_____ Cash _____ Check # _____ Date Paid: _____

_____ Please check if this is the first activity that your child will be participating in this year.

_____ Please check if you have previously paid an activity fee this year. Sport Participated In: _____ Date paid: _____

_____ Please check if you have already met the \$150.00 family threshold. Sibling's Name & Sport: _____

_____ Please check if you have attached waiver information.

Note: I understand that the fee I am paying does not guarantee playing time or control over any conditions of the team or program, and is not refundable once a position on a team is secured or participation in an activity has started. In addition, I understand that the fee will not be refunded or pro-rated for a student who becomes injured or ineligible during the season, when a student is removed from a team for academic or disciplinary reasons, when cancelled contests cannot be rescheduled, or when a full allotment of games cannot be scheduled. In addition, I understand that the number of scheduled contests may vary from level to level and from school to school. I also understand that paying the fee does not alter the Student Athlete Policies of the Chambersburg Area School District or the regulations of the Pennsylvania Interscholastic Athletic Association, and individual team or activity rules.

Signature of Student

Signature of Parent/Guardian

Print Name of Parent/Guardian

Address

Phone

Email Address

IF FEES ARE NOT PAID BY THE START OF THE ACTIVITY, STUDENTS WILL BE REMOVED UNTIL PAYMENT IS RENDERED. FOR ATHLETICS, THE FEE MUST BE PAID PRIOR TO THE FIRST SCRIMMAGE OR CONTEST. PAYMENTS NOT RECEIVED WITHIN THIS TIME FRAME WILL MAKE THE STUDENT INELIGIBLE TO PARTICIPATE.

APPLICATION FOR WAVIER OF STUDENT ACTIVITY FEE

In order to receive a waiver of the Chambersburg Area School District Student Activity Fee, one of the following must be attached. Please attach this to the Student Activity Fee Checklist and submit to the Athletic Department or Activity Advisor. All information will be kept confidential.

_____Eligibility for Free or Reduced Lunch Status

_____ Free or Reduced Lunch Application

I certify that the above information is truthful and accurate. I will notify the Superintendent's Office if my circumstances change.

Parent/Guardian Name (Printed):_____ Date: _____

Parent/Guardian Signature: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Student(s) Name(s): _____ School: _____

_____ School: _____

_____ School: _____

_____ School: _____

_____ School: _____

APPENDIX

F

CHAMBERSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: COACHES/ADVISORS CODE
OF ETHICS

ADOPTED: November 12, 2003

REVISED:

	123.3. COACHES/ADVISORS CODE OF ETHICS
1. Purpose	The function of a coach/advisor is to properly educate students through participation in interscholastic/extracurricular activities. The interscholastic/extracurricular program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each participant should be treated with dignity and respect. Their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches/advisors have been adopted by the Board.
2. Guidelines	<p>The coach/advisor must be aware that s/he has a tremendous influence in the education of the student and is responsible for instilling the highest desirable ideals of character.</p> <p>The coach/advisor must constantly uphold the dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, Mid-Penn Conference, the media, and the public, the coach/advisor shall strive to set an example of the highest ethical and moral conduct.</p>
Pol. 227	<p>The coach/advisor shall take an active role in the enforcement of the drug and alcohol policy.</p> <p>The coach/advisor shall promote the entire interscholastic/extracurricular program of the school and direct his/her program in harmony with the total school program.</p> <p>The coach/advisor shall be thoroughly acquainted with the rules or guidelines of the contest or activity and is responsible for their interpretation to participants. The spirit and letter of the rules should be regarded as enforceable agreements between the coaches, participants, officials, Mid-Penn Conference and State Athletic Association. The coach/advisor shall not try to seek an advantage by circumvention of the spirit or letter of the rules.</p> <p>The coach/advisor shall actively use their influence to enhance sportsmanship by their spectators, working cooperatively with cheerleaders, booster clubs, and administrators.</p>

123.3. COACHES/ADVISORS CODE OF ETHICS - Pg. 2

The coach/advisor or those in charge of the activity shall respect and support the contest official. The coach/advisor shall not indulge in conduct which will incite participants or spectators against the officials or those in charge of the activity. Public criticism of officials, players, or those in charge of the activity is unethical and will not be tolerated.

