

**NORTHERN YORK COUNTY
SCHOOL DISTRICT**

ATHLETIC DEPARTMENT

COACH'S HANDBOOK

2024-25

The Coach's Handbook is a resource manual for all coaches in the Northern York County School District. It contains guidelines, policies and procedures that all coaches are expected to know to be able to perform the important job of coaching our student – athletes. Each coach should thoroughly review the manual before each season to ensure they are up to date with any new guidelines, policies and procedures. This handbook is not intended to be the solution to all problems. It should help the coach to problem solve and prevent problems from occurring. A successful coach is someone who builds positive relationships with students, fellow coaches, teachers, administrators, school board members, fans and the community. I wish you the best for a successful season.

Angie Gaido, CAA
Director of Athletics

NON-DISCRIMINATION POLICY

The Northern York County School District is an equal opportunity educational institution that does not discriminate on the basis of race, color, origin, sex or handicap and is in compliance with employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, please contact Mr. Steve Kirkpatrick, Superintendent of Schools, 149 S. Baltimore Street, Dillsburg, PA. 17019. (717) 432-8691, ext 1100.

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Rules Interpretation Meetings

All head coaches are required to attend the PIAA mandatory rules interpretation meeting for their sport. The dates of these meetings can be found on the PIAA website, www.piaa.org. If a head coach does not attend a PIAA rules interpretation meeting the PIAA will fine the Northern School District \$100.00. This fine will be deducted from the coach's salary for non-attendance.

Parking

Coaches, student-athletes, and parents should park in designated spaces at all times. Parking is prohibited in front of schools, loading dock areas, handicapped areas, near the SLC gas pumps or on the grass near the fields.

Academic Eligibility

All coaches are responsible for reporting the academic eligibility of their student-athletes. The Athletic Director will report the ineligible student-athletes to the coaches on Friday of each week. The coach is responsible for reporting the information to his/her team members and their parents/guardians. All students must be passing 4.25 credits on a weekly basis. Ineligible students will not be able to compete in interscholastic contests or scrimmages the following week, but they may practice at the discretion of the coach. If the student is passing 4 credits, he/she will get 1 week of warning. Coaches must turn in their eligibility rosters to the Athletic Office within 10 days of the beginning of the season.

Buses and Vans

All coaches must ensure that their student-athletes exemplify proper conduct while traveling to away contests. All buses and vans should be returned in a neat and clean fashion and all trash cans should be emptied. Please be sure to keep the aisles in the buses clear and safe. Coaches must provide the bus driver with a team roster of who is on the bus before departing to an away contest.

Coaching Contracts

All coaches should return 1 signed copy of their contract before the season starts. Coaches should retain their copy in a safe a reliable spot in case of a lost contract. Contracted amounts are reflected in Section 5.03 of the NYCSD collective bargaining agreement. Coaches will be paid half way through their season and again after the end of the season providing they have returned all equipment and signed their coaching evaluation. See Appendix A.

Cut Policy

All coaches must have a cut policy that is in writing and communicated to their student-athletes on the first day of practices. Cutting student-athletes is highly discouraged but sometimes necessary. Those student-athletes that are cut should be encouraged to stay on as a manager, student athletic trainer or to try out for another sport. A student-athlete should receive an explanation from the coach why he/she did not make the team. Team rosters should NOT be posted. Each student-athlete should be treated professionally and with compassion. The Athletic Director should see and approve all cuts before they are made.

Awards Policy

All coaches must have an awards policy that is in writing and communicated to their student-athletes on the first day of practices. The guideline to receive a letter is that the student-athlete should have participated in a varsity contest for 60% of the time. Injuries and special circumstances often arise and a letter may be given for those circumstances.

Clearances

All coaches must provide the required clearances to be able to coach. The Act 34, Criminal Record check, Act 151, Child Abuse and Act 114 – FBI Finger Print must be on file. The coach is responsible for paying and providing those clearances. Coaches should keep a copy of their clearances on file.

