

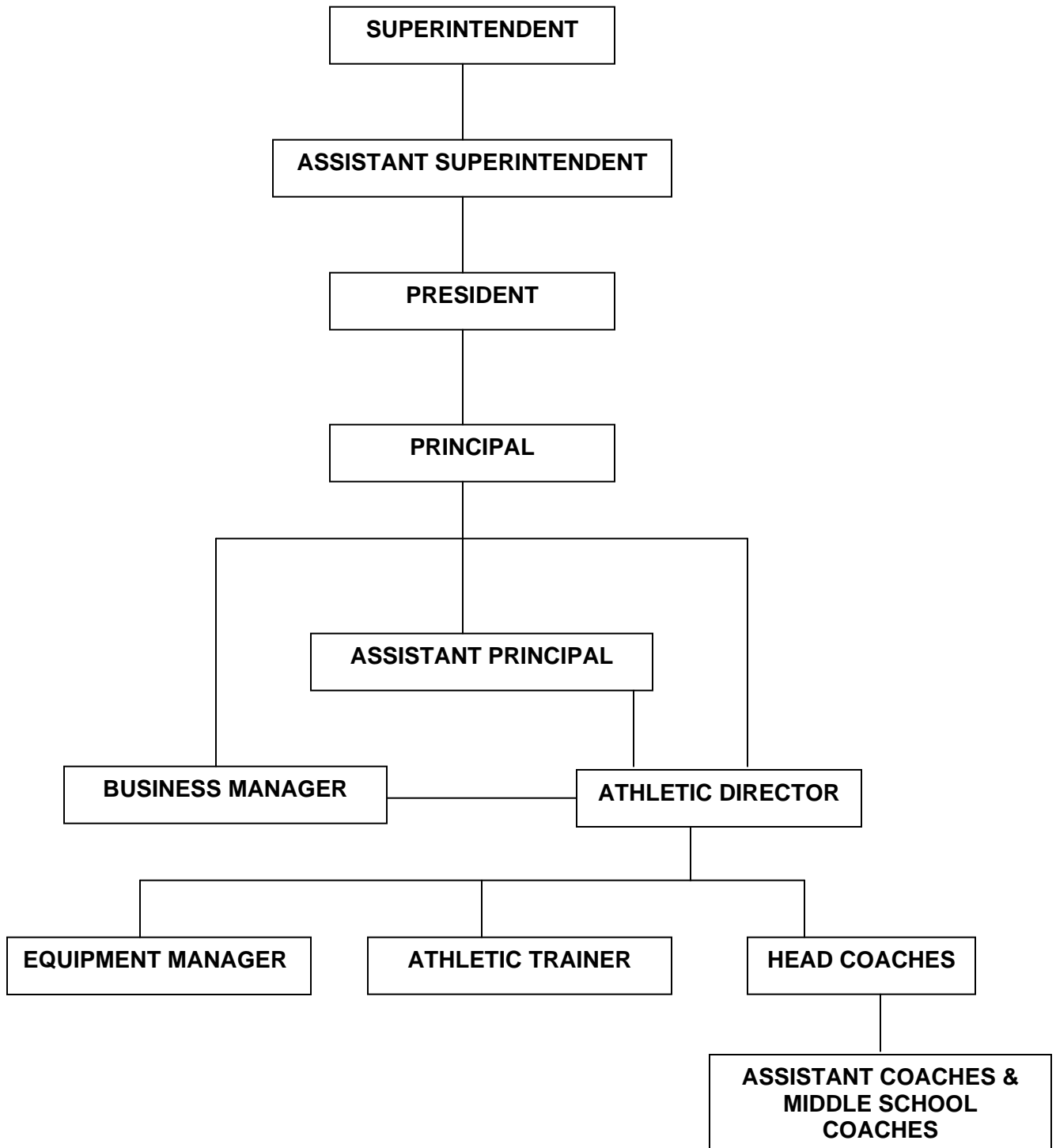
# Diocese of Greensburg



## **Catholic Middle School Athletic Policy**

### **Coaches Manual**

# ORGANIZATION CHART



## **ATHLETIC PHILOSOPHY**

The Catholic High School and Middle School community of the Diocese of Greensburg has a rich history on the teachings of Jesus Christ. Therefore, it is gospel-centered and, through the educational process, the student learns to identify and recognize the values of these teachings and to assimilate them.

