

Central Bucks School District

Coaches' Code of Ethics and Coaches' Handbook/Resource Guide



Central Bucks School District Mission Statement:

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

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COACHES' CODE OF ETHICS

The function of a coach is to educate student-athletes through participation in interscholastic competition. The student-athletes' welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the [National Federation of High School Coaches](#) and modified for Central Bucks School District:

1. **The coach** shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. **The coach** shall uphold the honor and dignity of the position. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical conduct.
3. **The coach** should actively discourage the use of drugs, alcohol and tobacco.
4. **The coach** shall not use alcohol or tobacco products when in contact with players.
5. **The coach** shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
6. **The coach** knows the contest rules and teaches them to his or her team members. The coach shall not seek an advantage by circumvention of the rules.
7. **The coach** shall strive to enhance sportsmanship by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
8. **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. **The coach** will meet and exchange cordial greetings with contest officials and opposing coaches to set the correct tone for competition before and after contests.
10. **The coach** shall not exert pressure on faculty members to give student-athletes special consideration.
11. **The coach** shall uphold the expectations, and responsibilities included in, but not limited by, the CB Coaches' Handbook/Resource Guide.

I have read, understand, and will follow the above Central Bucks School District Code of Ethics

(Print Name)

Signature of Coach

Date

This handbook has been developed to assist the coaching staff of the Central Bucks School District in serving the students that elect to take part in the interscholastic athletic program. The handbook contains athletic department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and supervising their 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 sports they coach, as well as the rules and regulations found in the constitution and by-laws of the [Pennsylvania Interscholastic Athletic Association](#).

PHILOSOPHY

“Student First, Athlete Second”

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student’s educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education and talent. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself.

Athletics provide for potential educative opportunities to bring about positive attitudes, habits, and skills, not only of those participating, but also of the entire student body and community. It is the aim of an athletic program to develop healthy bodies, enhance physical skills, and teach the values of teamwork while demonstrating character during competition.

Throughout the Central Bucks Athletic program, levels of play exist to give student-athletes the opportunity to learn and grow. At the middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and on maintaining sufficient levels of participation to allow the individual student-athlete to develop his/her athletic potential. Participation and development of skills will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. Therefore, the number of participants accepted for membership on a team must support this commitment to high levels of instruction and participation. There are two levels of play at the middle school level: 7th Grade and Middle School Varsity. 7th graders who exceed the skill level of other 7th and 8th graders will be invited to “play up” on the middle school varsity teams. 8th graders will not be eligible to play on the 7th grade teams.

At the high school level of interscholastic competition, Freshman and JV teams exist to provide those athletes unable to participate on the varsity level an opportunity to develop skills and gain experience. Only 9th graders are eligible to play for Freshman teams; however, 9th through 12th graders are eligible to play on high school JV and Varsity teams and will be selected purely on ability/performance levels. While the athlete’s age, size, or skill level may be a limiting factor in not making the Varsity team, participation on a Freshman/JV team may enhance the athlete’s potential to make the Varsity team in the future. It should be noted that being a member of a Freshman/JV team does not guarantee that an athlete will automatically make a team or move up the following year to the next team level.

Striving to win is important in athletics; however, the development of student-athletes is paramount to winning on the high school Freshman/JV levels. Freshman/JV programs should acknowledge the value of winning, the importance of learning, and the enjoyment in being a member of a team. While high school Varsity teams will uphold the value of our student-athletes’ learning and growing in their sport, the teams will be selected and coached with a focus on winning, but shall not place the value of winning above the value of instilling the highest ideals of character.

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION

All secondary school (grades 7-12) interscholastic sports programs in Pennsylvania are governed by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). As a member district, Central Bucks School District will follow the P.I.A.A. [policies and regulations formulated by the association](#). See your Athletic Director (AD) if you have any questions.

ROLES OF A COACH

It is important that all coaches, including assistants and volunteers, know and understand coaching responsibilities. This summary is not all-inclusive but is generally accepted by the [NFHS \(National Federation of High Schools\)](#) and [NIAAA \(National Interscholastic Athletic Administrator Association\)](#) and modified for Central Bucks School District.

COACH AS LEADER

A coach will accept the role of team leader. The coach is accountable for the culture of the team and conduct of any of the assistant coaches, players, team officials, and team-affiliated spectators.

COACH AS ROLE MODEL

A coach will consistently display a high personal standard and project a favorable image of the district, sport, and of coaching by adhering to the following:

- **Tobacco, Drugs, Alcohol & Performance Enhancing Supplements**: School district policies regarding tobacco, drugs, alcohol and performance enhancing supplements apply equally to coaches and student-athletes at all district sponsored activities. **Coaches are not to use tobacco products or to consume alcohol while supervising students.** Coaches will discourage the use of the above products by student-athletes.
- **Language**: Coaches will refrain from using profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.
- **Respect**: Coaches will model respect and fairness toward his/her student-athletes, coaches, opposing coaches and student-athletes, officials, parents/guardians, and spectators at all times. A coach will expect the same respect and fairness from his/her student-athletes. Games/matches/athletic contests should be competitive, fair and respect the dignity of the opposing players, coach and school. Coaches should model respectful, competitive play.
- **Scholastics**: Coaches will be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to encourage academic success.

