

Union City Area School District

2022 - 2023



Athletic Handbook

School Board Approved 8-4-2022

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ADMINISTRATION

Superintendent

Mr. Matthew W. Bennett

Secondary Administration

Mrs. Stacey D. Dell, Director of Curriculum and Special Programs

Mr. Daniel N. Keefer, High School Principal

Mr. Adam L. Shout, Middle School Principal

Mr. Nathan J. DeSimone, Athletic Director

ATHLETIC PHILOSOPHY

The Union City Area School District's mission is to prepare students to be life-long learners and responsible citizens in a competitive global society. In addition, the mission of the Union City Middle High School is to provide challenging and meaningful educational opportunities driven by passion, candor, and integrity where all students achieve academic proficiency. As an extension of the educational programs offered at the Union City Area School District, the Athletic Department provides opportunities for students to achieve these missions outside of the regular classroom setting. The athletic programs are designed to instill educational values, sportsmanship, self-esteem, and self-discipline and promote involvement and school pride.

VALUES

1. Student-athletes are our highest priority.
2. Academic achievement and attendance are priorities to participate in athletics.
3. Student-athletes gain opportunities to observe and exemplify good sportsmanship, competition, and teamwork.
4. Student-athletes acquire an understanding of lifelong health and training methods.
5. Athletics should be fun and rewarding and provide Student-athletes with a positive experience.
6. Respect for all participants, coaches, officials, parents, and spectators.
7. Open communication between all stakeholders is fundamental.
8. Positive feeling of school pride shared by all stakeholders and the community,

STUDENT-ATHLETE

SECTION

ACADEMIC ELIGIBILITY

Student-athletes' eligibility will be monitored on a weekly basis. The student-athletes grades will be checked every Friday. The weekly eligibility period begins on Monday and ends on Sunday.

1. If a Student-athlete is failing one class, they will be placed on athletic/academic probation. Student-athletes will receive a tutoring card and must set up a time to meet with their teacher in the course they are failing in order to make an effort to improve their grade. The student-athlete must submit their tutoring card to the Athletic Director prior to the start of the next week. Failure to do so will result in the student-athlete being ineligible to compete until the signed card has been submitted.
2. If a Student-athlete has failing grades in two or more classes at one time, they are immediately placed on athletic/academic suspension and are required to attend tutoring. Student-athletes failing two or more courses are not allowed to participate in competitions. The student-athlete will remain on athletic/academic suspension until they meet the requirements for eligibility.

All student-athletes are encouraged to set up times with teachers for tutoring for classes in which they are having difficulty.

APPROPRIATE DRESS GUIDELINE

All athletes must wear a shirt while inside the school building(s). If the need to change arises while in the gymnasium, student-athletes are expected to change their attire out of public view. At the coach's discretion, athletes participating in outdoor athletic practices during instances of extreme heat may be granted permission to practice without a shirt.

ATTENDANCE

Student-athletes must be at school by 9:30 a.m. Any student-athlete arriving after 9:30 a.m. must have a valid doctor, dentist, etc. excuse. Parent excuses are not valid excuses unless in case of an emergency. The final decision for the participation of a student-athlete is made by the Principal or designee.

COACHING STAFF

Mr. Nathan DeSimone – Athletic Director – ndesimone@ucasd.org

Ms. Alexis Barron -Athletic Trainer –abarron@ucasd.org

Mr. Mike Wydro–Varsity Football Coach - mwydro@ucasd.org

Mr. Jim Sheldon – Assistant Varsity Football Coach/Junior Varsity Football Coach

Mr. Brian Patten - Assistant Varsity Football Coach/Junior Varsity Football Coach

Mr. Josh Kerns - Assistant Varsity Football Coach/Junior Varsity Football Coach

Mr. Shawn Thompson Head Football Coach- sethompson@ucasd.org

Mr. Scott Thompson - Jr. High Assistant Football Coach

Mr. Steve Thompson - Jr. High Assistant Football Coach

Ms. Rachel Moore – Varsity Volleyball Coach – rmoore@ucasd.org

Ms. Morgan Burgess - Assistant Varsity Volleyball Coach/Junior Varsity Volleyball Coach

Mrs. Jeannette Boyd – Varsity Boys/Girls CrossCountry Coach – jboyd@ucasd.org

Mr. Pete Boyd - Varsity Boys/Girls Cross Country Coach

Mrs. Sharon Reagle -Jr. High Boys/Girls Cross Country Coach- sreagle@ucasd.org

Mr. Steve Yovich – Varsity Boys Golf Coach - syovich@ucasd.org

Mr. Nathan DeSimone - Varsity Girls Golf Coach - ndesimone@ucasd.org

Mrs. Dana Ward- Co-Varsity Football Cheerleading Advisor – dward@ucasd.org

Mrs. Stephanie States -Co-Varsity Football Cheerleading Advisor - sstates@ucasd.org

Mr. Matt Moon - Varsity Girls Basketball Coach- mmoon@ucasd.org

Mrs. Kristen Ahl-Assistant Varsity Girls Basketball Coach/Junior Varsity Girls Basketball

Mr. Alexander Hoban- Assistant Varsity Girls Basketball Coach

Mrs. Kristen Ahl- t-9th Grade Girls Basketball Coach - kahl@ucasd.org

Mrs. Jennifer Drayer- Jr. High Girls Basketball Coach

Mr. Shawn Thompson – Varsity Boys Basketball Coach – sethompson@ucasd.org

Mr. Adam McNulty – Assistant Boys Basketball Coach/Junior Varsity Boys Basketball

Mr. Ron Wygant -Assistant Boys Basketball Coach

Ms. Valerie Majewski – Jr. High Head Boys Basketball Coach- vmajewski@ucasd.org

Mr. Bryn Smith – 7th & 8th Grade Boys Basketball Coach

Mr. Fred Caro- Varsity Wrestling Coach- fcaro@ucasd.org

Mr. Andrew Dylon-Varsity Assistant Wrestling Coach

Jr. High Wrestling Coach - Mr. Tim Ward - tward@ucasd.org

Mrs. Beth Hayes – Varsity Boys/Girls Swimming Coach – ehayes@ucasd.org

Mr. Alexander Bowes-Assistant Varsity Boys/Girls Swimming Coach

Mrs. Jayde Eastman- -Boys Basketball Varsity Winter Cheerleading Advisor -
jeastman@ucasd.org

