

NPHS ATHLETIC DEPARTMENT PARENT – STUDENT GUIDE

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INTRODUCTION

The North Penn School District (NPSD) developed this handbook to assist the North Penn High School (NPHS) coaching staff in better serving the young people who choose to take part in the interscholastic athletic program. Included in this handbook are athletic department procedures, regulations and other information to help coaches (experienced and inexperienced) in administering, maintaining and promoting the athletic program.

In addition to reviewing the materials presented in this handbook, all members of the coaching staff must be knowledgeable of the rules of the sports they coach. They must also familiarize themselves with the rules and regulations within the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) (www.piaa.org). All head coaches are required to attend their respective sports PIAA Rules Interpretation meeting.

An individual who is recommended and approved by the Board of School Directors must provide the following:

- Act 34, Act 151 and Act 114 background checks that are current within the past year. The approved hire must schedule a meeting with the Department of Human Resources to complete the form associated with Act 168 and provide copies of the three required clearances.
- A new hire may not have personal contact with a student until all forms are on file with Department of Human Resources.

ACADEMIC ELIGIBILITY (Eligibility Guidelines for Student Athletes)

Student athletes cannot participate if they are: (1) failing two one-credit subjects, or (2) failing a one-credit subject and two partial credit subjects.

If a student has an incomplete grade for two consecutive weeks in a subject, then he or she will be considered as failing that subject.

Eligibility is cumulative from the beginning of a marking period and is reported on a weekly basis. When a student's cumulative work from the beginning of the marking period does not meet the standards each week, he or she will not be able to participate from the following Sunday through Saturday (PIAA Regulations).

When a student's work at the end of the marking period does not meet the standards of the eligibility guidelines for student athletes the student will be ineligible to participate in interscholastic athletics for **fifteen (15) school days** of the next marking period. This ineligibility begins on the first day report cards are issued, and students are ineligible for practices and games.

If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 school days following your 20th day of absence

ATHLETIC TRAINING

NPSD contracts the services of two certified athletic trainers. The trainers' normal work hours are Monday through Friday, 1:30 to 6 p.m., plus any scheduled home night contests. Coverage

for Saturday morning practices (8 a.m. to noon) and a Saturday contest is provided as necessary. **Coaches shall arrange practice schedules during these hours.** Coaches must ensure athletes follow the policy and procedures that are established by the athletic trainers.

Coaches must make a NPHS Athletic Trainer aware of any injury suffered by an athlete.

AWARD DESCRIPTIONS

An athlete must complete the season in good standing to be eligible for the following awards.

Participation Award – Certificate

1st Year Letter Winner – NP Letter w/sport pin

2nd Year Letter Winner in same sport – Certificate w/sport pin

3rd Year Letter Winner in same sport – Plaque w/sport pin

4th Year Letter Winner in same sport – Two color, navy/Columbia letter w/sport pin

A Captain's Pin for varsity team captain(s).

BOOSTER CLUBS

Booster clubs offer a positive opportunity for parents to be involved with the athletic program. Booster clubs are to work in conjunction with, and be supportive of, the North Penn High School's athletic department, coaching staff and athletes. Booster club members are encouraged to provide and promote fan support and promote good sportsmanship for NPHS athletics. These clubs shall not seek to influence or direct the policies or procedures of the athletic department or coaches. This responsibility rests with the North Penn Board of School Directors and NPHS administration.

North Penn High School's budget secretary oversees all transactions associated with the General Booster Account (Title IX Fund) and all Individual Team accounts. The Athletic Director must approve team fundraisers and purchases.

All teams are required to appoint a parent volunteer to North Penn High School's Booster club. The appointee or his/her representative is asked to attend all General Booster Club meetings. Booster club meetings are held the third or fourth Monday of each month during the school year. The appointee is responsible for completing the necessary forms associated with the individual team account. This includes completing the following forms:

1. Approval Form – Solicitation and Sales Form – Teams are required to submit a solicitation form for each fundraising event. This form shall be submitted to the athletic director.
2. Teams Account Deposit Form – A team must deposit all money raised through fundraisers into the team's individual account. All information requested on the deposit form must be completed. This form is located in the high school's budget office.
3. North Penn Teams' Booster Requisition Form – This form must be completed for all purchases and/or reimbursements. This form is located in the high school's budget office.
4. Gift to District Form – This form must be completed on equipment purchases greater than \$100.