No coach/advisor will use school facilities to advance or support his/her private activities.

Before and after contests or activities, rival coaches/advisors should meet and exchange friendly greetings to set the correct tone for the event.

A coach/advisor shall not exert pressure on faculty members to give student athletes or extracurricular participants special consideration.

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

The coaches/advisors should at all times abstain from using inappropriate language or gestures **and use positive language to motivate student athletes.**

References: See Coaching Handbook for full regulations AR 123.3.

School Code – 24 P.S. Sec. 510

Board Policies – 227

123.3 AR

I have read and understand the Code of Ethics as stated in **Policy 123.3 Coaches/Advisors Code of Ethics**. I also understand that failure to comply with the Code of Ethics could lead to disciplinary action and/or termination of the coaching/advisor assignment.

COACH/ADVISOR _____

DATE: _____

APPENDIX

G



**CHAMBERSBURG AREA SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS
HEAD COACH PERFORMANCE EVALUATION**

COACH'S NAME: _____ SPORT: _____ YEAR: _____

0	1	2	3	1. Follows the athletic policies of the CASD, the MPC, and the PIAA.
0	1	2	3	2. Cooperates with the athletic administration.
0	1	2	3	3. Establishes and maintains relationships with others.
0	1	2	3	4. Oversees the entire program (V/JV/9 th /MS).
0	1	2	3	5. Demonstrates respect, ethical behavior, and sportsmanship.
0	1	2	3	6. Supervises student-athletes.
0	1	2	3	7. Demonstrates punctuality and good attendance.
0	1	2	3	8. Maintains records in accordance with established policies and procedures.
0	1	2	3	9. Prepares and follows daily practice plans.
0	1	2	3	10. Displays knowledge of sport and good game management skills.
0	1	2	3	11. Manages facilities and oversees safety conditions.
0	1	2	3	12. Promotes program within CASD and community.
0	1	2	3	13. Completes beginning and end of season duties.
0	1	2	3	14. Works to increase personal coaching knowledge.
0	1	2	3	15. Emphasizes and monitors academic success with student-athletes.

RATING SCALE:

- (3) **Exceeds Standards -** Performance is consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student-athlete success through instructional strategies that confirm the coach's expertise and the ability to reach all student-athletes.
- (2) **Meets Standards -** Performance is consistently above average in meeting performance criteria demonstrated by going beyond the established standards and practices in reaching all student-athletes.
- (1) **Partially Meets Standards -** Performance is consistently adequate in meeting performance criteria
- (0) **Unsatisfactory -** Performance is not consistently acceptable in meeting performance criteria.

COMMENTS:

TARGETED AREAS OF IMPROVEMENT:

COACH GOAL:

DIRECTOR OF ATHLETICS GOAL:

PERFORMANCE
(Circle one)

Exceeds Standards

Meets Standards

Partially Meets Standards

Unsatisfactory

RECOMMENDATION
(Circle one)

Continued Employment

Probationary Status

Non-renewal

Coach's Signature

Date

Addendum Attached:

Yes ☐ No ☐

Evaluator's Signature

Date

Signing the evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its content. (The employee has the right to include a written statement as an addendum to the evaluation within ten (10) days.)