Mrs. Dana Ward – Varsity Wrestling Winter Cheerleading - dward@ucasd.org

Mrs. Samantha Logsdon– Jr. High Wrestling and Jr. High Basketball Cheerleading Advisor -
slogsdon@ucasd.org

Mrs Jeannette Boyd– Varsity Boys/Girls Track and Field Coach - jboyd@ucasd.org

Mr. Pete Boyd – Assistant Boys/Girls Track and Field Coach

Mr. Corey Bailey – Assistant Boys/Girls Track and Field Coach

Mr. Noah Freel – Varsity Boys/Girls Track and Field Coach

Mrs. Sharon Reagle - Assistant Boys/Girls Track and Field Coach Mrs. Cindy Struble - Jr.
High Boys/Girls Track and Field Coach cstruble@ucasd.org

Mr. Tim Ward- Jr. High Boys/Girls Track and Field Coach

Mr. Pat Uber - Varsity Baseball Coach - puber@ucad.org

Mr. Schuyler Hopson- Assistant Varsity Baseball Coach

Mr. Jerry VanZandt – Varsity Softball Coach – gvanzandt@ucasd.org

Mr. Mike Schrecengost – Assistant Varsity Softball Coach

CUTTING POLICY

At the beginning of the first practice, the coach must inform the team if there will be cuts. The coach will clearly define the criteria that will be used to evaluate each student-athlete trying out for the team and provide a time frame for the team tryouts. Tryouts must be a minimum of at least three practices. Coaches that cut athletes from the team must meet with the athlete, notify the parent, and also submit the cut form to the Athletic Director. Coaches must have documentation to support their decision.

The following is a list of the required minimum student-athletes, meaning there will not be cuts if the team is below this number of student-athletes. If the team is above this number, the coach may decide to cut their roster down to this number of student-athletes.

Junior Varsity/Varsity Football	60
Ninth Grade Football	35
Middle School Football	65
Junior Varsity/Girls Varsity Golf	20
Junior Varsity/Boys Varsity Golf	20
Junior Varsity/Varsity Volleyball	20
Middle School Volleyball	20
Junior Varsity/Varsity Boys Cross-Country	20
Junior Varsity/Varsity Girls Cross-Country	20
Middle School Boys Cross-Country	20
Middle School Girls Cross-Country	20
Varsity Football Cheerleading	16
Junior Varsity Football Cheerleading	16
Middle School Cheerleading	16
Junior Varsity/Varsity Girls Basketball	16
Middle School Girls Basketball	24
Junior Varsity/Varsity Boys Basketball	16
Ninth Grade Boys Basketball	12
Middle School Boys Basketball	24
Junior Varsity/Varsity Wrestling	35
Middle School Wrestling	35
Boys Swimming	30

Girls Swimming	30
Varsity Boys Basketball Cheerleading	16
Varsity Girls Wrestling Cheerleading	16
Junior Varsity Winter Cheerleading	16
Junior Varsity/Varsity Softball	24
Junior Varsity/Varsity Baseball	24
Boys Track and Field	65
Girls Track and Field	65
Middle School Boys Track and Field	65
Middle School Girls Track and Field	65

DISCIPLINE

Participation in athletic and recreation programs is a privilege. All student-athletes are responsible for representing the Union City Area School District on and off school grounds at all times. Any student-athlete that breaks the code of conduct or the law is subject to a review by the Principal, Athletic Director, and Coach to determine the appropriate discipline. Once the review is complete, the student-athlete and their parents shall be given an opportunity to participate in an informal hearing. The student-athlete has the following due process rights regarding the informal hearing:

1. Notification of the reasons for the discipline in writing.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A Student-athlete has the right to question any witnesses present at the hearing.
4. A Student-athlete has the right to speak and produce witnesses on their own behalf.
5. The Union City Area School District will offer to hold the informal hearing prior to the completion of the discipline.

DRUG/ALCOHOL POLICY

The use and/or possession of tobacco, alcoholic beverages, or unprescribed drugs are absolutely forbidden. If a member of an extracurricular team or activity is charged, caught using, or possessing any of the above-mentioned drugs while participating in a sport, he/she will be referred to the Student Assistance Program (SAP), which will include a drug/alcohol evaluation and counseling sessions. Upon verification of the offense, the student-athlete will also be suspended as a competitor immediately for thirty (30) days of athletic competition. If all 30 days of the suspension are not completed during the competitor's athletic season, all remaining days will be carried over to the next athletic season the competitor competes in. An athlete's second offense shall result in the removal from competition for one (1) calendar year from all activities. However, that athlete will be allowed to practice and travel with the team while on suspension for the first offense.

LETTERING REQUIREMENTS

Following the season, the coach will provide a list of letter winners, including statisticians and managers that meet the defined criteria for that sport, to the Athletic Director. The coach will also denote the team captains. The Athletic Director will return a copy of the list along with the appropriate number of letters and pins to the Coach to distribute to the Student-athletes.

FOOTBALL:	Student-athlete must have played during 16 quarters.
VOLLEYBALL:	Student-athlete must have played in ½ of the volleyball matches.
BOYS/GIRLS CROSS-COUNTRY:	Student-athlete must run in ½ of the meets.
GOLF:	Student-athlete must have played in ½ of the golf matches.
CHEERLEADING:	Student-athlete must promote good sportsmanship, participate in all practices, cheer for a varsity team and participate in 90% of the games.
BOYS/GIRLS BASKETBALL:	Student-athlete must have played in 24 quarters.
WRESTLING:	Student-athlete must score 15 team points in dual and tournament competitions.
BOYS/GIRLS SWIMMING:	Student-athlete must accumulate a set amount of meet points determined by the coaches.
BOYS/GIRLS TRACK & FIELD:	Student-athlete will accumulate 11 points throughout the season
BASEBALL:	Student-athlete must have played in ½ of the baseball games.
SOFTBALL:	Student-athlete must have played in ½ of the softball games.

Coaches may award letters to student-athletes who are injured for part of the season or any senior student-athlete. In addition to meeting the minimum participation requirements, all student-athletes will be evaluated by their coach in regards to attitude, attendance, and overall contribution to the team. If a Foreign Exchange student participated on a team(s) but did not letter for the season, they will be awarded an honorary letter at the end of the school year. If a student-athlete quits or is removed from the team, the student-athlete is not eligible for a letter even if they meet the minimum participation requirements.