COACH AS COMMUNICATOR

Public Relations: Coaches will refrain from public criticism of fellow coaches, game officials, or other student-athletes, especially when speaking to the media. All public comments should be positive and constructive. Coaches will not disclose personal, medical, or academic details.

Parent Communications: An effective relationship among the "athletic triangle" of coach, student-athlete and parent benefits the quality of each experience with the athletic endeavor and contributes significantly to the success of the entire team.

Two-way or three-way communication between any of the parties can easily and respectfully be conducted throughout the season about a variety of topics. However, the most critical time for the working relationship

to be employed is when a concern or conflict arises about an expectation or a previous understanding. Coaches are expected to respond to parent contacts/concerns within 24 hours but not during or immediately following an athletic contest. Topics accepted as appropriate for discussion are the following:

- The student-athlete's academic performance.
- The student-athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation.
- The student-athlete's role on the team.
- The application of PIAA, district, department and team philosophies, procedures, rules and expectations to a student-athlete.
- Suggestions to improve a student-athlete's acquiring of skills, knowledge and attitudes relevant to the sport.
- Information about recruiting and recommendations about a student-athlete's suitability for play at different collegiate levels.
- Status of injuries incurred by the student-athlete. At the high school level, the trainer is the primary communicator to parents/athlete on the status of incurred by the athlete.

There are also topics which are NOT appropriate for discussion. These include certain prerogatives for which the coach alone has jurisdiction within the bounds of school district philosophies, regulations and policies:

- Other players' roles on the team
- Selection, placement, and determination of playing time for other players.
- Establishment and enforcement for all guidelines and training rules related to the activity.
- Appointment of practice times, dates and procedures.
- Preparation and execution of all travel arrangements for the team.
- Creation and enactment of competition strategies.
- Management of all awards.

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in attempting to reach a resolution to the problem:

- Do not discuss concerns by e-mail or text messaging. Speak face-to-face or on the phone with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the student-athlete and coach at a time other than during an actual practice or competition. Coaches are asked to speak privately with players, away from other team members, but always in the presence or proximity of another coach or AD/Administrator.

- If the problem is not resolved at this primary level meeting, a conference among the coach, student-athlete and parent is in order. However, never attempt to confront a person immediately before or after a practice or contest to discuss the matter; always call or e-mail to set up an appointment.

If a resolution still is not gained after this conference, contact the AD for his/her input as to how to proceed.

Coach as Communicator Regarding Student Injury & Recovery: A coach will direct students and their parents to seek proper medical attention for injuries and will uphold instructions received from healthcare professionals regarding treatment and rehabilitation.

1. Coaches will cooperate with registered medical practitioners/trainers in the diagnoses, treatment, and management of student-athletes' medical and physical challenges.
2. Coaches will listen to and follow the orders/direction of medical practitioners/trainers regarding an injured athlete's ability to continue playing or training. Injured student-athletes who require the services of a physician may not return to practice or competition without written permission of the physician.
3. Coaches will not release academic, medical, or personal information to the public.
4. Coaches will always report as soon as possible any head injuries to a medical practitioner/trainer or AD.

Squad Selection and Communications: Some sports teams have no squad limits; therefore, all students who try-out become part of the team. Other sports do have tryouts and "cuts." Coaches are not permitted to publically post the results of tryouts. It is the expectation that coaches meet with each student who does not make the team to go over the results of the tryout and feedback for improvement. Coaches, as the designated professionals in charge of these sports, will:

1. Make student-athletes aware of the criteria for selection on the team.
2. Maintain accurate records of try-out observation and evaluation during each practice session.
3. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly evaluate candidates.
4. Provide a final team roster to the AD. The roster is to include information important to the identification of each student-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. At the high school, these rosters will be distributed to the media and opponent schools to assist them in the coverage and reporting of our athletic teams.
5. Upon request, an explanation regarding cuts will be provided to the AD.

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. Again, coaches will not post a list of names of students who have or have not made the squad. Underclass students not selected for the team should be encouraged to try out for the team the next season. At the middle school, discussions with students who were cut from the team may occur during Resource.

Students not selected for a 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 tryout. Students not selected for a squad may join another sport team that has no sports limits.

High School—When traveling to district, regional and state tournaments, PIAA regulations regarding the maximum number of squad members to be admitted to a tournament site must be followed. In addition, student-athletes who are not in team uniform or who are not eligible to participate in play should not be included in the team travel group.

Recruiting: A coach will not recruit athletes from other schools and/or districts.