Head Coach Performance Evaluation Rubric

LEVEL OF PERFORMANCE				
STANDARDS	UNSATISFACTORY	PARTIALLY MEETS STANDARDS	MEETS STANDARDS	EXCEEDS STANDARDS
1. Follows the athletic policies of the CASD, the MPC, and the PIAA	Coach demonstrates little understanding and/or regard for athletic policies.	Coach demonstrates partial understanding and/or regard for athletic policies.	Coach demonstrates an understanding and/or regard for athletic policies.	Coach demonstrates a thorough understanding and/or high regard for athletic policies.
2. Cooperates with the athletic administration	Coach's interactions with the athletic administration are self serving and/or negative.	Coach's interactions with the athletic administration are cordial yet limited.	Coach's interactions with the athletic administration are positive and productive.	Coach's interactions with the athletic administration are informative and pro-active.
3. Establishes and maintains relationships with others	Coach's interactions with colleagues, student-athletes, booster club and the public are negative or inappropriate.	Coach's interactions with colleagues, student-athletes, booster club, and the public are a mix of negative and positive; the coach's efforts at developing rapport are partially successful.	Coach's interactions with colleagues, student-athletes, booster club, and the public are positive and respectful; coach's efforts at developing rapport are successful.	Coach's interactions are positive and respectful, and reflect a high degree of integrity with colleagues, student-athletes, booster club, and the public.
4. Oversees the entire program (V/JV/9 th /MS)	No guidelines for delegated duties have been established or the guidelines are unclear. Coach does not monitor the other coaches.	The coach's efforts to establish guidelines for delegated duties are partially successful. Coach sporadically monitors the other coaches.	Coach has established guidelines for delegated duties and monitors other coaches' activities.	Other coaches work independently, indicating clear guidelines for their work. Coach's supervision is subtle and professional.

5. Demonstrates respect, ethical behavior, and sportsmanship	Coach displays dishonesty in interactions with colleagues, student-athletes, and the public; violates principles of confidentiality.	Coach displays honesty in interactions with colleagues, student-athletes, and the public; maintains the principles of confidentiality.	Coach displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, student-athletes, and the public; advocates for athletes when needed.	Coach can be counted on to hold the highest standards of honesty, integrity, and to advocate for student-athletes, taking a leadership role with colleagues.
6. Supervises student-athletes	There is no evidence that standards of conduct have been established, and there is little to no monitoring of student-athlete behavior; response to misbehavior is disrespectful to student-athletes' dignity.	Coach appears to have tried to establish standards of conduct and tries to monitor student-athlete behavior and responds to misbehavior with little to no success.	Standards of conduct appear to be clear to student-athletes, and the coach monitors student-athlete behavior against those standards. Coach's response to student-athlete misbehavior is appropriate and respectful to athletes.	Standards of conduct are clear, with evidence of student-athlete participation in setting them. Coach's monitoring of student-athlete misbehavior is subtle and preventive and is sensitive to individual student-athlete's needs.
7. Demonstrates punctuality and good attendance	Personal time management skills are lacking resulting in late or missed appointments and attendance.	Personal time management skills are sporadic resulting in occasional missed appointments and attendance.	Personal time management skills are appropriate resulting in prompt attendance at scheduled activities.	Personal time management skills are efficient and characteristically of high standard. Promptness and attendance are consistent.
8. Maintains records in accordance with established policies and procedures	Coach's records, reports, and documentation are missing, late, or inaccurate, resulting in confusion.	Coach's records, reports, and documentation are generally accurate, but are occasionally late.	Coach's records, reports, and documentation are accurate and are submitted in a timely manner.	The coach's approach to producing records, reports, and documentation is highly systematic and efficient and serves as a model for colleagues.