North Penn Booster clubs are allowed use of high school facilities for club meetings and other functions. Use of the facilities must be scheduled in advance through the athletic office. Booster clubs running concession stands at school events must have approval from the athletic office in

advance. The operators of the concession stands shall assist in keeping food and drinks out of restricted areas and keeping the area litter free. All organizations are responsible for proper clean-up after use. All food shall be appropriately stored or removed from the concession stand at the conclusion of the event.

Teams that have applied for and received 501 (3) (c) status must forward a copy of the team's financial report, including all transactions, at the completion of each fiscal year (July 1 – June 30). Booster clubs receiving 501 (3) (c) status must provide the athletic office with a list of officers, their addresses and phone numbers. There will be a copy of the current club constitution and by-laws on file in the athletic office.

The officers of the booster club shall communicate the plans for their activities to the athletic director. This will ensure compliance with all policies and procedures, as well as allowing administration to respond in a knowledgeable way to any questions regarding their activities. A copy of the minutes from meetings shall be submitted to the athletic director. All proposed fundraising requests shall be submitted on the Solicitation and Sales Approval Form.

COLLEGE RECRUITING ASSISTANCE

All students deserve the best guidance possible in making college and/or career plans. The student-athlete belongs to a special population because the assistance he or she needs must be provided by coaches, counselors, prospective college coaches and parents. Coaches are to provide assistance to athletes in their sport who have indicated a desire to participate in athletics at a post-secondary institution. Coaches shall inform their student-athletes of NCAA guidelines and encourage student-athletes to make an appointment with the Director of the College and Career Center. Coaches are responsible to familiarize their self with the NCAA Eligibility procedures.

EMERGENCY/MEDICAL PROCEDURES

There are two National Athletic Trainers Association certified trainers provided by the school district to provide care and rehabilitation of athletic injuries. Given the size of the athletic program, it is impossible to provide coverage at every event. Sports judged to be high injury-risk sports will receive primary coverage; trainers and will be "on call" for other contests. The trainers will provide cell phone numbers and /or walkie talkies to coaches of the sports for which they will not be present at games or practices.

In the event a certified trainer is not available and the injury is determined to be serious in nature, emergency medical personnel (911) must be called. Parents are to be notified of the injury, and a trainer must be notified at the earliest possible time. The coach must complete an accident report for the trainer.

Emergency Medical Technicians (EMT) provide medical coverage for practices and contests for middle school athletics. In the event of a serious injury and the EMT is not available, the coach must call emergency medical personnel (911). Parents are to be notified of the injury and the athletic coordinator is to be notified as soon as possible. The coach must complete an accident report which is to be given to the building principal. The building principal will send the report to the middle school athletic director.

Coaches are provided an Emergency Action Plan which outlines all Emergency Procedures. Coaches are required to review the EAP, complete sign off sheet, and return the sign-off sheet to trainers.

EQUIPMENT

All equipment purchased by NPSD is the property of the district and coaches are accountable for the equipment used in their sport. Coaches need to provide the athletic department with a list of equipment needing to be reconditioned yearly. Coaches are not permitted to give away any equipment/uniforms. Athletes are not permitted to purchase uniforms/equipment. Players are to be instructed in the proper maintenance and care of their uniform/equipment at time of issue. Equipment identified as unsafe or defective shall be deactivated immediately. Please contact the Athletic Director for proper disposal.

Coaches must maintain accurate inventories and records indicating to whom the equipment has been issued. Coaches must hold athletes accountable for the equipment issued to them. Any athlete in possession of NPSD athletic equipment or uniforms not issued to him or her or who does not return athletic equipment or uniforms in an appropriate time period after the conclusion of his or her season will not be permitted to participate on another team until the equipment obligation is cleared. Misuse of equipment could also result in disciplinary action by the administration.