NCAA CLEARINGHOUSE

It is the responsibility of the student-athlete who plans on participating in NCAA Division I or Division II Athletics to secure and complete the NCAA Clearinghouse through the Guidance Office. It is also the responsibility of the student-athlete to ensure they are completing the appropriate courses to be eligible in the NCAA Division I or NCAA Division II.

PARENT-COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing open communication and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline, which results in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's expectations.

As your children become involved in the programs as Union City Area Middle/High School student-athletes, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all students involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time
2. Team strategy
3. Play calling
4. Other Student-athletes

CONFLICT RESOLUTION

The first step in resolving a conflict is the promotion of open communication. Through this communication, many issues can be resolved by the parties most directly involved with the conflict. All coaches should demonstrate proper and effective communication when dealing with their student-athletes and provide an environment for the student-athletes to address concerns with their coaches. However, there are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the position of the other. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

PROCEDURE TO FOLLOW SHOULD YOU HAVE A CONCERN TO DISCUSS WITH A COACH

1. Call to set up an appointment with the Coach. Union City Area High School (814) 438-7673 or the Athletic Director (814) 438-7673 ext. 4104.
2. If the coach cannot be reached, call the Athletic Director. They will coordinate the meeting for you.
3. Please do not attempt to confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.

THE NEXT STEPS - What can a parent/guardian/student-athlete do if the meeting with the coach did not provide a satisfactory resolution?

1. Call 814-438-7673 ext. 4104 and set up an informal meeting with the Athletic Director to discuss the situation.
2. At this meeting, the Athletic Director, parent/guardian, student-athlete, and coach will work to resolve the issue. All conflicts involving playing time, play calling, team strategy, or other student-athletes will not be addressed any further.
3. Any complaint unresolved shall be reviewed by the building Principal in an attempt to resolve the matter to the satisfaction of all parties involved.
4. If the issue remains unresolved, the parent/guardian/Student-athlete will complete the conflict resolution form to be submitted to the Athletic Director, who shall forward a copy of the written complaint to the building Principal, coach, and superintendent.
5. Upon receipt of the conflict resolution form, the superintendent shall confer with all parties.
6. If the superintendent cannot resolve a complaint to the satisfaction of all parties and at the complainant's request, the superintendent shall forward the results of his investigation along with his recommendation to the board and a copy to all parties. The Union City Area School District Board of Directors will not be the first to hear a complaint, and all issues will be required to follow the proper protocol.

PIAA ELIGIBILITY REQUIREMENTS

AGE

A Student-athlete may not have reached their 19th birthday by June 30th immediately preceding the school year and 15th birthday for 7th/8th competition and 16th birthday for 9th-grade competition.

AMATEUR STATUS/AWARDS

A Student-athlete may lose amateur status by receiving money or property related to their athletic performance.

ATTENDANCE

Student-athletes must be regularly enrolled students. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

PARENT/GUARDIAN CONSENT

A student-athlete's parents/guardians must consent to participation in the particular sport.

PERIOD OF PARTICIPATION

A student-athlete is only eligible for four consecutive years and eight consecutive semesters following 8th grade. A student-athlete may participate in only six sports seasons for each sport during grades 7 through 12.

PIAA SPORT CLASSIFICATIONS (2022-2024) – DISTRICT 10 REGIONS

Football – A – Region 2
Boys' Cross-Country – A – Region 4
Girls' Cross-Country – A – Region 4
Boys Golf – AA – Region 3
Girls Golf - AA - Region 2
Volleyball – AA – Region4
Girls' Basketball – AA – Region 2
Boys' Basketball – AA – Region 3
Wrestling – AA – Region 3
Boys' Swimming – AA – Region 2
Girls' Swimming – AA – Region 2
Baseball – A – Region 3
Softball – AA – Region 3
Boys' Track and Field – AA – Region 4
Girls' Track and Field – AA – Region

PIAA SPORT OFFERINGS

FALL SPORTS

Varsity Football
Junior Varsity Football
Football Cheerleading
Middle School Football
Girls Varsity Volleyball
Girls Junior Varsity Volleyball

Boys Varsity Cross-Country

Girls Varsity Cross-Country

Boys Varsity Golf

Girls Varsity Golf

Girls Middle School Basketball

Middle School Cross-Country

WINTER SPORTS

Boys Varsity Basketball
Boys Junior Varsity Basketball
Boys Middle School Basketball
Girls Varsity Basketball
Girls Junior Varsity Basketball
Varsity Wrestling

Junior Varsity Wrestling

Middle School Wrestling

Girls Varsity Swimming

Boys Varsity Swimming

Varsity Winter Cheerleading – Boys Basketball

Varsity Winter Cheerleading – Wrestling

SPRING SPORTS

Varsity Baseball
Junior Varsity Baseball
Varsity Softball
Junior Varsity Softball
Girls Varsity Track & Field
Boys Varsity Track & Field

PREPARTICIPATION PHYSICAL EVALUATION

All student-athletes must pass a pre-participation physical evaluation performed by a licensed physician and have a completed PIAA CIPPE physical booklet on file with the Athletic Director before participating in any practices or competitions. This physical must be completed and dated no earlier than June first. The Athletic Director and athletic trainer will set up a date for physicals, a global phone call will be sent to inform the student-athletes of the date, and the coaches will be notified. Coaches are encouraged to notify the prospective student-athletes of the pre-participation evaluation date and times. Student-athletes at their own cost may be evaluated by their personal physician. The student-athlete will also complete a PIAA emergency form. The PIAA emergency card will be carried by the coach at all times.

PRESS CONFERENCE GUIDELINES FOR COLLEGE BOUND STUDENT-ATHLETES

Student-athletes that are planning on continuing their athletic careers after high school may set up a time for a signing ceremony with the Athletic Director. Local media will be invited to the event.

SUSPENSION FROM PARTICIPATION/REMOVAL FROM TEAM

Suspending or removing a student-athlete from the team should be a last resort. The coach should work to develop a positive relationship with each student-athlete on their team and promote open communication between the student-athlete, their parents or guardians, and the coach.