Code of Conduct for student-athletes

All coaches are responsible for educating their team members on the contents of the Student-Athlete Code of Conduct. Coaches should return the signed forms to the Athletic Director by the end of the first week of the season. All suspected violations of the Code of Conduct should be reported to the Athletic Director as soon as they occur. See Appendix B.

Code of Conduct for Parents

All coaches should communicate the Parent Code of Conduct to the parents of the student-athletes at their annual mandatory parent meeting. Coaches should collect the signed forms and return to the Athletic Director by the end of the second week of the season. See Appendix C.

Coaches Code of Conduct

The Coaches Code of Conduct form will be issued to the coaches by the Athletic Director at the pre-season coaches meeting. The form must be signed and returned to the Athletic Director before the first practice date. See Appendix D.

Mandatory Parent Meeting

All coaches must have a meeting with the parents during the first 2 – 2 ½ weeks of the season. This meeting is an opportunity for the coaches to establish parental roles and responsibilities and methods of communication. Coaches should communicate their coaching philosophy, the importance of team first, playing time, awards, booster club responsibilities, and the parent code of conduct. Contact information for the parents should also be provided. This meeting is important in developing positive relationships with parents.

Yearbook Pictures

Coaches are responsible for communicating the dates and times for yearbook pictures to the student-athletes and booster club. Coaches should make sure all forms are handed out to the student-athletes well in advance and that the team is organized and prepared for this important event. The Athletic Director will coordinate the picture schedule in conjunction with the coaches.

Faculty meetings and In-service programs

Coaches who are teachers must attend all faculty meetings and school district in-service programs unless they have prior approval to be excused by their building principal or Mr. Kirkpatrick. Practices should not be scheduled during school district in-service programs.

Parent pick up.

Coaches should not leave practices and contests until all student-athletes have been picked up by their parents. This includes away contests as well. Safety for our students is paramount; we must do everything possible to ensure the safety of all involved team members.

Profanity

Profanity has no place in our educationally based interscholastic athletic programs. At no time should coaches use profanity and all coaches should ensure their team members do the same. The student code of conduct outlines the consequences for using profanity.

Morning Announcements

Coaches should make sure that scores and special accomplishments are reported to the school districts' TV station for the morning announcements. Students enjoy the recognition for all of their time and hard work. The contact address is www.nhsnews.

Ticket Prices

High School and Junior High Sports Tickets: Adults- \$5.00, Students- \$3.00

Media

All coaches should report their scores to the media, PIAA District III and the Mid Penn Conference. The power rating formula requires that all schools report their scores to the addresses listed below. The results should be reported within 24 hours of the contest. Patriot news – 255- 8100, The Sentinel – 243-3121,

Title IX and Sexual Harassment

All coaches must be knowledgeable about Title IX and Sexual harassment. Coaches should review Appendix L before each season. This important information will also be reviewed by the Athletic Director at the preseason coach's meeting. The Title IX officer for the school district is Mr. Kirkpatrick, Superintendent of Schools. All suspected cases of sexual harassment must be reported to the Athletic Director and building principal as soon as they occur. See Appendix L.

Security

Security is a paramount responsibility for all coaches. Coaches should ensure that all locker room doors are locked before and after practices. Coaches should remind all team members to lock their valuables in their locker at all times. Coaches should physically walk through the locker room before and after all practices and contests and the coach should turn off the lights, turn off the showers and lock the doors before leaving. All security concerns should be immediately reported to the Athletic Director or Mr. Dave Zumbrum, Director of Security.

Volunteers

The volunteer coach plays an important role on the coaching staff. All volunteers must be pre-approved by the Athletic Director. A coach should not promise a volunteer a position on the staff unless he/she has first consulted the Athletic

Director. Volunteer coaches must complete the NYCSD volunteer form, see Appendix I and they must provide Act 34 and Act 151 clearances before they can begin coaching.

Keys, swipe cards, propping doors

All coaches will be issued the keys and/or swipe cards they need to successfully coach their team. All coaches must ensure that all keys are returned to the Supervisor of Buildings and Grounds when they resign from their coaching position. At no time should students be given a coach's keys. Lost keys or swipe cards should be reported to the Athletic Director and the Supervisor of Buildings and Grounds as soon as they are lost. Propping doors is prohibited. Anyone found responsible for propping doors will result in losing card/key access.