Prior to the head coach receiving his or her final pay of the season, all equipment must be collected, inventoried and stored, and obligation forms must be given to the athletic office. In addition, the inventory sheet must be signed by the Athletic Director or assistant athletic director.

EXCHANGE/INTERNATIONAL STUDENTS

A Foreign Exchange Student is a student who-

1. is in the United States on a U.S. Department of State-issued J-1 visa.
2. is a participant in a program that has been recognized by the U.S. Department of State, and has been accepted for listing by the Council on Standards for International Travel (CSIET).
3. is assigned to a host family by a method that ensures that no student, or the parents, school, or other interested party influences that assignment, either in whole or in part, for any athletic purposes.
4. is not selected or placed on any basis relating to the student's athletic abilities or interest.
5. does not reside with any member of the school's paid or voluntary coaching staff who coaches a sport or sports in which the student will participate.

An International Student is a student who-

1. is in the United States on a U.S. Immigration and Naturalization Service-issued F-1 visa.
2. enters the U.S. for reasons that are neither in whole or in part for any athletic reasons.
3. does not reside with any member of the school's paid or voluntary coaching staff who coaches a sport or sports in which the student will participate.

A Foreign Exchange or International Student becomes eligible for a period of one year at the school upon the determination of the PIAA District One Committee that the student and host parents, on behalf of the student, have executed and submitted to the PIAA District One

Committee the Official PIAA Foreign Exchange/International Student Eligibility Agreement, and required accompanying documents. Note: The time frame could be two to four weeks.

FITNESS CENTER

Strength training has become an integral part of athletics. In addition to enhancing performance, weight training provides additional protection to athletes against injury. The Director of the Fitness Center will schedule use of the Fitness Center. Teams in season will have first preference in scheduling times. A coach, assistant coach, and/or strength coach must directly supervise the Fitness Center at all times. The NPHS Booster Club sponsors out of season for student-athletes. Please contact a coach for more information concerning this program.

INCLEMENT WEATHER

In the event that school is dismissed early due to weather, all games and practices will be cancelled unless otherwise noted by the superintendent. When school is cancelled due to the weather, the decision about practices and games will be made by noon or ASAP by the superintendent.

Whenever there is any evidence of lightning (within viewing distance) or the occurrence of thunder in the immediate area of a practice or contest, the coach or official (if play has started) will halt practice or play and instruct both the participants and spectators to move to immediate cover (i.e. school building, buses). Coaches must inform the bus driver of the possibility of inclement weather; as a result, the bus may be needed for shelter. In the event that no further evidence of thunder or lightning occurs within 30 minutes, the practice or game may be resumed.

If there are any further occurrences of the sound of thunder and/or lightning during the half-hour waiting period, the practice or game must be postponed.

Due to the nature of their sports, the coach of cross-country and golf must inform participants of the importance of safety standards and direct implementation of this regulation.

MEDICAL FORMS

No student is eligible to practice or compete until the PIAA Physician's/ Parent's Certificate and related forms are completed and returned to the trainer. All forms must be submitted to the Athletic Director prior to the first contest. A copy of the Emergency Form (See Forms Section, Form E) must be returned to the head coach. These Emergency Forms shall be taken to all contests. The trainer will also have a copy on file in the training room.

NATIONAL LETTER OF INTENT SIGNINGS

Student-Athletes Signing a National Letter of Intent (NLI) will be invited to participate in a press conference which will be organized by the NPHS Athletic Department. Coaches are requested to notify the Athletic Department of any athlete signing a NLI.

The Athletic Department realizes that many student-athletes not signing an NLI will participate on a D1, D2, D3, NIAI, etc., athletic team. These student-athletes will be invited to participate in a Photo Op that will be organized by the NPHS Athletic Department. Coaches are requested to notify the Athletic Department of any student-athlete planning to participate on D1, D2, D3, NIAI, etc., athletic team.