COACH AS MANDATORY STATE REPORTER

As employees of the school district, coaches are considered mandated reporters relative to child abuse. A report must be made when there is reasonable cause to suspect child abuse. It is not necessary for the reporter to know for certain that a child was abused. The mandated reporter is protected from civil and criminal liability when they make a report in good faith. It is up to *Childline* (1-800-932-0313) to assign investigation and determine whether the child was abused. The law requires that the name of a mandated reporter be kept confidential.

Regarding the community, it is important that they know that any person can make a report of child abuse. A voluntary reporter is called a permissive reporter. All they need is to have a reasonable cause to suspect child abuse. They can make a report by calling *Childline* at 1-800-932-0313.

COACH AS LEARNER

In order to teach student-athletes the skills and rules of the sport, a coach will regularly seek ways of increasing professional development and self-awareness. This includes participation/certification in coaching clinics offered by the district and required by the state. (See [APPENDIX A - TRAINING REQUIREMENTS FOR COACHES](#)).

COACH AS TEACHER

Practice Sessions: Practice sessions must be conducted much the same as teaching a class—the athletic venue is the coaches' classroom. Coaches are expected to have a 'thought-out' plan for instruction in the skills of the sport. Instruction in the sport must move from simple to complex and unknown to known. Coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Consideration must be given to weather, maturational and readiness factors.

Attendance is recommended to be taken every day of practice. Records kept must be accurate in terms of date and time. A practice plan should have warm-up 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. In addition, the term "punishment" should never be used to reflect a consequence toward a student-athlete or as motivation. Student-athletes should never practice alone. A coaching staff member must be the first to arrive and the last to leave.

Record Keeping: Records must be maintained throughout the season. Such records include: attendance, practice times, and evaluation forms.

Schedules: Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the student-athletes at the pre-season meeting or the first practice session. Coaches must make the student-athletes aware that the schedule is subject to change due to unforeseen circumstances. By PIAA

rule, no practices (or contests) may be scheduled for more than a total of six days in any calendar week—calendar week begins on Sunday.

COACH AS MANAGER

Equipment & Supplies: All equipment and supplies purchased by the CBSD is the property of the district and coaches are accountable for the equipment used in their sport. Coaches and athletic administrators must ensure student-athletes are properly equipped with clean, durable, and safe equipment. This is especially important for protective equipment, which must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Student-athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the student-athletes. Players are to be instructed in the proper care and maintenance of their equipment at the time of issue. Equipment identified as unsafe or defective should be deactivated immediately and reported to the AD.

Athletic department-issued equipment is to be used only for practices or contests that are part of the regularly scheduled season activities. The only exception would be for the wearing of game jerseys on a game day, during a spirit day, or at a pep assembly.

Accurate inventories must to be maintained as well as records indicating to whom the equipment has been issued. Student-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.

For liability reasons, athletic department equipment will not be loaned to outside groups or organizations.

COACH AS SUPERVISOR

Concern regarding liability of school districts and those persons hired by school districts to coach and supervise students in extra-curricular activities has increased the accountability of supervision. Coaches must know where their student-athletes are and what they are doing at all times. Rules of behavior are to be developed and presented to the student-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 showers behavior, proper etiquette while traveling to and from activities, off campus training routines and appropriate behavior during competition.

Coach as a supervisor makes sure facilities being used by the team are locked and that students are denied access when a competent staff member cannot be physically present to supervise. At times supervision may not be direct but rather the coach is in close proximity. Bathroom breaks are expected exceptions.

Coaches must not isolate themselves from their teams prior to or following practice and game situations until student-athletes in the building or at the pickup/drop-off point have left the premises.

Locker Room Supervision: Student-athletes MUST be supervised at all times. Supervision includes proximity to locker room facilities and lobby areas where student-athletes wait for ride as well as practice and competition areas. All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be last to leave the facility after a practice or competition.

Coaches are not to give their school and/or athletic keys to student-athletes at any time. Lost keys must be reported to the athletic office immediately.

Weather: Weather conditions must be considered when practicing and competing. The district monitors dangerous weather conditions and responds. When the district closes schools due to inclement weather, no practices may occur. **In the event of a severe weather alert or severe weather conditions during practice,**

coaches will either be advised by the AD or charged to make a decision themselves whether to continue practice and about the safety procedures to be followed. When severe weather alerts or conditions affect a contest situation, PIAA officials will make the decision as to whether or not to continue.

Emergencies: In CBSD high schools, the Athletic Trainer will design sport and site specific plans for managing uninjured team members while emergency care is being administered to an injured student-athlete. Middle school Athletic Directors will do the same for middle school sports. Coaches will utilize these plans during emergencies.

Athletic Directors at both high school and middle school levels will provide stocked first aid kits. High schools have spine boards and other emergency response equipment as appropriate for sport and level of play. Coaches are expected to notify the ADs when they have used their first aid supplies and need replenishment. Coaches are encouraged to use professional judgment and call 911 as needed.