Before any student-athlete is suspended from participation or removed from the team, the coach will present the situation to the Athletic Director and/or Principal. The coach should have documentation of the student-athlete's indiscretions and acts that were detrimental to the team. Also, during the process, the coach should have documentation of meetings, conferences, and phone conversations with the student-athlete and the student-athlete's parents. These meetings will allow the coach to express their concerns and an opportunity to learn the cause of the student-athlete's difficulties. The student-athlete will have the right to present his/her case to the Athletic Director and Principal before a final decision is made.

Any student-athlete serving in-school or out-of-school suspension is not allowed to practice or participate. Any student-athlete receiving excessive detentions/suspensions may be removed from the team.

Any coach or student-athlete ejected from an athletic event will be suspended from the next contest. The coach or student-athlete will also meet with the Athletic Director.

THEFT/VANDALISM/STEALING

Any athlete who willfully participates in stealing or vandalizing any school property, at Union City or at any visiting school will be dismissed as a competitor for thirty (30) days. Second offense – the student-athlete will be dismissed for one (1) calendar year from all activities. However, that student-athlete will be allowed to practice and travel with the team while on suspension.

TICKET PRICES

The Union City Area School District charges admission prices for the following sports: varsity football, junior varsity/varsity volleyball, junior varsity/varsity wrestling, junior varsity/varsity boys' basketball, junior varsity/varsity girls' basketball, and girls/boys swimming.

The following ticket prices for all sporting events:

Adult Ticket - \$4.00

Adult Ten-Event Pass - \$30.00

Student Ticket - \$1.00

Senior Citizen Home - \$1.00

Students that participate on the middle school or ninth-grade teams will be allowed free admission to the junior varsity/varsity competitions. Faculty and staff, along with their family members, will be granted free admission to athletic events with their school identification cards. Members of the Union City Area School District Board of Directors will be provided a family pass to attend events by the Athletic Director. Retired school educators will be granted free admission to events along with one additional person.

TRACK AND FIELD/ GROUND USE GUIDELINES

All parents, athletes, coaches, and officials using the athletic facilities at the Union City Area School District should treat the facilities with great care and respect. To this end, the following rules should be strictly adhered to at all times:

1. Track and fields are only open for use from dawn to dusk. No one is in the facility after sunset except for an organized school competition or activity.
2. Only players, coaches, and officials are allowed onto the fields or the track.
3. Coaches must lock all gates to the facility when they conclude their practices or sporting events.
4. No jumping of fences by anyone.
5. Must use the appropriate gate.
6. Players, coaches, game personnel, and officials entering the field must walk on the carpet or mat when crossing the track.
7. The following are not allowed on the track at any time.
 - a. Bikes, roller blades, skateboards, any wheeled apparatus, etc.
 - b. Shoes with spikes (pyramid or pin) longer than 1/8 inch.
 - c. Chairs, tables, canopies, or other potentially damaging objects.
8. Pets are not permitted in the facility.
9. No smoking is permitted on the property.
10. No chewing gum is allowed.
11. Unauthorized use of the facilities is strictly prohibited. Any organization using the facilities must complete the appropriate building use form and process.
12. No outside use of the facility while school is in session.

The Union City Area School District has made a tremendous investment in our athletic facilities. We want to continue to enjoy our facilities well into the future. It is the responsibility of all coaches, game workers, and support staff to assist with the enforcement of these guidelines.

TRAINING ROOM

1. Due to the number of athletes requiring care, a priority system is in effect.
 - A. Student-athletes in need of emergency treatment
 - B. Student-athletes who have an away contest and need taping/care
 - C. Student-athletes who have a home game and are in need of taping
 - D. Student-athletes requiring treatment and are practicing
 - E. Student-athletes unable to practice
 - F. Please be patient
2. No modality shall be unlocked and used unless the Athletic Trainer is present.
3. Student-athletes are only to be in the training room for a specific purpose or injury.
4. No food or drink in the training room. Pick up any mess you make.
5. Student-athletes should be on time for their treatment or assistance.
6. Coaches will be assigned a first-aid kit. It is the coach's responsibility to have the kit with them and to return the kit promptly following the season.
7. The Athletic Trainer will restock the kit, but it is the coach's responsibility to bring the kit to the training room at a mutually agreed upon time.
8. No student-athletes will be on the computer.
9. Have a designated player to pick up and fill any coolers.
10. Coaches should check up on the progress of any student-athlete on their team by meeting with the Athletic Trainer. The Athletic Trainer's recommendation will always be followed until the student-athlete gets clearance from a doctor or specialist.

SPECTATOR POLICY

Profanity/Inappropriate Behavior/Displays of Anger

- First Offense: Written Warning/Individual Removal from the contest/up to a 12-month ban from extracurricular activities and/or arrest
- Second Offense: up to a 12 Month ban from all extracurricular activities

Physical Aggression/Altercation/Fighting

- First Offense: up to a 12-month ban from all extracurricular activities and/or arrest
- Second Offense: Up to a lifetime ban from all extracurricular activities

Final determination will be made by the Union City School District Administration and Board of Directors

COACHES

SECTION

ACCEPTABLE MUSIC GUIDELINES

The acceptable music guidelines apply to music being played before, during, or after practice, prior to athletic contests, after athletic contests, in locker rooms, warm-up music, cheerleading routines, etc. Coaches will review the guidelines with their student-athletes and preview any warm-up music to ensure they comply with them. “At no time will the music or presentation include songs that make reference, directly or indirectly, to the promotion of drinking or the use of drugs, sexual explicitness, profanity, promotion of violence, or promotion of suicide.”

ACCIDENT REPORTING PROCEDURES

All sport-related injuries/accidents need to be reported to the trainer, who will keep a log of all injuries/accidents throughout the school year. Any injury/accident which requires a doctor’s care will be reported to the business manager by the trainer. The trainer will fill out the sport-related injury/accident form, sign the form, and give it to the parents. The parents are responsible for completing the rest of the form and mailing it to the address on the form. In addition, for any Student-athlete who sustains an injury that limits participation, the trainer will complete the participation plan for that Student-athlete’s return to action. The participation plan will outline the Student-athlete's rehabilitation, treatment, and return to full participation.

OPENING OF A POSITION

The Union City Area School District Board of Directors will open positions.