NPHS ATHLETIC DEPARTMENT HIRING PRACTICES

The North Penn Board of School Directors has the sole authority to determine the extent of the interscholastic athletic program, the hiring (selection) and the number of coaches within the district. All extra duty coaches' contracts are for one year. The principal, in cooperation with the athletic director, is responsible for recommending to the assistant superintendent individuals for all coaching positions. The superintendent then makes the final recommendations to the Board of School Directors. Interested candidates must visit the NPSD Employment Portal, and follow the application instructions.

NPHS SPORTS SCHEDULE

The "Sport Schedule" is e-mailed each Monday to faculty and staff. Coaches shall check it for accuracy and notify the athletic office immediately of any discrepancy with their schedule. Along with "NPHS SPORTS THIS WEEK" coaches will receive a copy of the Transportation Schedule for the week. Any discrepancies with the transportation schedule must be reported to the Athletic Director immediately.

ON LINE REGISTRATION

Students interested in trying out for a North Penn High School athletic team must complete the on line registration. On Line Registration information is posted on the NP Athletic Website. GO TO – NPHS WEBSITE – CLICK ON OUR SCHOOL – CLICK ON ATHLETICS.

ORGANIZATIONAL MEETING

Each head coach will conduct a pre-season organizational team meeting. For winter and spring sports, this meeting shall take place six weeks prior to the first practice date. For fall sports, this meeting shall occur during the last two weeks of May. Information that must be handed out at meeting is listed under FORMS. Coaches are to inform students of athletic department procedures and individual coaching rules that will govern athletes throughout the season. Coaches shall also distribute the forms necessary for an athlete to complete in order to try out for the team. Coaches of winter and spring sports shall include the Re-Certification Physical Exam Form.

After the team has been selected, it is recommended that the head coach conducts a meeting with players and parents to discuss team rules and his or her coaching philosophy. Communication with athletes and parents is extremely important. The organizational meeting is the best place to start a positive relationship with students and parents.

OUT OF SEASON RULES AND REGULATIONS

(PIAA By-Laws, Article XV)

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

All sports have a defined season, and no sport shall operate to the detriment of any other sport. The student shall have the opportunity to participate in as many interscholastic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.

As stated, each sport has a defined season, which includes the first practice day, the first scrimmage day, the first play day, the last day for the regular season, the District deadline and the dates of the PIAA Championships. All schools must comply with the defined season for each sport.

Outside the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, “open gyms,” clinics and camps provided that the school does not sponsor teams, and provided such participation is voluntary.

The coach or other personnel representing the school shall not require an athlete to participate in a sport or a training program outside the defined sports season. The school’s blocking/tackling sleds may not be used by schools, community organizations and groups, coaches or students outside the defined season.

The school’s name, nickname, interscholastic uniforms, athletic equipment and health/first aid supplies may not be used by students unless approved by the principal. The principal must give permission for football helmets to be used during the summer.

OVERLAPPING SEASONS

There may be times when a sport season is not completed and tryouts for the next sport season have begun. Students cannot try out for the next season’s sport unless given permission by the coach of the sport in season. This coach may also release the athlete from the team so the student can try out for the next sport. However, an athlete who quits a sport with three weeks or less remaining in the current season cannot try out for the next season sport until permission is received from the athletic director.

The coach of the next season’s sport must give all candidates who were on an overlapping sport a three-day tryout.

POLICIES AND REGULATIONS

Head coaches must be aware of the policy and regulations that apply to athletics and instruction. The policies and regulations are located on the North Penn School District’s website under School Board.

PARTICIPATION ON OUTSIDE TEAMS

Participation on a similar outside is allowed by the PIAA after approval from principal. However, it must be understood that all responsibilities to the high school must be met first. Missing a team responsibility because of involvement on an outside team is not an excused absence. The consequences could range from game suspension, team suspension, or dismissal from team.

PARTICIPATION ON TWO TEAMS DURING THE SAME SEASON

Because of the time commitment needed to be on any NPHS athletic team, it is difficult for an athlete to compete on two teams during the same season. However, in certain sports it is possible. If a coach has a request from an athlete to participate on another team, the two coaches involved must agree it is possible and seek approval from the athletic director. The athlete must

choose a primary sport and understand that he or she must meet all obligations (practices, games) for that sport.