We believe that as members of this community we are called to be followers and teachers of Christ and as such we provide opportunities for students, within a structured and disciplined learning environment, to witness Him in their daily lives. We endeavor to prepare our students to take their places in the world, inspired and equipped to use their natural talents to further the Kingdom of God on earth. By providing our students with enough structure to direct their efforts and enough freedom to encourage personal growth and creativity, we hope to enable them to respond to life's challenges with discernment and courage.

The Diocese of Greensburg Catholic High School and Middle School athletic programs are an extension and an integral part of the educational process, and it is imperative that we keep this in mind when we work with our athletes. As a coach, you take on a responsibility that comes with respect for that position. The level at which you coach has little to do with the degree of respect you receive from athletes and parents. How you respond to them with honesty, patience and understanding will determine your success for the years.

**Be realistic while you continue to work toward idealistic goals, keeping in mind the need to be more humanistic in your approach to the young people who come to you.**

*Remember, records are broken and scores forgotten; but the coach who took the time to help will be remembered and held in esteem forever.*

## **PERSONNEL HIRING POLICY**

All coaches hired, including assistants, must be approved by the building principal.

## **Criminal Record Check/Child Protection Act**

The Diocese of Greensburg, Office for Catholic Schools requires that all coaches, assistant coaches and volunteers having direct or indirect contact with students *MUST* obtain the following prior to coaching:

1. Act 34 requires a *Pennsylvania State Police Criminal Record Check*.
2. Act 151 requires a *Pennsylvania Child Abuse History Clearance*
3. Act 153 requires *applicants who have not resided in the state of Pennsylvania for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record*.

The Application forms are available in the high school office. Failure to obtain the clearances will prohibit one from coaching in any capacity. The completed forms must be submitted to the principal's office prior to employment or volunteering.

## **Contractual Responsibilities**

Coaches must attend all athletic meetings summoned by the athletic director or principal and be responsible for the accurate preparation of forms as required. Working cooperatively with school booster clubs and other community groups is expected. Every coach must give full cooperation to all members of the school's staff, recognizing that each activity is just one facet of the overall school curriculum.

Each coach must:

1. at the beginning of his or her first practice explain to the team, in writing, the school's regulation and policy as it affects the athletes.
2. serve as host for the visiting team and officials at home athletic contests.
3. share responsibility for spectator control at any school function whenever possible.
4. assure that appropriate news media are promptly notified of the results of all home contests.

## **Mandatory Rules Meeting**

A member of the coaching staff from every sport must attend one PIAA mandatory rules meeting every year. If a designated staff member fails to attend, they will pay the PIAA fine. Coaches who are teachers will earn Act 48 credits for attending the meeting.

## **Keys**

Coaches will be given keys at the beginning of the season. Keys should be kept in the possession of the coach and *NEVER* given to athletes. Keys are to be returned to the

athletic director at the conclusion of the season. If there is a need for a coach to have keys out of season, they can be obtained upon request from the athletic director.

### **Payment of coaches**

The coach, upon completion of all responsibilities for the sport in season, shall sign off on the proper forms to verify the satisfactory fulfillment of the supplemental contract. This form must be signed by the athletic director and principal prior to submission to the business manager for payment.

### **Authority and Responsibility**

The high school principal is responsible to the president, superintendent and associate superintendent of schools for the operation of all aspects of the program of studies –to include all athletics and instruction – that occur as some part of the high school program. The principal is responsible to the PIAA and WPIAL in all matters pertaining to interscholastic athletics in accordance with the constitution and by-laws {Article IX, section I, PIAA Constitution}. Principals are assigned the power and duty to: “... exclude any contestant who because of bad habits, or improper conduct, would not represent his school in a becoming manner...” {Article IX, Section 2C, PIAA Constitution}.