Tobacco/Vaping policy

The Northern York County School District is a tobacco free environment. At no time should coaches be using tobacco on school grounds. Coaches should remind their team members of the policy as well, including spit tobacco products. The Code of Conduct for student-athletes clearly outlines the consequences for tobacco usage. See Appendix B.

Uniforms

The Northern York County School District has a uniform replacement schedule for all athletic teams. Coaches should ensure that student-athletes take proper care of uniforms and equipment. Coaches should remind student-athletes that parents and/or boy friends/girls' friends cannot wear team uniforms to away or home contests.

Arbiter

Arbiter is the web-based program used by the Athletic Department to schedule contests, maintain schedules, report schedule cancellations, record results,

maintain rosters and provide directions to away contests. Coaches should inform parents of this site and how to use it. The web address is www.arbiterlive.com.

Lightning

Lightning is a safety hazard for all those involved in interscholastic athletics. Coaches should remove all participants from playing and practice fields as soon as thunder is heard, or lightning is seen. The Athletic Trainers carry lightning detectors, but they cannot be at every practice and contest. The coach should take the lead role in ensuring safety for all those involved in his/her program.

Legal Duties of a Coach

We live today in a very litigious society. All coaches must exercise good judgment at all times and be aware of the legal responsibilities associated with coaching. Listed below are some of the more important legal responsibilities that all coaches must follow:

- All coaches must properly plan for the daily activities
- All coaches must provide proper and age-appropriate instruction
- All coaches must provide a safe physical environment
- All coaches must provide the adequate and properly fitted equipment
- All coaches must match the athletes for physical maturation and experience
- All coaches must evaluate athletes for injury or incapacity on a regular basis
- All coaches must supervise the student-athletes they are supervising at all times, supervision, supervision, supervision
- All coaches must warn athletes of the inherent risks associated with sport participation
- All coaches must provide appropriate medical assistance when needed

In- school Suspension

Student –athletes cannot practice or participate in contests during periods of in-school suspension.

Professionalism

All coaches must display proper professionalism at all times. Coaches should dress appropriately and continue to strive to improve their coaching knowledge and expertise. Coaches should be sensitive to inappropriate comments by coaches and athletes and should closely monitor the need to touch students. A pat on the back goes a long way but hugging students can be construed as unprofessional and/or sexual harassment. Good judgment is critical. See Appendix N, Expectations for all coaches.

Children and Youth Services

All coaches must report all cases of suspected child abuse immediately to the Athletic Director, building principal and Children and Youth Services. Children and Youth Services is a 24 hour hotline, 800-932-0313. Additionally, if a coach has a suspicion of suicide, the student and parent should be immediately referred to the Holy Spirit Crisis Intervention Center at 763-2222 or 866-350 – HELP. The Athletic Director and building principal should also be notified immediately.

Pennlive

All coaches should instruct their team members to not communicate on the Pennlive website. This sports chat room has the potential to cause harm to student-athletes and fellow team members. Anonymous posting should be avoided.

Morning Attendance

All student-athletes are expected to be in school each and every day. Athletes must be in school by 9:00 AM in order to practice or play unless a medical excuse is provided by a doctor. If an athlete goes home sick he/she is not

allowed to return to play or practice without a medical excuse from a doctor. College visits and family funerals are the exception to this policy.

Emergency Procedures

We are fortunate to have the sports medicine services of 2 Athletic Trainers at Northern. Their guidance and expertise are extremely beneficial to our student-athletes, parents and coaches. Each coach should understand that he/she is often the first line of contact from when the injury occurs until the Athletic Trainer arrives on site. It is critical that coaches know and follow the emergency procedures and emergency action plan that is outlined by the Athletic Training staff at the pre-season coaches meeting. The Athletic Trainers also outline the Training Room rules and expectations at the pre-season coaches meeting.