Note: Coaches who do not have their own access to a cell phone should notify the Athletic Director (AD) so other arrangements may be made to communicate emergency situations.

Discipline Procedures: Report the incident to the AD/Administration and work with AD/Administration in investigation, due process, and response to investigative findings including disciplinary action.

All disciplinary actions will be done in conjunction with the school AD and Administration. Please refer to [CB Board Policy 122](#) and [CB Board Policy 218](#).

COACHES' RESPONSIBILITIES FOR STUDENT SAFETY

Coaches will strive for student-athlete safety at all times. It is imperative that a coach informs the AD/Administration immediately when a student safety incident occurs on or off site.

The following are a few specific areas of student safety that require coaches' attention. It is not, however, an 'all-inclusive' list.

1. **ALL FORMS OF HARASSMENT**

Central Bucks School District strives to provide a safe, positive learning climate for students and employees. Therefore, harassment in any form is not tolerated. The following are the CBSD Board Policies regarding harassment:

- Unlawful Harassment of Students ([CB BOARD POLICY No. 248](#))
- Unlawful Harassment of Employees ([CB BOARD POLICY No. 448](#))

2. **ELECTRONIC COMMUNICATION & SOCIAL MEDIA** ([CB BOARD POLICY No. 816](#))

Staff members are expected to maintain a high degree of professionalism in all communications. Given the potentially broad reach of electronic communications and the propensity for reaching unintended recipients, staff members must be particularly cognizant of the need for professionalism in regard to their electronic communications.

- Coaches should not use any means of two-way personal electronic communications (e.g., Twitter, Facebook, student personal email, text messaging, etc.). Coaches may use their own CBSD email or a team CBSD email and the students' Office 365 email accounts. Coaches should encourage athletes to set up their phones to receive messages from their CBSD student email accounts.
- All apps and online sites used to communicate with student-athletes should be registered with CBSD. Coaches are asked to use Schoolwires if creating a team website.
- Coaches will not text message or call students' cell phones.
- Coaches are asked to use a district provided means of communication (e.g. district email, district phone) when contacting students. However, Policy 816 does permit that, in the event of emergency circumstances, a coach may communicate with a student via a non-district

provided method of communication. In such an instance, it is the responsibility of the staff member to report such situations to their supervisor at the first opportunity.

3. **HAZING** ([CB BOARD POLICY No. 247](#))

The Central Bucks School District believes that students must be protected from hazing and/or initiation ceremonies. All verbal, written, or physical conduct, which harasses, humiliates, persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences shall not be tolerated. Coaches must enforce the CB School Board Policy No. 247 on Hazing. In particular, coaches will communicate and enforce the following:

- Any student who is found, after investigation, to have engaged in hazing of any student, or the filing of false charges, shall be subject to disciplinary actions up to including expulsion.
- Any student who witnesses or has knowledge of hazing activities and fails to report such actions shall also be subject to appropriate disciplinary actions through Policy 247.
- It is imperative that the coaching staff understands the difference between team-building and hazing activities.

Team-Building: activities designed to enhance task and social cohesion, enhance success by minimizing conflict and create a healthy team culture. Team building activities can be fun or developmental in nature.

- **Cohesion** is the tendency of a group to stick together and remain united while pursuing goals and objectives (Carron et al.; 1998).
- **Culture** is the expression of a team's values, attitudes, and beliefs about sports and competition (Taylor; 2013).
- **Examples of Positive Team Building Activities:** team dinners, movie nights, ropes courses, whitewater rafting, camping trips, karaoke, team challenges, problem solving activities, etc.

Hazing: is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization (CBSD Board Policy 247).

Hazing by definition is an activity where a high-status member orders other members to engage in or suggests that they engage in behavior that in some way humbles a newcomer who lacks the power to resist because s/he wants to gain admission into a group (<http://hazing.hanknuwer.com/>).

- Endangering mental health shall include forced conduct which may result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
- Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

4. **HEAD TRAUMA:** [Safety in Youth Sports Act – Senate Bill No. 200](#)

5. **ILLEGAL ACTIVITY/DRUG & ALCOHOL POLICY**

See ([CB BOARD POLICY No. 227](#))

6. **PERFORMANCE ENHANCING SUPPLEMENTS** ([CB BOARD POLICY Nos. 227, 122](#))

7. **REQUIRED MEDICATIONS** – Some student-athletes require prescription drugs administered during athletic practices and competitions. (See [CB BOARD POLICY No. 210](#))

8. **SUDDEN CARDIAC ARREST:** [Sudden Cardiac Arrest Law for Youth Athletes – House Bill 1610](#)

9. **TOBACCO** ([CB BOARD POLICY No. 222](#))

10. **TRANSPORTATION**

The expectation in Central Bucks School District is that student-athletes ride CB transportation to and from athletic practices and competitions. It is understood that in some situations parents may want to transport their student athlete home after a contest. This is permitted if the parent follow guidelines established by the AD/Administration to grant this exception. Remember student safety is paramount.