Additionally, Section 2J of Article IX of the PIAA Constitution states: “The principal shall have such powers concerning interscholastic athletics within his/her school as they are in keeping with the growth and needs of the school and are consistent with the provisions of the Constitution and By-laws of the PIAA.” Selected elements of these duties may be delegated to other persons, but the responsibility for the delegated section remains primarily with the principal.

### **Snow Days or Bad Weather**

When the cancellation, delay or rescheduling of an athletic event is considered, that decision will be made by the mutual agreement of the building administrators of the competing schools. The principal or his designee, athletic director and the coach will then reschedule the event for a time and date agreeable to both schools. Normally, on days when school is cancelled due to inclement weather all practices and games are cancelled. The safety of our athletes is our major concern.

### **Athletic Director**

The athletic director is the leader and catalyst for the athletic program. The athletic director shall work directly with the head coaches. If a satisfactory solution to the problem cannot be resolved between the head coach and the athletic director the coach may request that the principal be involved in the solution of the problem.

## **Athletic Directors Performance Responsibilities**

### **A.**

1. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
2. Ascertains that all coaches stay within their budget.
3. Assumes responsibility for the organization and scheduling of all athletic events.
4. Arranges and coordinates a coaches meeting with all coaches in season before the start of the fall, winter and spring seasons.
5. Requisitions supplies, uniforms and equipment for all athletic programs in cooperation with appropriate coaches.
6. Works with the principal, coaches, cheerleaders and faculty in establishing and maintaining good sportsmanship standards within the school.
7. Approves the starting dates for all pre-season practices for each sport, in keeping with state guidelines.
8. Informs the principal/assistant principal in writing if an athlete is suspended from the team and the reason.

### **B.**

1. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
2. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
3. Coordinates and approves the use of all school sport facilities by school personnel and outside organizations, including CYO.
4. Serves as a role model and works toward the development of good character and attitude among students.
5. Insures a fair and impartial treatment of all student athletes and sport programs.
6. Treats visiting teams and game officials as guests.
7. Performs other tasks associated with this position as may be assigned.

### **C.**

1. Hires officials, team physicians, and security as required and assume general responsibility for the proper supervision of home events.
2. Arranges transportation for athletic contest participants.
3. Arranges for the maintenance and up-keep of all school fields and sports facilities.
4. Arranges for the cleaning, repair, and storage of all athletic equipment.
5. Arranges the practice schedules for the coaches on athletic facilities.
6. Directs in-school extracurricular programs, such a pep assemblies, designed to foster support for the athletic teams among non-participants.
7. Supervises an annual recognition program/dinner for school athletes in their respective sports.
8. Supervises all gate ticket sales and fund raising for all athletic programs and assumes the responsibility for the proper handling and accounting of monies involved.

### **D.**

1. Establishes the physical and academic requirements of eligibility for participating in each sport and verifies each athlete's eligibility on a weekly basis.
2. Schedules the physical examination of all athletes prior to the beginning of each season.
3. Administers the insurance program covering athletes, and assumes responsibility for all processing of reports and claims. A student is eligible to practice and participate in a sport only after they have a physical and there is evidence in writing that he/she is covered by a family health plan. The name of the insurance company and the policy number must be on file in the athletic office.

### **Head Coaches Responsibilities**

1. Oversee the total athletic program for their respective sport, including the junior varsity, ninth grade teams and middle school teams where available.
2. Is present or assigns an assistant to be present during physical examinations for their team. Collects the physical cards and make certain that the following information is signed off by the parent or guardian. The physical cards with parental signatures are forwarded to the Athletic Director.
  - A. Consent to participate.
  - B. Insurance information.
  - C. Equipment liability.
  - D. Team physician or trainer coverage.
  - E. Physician's signature.