APPROVAL AND HIRING OF COACHES

All coaching vacancies will be posted by the administration. A committee consisting of the Athletic Director, building principal or designee, head coach (if applicable and available) and a school board member (if available) will then interview selected applicants. The successful applicant will then be recommended by the committee to the Union City Area School District Board of Directors for approval. All coaches must be approved by the Union City Area School District Board of Directors.

AWARDS

Coaches must submit an awards sheet to the Athletic Director within one week of the end of their athletic season. The Athletic Director will then process and give all awards and certificates to the head coach for distribution to the players. All awards should be distributed to the players within one month of the last scheduled contest of the athletic season. The only exception would be if the sport's end-of-season banquet or awards recognition event has been scheduled after one month of the last scheduled contest.

BOOSTER CLUBS

A report of all receipts and expenditures along with a list of officers should be submitted by June 30 to Athletic Director for approval by the Union City Area School District Board of Directors.

BUDGETS

Each head coach will submit their budget, requisitions, and tournament entry fees to the Athletic Director by January 31 for the following school year for their entire program, including sub-varsity teams. The Athletic Director will budget the costs of officials, transportation, and equipment directly related to the competition. Equipment purchases will be limited to game-necessary items only.

BUS DEPARTURE SCHEDULE

The Athletic Director will prepare a tentative bus departure schedule to be reviewed by the coach. The coach will be able to suggest adjustments to the departure schedule and submit the adjustments to the Athletic Director for his approval. Students will be released from their classes 15 minutes before the bus departure time. Coaches will submit a roster and the bus departure schedule to the appropriate office so the secretary can document the early dismissal on the daily attendance.

COACHING ATTIRE

As representatives of the Union City Area School District, coaches are expected to dress professionally for the sport they are supervising. While many sports vary in the attire that is required, below are some specific examples of appropriate attire.

Sports held in the Gymnasium - Shirt and tie should be worn at all events. No jeans, t-shirts, tank tops, or sandals. Female coaches are expected to wear a dress or dress pants and blouse. Polo shirts may be worn during tournaments until the finals round.

Sports held outside - Appropriate footwear should be worn, no sandals. Coaches should dress in professional attire that represents our school and community while being appropriate for the weather conditions present for the event.

COACHING CERTIFICATION PROGRAM

All coaches have two years to complete from the time of hire two PIAA required courses: Coaches Principles and First Aid and Safety through Safe Schools or submit approval from PIAA for college-related courses. All coaches will develop a “Coaches Profile” on the PIAA website and upload the two certificates once the courses are completed.

Coaches must also complete a yearly online training program for Sudden Cardiac Arrest and Concussion Management. The following courses will be accepted for the training:

CardiacWise: <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
<https://www.sportsafetyinternational.org/cardiacwise/>

ConcussionWise: <https://nfhslearn.com/courses/61064/concussion-in-sports>
<https://www.cdc.gov/headsup/youthsports/training/index.html>

Course completion certificates must be turned into the Athletic Director prior to the start of the coach’s mandatory season start date.

COACHING EVALUATION

Each varsity head coach will be evaluated by the Principal and Athletic Director every year. The evaluation is used as a teaching tool to help the coach improve in necessary areas.

COMMUNICATION WITH ATHLETES

Coaches shall refrain from calling and texting athletes. Coaches shall use the ‘Remind’ App to communicate with parents and athletes. This platform can provide an open line of communication without the direct use of a cell phone number.

CONCUSSION MANAGEMENT GUIDELINES

1. Education of Athletes, Parents, and Coaches. PIAA form section 3 is mandatory for each athlete to have a signed copy turned in with their physical.
 - A. In addition, the AHN Concussion Fact sheet can be distributed pre-season.
 - B. Any additional education required by the school district will be followed
2. Upon injury, the athlete should be removed from play and not returned to play until evaluation by the ATC or physician
3. In the event that the ATC is not on site, the athlete should be instructed to follow up with the ATC at his/her earliest convenience, **or** if red flag symptoms are present, then the athlete should be referred to the hospital for emergency treatment
4. After evaluation by ATC, parents should be notified of the injury and instructed on follow-up care/next step. AHN Concussion Fact Sheet should be given to the parents of each student who you evaluate for a concussion.
5. Documentation of the injury
 - A. Incident report completed in the C3 Logix App
 - B. Any additional injury tracking forms or software as per your school district guidelines
 - C. SCAT5 and Child SCAT5 forms can be completed and shared with the parent to communicate with the PCP and/or pediatrician
6. Concussion diagnosis is made by evaluation of a qualified medical professional
7. Upon diagnosis, the athlete should be monitored during recovery by ATC/physician. Communication will occur between the ATC and physician as to the course of treatment, need for in-office evaluation, follow-up C3 testing, or another neuro-cognitive testing
8. Graduated Return-to-Play (RTP) may only be started under the direction of an MD/DO
- 9 RTP will be documented in the C3 Logix app, and any additional documentation as per school district guidelines
10. Upon completion of RTP, the athlete must be returned to full activity by the treating physician

CONTRACTED SEASON

For all coaches and advisors of athletic teams, the contracted season will begin on the first legal practice day as stipulated by the PIAA and will end after the last regularly scheduled competition.

ELIGIBILITY LIST

The Athletic Director will provide a team roster to the coach within the first week of their season. If there are any additions/deletions from the original roster, the coach will update this roster and re-submit to the Athletic Director. An eligibility list will be prepared by the Athletic Director and submitted to PIAA before the season's second week. It is important that the information is accurate, as the PIAA eligibility list determines that the Student-athletes meet the age, semester, and season rules for eligibility.

EMERGENCY ACTION PLAN

Emergency Action Plans will be located in the following areas for each sport:

Baseball & Softball	→ Home Dugouts
Track & Field & Football	→ Multiple Locations on the Fence Surrounding the Track
Varsity Basketball & Volleyball	→ Main Gym
Junior High Basketball	→ Auxiliary Gym
Wrestling	→ Wrestling Room
Swimming	→ Pool Deck
Cross Country	→ Coaches Will Be Provided a Copy
Golf	→ Union City Country Club

In the event of an emergency, please use the guidelines listed below

Emergency Personnel: Certified Athletic Trainers, Athletic Training Students, Team physician (on a limited time basis) will be on site for practice and competitions.