9. Prepares and follows daily practice plans	Coach has no clear goals for practice, or they are inappropriate to either the situation or the skill level of the student-athletes.	Coach's goals for practice are rudimentary and are partially suitable to the situation and skill level of the student-athletes.	Coach's goals for practice are clear and appropriate to the situation and the skill level of the student-athletes.	Coach's goals for practice are highly appropriate to the situation and the skill level of the student-athletes and have been developed utilizing best practices.
10. Displays knowledge of sport and good game management skills	Coach displays little or no knowledge of the game or skill development.	Coach displays partial knowledge of the game and skill development.	Coach displays accurate knowledge of the typical developmental characteristics of the game and skill development.	Displays accurate knowledge of the typical developmental characteristics of the game and skill development, the coach is able to elevate student-athletes to enhanced levels of performance.
11. Manages facilities and oversees safety conditions	Coach makes poor use of physical environment, resulting in poor flow and general confusion. There are safety hazards present.	Coach's efforts to make use of the physical environment are uneven, resulting in occasional confusion. Possible safety hazards exist.	Coach makes effective use of the physical environment, resulting in good flow, and adequate space for activities. Safety hazards have been identified.	Coach makes highly effective use of the physical environment, resulting in clear flow free of all safety hazards.
12. Promotes program within CASD and community	Coach displays little effort in the promotion of the program.	Coach's promotion efforts exist only when numbers of student-athletes are too low to field teams at all levels.	Coach's promotion efforts are effective as evidenced by high turnout of student-athletes at all levels.	Coach's promotion efforts are highly effective as evidenced by high turnout. Coach promotes student-athletes reasonably and effectively who wish to play at the college level.
13. Completes beginning and end of season duties	Routines for completing beginning and end-of-season duties are nonexistent or in disarray.	Routines for completing beginning and end-of-season duties are partially successful.	Routines for completing beginning and end-of-season duties are effective and orderly.	Routines for completing beginning and end-of-season duties are highly efficient and timely.

14. Works to increase personal coaching knowledge	Coach does not participate in professional development activities, even when such activities are clearly needed for the development of coaching skills.	Coach's participation in professional development activities is limited to those that are convenient or are required.	Coach seeks out opportunities for professional development based on an individual assessment of need.	Coach actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
15. Emphasizes and monitors academic success with student-athletes	Coach displays little or no effort in emphasizing and monitoring academic success with student-athletes.	Coach's efforts in emphasizing and monitoring academic success with student-athletes are partially successful.	Coach's efforts in emphasizing and monitoring academic success with student-athletes are successful.	Coach's efforts in emphasizing and monitoring academic success with student-athletes are highly successful.



CHAMBERSBURG AREA SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS
ASSISTANT COACH PERFORMANCE EVALUATION

COACH'S NAME: _____ SPORT: _____ YEAR: _____

0	1	2	3	1. Follows the athletic policies of the CASD, the MPC, and the PIAA.
0	1	2	3	2. Cooperates with the athletic administration and head coach.
0	1	2	3	3. Establishes and maintains relationships with others.
0	1	2	3	4. Assists in overseeing the entire program at respective level.
0	1	2	3	5. Demonstrates respect, ethical behavior, and sportsmanship.
0	1	2	3	6. Assists in supervising or supervises student-athletes at respective level.
0	1	2	3	7. Demonstrates punctuality and good attendance.
0	1	2	3	8. Assists in maintaining or maintains records in accordance with established policies and procedures at respective level.
0	1	2	3	9. Assists in preparing or prepares and follows daily practice plans at respective level.
0	1	2	3	10. Displays knowledge of sport and good game management skills at respective level.
0	1	2	3	11. Assists in managing or manages facilities and oversees safety conditions at respective level.
0	1	2	3	12. Assists in promotion of program within CASD and community.
0	1	2	3	13. Assists in completion or completes beginning and end of season duties at respective level.
0	1	2	3	14. Works to increase personal coaching knowledge.
0	1	2	3	15. Assists in emphasizing/monitoring academic success with student-athletes at respective level.

RATING SCALE:

- (3) **Exceeds Standards -** Performance is consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student-athlete success through instructional strategies that confirm the coach's expertise and the ability to reach all students-athletes.
- (2) **Meets Standards -** Performance is consistently above average in meeting performance criteria demonstrated by going beyond the established standards and practices in reaching all student-athletes.
- (1) **Partially Meets Standards -** Performance is consistently adequate in meeting performance criteria.
- (0) **Unsatisfactory -** Performance is not consistently acceptable in meeting performance criteria.