### **Students shall not be permitted to practice without a physical and a parent's signature in the appropriate places.**

3. Head coaches must turn in the following items to the athletic director and administration before the first official practice date:
  - A. Copy of the list of students who are trying out for the teams.
  - B. Copy of your final team roster two weeks prior to the first contest for PIAA eligibility.
  - C. Copy of your rules and regulations that are given to the athletes and their parents.
  - D. Parental permission forms from all team members properly completed and filed with the Athletic Director.
  - E. Medical exams for all team members and records thereof properly filed with the Athletic Director.
  - F. Equipment distribution records of uniforms issued to team members properly completed and filed.
4. Arranges an end of the season meeting with the athletic director. The meeting should be scheduled as within two weeks of the conclusion of the season. The following will be discussed.

- A. Accurate inventory of all equipment and uniforms.
  - B. Team records, team honors, individual honors, and letterman winners.
  - C. Preparation of budget and uniform and equipment needs for the next season.
  - D. Program staffing and evaluation.
  - E. Proposals that will enhance and improve the program.
  - F. Comments or concerns for the program.
5. Responsible for team conduct at home and away games and bus behavior by maintaining appropriate discipline and exhibiting good sportsmanship. Responsible for the team conduct on the bus, including:
- A. Supervision for all team travel.
  - B. A list of all team members traveling to each event.
  - C. All team members will travel to and from each event on the transportation provided by the high school.
  - D. A written request by the parents to transport their child must be approved by a principal prior to an event.
  - E. Only authorized personnel may accompany the team, including statisticians, cheerleaders.
  - F. Profanity and rudeness to the bus driver will not be tolerated.
  - G. Cleanliness of the bus is a team responsibility.
  - H. A coach or coaches must accompany the team at all times.
- A.**
- 1. Notifying parents to be prompt when picking up athletes after practice or games.
  - 2. Making certain that players are not permitted to drive to events and must travel by school provided transportation. Any deviations must be approved by the building principal.
  - 3. The head coach or his/her designate must be at school prior to the expected arrival of team members for practice or game.
  - 4. The head coach or his/her designate must remain in the locker room in a visible position until all athletes have departed from practice and/or games.
  - 5. Coaches shall not be involved in any fund raising without prior approval of the athletic director.
  - 6. Head coaches shall assist the guidance department in the placement of athletes into institutions of higher learning, according to their academic/athletic abilities.
  - 7. Concern themselves with the academic progress and school citizenship of their team members.
- B.**
- 1. Be fair and unprejudiced in the selection and placement of students for participation in his/her program.
  - 2. Not to solicit players from other schools.
  - 3. Not to discourage athletes from participating in other sports.

4. Students shall not be permitted to participate in another sport until they have met equipment requirements for all sports in which they had participated previously.

**C.**

1. Notify the athletic director and trainer of all injuries. Severe injuries are to be reported to:
  1. parents
  2. athletic director (fill our an accident report).
  3. principal

**D.**

1. Give opponents full credit when they win.
2. Control his/her temper at all times thereby setting the proper example for the team.
3. Be knowledgeable of PIAA/WPIAL regulations and eligibility requirements.
4. Notify the media of contest results and provide information as requested by the media.
5. The coach shall not schedule events without prior approval of the athletic director.
6. Coaches shall not make purchases without prior approval of the athletic director.
7. Keep rosters up to date and notify the athletic director of any changes.
8. Demonstrate mature responsibility in non-coaching areas related to their program.
9. Carry out to the best of their ability, and in an acceptable manner, all reasonable responsibilities and duties assigned by the athletic director.
10. Exhibit a positive example by:
  - a. defend the rights of their team in a professional manner.
  - b. not using tobacco products while performing their assigned responsibilities.
  - c. prohibit the use of profanity by coaches and athletes.
  - d. requiring the team to dress properly on away trips.

**E.**

1. Assure that no team member uses profanity or makes obscene gestures at practice or in a contest.
2. Remove an athlete from a contest if his/her behavior is unacceptable.
3. Be certain that there is no damage or vandalism to a visiting locker room.
4. Oversee the cleanliness of the locker room and that all facilities are locked before departing.
5. Report any behavioral incidents by athletes to the athletic director/principal that may require additional school disciplinary action.

### **Assistant Coaches Responsibilities**

1. Attend all staff meetings called by the head coach.
2. Never criticize, admonish, or argue with the head coach in public or in the presence of players.