Home Schooled Student Athletes

Home schooled student-athletes have always been widely accepted by the NYCSD. These students have contributed greatly to the success of our programs while they too have benefitted from our students, coaches, parents and administration. It is the responsibility of each coach to report the grade, sport and contact information for any home schooled athletes to the Athletic Director as soon as the coach receives contact from them. The Athletic Director must ensure academic eligibility on a weekly basis for these student-athletes. Pennsylvania law requires us to provide them with the same opportunities as our in-school student-athletes and we are very pleased to do that.

Student Athlete & Parent Handbook

Coaches should annually review the Student Athlete and Parent Handbook. Coaches should make parents aware of the handbook and direct them to the school district website for the contents of this manual. If a parent or student-

athlete wants a hard bound copy, please refer them to the Athletic Director. This handbook contains all of the information required to participate in interscholastic athletics at Northern.

Coaching Education

The Northern York County School District understands the significant role that coaches play in the physical, mental, social and academic growth of our student-athletes. It is critical that coaches be trained to promote the health, safety and success of our student-athletes. Northern has adopted the American Sport Education Program as the provider for our coaching education program. Each coach must take the Coaching Principles class that is offered by the Athletic Director during the first year of hire. The coach must successfully pass the test that is associated with the course. The course is offered at various times throughout the school year.

Mitchell L Fernbaugh Award

Each year the Athletic Department recognizes a senior boy and girl as recipients of the Mitchell L. Fernbaugh Award. This award is given at the senior awards program at the end of the school year. See Appendix M for a complete description of this award.

Mid Penn Sports Guidelines

Every coach must know and understand the Mid Penn Conference Sports Guideline for their sport. These guidelines are updated annually by the conference and can be found on the Conference Website, www.midpenconference.org.

NCAA Eligibility Center (formerly the NCAA clearing house)

All coaches need to know the importance of the NCAA Eligibility Center and how it impacts our student-athletes who may want to play sports at the collegiate level. The academic requirements have changed every year for the past 4 years and

may continue to do so. Appendix J is the most current requirement information for coaches, parents and student-athletes. The NCAA website, www.ncaa.org, is another resource to keep current on NCAA requirements. Coaches should review the requirements and work with our guidance counselors to help guide the prospective student-athlete.

Sunday Policy

Practices and meetings are not prohibited on Sundays. However, each team is allowed 1 exception to this rule on an annual basis providing there is administrative and possibly school board approval. Weekend tournaments, camps and travel may necessitate attendance on a Sunday. Any coach wanting to use a Sunday for athletics must first contact the Athletic Director or building principal for prior approval.

Proper Attire

It is important that all student-athletes be properly dressed at all times. Male athletes must not be bare chested during practices and contests and female athletes must wear more than just a sports bra.

Traumatic Brain Injuries

Traumatic Brain Injuries are a real concern for all student-athletes. Pennsylvania law mandates that all coaches must annually take a TBI (concussion) test and forward the completed certificate to the Director of Athletics. Northern will also be using the IMPACT program again this year to conduct base line testing for the student-athletes. See Appendix F.

Planning for Success

Coaches must demonstrate that they are proficient in planning. All coaches should be able to provide a season (12 month) plan for their program as well as

daily practice plans. These plans should be readily available to the Athletic Director when requested. Failing to plan is planning to fail.

Sportsmanship

All coaches should demonstrate and teach the values of good sportsmanship. Student-athletes will emulate the example that is displayed by the coach. It is important for the coach to walk the talk and be an effective role model.

Community Relations

All head coaches are responsible for their program from grade 1 to grade 12. A comprehensive program is important for developing student-athletes. Head coaches should reach out and work with the community feeder programs to develop positive working relationships. Community coaches and athletes should be invited to contests and treated with respect and caring. These community programs provide excellent opportunities for high school students to give back and help young children.

Coaching Evaluations

Coaches will be evaluated at least annually by the Director of Athletics. Evaluation is a tool for communicating perceptions and concerns that a coach may have. Northern has developed a comprehensive evaluation instrument to help the coach clearly understand expectations and performance criteria. All coaches should schedule their end of season evaluation with the Athletic Director within 2 weeks of the completion of the competitive season. See Appendix H.