Emergency Communication: Certified Athletic Trainers and coaches will have cell phones available, as will the team physician. In the event that EMS needs to be activated, it will be decided by the ATC, and an assistant or coach will activate EMS. In the event the ATC is not the first on the scene, coaches may use their discretion in contacting EMS. Someone will meet EMS when they arrive to guide them to the scene of an emergency. After the immediate emergency is attended to, all information pertaining to the incident should be reported to the athletic director in a timely manner. If the patient is a minor, parent notification should be as soon as the situation allows. **Telephone location**

1. Athletic training office
2. Cell phone

Emergency Phone Numbers

1. Ambulance/Police/Fire: 911
2. Poison Control Center: 1(800) 222-1222
3. Athletic Training Room: 814-438-7673 ext 4227

Emergency Equipment: Emergency equipment, including but not limited to a first aid kit, crutches, splint bag, and AED, will be brought to the scene of the competition by the ATC. Additional equipment is located in the athletic training room.

The location of the AED is Venue Specific. Look for posted signs.

EMERGENCY PROCEDURE

In the event of an emergency, the on-duty athletic staff, including the athletic trainer(s), coaches, and administrators, who are present at or in charge of the event(s), should offer assistance to the victim, including but not limited to first aid, AED, CPR, etc. In the event that an emergency had been declared, the following should take place:

1. Call 911
 - 911 (name, address, age, gender, number of injured, condition of injured, treatment administered, other requested information)
 - **Retrieve AED if necessary**
 - Provide any information necessary to 911 operator

2. Assign an individual to meet the ambulance and escort them to the location of the emergency

3. Report the emergency to the appropriate personnel
 - a.) Director of athletics
 - b.) Head athletic trainer

4. Minimum information to be reported
 - Name of victim
 - Type of emergency
 - Emergency action taken
 - All personnel involved in the emergency
 - Responding emergency personnel
 - Disposition of victim
 - Name of personnel that accompanied victim (if applicable)

EXTENDED SEASON STIPEND

Head Varsity and Assistant Coaches whose teams/individual athletes advance beyond the league level (except for teams that automatically qualify) will be paid and extended season stipend for each week they compete. Coaches whose teams receive automatic bids will receive the stipend upon advancement to the next round of the extended season. Payment will be according to the following scale:

Head Varsity Coach - \$150.00/week
Assistant Coach - \$100.00/week

Assistant coaches vital to the direct coaching of the individual athletes advancing beyond the league level will be eligible for the extended season stipend. The Athletic Director will be responsible for making the final decision as to the need/eligibility. The Athletic Director will notify the Middle/High School Principal, who will inform the payroll department in writing.

EQUIPMENT

No athletic equipment issued by the Union City Area School District is to be worn in gym class or outside practices or games. If a student-athlete abuses or loses the equipment provided, they will be responsible for the cost of the equipment. Following the season, coaches will collect and store all equipment. A list of lost or damaged equipment and the name of the student-athlete responsible for that equipment will be submitted to the Athletic Director at the season's conclusion. The Athletic Director will send a letter to the parents of the student-athlete for the replacement cost for that equipment.

FACILITY USE PRIORITY

The following priority will be used for athletic facilities:

1. In-Season PIAA varsity/junior varsity sports.
2. In-Season PIAA 9th grade and middle school sports.
3. In-Season Union City Area School District Recreational sports.
4. Community Programs

FUNDRAISING

All fundraising activities must be pre-approved by the Principal.

HAZING

See Union City Area School District Board Policy 247

INJURIES

All injuries are to be reported to the Athletic Trainer. If an athlete goes to a physician or the emergency room for an injury, they will need Section 8 of the PIAA CIPPE form signed by a physician in order to return to participation. The Athletic Trainer, in coordination with the doctor, will develop a plan for the student-athlete to return to full participation. In addition, for any student-athlete who sustains an injury that limits participation, the trainer will complete the participation plan for that student-athlete. The participation plan will outline the student-athlete's rehabilitation, treatment, and return to full participation.

LEGAL DUTIES OF A COACH

1. Properly plan the activity
2. Provide proper instruction
3. Provide a safe physical environment
4. Provide adequate and proper equipment
5. Match your athletes with similar abilities
6. Evaluate athletes for injury or incapacity
7. Supervise the activity closely
8. Warn of inherent risks
9. Provide appropriate emergency assistance

LIGHTNING SAFETY

Severe storms are common in our area. Thunder and lightning usually accompany these severe storms. Lightning can strike as far as ten miles from the area where it is raining, which is usually the distance which you can hear thunder. In the event of a severe storm during outside activity, coaches are required to stop the activity and relocate coaches and student-athletes indoors at the first sound of thunder. The activity may resume 30 minutes after the last sound of thunder or bolt of lightning.

MANDATED REPORTING

All coaches who suspect a student-athlete has been a victim of assault, abuse, or neglect are required by law to report the incident in accordance with the requirements set forth by Pennsylvania Act 126. Coaches must also complete the required training course for Act 126 prior to approval by the Union City Area School District Board of Education.

MEAL MONEY & TRANSPORTATION

During the district championships and state playoffs, student-athletes and coaches will be provided meal money from the Union City Area School District. The meal money will be figured by the Athletic Director according to the date and time of departure and the date and time

of return. The amount allotted per meal is as follows: Breakfast - \$9.00, Lunch - \$10.00, and Dinner - \$11.00. The maximum allowance is \$30 per day for each coach or student-athlete. No meal money will be provided during the regular season. Coaches must turn in all unused funds, along with receipts and completed travel pay form the next school day upon return from the event. A Charter bus will be provided if the event is outside of District 10 AND over 120 miles away.

MEDIA

It is the responsibility of all head coaches of all levels to contact the local media outlets following any home or away contest and to provide pertinent information from the contest. When being interviewed by the news media it is important for a coach to represent their program, the school district, and the community in an appropriate manner. The coach should always remain positive and professional. Student-athletes should never address the media without a coach being in the proximity of the student-athlete.