11. **TRAINING** (See [APPENDIX A – TRAINING REQUIREMENTS FOR COACHES](#))

OTHER PROCEDURES AND RESPONSIBILITIES

ACADEMIC & CURRICULUM REQUIREMENTS FOR ELIGIBLE STUDENT-ATHLETES

High school interscholastic sports programs in Pennsylvania are governed by the [Pennsylvania Interscholastic Athletic Association](#) (PIAA). As a member district, we must follow the [policies and regulations for eligibility](#) formulated by the association.

Coaches will uphold the actions of the AD/Administrator regarding athletic-eligibility. Eligible student-athletes must pursue a curriculum defined and approved by the Administration as being full-time.

- High School: Student-athletes attending high school must be passing all subjects as of every Friday during a grading period.
- Middle School: Student-athletes attending middle school must be passing all subjects as of every Friday during a grading period.

Student-athletes who fail to meet this requirement will be placed on probation the following week. If the student-athlete does not bring up his/her grade to a passing score during the probation week, he/she will become ineligible until the classroom teacher informs the AD that the student is passing. At the start of a season, student-athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period (middle school, six). Eligibility for fall season sports is determined by the final grades from the preceding school year. If a student-athlete received a failing or incomplete grade in any subject from the preceding marking period, he/she is ineligible for 15 days.

ALUMNI PRACTICING WITH CURRENT DISTRICT STUDENT-ATHLETES

Alumni and students withdrawn from school are **NOT** permitted to participate in practices, inter-school practices, scrimmages, and/or contests. **REFER to ARTICLE XII in the PIAA By-Laws at www.piaa.org.**

COACH'S EXTENDED SEASON COMPENSATION

Coaches are eligible for extended season compensation if athletic teams/individuals qualify for post-season competition. See the AD for extended season guidelines and forms.

HOLIDAY AND SUNDAY PRACTICES

Practice and athletic contests during scheduled school closings or holidays is permitted with approval by the athletic administration prior to the practice or contest. Practices on Sundays are permitted only with approval from school district administration.

LETTER AWARDS

To earn letters, a student-athlete must complete the season, including post-season play-offs, unless injury prevents participation. All athletes must participate in the required contests. The coach and AD should discuss the necessary criteria for earning a varsity letter. Additional requirements include punctual attendance of practice and games, observation of training rules, good sportsmanship, conforming to eligibility

requirements, and maintaining care of issued equipment. A coach will maintain accurate records of the above criteria during the season to support decisions regarding letter awards at the conclusion of the season.

MANDATORY RULES INTERPRETATION MEETINGS (P.I.A.A.)

The Head Coach of each high school team must attend the PIAA mandatory rules interpretation meeting each year for his/her sport. A member school that fails to have the head coach of its coaching staff attend a minimum of one PIAA mandatory rules interpretation meeting each year for each boys' sport and for each girls' sport offered by the school, and in which a PIAA mandatory rules interpretation meeting is offered, shall pay a fine of \$100.00 for non-attendance. Contact information for specific meetings is available on the PIAA website: www.piaa.org.

MEDIA RESPONSIBILITIES—High School Only

It is the responsibility of the coach or designee to ensure all scores are reported to the various media sources following the activity. A list of media and their numbers will be distributed prior to the start of the season. 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 and positive manner. When communicating with the media it is the coaches' responsibility to refrain from public criticism of fellow coaches, game officials, or other athletes. All public comments should be positive and constructive. Report any conflicts with the media to the athletic office.

MULTIPLE SPORT PARTICIPATION vs. SPORT SPECIALIZATION

The Central Bucks School District is committed to the development of well-rounded individuals both mentally and physically. Students are encouraged to participate on as many different sports teams as they can during their careers. Sport specialization (playing only one sport) is NOT a supported philosophy by the athletic administration or the school district. No coach should ever try to influence a student-athlete to participate in only one sport by expecting athletes to attend off-season training.

Additionally, for a student to participate on more than one team per season is extraordinarily difficult and most often not in the best interest of the student or the teams. Exceptions require the approval of the AD.

OFF-CAMPUS TRAINING

There may be some time when a coach desires an athletic team to train off campus. Such training must be limited to avoid imposing the district's athletic program on others. The most common type of off-campus training would involve running for purposes of warm-up or conditioning. These sessions are to be closely supervised, and the coach must be aware of the location of the student-athletes at all times.

OVERNIGHT TRIPS OR TRAVEL OUTSIDE THE STATE

All overnight trips and travel outside the state must be Board approved before being discussed with student-athletes or parents. [Board approval forms can be found on the CB Intranet Site.](#) Forms for overnight trips and travel outside the state **must** be signed by the principal and in the Superintendent's office on or before Tuesday one week before the date of the Board meeting where it is to be discussed for possible approval.