PROCEDURES FOR EXCUSE FROM CLASS

The athletic office will prepare an approved list of squad members and distribute this list to faculty and staff at the beginning of the school year or prior to the first regularly scheduled contest of the season. Coaches are responsible for informing the athletic office of additions and deletions to the roster. Dismissal times for away contests will be published in “NPHS Sports This Week.” Team members will not be dismissed earlier than the time stated. Coaches shall remind their team members of dismissal times for each away contest. Athletes must inform teachers in advance of their absences to obtain assignments for the class(es) that will be missed.

PURCHASING

The Athletic Director is responsible for purchasing all athletic equipment. Coaches are not authorized to purchase any type of equipment that will be charged to NPSD. Coaches may not enter into an agreement with any vendor that will commit his or her team or NPSD to purchase specific types of equipment without prior approval of the athletic director, principal and assistant superintendent.

QUALIFICATIONS FOR PIAA DISTRICT ONE CHAMPIONSHIP PLAY-OFFS

The administration recognizes that its high school athletic teams compete in one of the most competitive leagues (Suburban One) in Pennsylvania. It is also recognized that many of its teams with sub .500 records will be able to compete in play offs with teams from other District One Leagues. However, when District One does not have qualifying standards (“open” tournament) for teams to participate in a tournament, a North Penn team must have won 40% of its Division contests to enter the tournament.

All teams that meet the qualifying standards of the District One Committee to participate in a District One championship tournament will be permitted to enter the tournament with the coach’s recommendation.

RULES OF TRAINING AND CONDUCT

(These rules are in effect for the school year, not just during the season of participation.)

The middle school and high school athletic departments have as the purpose of the interscholastic program these objectives: development and maintenance of individual health and vigor; developmental of playing skills; enjoyment of competitive play; development of sportsmanship and citizenship; and contribution to school and community spirit and morale.

Those students who choose to participate in the interscholastic program commit themselves to the following personal goals: a primary focus on academic development and attendance; the presentation of a positive image through dress and grooming; avoidance of any action which would bring embarrassment or disrespect to themselves or their team; development of desirable personal health standards (which include avoidance of tobacco of any kind, alcoholic beverages and illegal drugs); development of athletic skills; and the growth of a competitive philosophy which includes sportsmanship and consistent awareness of school and community pride.

1. CONDUCT /BEHAVIOR

Athletes are representatives of their school and team 24 hours a day, 7 days a week, and 365 days a year. No other group of students receives the publicity that our athletic teams or individuals on a team receive. It is expected that athletes maintain a level of conduct that does

not discredit them or their teams. Discipline will rest with the coach, Athletic Director and principal.

2. DRUGS/ALCOHOL

The possession and/or use of, conspiracy to use or buy, or transportation of controlled substances or alcoholic beverages by an athlete in school or in the community will result in the athlete's suspension. During the suspension period athletes will not be permitted to practice or participate in any contest.

The use of anabolic steroids, except for physician-approved medical purposes, by any student involved in school related athletics is prohibited. The penalty is suspension from the athletic team for the remainder of the season. Coaches shall not recommend any legal performance enhancing drugs or substances to members of their team.

3. HAZING

NPHS athletes shall commit to supporting, encouraging and mentoring each other in their efforts to achieve individual and team goals. Engaging in or encouraging hazing is strictly prohibited. Hazing is defined as any conduct or method of initiation into any team that willfully or recklessly endangers the physical or mental health of a student. NPSD policy strictly prohibits the practice of hazing. Incidents of hazing will be dealt with as a discipline violation and reported to the appropriate administrative personnel for investigation. Athletes found guilty of hazing can face disciplinary action ranging from a warning to expulsion from team/school.

4. DISMISSAL FROM TEAM

Prior to a coach permanently dismissing an athlete from his or her team, the coach must inform the Athletic Director. This is necessary before the coach notifies the parent. The coach must then notify the parent whenever an athlete is suspended or dismissed from a team.