COMMENTS:

TARGETED AREAS OF IMPROVEMENT:

ASSISTANT COACH GOAL:

HEAD COACH GOAL:

PERFORMANCE
(Circle one)

Exceeds Standards

Meets Standards

Partially Meets Standards

Unsatisfactory

RECOMMENDATION
(Circle one)

Continued Employment

Probationary Status

Non-renewal

Coach's Signature

Date

Addendum Attached:

Yes ☐ No ☐

Evaluator's Signature

Date

Signing the evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its content. (The employee has the right to include a written statement as an addendum to the evaluation within ten (10) days.)



Assistant Coach Performance Evaluation Rubric

LEVEL OF PERFORMANCE				
STANDARDS	UNSATISFACTORY	PARTIALLY MEETS STANDARDS	MEETS STANDARDS	EXCEEDS STANDARDS
1. Follows the athletic policies of the CASD, the MPC, and the PIAA	Coach demonstrates little understanding and/or regard for athletic policies.	Coach demonstrates partial understanding and/or regard for athletic policies.	Coach demonstrates an understanding and/or regard for athletic policies.	Coach demonstrates a thorough understanding and/or high regard for athletic policies.
2. Cooperates with the athletic administration and head coach	Coach's interactions with the athletic administration and head coach are self-serving and/or negative.	Coach's interactions with the athletic administration and head coach are cordial yet limited.	Coach's interactions with the athletic administration and head coach are positive and productive.	Coach's interactions with the athletic administration and head coach are informative and pro-active.
3. Establishes and maintains relationships with others	Coach's interactions with colleagues, student-athletes, booster club and the public are negative or inappropriate.	Coach's interactions with colleagues, student-athletes, booster club, and the public are a mix of negative and positive; the coach's efforts at developing rapport are partially successful.	Coach's interactions with colleagues, student-athletes, booster club, and the public are positive and respectful; coach's efforts at developing rapport are successful.	Coach's interactions are positive and respectful, and reflect a high degree of integrity with colleagues, student-athletes, booster club, and the public.
4. Assists in overseeing the entire program at respective level	Coach does not follow through with completing delegated duties at respective level.	Coach is partially successful in completing delegated duties at respective level.	Coach is successful in completing delegated duties at respective level.	Coach is highly successful in completing delegated duties at respective level.

5. Demonstrates respect, ethical behavior, and sportsmanship	Coach displays dishonesty in interactions with colleagues, student-athletes, and the public; violates principles of confidentiality.	Coach displays honesty in interactions with colleagues, student-athletes, and the public; maintains the principles of confidentiality.	Coach displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, student-athletes, and the public; advocates for athletes when needed.	Coach can be counted on to hold the highest standards of honesty, integrity, and to advocate for student-athletes, taking a leadership role with colleagues.
6. Assists in supervising or supervises student-athletes at respective level	There is no evidence that standards of conduct have been established, and there is little to no monitoring of student-athlete behavior; response to misbehavior is disrespectful to student-athletes' dignity.	Coach appears to have tried to establish standards of conduct and tries to monitor student-athlete behavior and responds to misbehavior with little to no success.	Standards of conduct appear to be clear to student-athletes, and the coach monitors student-athlete behavior against those standards. Coach's response to student-athlete misbehavior is appropriate and respectful to athletes.	Standards of conduct are clear, with evidence of student-athlete participation in setting them. Coach's monitoring of student-athlete misbehavior is subtle and preventive and is sensitive to individual student-athlete's needs.
7. Demonstrates punctuality and good attendance	Personal time management skills are lacking resulting in late or missed appointments and attendance.	Personal time management skills are sporadic resulting in occasional missed appointments and attendance.	Personal time management skills are appropriate resulting in prompt attendance at scheduled activities.	Personal time management skills are efficient and characteristically of high standard. Promptness and attendance are consistent.
8. Assists in maintaining or maintains records in accordance with established policies and procedures at respective level	Coach's records, reports, and documentation are missing, late, or inaccurate, resulting in confusion.	Coach's records, reports, and documentation are generally accurate, but are occasionally late.	Coach's records, reports, and documentation are accurate and are submitted in a timely manner.	The coach's approach to producing records, reports, and documentation is highly systematic and efficient and serves as a model for colleagues.