Supervision is extremely important when students are on overnight activities. Coaches must be accessible to the student-athletes at all times. Careful screening of roommates, host families etc. should be completed prior to the trip. Information, including the address and phone contact, must be shared with parents/guardians prior to the start of the trip.

PROCEDURES FOR EXCUSE FROM CLASS AND SCHOOL

Dismissal times for athletic events are established to keep student-athletes in class as long as possible, yet allow for safe travel to and adequate time for preparation at the event site. These dismissal times are set by the Athletic Director. Students should contact teachers in advance of their absences to obtain assignments for the class periods they will be missing.

PRE-SEASON RESPONSIBILITIES

DOCUMENT & WEBSITE APPROVAL

Any team websites or documents distributed to student-athletes and/or parents relative to participation information, team rules, season preparation information, or any other school team information must be submitted to the AD/administration for approval prior to posting or distribution.

FOREIGN EXCHANGE & TRANSFER STUDENTS

Coaches must report to the AD any foreign exchange or students recently transferred into the school before tryouts.

HIGH SCHOOL ORGANIZATIONAL MEETING

Each head coach will conduct a pre-season “interest” organizational meeting with student-athletes and/or parents. The meeting is to serve as a time to inform student-athletes of the school district athletic philosophy, athletic department procedures and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents once the season has begun to discuss with them the same items covered with the students. 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 will be distributed to inform students and parents of season expectations, rules against hazing, proper use of social media, practice schedules, training rules, awards criteria and other general information.

PRE-PARTICIPATION FORMS (Refer to <http://cbsd.schoolwires.net/domain/564>)

STUDENTS WITH IEP’S OR SECTION 504 AGREEMENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS (STUDENTS WITH DISABILITIES)

Students with disabilities must meet the same essential eligibility requirements as non-disabled students in order to qualify for participation in an extra-curricular activity. The district is under a legal obligation to make any “reasonable accommodations” to those essential eligibility requirements, which may be necessary in order to provide “equal opportunities” for the students with disabilities. Those reasonable accommodations should not “fundamentally alter the nature of an existing program” nor should they “boost the student’s natural levels of ability and result in a competitive advantage.”

OFF SEASON RESPONSIBILITIES

EQUIPMENT CARE AND INVENTORY

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.

Student-athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for returning it in good condition. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the student-athlete to reimburse the athletic department for any equipment lost or stolen during the season. Coaches are to notify the student-athlete and then the parent that equipment is still outstanding. Coaches must submit a list of all students who have not returned uniforms/equipment beyond the team’s collection day. Those students will have the uniform and/or equipment added to their obligation list.

CAMPS/CLINICS

CB Coaches are not expected to run fundraising camps and clinics. However, if a coach decides to do so, all CB fundraising camps and clinics are run through the CB Community School. See the [CB Community School website](#) for procedures, etc.

COLLEGE RECRUITING

High school coaches will give support to athletes who are interested in playing intercollegiate sports.

The National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid, regulates college sports. The NCAA has three membership divisions – Division I, II and III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If a high school student-athlete is planning to enroll in college as a freshman upon graduating from high school and they wish to participate in Division I or Division II sports, the NCAA Initial-Eligibility Center must certify them.

The National Association of Intercollegiate Athletics (NAIA) founded in 1937, offers both men and women the opportunity to compete at his or her highest level.

Both the Eligibility Centers for NCAA and NAIA will analyze the student-athlete's academic information and determine if they meet the initial-eligibility requirements.

The certification process for student-athletes planning to enroll as college freshmen begin August 1st of the academic high school year. Eligibility Center forms are available in the high school guidance office. More information may be found at www.ncaa.org and www.naia.org as well as the school district website.

OPEN GYM/WORKOUTS

Coaches may work with CB student-athletes in open workout held during off-season. Participation in these practices is open-to-all and must always be made available to all potential student-athletes

When open practices are scheduled for early morning, pre-school hours, coaches should have a plan in place to communicate with student-athletes when open-practice is cancelled due to school closure or a delayed start. General announcements either the night before or prior to the scheduled practice time via public announcement (school public address system, radio, TV) or via a website are preferred so as to reach all potential student-athletes.

Coaches with early morning open practice must be aware that some freshman need time to shower, gather belongings and travel to their respective middle school by 7: 30 am.

P.I.A.A. SEASON AND OUT-OF-SEASON RULES AND REGULATIONS - Adherence and Enforcement

Please refer to the [PIAA website](#)

SEASON SUMMARY PACKET (High School Only)

The Season Summary Packet (See [APPENDIX B – SEASON SUMMARY PACKET](#)) is available in the athletic office and must be completed by the head coach within fifteen 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 or may be given to the AD during the coaches' end-of-season meeting.

SECURITY OF PERSONAL PROPERTY

While the school district is not responsible for students' loss of personal property, the best defense against theft is educating student-athletes about the possibility and offering suggestions for properly securing their personal possessions.