5. UNSPORTSMANLIKE CONDUCT

A coach removed from a contest by an official for unsportsmanlike conduct will receive a mandatory one game suspension (PIAA), to be served the next game. This includes non league, league and post season play. (The Suburban One rule prohibits the coach from attending the game or having any involvement with his or her team during the suspension contest.)

6. SOCIAL MEDIA

Coaches must make athletes aware of the proper use of Social Media. All forms of Social Media must be viewed as a tool that reflects on the athlete, team and the North Penn Athletic Program. Misuse of Social Media will be subject to disciplinary action.

SCHOOL ATTENDANCE

The athlete is expected to attend practice every day unless he or she is absent from school. An athlete sent home by the Health Suite cannot practice or participate in a contest that day or evening. All athletes must be signed in to their home office/attendance office by 10:30 a.m. on the day of a contest. Athletes absent from school during a semester for a total of 20 or more days. An athlete who is absent from school during a semester for a total of 20 or more will lose his/her eligibility until he/she attends school for a total of 45 school days following your 20th day of absence.

Athletes must sign-in with their Home Office Attendance Secretary when late to school. Athletes who are absent from school must have written permission from the NPHS Athletic Director to participate in a contest or practice the day of the absence.

SCRIMMAGES

Coaches are permitted to schedule scrimmages in the pre-season with approval of the athletic director. The number of scrimmages permitted by the PIAA is two (2). NPSD must adhere to the PIAA's definition of a scrimmage when scheduling such an event.

According to PIAA, scrimmages:

- a. Shall not be listed on season schedules;
- b. Shall not be announced or advertised to the public;
- c. Shall not have an admission charge;
- d. Can be stopped for instruction and substitution;
- e. Shall not have restrictions on player substitution;
- f. Shall not have the score displayed or recorded; and
- g. Shall not be counted as part of the team's Win/Loss record.

SENIOR NIGHT PROTOCOL

Parents assisting with Senior Night are required to contact the North Penn High School Athletic Office. Room reservations, gifts, food policies, decorations, etc., must be approved by the Athletic Director.

TRANSPORATION

The high school and middle school athletic directors will handle requests for transportation. Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear is to be loaded so vehicles are not damaged in any way. Athletes are to be properly seated at all times. All team members will be instructed not to wear spikes or cleats while riding on any vehicle. Eating food is not allowed while traveling unless prior approval is received from the athletic department. Upon returning home from an away game, the coach is to inspect the vehicle to ensure cleanliness.

The coach is responsible for the behavior of his or her team. The driver is responsible for the safety and welfare of those riding in the vehicle. All athletes must travel to and from athletic events on school-sponsored transportation. Exception: an athlete may **return** from athletic events with his or her parents with permission from the particular coach. Parents can only transport their child home from away athletic events. All parent requests must be put in writing and sent to the Athletic Director's office for approval at least one day prior to the competition.

UNDERCLASS PARTICIPATION ON HIGH SCHOOL VARSITY TEAMS

In recognition of the administration's goal to provide educational opportunities for all students to achieve their maximum potential and in accordance with Article XVIII, Section 7A of the Bylaws of the PIAA*, students enrolled in ninth grade who meet the following criteria may be invited to seek placement on a selected high school varsity team:

The student must –

1. Possess a satisfactory 8th and/or 9th grade academic record in accordance with the North Penn School District Academic Eligibility Rules.

2. Pass a physical examination by a physician.
3. Give evidence of sufficient mature personality to be able to:
 - a. Adjust positively to an increased level of competition.
 - b. Interact effectively with older-aged students.

Ninth grade students participating on a North Penn High School athletic team are encouraged to ride the North Penn High School shuttle from the middle school to the high school when possible.

PIAA Rule – Students in the ninth grade may, with written approval of the high school and middle school principal, compete with students in grades 10, 11, and 12. Such option must be made within 21 days after the ninth grader begins practice. Once the option is exercised, it may not be changed during that sports season. The ninth grade student may compete in the maximum number of preseason scrimmages permitted in the sport. However, if the option is not exercised and the student returns to the 9th grade team, the student would not be permitted to participate in any preseason scrimmages if he/she had participated in the maximum scrimmages permitted.