3. Assist in off-season programs as assigned by the head coach.
4. Assist the head coach in fulfilling his responsibilities as assigned.

### **Trainer**

1. Have a thorough knowledge of the Catholic High School Coaching Manual.
2. Is responsible for the supplies, equipment maintenance and the rules and regulations of training room.
3. Assist the coaches in developing conditioning and training schedules for the various sports.
4. Works under the supervision of the team doctor, school nurse, athletic director and administration.
5. Reports all serious injuries in writing to the athletic director and the administration. Confer with the team doctor and the family physician when necessary.
6. Handle all minor first aid, taping, wrapping resulting from as athletic injury.
7. Keep a record on file of all injuries, treatments, and follow up.
8. Be present at all activities as assigned by the athletic director.
9. Submit a budget request as designated by the athletic director.
10. Perform other duties that are consistent with the nature of the position and that may be requested by the head coach, athletic director or administration.

### **Equipment Manager**

1. Is responsible for the care and control of all athletic equipment and uniforms for all of the athletic programs.
2. Have a thorough knowledge of the Catholic School Coaching Manual.
3. Select and trains student equipment managers in cooperation with the head coach.
4. Assist coaches in issuing and fitting equipment at the beginning of the season or as needed and collects it at the end of the season.
5. Is responsible for the sorting of all equipment for repairs, reconditioning and storage.
6. Submits for budget purposes, a list of all equipment needed for the next season.
7. Organizes his/her schedule in such a way to be able to attend all practice sessions and games (football only).
8. Prepares and packs equipment for football camp, home and away games.
9. Maintains a record of equipment and uniforms issued to individual participants of each athletic program with the assistance of the coach.
10. Notifies the head coach (who will take appropriate action) of any missing or lost equipment or uniforms.
11. Performs other duties that are consistent with the nature of the position and that may be requested by the head coach, athletic director, or administration.

### **Off Season Conditioning**

1. Off-season conditioning programs must be approved through the athletic directors office.
2. Off-season conditioning programs sponsored by the sports staff of the high school are designed for student to improve their skills level of play.
3. Participation in off-season conditioning programs is totally voluntary.
4. Participation in an off-season conditioning program will not assure a student athlete playing time at any level, nor will non-participation bar student from playing at any level.
5. Participation in off-season conditioning programs, competitions and team events is reserved for enrolled students or for incoming student who have made application and have been accepted.
6. Multi-sport athletes who have concurrent off-season conditioning programs, competitions or team events in different sports are to give priority and commitment to the sport which season begins next.

### **Scholastic Eligibility**

Students involved in the athletic program have a responsibility to maintain acceptable levels of cumulative academic and citizenship performance as outlined in the following policy.

All students desiring to participate in any athletic activity must have passing grades in all subjects and approval of the principal regarding citizenship. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. During each grading period student athletes failing no more than one subject will be permitted a one-week probationary period. Students failing more than one subject will be ineligible.

Unacceptable performance will be documented on the Denial Request Form and submitted to the athletic director on Thursday of each week. The period of denial shall begin on Monday of the following week and conclude on the following Sunday. The athletic director will inform students and staff members of the eligibility status.

On days of denial, a student is declared ineligible for participation in the activity because of safety and conditioning considerations, members of athletic teams may participate in practice sessions during the denial period.

When a student is absent from school for a partial day, the day of an event, or the last school day before an event, participation in the event is dependent upon the following factors:

- A. If a student is absent in the afternoon or for the whole day because of illness, participation will not be permitted unless a certified physician gives written permission.
- B. For other reasons of absence, approval must be granted in advance by the building principal.

Responsibility for the decision is under the jurisdiction of the building principal or his/her designee after consultation with the head coach or supervisor of the activity.

### **Eligibility**

All students in a Diocesan Catholic high school and middle school will adhere to the enforcement of the PIAA/WPIAL by for the following:

- A. Maximum age – birth certificates recorded in the principal’s office
- B. Amateur Status
- C. Attendance
- D. Transfer and residence requirements
- E. Period of participation
- F. Grades and curriculum requirements
- G. Health
- H. Season and out-of-season rules and regulations.