1. Encourage student-athletes not to carry large sums of money or wear expensive jewelry to practice or contests.

2. Provide a secure place for valuables to be held until the practice or event is over. Athletes should lock all items in a locker when leaving personal items in the locker or team rooms.

In conjunction with the philosophy of “safe schools”, it is important that outside doors remain closed and secure at all times. Please aid in this effort to keep our schools safe.

STORAGE/EQUIPMENT AREAS

There are storage/equipment areas throughout the campus and buildings. These areas are to be used to store in-season equipment. All coaches must ensure that areas are secured before leaving the facility after each day of use. Area keys may be obtained through the AD/Building Administrator. No keys may be reproduced. Keys must be returned to the AD/Building Administrator when a coach is no longer coaching in the district.

HIGH SCHOOL HEAD COACH EVALUATION

High school head coaches are expected to hold an end-of-season meeting with his/her coaching staff to review the season. Head coaches are required to schedule a post-season meeting with the AD/Administrator to receive feedback on performance and discuss future coaching in CBSD. During that meeting, coaches will get feedback from the following:

1. Coach Evaluation by High School Athletes (also called Student-Athlete Feedback Survey): After a season is over, the AD will schedule a time for all athletes to fill out an online coaches’ feedback survey. This survey consists of opportunities for team members to comment on topics such as the practice structure, type and amount of feedback received from coaches, amount of team effort and improvement, coach expectations, coach communication style, and coach behaviors. This survey is not meant to be critical of coaches; rather the purpose is to make coaches aware of behaviors their team finds helpful and those which may hinder the success of the team. The reason for obtaining feedback is so coaches can be more effective at their jobs. As individuals teaching young people how to be successful, coaches should recognize that the desire to improve is a key aspect of success. Note: The identities of the student-athletes will remain anonymous to the coach/assistant coach(es). [See APPENDIX C—COACH EVALUATION BY HIGH SCHOOL ATHLETES](#)
2. AD Evaluation Instrument – See [APPENDIX D – HIGH SCHOOL HEAD COACH EVALUATION BY ATHLETIC DIRECTOR](#)

STUDENT MANAGERS

The selection and oversight of a student manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible and dependable. With the exception of the physical requirement, managers will be expected to adhere to all of the same rules and regulations governing student-athletes. Care should be taken when selecting student managers so that they understand their role. Be sure to select only students who understand their role and responsibility on the team. Once the selection has been made, the names of the student managers are to be included as part of the team roster.

Typical managerial duties include keeping score, collecting balls, distributing water, logging stats, organizing equipment, etc.

IMPORTANT: Student managers are in no way to participate in practice, scrimmage or game activities in any manner, which would usually describe the role of a "player."

VOLUNTEER COACHES

Volunteers must visit the [CBSD Human Resources website](#) and complete the require paperwork that is outlined in the [Volunteer Information Packet](#). All forms and required paperwork must be sent to the CBSD Human Resource office.

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 student-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. **Volunteers are to be supervised at all times.**

It is normally not appropriate to select an individual as a volunteer if his/her child is a candidate for the team. Consideration may be given to a parent with specialized skills or one who has been a longtime volunteer in a specific program. All volunteer's participation will be under constant evaluation.

IMPORTANT: A volunteer coach candidate must be interviewed by the AD before they may participate in the program.

APPENDIX A – TRAINING REQUIREMENTS FOR COACHES

COACHING CERTIFICATION REQUIREMENTS

STATE AND DISTRICT REQUIREMENTS

Every coach who is an **EDR** employee must have the following on file with Human Resources:

- I-9, Heath Record
- Act 24
- Affidavit
- Confidentiality Statement
- FBI, PA Criminal Record, Child Abuse, Act 168
- W-4, Prior School Employment
- Local Earned Income Tax

Every coach who is a **NON-EDR** employee must have the following on file with Human Resources:

- I-9
- Heath Record
- Act 24
- Affidavit
- Confidentiality Statement
- FBI, PA Criminal Record, Child Abuse, Act 168

Every volunteer needs to register online through CBSD and apply as a volunteer and upload:

- Volunteer Agreement
- PA Criminal Record, and PA Child Abuse Clearance
- FBI will need to be completed if the volunteer has not been in PA for ten years. If they have been a resident for ten years, an affidavit will need to be completed in place of the FBI.