MEDIA CONTACTS

CorryJournal - rlmccray@thecorryjournal.com
jordan@thecorryjournal.com
maryannmook@aol.com

Erie Times News - sports@timesnews.com or 814-870-1700

Meadville Tribune - pchiodo@meadvilletribune.com or 814-724-6370 ext 275

WJET-TV - Jay Puskar - jpuskar@wjettv.com or 814-864-2400

Erie News Now - John Lydic - jlydic@wicu12.com or 814-454-5201

NEW COACHING ASSIGNMENTS

If an assistant coach is appointed the head coach of his/her particular sport, he/she will be allocated one year of head coaching experience on the salary schedule for every two years experience as an assistant coach in the Union City Area School District. The Athletic Committee (Principal, Superintendent, and Board Members) of the Union City Area School District may give the same credit for experience in another district.

Coaches who transfer from one sport to another or from head coach to an assistant's position may be placed on the second step upon recommendation of the Athletic Committee.

For purposes of slotting a coach in connection with a move, all coaches of a particular sport below the level of Head Varsity shall be considered Assistant Coaches and shall move on the salary schedule with full credit for previous years.

NUMBER OF COACHES

Below is the number of paid supplemental positions for each respective sport.

Football - Head Coach, 3 Varsity Assistants, JH Head Coach, 2 JH Assistants

Cross Country - Head Coach, Varsity Assistant Coach, JH Coach

Volleyball - Head Coach, Assistant Coach, JH Coach

Golf - Boys Coach, Girls Coach

Boys Basketball - Head Coach, 2 Varsity Assistants, JH Head Coach, JH 7th & 8th

Girls Basketball - Head Coach, 2 Varsity Assistants, Assistant 9th Grade, JH

Wrestling - Head Coach, Varsity Assistant, 2 JH Coaches

Swimming - Head Coach, Assistant

Softball - Head Coach, Jr. Varsity

Baseball - Head Coach, Jr. Varsity

Track & Field - Head Coach, 4 Varsity Assistants, 2 JH Coaches

The following sports will be granted an extra assistant coach to ensure the safety of the players should they meet the required numbers as listed below after two weeks of the mandatory season. The Athletic Director will inform the school board secretary of the need for the additional paid position for approval by the Union City Area School District Board of Directors.

Baseball - 20

Softball - 20

Swimming - 20

Volleyball-20

Cross Country-20

Wrestling-20

If the coach is already serving in a volunteer position, they will be paid retroactively to the beginning of the athletic season.

The safety of our student-athletes is the top priority of the Union City Area School District Board of Directors. Should the need arise in a given sport that numbers may warrant another paid position due to safety concerns, the head coach of the respective sport should speak with the Athletic Director, who will then bring the need to the attention of the superintendent for possible discussion with the school board.

OUT-OF-SEASON WORKOUT

All out-of-season workouts will be optional for any Student-athlete. Open gyms are limited to two hours per day and three days per calendar week outside the defined sports season during the school year. Any student-athlete involved in any off-season conditioning, open gym, competition, skill development programs, etc. must have a recreation permission form on file with their Coach. The school district insurance does not cover these events. Within ten days prior to the start of each sports season, no student enrolled at a PIAA member school may participate in any competition on a team on which other players are also enrolled at that student's school.

OVERNIGHT TRIP GUIDELINES

Athletic events which involve overnight trips can be a positive team-building experience. These trips also include additional expectations of the coach and student-athletes who are attending. The team is a representation of not only the athletic department but also the Union City Area School District. The following guidelines must be strictly followed while on an overnight trip.

PRIOR TO DEPARTURE

1. Provide a roster of student-athletes, coaches, and other chaperones who are attending the trip.
2. Provide a trip itinerary which includes date and time of departure, type of transportation, an outline of trip activities, date and time of return, etc.
3. Provide name, address, and phone number of lodging accommodation(s) along with a rooming list.
4. Provide name, address, and phone number of location(s) where sporting events will take place.
5. If the trip is a PIAA district, regional, or state competition, the Coach must obtain meal money, gas money, and hotel money from the Athletic Director.
6. Have all student-athletes complete the field trip permission slip form. The permission slip form will include the day and dates of the trip, the location, and how student-athletes will be transported. The form will also include emergency contact information and phone numbers, and insurance information. Any student-athlete who does not have the permission slip submitted is not allowed to attend the trip.

WHILE ON THE OVERNIGHT TRIP

1. Review trip expectations and rules with the student-athletes, including lights-out time.
2. Check each room prior to occupancy for damage and check each room every morning of the stay for damage.
3. Set up procedures for supervising rooms, including bed checks, curfews, light-outs, etc throughout the entire stay.
4. Coaches and chaperones must be visible and accessible to student-athletes at all times. Ensure the student-athletes know in which room(s) coaches and chaperones are located.
5. The coach will be the last person to check each room prior to departure to ensure the rooms were left in acceptable conditions and then will check with hotel management at check-out to make sure there were not any problems with our student-athletes during the stay.
6. If the trip is a PIAA district, regional, or state competition, the coach will distribute meal money to student-athletes and have Student-athletes sign a meal money form verifying their receipt of the money, have the hotel sign a check receipt, and obtain receipts from the hotel at check-out, and collect receipts for gas money as necessary.

PARENT MEETING

All varsity coaches will hold a parent meeting prior to the first competition. This meeting can take place during a booster meeting or at a separate time. In this meeting, the coach should provide the parents with appropriate schedules, team rules/guidelines, their philosophy, and expectations for the upcoming season.

PARENT NIGHT

Head coaches of each sport are responsible for organizing a senior/parent night at the conclusion of their respective season. This must be held during a regularly scheduled home event, but does not have to be the season's final event. The head coach should notify the parents/guardians of the event's details in a timely manner and submit all player biography forms to the Athletic Director before the senior/parent night event.

POSTPONEMENTS

The Athletic Director, along with the administration and transportation company, will decide to postpone any events due to weather or unforeseen circumstances. All region events take priority and will be made up on the next available play date, including Saturdays. In addition, any independent contests will be postponed if a region game needs to be played on that date.

PRACTICE REQUIREMENTS

As required by the PIAA, all Student-athletes must finish five complete practices before the student-athlete is able to participate in a competition.

PRACTICE SCHEDULE

Coaches are required to prepare a practice schedule for their sports season. The practice schedule will be given to all student-athletes on their team and also submitted to the Athletic Director, maintenance department, and the facility manager. Student-athletes can only participate in practice or competition for six days during any calendar week. Practices are prohibited on Sundays and all major holidays.