9. Assists in preparing or prepares and follows daily practice plans at respective level	Coach has no clear goals for practice, or they are inappropriate to either the situation or the skill level of the student-athletes.	Coach's goals for practice are rudimentary and are partially suitable to the situation and skill level of the student-athletes.	Coach's goals for practice are clear and appropriate to the situation and the skill level of the student-athletes.	Coach's goals for practice are highly appropriate to the situation and the skill level of the student-athletes and have been developed utilizing best practices.
10. Displays knowledge of sport and good game management skills at respective level	Coach displays little or no knowledge of the game or skill development.	Coach displays partial knowledge of the game and skill development.	Coach displays accurate knowledge of the typical developmental characteristics of the game and skill development.	Displays accurate knowledge of the typical developmental characteristics of the game and skill development, the coach is able to elevate student-athletes to enhanced levels of performance.
11. Assists in managing or manages facilities and oversees safety conditions at respective level	Coach makes poor use of physical environment, resulting in poor flow and general confusion. There are safety hazards present.	Coach's efforts to make use of the physical environment are uneven, resulting in occasional confusion. Possible safety hazards exist.	Coach makes effective use of the physical environment, resulting in good flow, and adequate space for activities. Safety hazards have been identified.	Coach makes highly effective use of the physical environment, resulting in clear flow free of all safety hazards.
12. Assists in promotion of program within CASD and community	Coach displays little effort in the promotion of the program.	Coach's promotion efforts exist only when numbers of student-athletes are too low to field teams at all levels.	Coach's promotion efforts are effective as evidenced by high turnout of student-athletes at all levels.	Coach's promotion efforts are highly effective as evidenced by high turnout.
13. Assists in completion or completes beginning and end of season duties at respective level	Routines for assisting in completion or completing beginning and end-of-season duties are nonexistent or in disarray.	Routines for assisting in completion or completing beginning and end-of-season duties are partially successful.	Routines for assisting in completion or completing beginning and end-of-season duties are effective and orderly.	Routines for assisting in completion or completing beginning and end-of-season duties are highly efficient and timely.

14. Works to increase personal coaching knowledge	Coach does not participate in professional development activities, even when such activities are clearly needed for the development of coaching skills.	Coach's participation in professional development activities is limited to those that are convenient or are required.	Coach seeks out opportunities for professional development based on an individual assessment of need.	Coach actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
15. Assists in emphasizing/monitoring academic success with student-athletes at respective level	Coach displays little or no effort assisting in emphasizing/monitoring academic success with student-athletes.	Coach's efforts assisting in emphasizing/monitoring academic success with student-athletes are partially successful.	Coach's efforts assisting in emphasizing/monitoring academic success with student-athletes are successful.	Coach's efforts assisting in emphasizing/monitoring academic success with student-athletes are highly successful.

APPENDIX

H



CHAMBERSBURG AREA SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS
STUDENT-ATHLETE/PARENT COACHING EVALUATION
QUESTIONNAIRE

Please help us evaluate our sports program and coaching staff. We are interested in your feedback and suggestions regarding areas of our program where we are doing well and in areas where we can improve.

1. Parent Name: _____ Date of Completion: _____

2. Athlete Name: _____

3. What grade are you or is your son/daughter in? (Circle one)

Middle School Freshmen Sophomore Junior Senior

4. What sport did you or your son/daughter participate in? _____

At what level? (Circle one)

Middle School Freshman Junior Varsity Varsity

Please rate as 1 - strongly disagree to 4 - strongly agree.
--

I. Fitness, Conditioning and Skill Development

- | | | | | |
|---|---|---|---|---|
| 1. Program has an effective pre-season conditioning program. | 1 | 2 | 3 | 4 |
| 2. Coach manages an efficient and effective practice. | 1 | 2 | 3 | 4 |
| 3. Coach does an excellent job of understanding and teaching the skills needed for the sport. | 1 | 2 | 3 | 4 |
| 4. Coach provided information and feedback to help student-athletes develop their skills. | 1 | 2 | 3 | 4 |