Weight Room

Weight training is a vital component for achieving athletic success. Coaches should encourage all of their student-athletes to be involved in a year-round comprehensive strength and conditioning program. The weight room at Northern is supervised daily from 3:00 - 5:00 PM, Monday - Friday by the staff from Drayer

Physical Therapy. Coaches may use the weight room at other times to facilitate the needs of their team members. Coaches who are not knowledgeable in strength and conditioning should utilize the expertise of other coaches or the staff at Drayer Physical Therapy.

Transportation of Student-Athletes

Coaches should not transport athletes using their own vehicle. Coaches should request the use of a school van or school bus to transport all athletes. Also, it is highly recommended that coaches have an assistant coach or volunteer coach with them when transporting students.

Communicating with athletes and parents

Excellent communication skills are vital to be an effective coach. Each head coach should ensure that his/her team has an up to date and working website so parents, fans and community members can keep up to date with team schedules and announcements. E-mail, Twitter and Facebook can also be used to enhance communication. The coach or his/her designee should be responsible for making sure information that is posted is timely and appropriate.

Two sport participation policy and procedure

The following guidelines must be followed in order to certify an athlete to participate in two sports during the same season:

1. The athlete must determine and announce their major sport and the athlete cannot change his/her major sport after the date of the first legal competition.
2. The head coaches of each sport must meet by the end of the first week of the season and prepare a schedule that allows attendance on both teams.
3. The 2-sport athlete cannot quit either of the 2 sports and must finish the season in good standing to be eligible for any and all awards. The athlete may quit both sports, but not just one.

4. The coaches of each sport should have a meeting with the athlete and his/her parents before the first legal competition date to review the schedule, expectations and commitments.

Athletic Equipment

Coaches play an integral part in the selection, distribution and collection of athletic equipment. All coaches will inventory issue and collect the equipment for their team. All uniforms and equipment should be returned within **2** weeks of the conclusion of the season.

Booster Clubs

Booster Clubs should support the Athletic Department and the individual sports that they serve. Booster clubs should follow the direction of the head coach to provide the needs that are identified by the head coach, not what the boosters want to provide. Booster clubs are expected to support the coaches and the administration in all areas and in all decisions that are made by the coaches and administration. All coaches should have a thorough understanding of Appendix E, Booster Club Guidelines. All Head coaches should attend booster club meetings on a regular basis.

Payment for coaches

Coaches will be paid halfway through their season and at the conclusion of the season. Final pay will not be submitted until the end of year evaluation has been completed by the Athletic Director and all equipment and uniforms have been collected by the coach. Head Coaches who coach a team after completion of the Mid Penn tournaments will receive \$125.00 per week of coaching, Assistant Coaches will receive \$75.00/week.

Transportation

The Athletic Director will be responsible for scheduling buses and vans for all away athletic contests, including summer camps. Coaches should communicate to the Athletic Director special requests for camps and/or tournaments at least 2 months in advance of the event. School district vans are not always available and are issued on a first come, first serve basis. Coaches are responsible for making sure all buses and vans are returned in a neat and clean fashion. The coaches should thoroughly check the seats and aisles for any items that may have been left behind.

Athletic Trainer

The Athletic Trainer is responsible for the first aid, care, treatment, prevention and rehabilitation for all athletic injuries. The Athletic Trainer is also responsible for the organization and administration of the sports physicals and providing coverage for home athletic contests. The Athletic Trainer, in conjunction with the team physician, will determine when an athlete can return to play following an injury. An athlete's personal doctor cannot override the decision made by the school district's team physician. Coaches should present a practice schedule to the Athletic Trainer at the beginning of the season so coverage can be provided. Changes to the practice schedule must be communicated to the Athletic Trainer and Athletic Director. Coaches should follow the emergency guidelines that are provided by the Athletic Trainer. Coaches must also return all coolers and equipment issued by the Athletic Trainer as soon as requested by the Athletic Trainer.