PREPARATION OF FACILITIES

It is the responsibility of the head coach to effectively communicate with the maintenance and custodial staff to ensure their facilities are prepared for each scheduled event. Requests can be made through the maintenance request email. maintenance@ucasd.org

RULES INTERPRETATION MEETINGS

Prior to the start of the sports season, head Coaches in the following sports: Football, Volleyball, Boys Basketball, Girls Basketball, Swimming, Wrestling, Softball, Baseball, Boys Track and Field, and Girls Track and Field are required to attend the mandatory rules interpretation meeting to understand any rules changes or new rules for their sport. Coaches should check the PIAA website for their meeting date, place, and time. The meeting is mandatory, and missing the meeting will result in fines from the PIAA and suspension from playoff participation.

SCHEDULING ATHLETIC EVENTS

The Athletic Director schedules all athletic contests and scrimmages. Coaches are able to make scheduling suggestions that will be considered. Coaches may submit a list of opponents or tournaments they would like scheduled following the completion of the season.

SCHOOL CLOSING

When school is closed for weather-related reasons, all games, competitions, and practices will be canceled unless given permission by the superintendent.

SEASON SUMMARY

Following the completion of the season, the head coach will submit a season summary, including the order of finish in the region, the number of athletes beginning and finishing the season, season statistics, team statistical records, etc.

SPECIAL PROVISIONS FOR ATHLETIC SUPPLEMENTAL CONTRACTS

Head Varsity and assistant coaches will receive compensation, in addition to the supplemental salary schedule, after beginning their fourth year in a given sport in the Union City Area School District according to the following schedule:

	<u>4th-8th Year</u>	<u>9th Year and Up</u>
Head Varsity Coaches	\$100	\$200
Assistant Coaches	\$50	\$100

SPORTSMANSHIP

The PIAA and its member schools are strongly emphasizing the importance of good sportsmanship.

GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST

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

EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES

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

RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This represents good sportsmanship and reflects a true awareness of the Contest by recognizing and acknowledging quality.

EXHIBIT RESPECT FOR THE OFFICIALS

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

DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES

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

DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY

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

SPORTSMANSHIP UNION CITY COACHES CODE OF ETHICS

- Have a fair, unprejudiced relationship with student-athletes.
- Teach student-athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- Give opponents full credit when they win.
- Control one's temper at all times.
- Not use and discourage the use of profanity, obscene gestures, and/or obscene language.
- Recommend the use of competent contest officials and support their decisions. The coach should direct contest officials' concerns and/or criticisms through the appropriate review process and not criticize the actions or decisions of contest officials through the media or to student-athletes and/or spectators.
- Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors, the coach should refer them directly to the school concerned authorities.
- Not recruit students for an athletic purpose.
- Maintain control of the team for which the coach is responsible.
- Dress appropriately for the sport you coach.
- Adhere to the School Guidelines concerning tobacco use.

SPORTSMANSHIP PIAA GUIDELINES FOR THE COACH

- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the contest in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate contest officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with contest officials and opposing coaches before and after the contest in full view of the public.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression on you and your Team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- Please confine your remarks to contest statistics and your team's performance.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity or obscene language, or improper actions. Do not permit Student-athletes to use profanity during practice sessions.

SUNDAY PRACTICE GUIDELINES

On a rare occasion, coaches may elect to hold a practice on Sunday. If the coach chooses to practice on Sunday, the following guidelines must be adhered to:

1. Per PIAA rules, coaches must ensure that student-athletes have one day off in the calendar week (Sunday-Saturday).
2. Sunday practices are held for varsity only.
3. Sunday practices are only held when there is a Region contest or playoff game on Monday.
4. Sunday practices are optional.
5. Sunday practices will take place between 1:00 – 6:00 and will last for a maximum of 2 hours.

SUPERVISION

Coaches are to provide proper supervision at all times. This includes before and after practices and competitions. It also includes all areas while practicing, such as the weight room and cardio room. Student-athletes are expected to show up for their scheduled events at the proper times before the event's beginning or departure from the school. Students should not stay after school until the scheduled start of their event if the competition is being held in the evening. It is also expected that parents will pick up their children after the conclusion of the scheduled practice or event.

SUPPLEMENTAL CONTRACTS/PAY

Coaches/Advisors will receive their pay authorization sheet and supplemental contract from the Central Office at the beginning of their season. They currently have two pay options to choose from: lump sum payment or two equal disbursements (1st payment in the middle of the season and the 2nd payment at the end of the season).

TEAM RULES/GUIDELINES

The discipline of the team is the coach's responsibility. Each coach will create specific team rules, including specific discipline/consequences which correspond directly to specific infractions. Coaches will provide a copy of their team rules/guidelines to the Athletic Director prior to the start of the season. Coaches should also go over these rules/guidelines with their student-athletes and also the student-athlete's parents. Coaches will have the student-athlete and their parents sign a form stating the rules have been explained to them. Any rules not covered by the athletic handbook (missed practice, missed practice before a game, dressing up the day of the game, behavior at practice, etc.) may be created by the coach.

TRANSPORTATION

All student-athletes will ride to and from all away events on school-approved transportation unless the coach receives the travel release form from the student-athlete's parents/guardians. No

student-athlete will be released to anyone except those listed on the signed travel release form.

USE OF BUILDINGS/GROUNDS

Coaches/booster clubs must request the use of the buildings/grounds through the appropriate procedure, which includes filling out a Building Use form. The request must be made for the following activities: team meetings, booster club activities, tournaments, open gyms, conditioning, summer camps, etc. If the activity requires district staff to stay after normal work hours, the activity may incur fees for which the group would be responsible. The coach/club is responsible for securing the facility when the activity is complete, including locking appropriate doors, cleaning and locking up the locker rooms, storing all equipment in proper locations, and making sure lights are off.

VOLUNTEER ASSISTANT COACHES

Volunteer Coaches will complete a volunteer application, submit all necessary paperwork, and be approved by the school board prior to assisting in any capacity. Volunteer coaches shall be, at all times, under the supervision of an authorized salaried Coach. Volunteer coaches will not perform any of the following duties: direct any activities not approved by the salaried coach, evaluate a student-athlete's growth or development with anyone other than the salaried coach, report on any student-athlete or salaried coach to parents or administrators, or discipline any student-athlete. All volunteer coaches must have on file their criminal history and child abuse clearance.