II. Athletic Strategy and Competition

- | | | | | |
|---|---|---|---|---|
| 1. Coach is good at planning pre-game/match strategy. | 1 | 2 | 3 | 4 |
| 2. Coach does not "play favorites" but gives student-athletes the opportunity to compete fairly for a position. | 1 | 2 | 3 | 4 |
| 3. Coach is effective at developing a line-up of student-athletes for the proper competitive strategy. | 1 | 2 | 3 | 4 |
| 4. Coach is a good "game day" coach and helps student-athletes stay focused under pressure. | 1 | 2 | 3 | 4 |
-

III. Coaching Attitudes and Philosophy

- | | | | | |
|---|---|---|---|---|
| 1. Coach clearly presented team goals, expectations and program philosophies. | 1 | 2 | 3 | 4 |
| 2. Coach provided leadership creating a positive team environment. | 1 | 2 | 3 | 4 |
| 3. Coach was patient, supportive and communicated positively. | 1 | 2 | 3 | 4 |
| 4. Coach treats all players with respect and rewards effort as well as results. | 1 | 2 | 3 | 4 |
| 5. Coach uses frequent positive reinforcement and motivates student-athletes to give their best. | 1 | 2 | 3 | 4 |
| 6. When coach must criticize mistakes or lack of effort, it is done in a way that is appropriate and instructional. | 1 | 2 | 3 | 4 |
| 7. Coach listens to players and creates an atmosphere where players are receptive to constructive criticism. | 1 | 2 | 3 | 4 |
| 8. Coach explains team policies and when necessary enforces discipline in a fair and consistent manner. | 1 | 2 | 3 | 4 |
| 9. Coach was approachable in order to address questions or concerns. | 1 | 2 | 3 | 4 |
| 10. Coach had good communication with his/her assistants and they worked well together to help the team. | 1 | 2 | 3 | 4 |

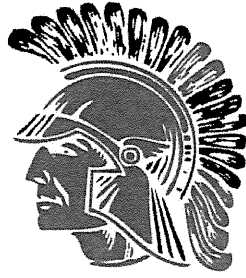
IV. Overall Experience

1. Are you glad you played this past season, yes or no? Explain.
2. What two areas of our program would you like to see modified or improved and why?
3. What two aspects of our program have been the most meaningful or successful for you and why?
4. If you had to give your coaches an overall grade A-F, what grade would you give them and why?

Additional Comments:

APPENDIX

I



Chambersburg Area School District Athletic Department Guidelines for Weather-Related Situations

1. Early dismissal = ALL events/practices scheduled for that day are CANCELED.
2. If school is canceled for the day...
 - A. All Junior High events/practices are canceled.
 - B. High School events/practices are canceled with the following exceptions:
 1. If the weather clears and district property and the roads are deemed safe for travel, events/practices may continue with authorization from the Athletic Director.
 2. The decision to allow events/practices will be made by the Athletic Director, HS Principal, Superintendent, and Buildings and Grounds Director by 11:00 am. The Athletic Director will notify all Head Coaches and it is the responsibility of the Head Coach to notify their team.
 - C. If events/practices are allowed event/practice times will be determined and communicated to Head Coaches by the Athletic Director.
 - D. Sunday practices may be permitted due to inclement weather provided the P.I.A.A. six day rule is still enforced each week.

KEY POINTS:

- ✓ Practices are OPTIONAL for all players. It is acceptable if a player does not have transportation or if their parents do not allow them to participate.
No reduced playing time or consequences can occur as a result of missing practice.
- ✓ Please make sure to inform all coaches, players, and parents of this during your parents meeting.

Reminder of Mid Penn Conference Policy –

Rescheduled games will be held on the first available date following a cancelled event. This might mean that you will have several games in a row, or a very busy week. We will do our best to reschedule with all accommodations in mind; however, the Mid Penn Conference Policy will prevail.