### **Half-Day Attendance Rule for Athletes**

A pupil must attend a half-day of school to be eligible to practice or compete that day, unless the student is given permission by the administration. A student should report to the school by 11:00 a.m. to be considered in attendance

### **Detention and Suspension**

Students that are assigned detention must report even if they have practice, and then report to practice after detention. The student may not participate in any extra-curricular competition or school functions until detention requirements have been completed.

Injured players shall attend all mandatory meetings while recuperating, if such activity does not further endanger the player’s health. Injured players who have received medical attention must submit a signed medical release form from their physician in order to resume athletic activities.

### **Athletic Suspension**

An athlete suspended from school may not practice or participate with a team during suspension. All school-sponsored programs are subject to the approval of the principal. Students are subject to its rules and regulations.

Suspension of a student from an athletic team must be consistent with school suspension policies. A coach should inform the athletic director that an athlete is suspended from the team. Suspension may result because of, but not limited to, the following actions:

- A. Violating coach's/sponsor's rules, approved in advance by the principal.
- B. Disrespect (including using abusive language or profanity)
- C. Insubordination
- D. Fighting
- E. Excessive absences from school, practice, or events
- F. Use of prohibited drugs or alcoholic beverages, **whether or not on non-school time at a gathering or event which is not related to the school through name or funding.**

A student who has been suspended from the **program** will not be permitted to **practice**, be in uniform, **or** participate in any **event during non-school hours through the term of suspension**. Students under suspension are not permitted to attend any school function the days of suspension.

### **Training Rules and Personal Conduct of Team Members**

1. Physical and character training shall have a high priority in the aims and objectives of participation in athletics. Generally, it is the responsibility of the head coach to establish and enforce training rules for his/her team. However, there are some basic rules which apply to all participants in the athletic program.
2. Coaches are responsible for and shall enforce discipline with their team members at all times. They cannot be buddies with students and still exercise control. It doesn't work!
3. Coaches shall attempt to motivate athletes to be exemplary citizens. Some areas to be considered are:
  - A. Classroom – school building behavior.
  - B. Behavior at school and community social functions.
  - C. Behavior in the community, driving habits, gang affiliations, etc.

### **Practice/Scheduling**

Time schedules for practice should be adhered to so transportation can be planned accordingly. Practice on days when school is not in session should be arranged with the athletic director and administration. Practice over holiday vacation should be scheduled with the athletic director and the administration. **There will be no practice on Sundays or holidays without approval of both the athletic director and the administration. Attempt to restrict practices to a two-hour maximum.**

It is our intent to ensure that our respective athletes have been and remain properly trained, conditioned, and competitive for interscholastic competition. Subsequently, it shall be the responsibility of each coach, under the direction of the athletic director, to establish adequate pre-season and non-school day practice schedules to achieve proper conditioning levels.

Absence from practice during the regularly scheduled season (including pre-season and play-off berths) will be acted upon through the normal process involving player-coach. Athletes should make every attempt to clear the absence prior to the said date/time (excluding emergencies). The coach using one of three categories will rule upon athletic absences: excused, unexcused, or unexcused with parent consent. Absences involving the latter category must have pre-approval and will be non-penal in nature. It should be noted, however, that the term non-penal should not restrict the coach from “benching” a player for being improperly trained, conditioned or competitive.

### **Gym and Facility Scheduling**

The principal or the athletic director will arrange and publish a schedule for use of the athletic facilities. Coaches should plan their practice in order that all teams begin and finish scheduled sessions on time. The coach is responsible for the security of the equipment, the facility, and the building at the completion of the practice session.

### **Scouting Rules and Regulations**

Scouting is deemed necessary only for varsity level competition. It seems appropriate that a coach be permitted to scout each opponent once during a season. The guideline to be used, however, is that the number of scouting trips for which mileage reimbursement is required should not exceed the number of opponents that the school will meet during the season. This would permit a coach to scout the same opponent more than once, if he chooses.

If a team qualifies for a post-season competition, scouting for these contests would be in addition to the guidelines presented above.