1. COACHING CERTIFICATIONS

a. Safety in Youth Sports, Senate Bill No. 200

- “Concussions in Sports: What you need to know.”
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
- This course must be completed every year as concussion information is constantly changing. After completing, please send certificate of completion to the athletic office.

b. Sudden Cardiac Arrest Law for Youth Athletes, House Bill 1610

- Sudden Cardiac Arrest Symptoms Online Class
- Please take the course “CardiacWise” at
http://www.portal.state.pa.us/portal/server.pt/community/schools/14130/sudden_cardiac_arrest/556695
- Please send the certificate upon completion to the athletic office

c. A Guide to Heat Acclimatization and Heat Illness Prevention—Coaches of Outdoor Sports Only

- This course can be taken online at
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=34000>
- Please send the certificate upon completion to the athletic office

- All football coaches are expected to follow all PIAA guidelines on heat acclimatization listed in the PIAA Handbook, page 28
<https://www.piaa.org/assets/web/documents/Section%20III.%20Rules%20and%20Regulations.pdf>

2. COACHING CODE OF ETHICS:

- All members of the coaching staff must sign and return to the athletic office.

3. SAFE SCHOOLS:

All members of the coaching staff must complete the following courses in the Safe Schools Database:

- Mandated Reporter
- Suicide Prevention
- Epi-Pen Certification (Head Coaches only, if needed)
- Van Safety (if needed).

Access to Safe School will emailed to you by central office.

4. COACHING EDUCATION

- Article XIV of the PIAA by-laws calls for all interscholastic coaches to complete approved coaching education course effective July 1, 2016. This course can be taken through Human Kinetics or NFHS in a classroom setting or online. Please contact your athletic director for more information and read below.
- Two Options for Coaching Education Course:
 - Coaching Principles Class: Successful Coaching by Rainer Martens: Human Kinetics. The district will be sponsoring and paying for this ‘in-person’ class for employed coaches
 - Fundamentals of Coaching: NFHS online. The district will NOT pay for the on-line NFHS course
- First Aid Course—Four hour course offered by Human Kinetics. The district will be sponsoring and paying for this as an ‘in-person’ class for employed coaches and will teach this along with the coaching education course.

5. ADDITIONAL RECOMMENDED CLASSES

The NFHS offers a variety of resources for coaches and most are free:

- Creating a Safe and Respectful Environment
- Sports Nutrition
- NCAA Eligibility
- Sport Specific Coaching Classes
- Sportsmanship
- Coaching Unified Sports
- Strength and Conditioning
- Engaging Effectively with Parents
- Middle School Sports

Additional Resource:

- *Coaching for Safety: A Risk Management Handbook for Coaches* by Richard Borkowski

APPENDIX B – SEASON SUMMARY PACKET

The Season Summary Packet for High School only is available in the athletic office and must be completed by the head coach within fifteen days of the final contest of the season. The following items are included in this packet.

- End of Season Letter
- Athletic Participation Record
- Extended Season Reimbursement Form and Guidelines
- Team Synopsis Chart

APPENDIX C – COACH EVALUATION BY HIGH SCHOOL ATHLETES

Please refer to: <http://www.quia.com/sv/685128.html>

APPENDIX D – HIGH SCHOOL HEAD COACH EVALUATION BY ATHLETIC DIRECTOR

**Central Bucks School District
Athletic Department**

Coach Performance Evaluation

Coach _____ Sport _____

Progress should be recorded as the following: (2-Satisfactory; 1-Needs Improvement; 0-Unsatisfactory)

Team performed to its potential	2	1	0
Culture of team reflected a positive experience	2	1	0
Evidence of values based coaching	2	1	0
Players are held academically accountable	2	1	0
Developed positive relationship with parent group	2	1	0
Set and met realistic parent group budget	2	1	0
Communicated effectively with the athletic department and administration	2	1	0
Submitted pre- and post-season paperwork in a timely manner.	2	1	0
Communicated with assistant coaches, team members and parents	2	1	0
Effectively supervised all team activities	2	1	0
Conducted well planned and organized practices and games strategies	2	1	0
Conducted self in professional manner with assistant coaches, players, parents, officials and media.	2	1	0
Enforced school district policies, team rules and regulations	2	1	0
Attended all mandatory PIAA, SOL, and school meetings	2	1	0
Properly maintained uniforms, equipment and team areas	2	1	0

Overall Rating: Satisfactory Needs Improvement Unsatisfactory

Comments:

AD Signature _____

Date _____

Coach's Signature _____

Date _____

ACKNOWLEDGEMENTS

The Central Buck School District would like to thank Peg Pennepacker, Athletic Director for State College Area School District, for her support and substantial contributions to this Coaches' Handbook and Resource Guide.

REFERENCES

Central Bucks School District Board Policies

Hatboro-Horsham School District Coaches' Handbook

National Association of Intercollegiate Athletics <http://naia.org>

National Collegiate Athletic Association <http://ncaa.org>

National Federation of High School Athletic Coaches retrieved from <http://www.nfhs.org/>

National Interscholastic Athletic Administrator Association <http://www.niaaa.org/>

Pennsylvania Interscholastic Athletic Association (PIAA) retrieved from <http://www.piaa.org/>

Pennsylvania School Boards Association (PSBA) retrieved from <https://www.psba.org/>

State College Area School District Athletic Department Coaches' Handbook