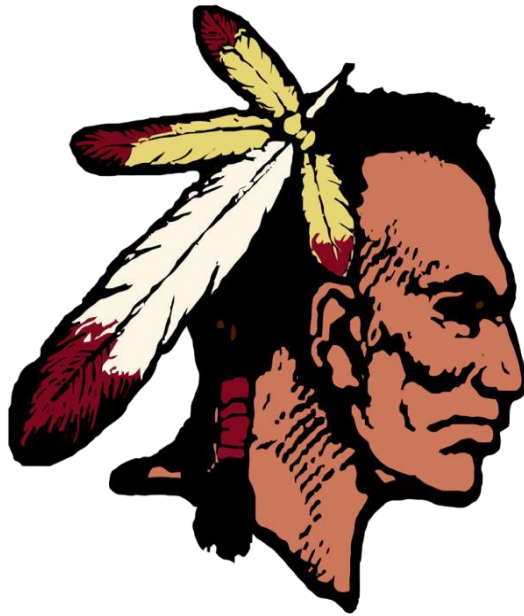


2023 – 2024

Millersburg

Coaches

Handbook



Approved 8-15-23

Dear Millersburg Coaches,

First and foremost, let me say THANK YOU for choosing to work with our student athletes at Millersburg. Coaching can be one of the most consuming, yet most rewarding experiences you will ever encounter. It takes a giving, caring, and dedicated individual to be an effective coach. You were hired because we feel you have what it takes to make a positive difference in the lives of our young people.

I cannot overstate the degree of influence you will have with your players. Aside from their parents, our student athletes look to you for guidance in many areas of their lives, not just athletics. . . think back to the impression your coaches made on your life. Our number one duty as coaches is to model the type of behaviors we expect from our student athletes, particularly in the heat of battle. Our language, attitude, sportsmanship, and treatment of others (including officials) are constantly being observed and are often imitated by our student athletes and fans. Make no mistake, YOU set the tone for your program.

As coaches, it is also very important for us to help our student athletes prioritize their athletic experience. It is very important that we help our student athletes keep the perspective that, "life is bigger than sports". With that in mind, our programs must be built upon the following priorities: family first, education second, athletics third, and then everything else. It will be very difficult for them to be successful in athletics if family and education are not their top priorities. **Winning is our aim, but it's not our purpose!**

Next to your relationships and interactions with your student athletes, the key to successful coaching is preparation; "If you fail to plan, you plan to fail". As a coach, being prepared for every practice and game, as well as modeling promptness and dedication to your program, speaks volumes to your student athletes about your commitment to them and to the team as a whole ... without saying a word.

Without a doubt, athletics plays a significant role in lives of our young people and our community. The bond between coaches and student athletes is one that is unmatched in another activity they will experience within the educational setting. Being a coach carries many responsibilities, but you cannot put a price-tag on the rewards that you and your student athletes will gain from the experience.

Best Wishes for a Successful Season ... GO INDIANS!!!

Kody Godsey  
Athletic Director

*Athletic Department Staff*

Athletic Director- Kody Godsey  
Athletic Trainer – Davia Erdman  
School Doctor - Dr. Forney  
School Nurse – Joanna Jackson

Baseball  
Co-op Hosted by UDA

Girls' Soccer – Co-op Hosted by Millersburg  
Head Coach – Scott Shade  
Asst. Coach – Tony Willier  
Asst. Coach- Mike Witman

Boys' Basketball  
Head Coach – Todd Wingard  
Asst. Coach –Lowell Rickert

Girls' Basketball  
Head Coach – Chad Everheart  
Asst. Coach – Alyssa Brosius

7<sup>th</sup> & 8<sup>th</sup> Grade Boys Basketball  
Basketball Head Coach- Chris Lukunich  
Asst. Coach- Chad Grassmyer

7<sup>th</sup> & 8<sup>th</sup> Grade Girls'  
Head Coach- Chad Everheart  
Asst. Coach- Dustin Mongold

Boys' & Girls' Track & Field – Co-op Hosted by  
Head Coach – Jill Steffen                      Millersburg  
Asst. Coach – Seth Landgraf  
Asst. Coach – Quentin Shaffer  
Asst. Coach – Gabriel Foust  
Asst. Coach – Clayton Bouchard  
Asst. Coach – Keith Dimpsey

Golf – Co-op Hosted by Millersburg  
Head Coach – Milton Yearsley

Boys' Soccer – Co-op Hosted by Millersburg  
Head Coach – Madison Crum-Burger  
Asst. Coach –Ted Book  
Asst. Coach- Ryan Shoop

Cheerleading/Competitive Spirit -  
Co-op Hosted by UDA

Softball  
Co-op Hosted by UDA

Football – Co-op Hosted by UDA

Swimming  
Co-op Hosted by Halifax

Wrestling – Co-op Hosted UDA

Volleyball  
Head Coach –John Kulick  
Asst. Coach – Bri Smith

Weight Room Trainers  
Ryan Shoop, Corey Keim, Mike Witman

## **PHONE DIRECTORY**

### **EMERGENCY**

#### **Medical/Police**

**911**

Boro Police

692-2323

State Police

362-8700

Fred. Health Center

692-4761

Dr. Forney

Office 692-4834  
Halifax Office 827-3428

Ambulance:

692-2346 office

Sharon Young

692-5215 home; 503-6224(cell)

Hospitals:

Carlisle Hospital

717-249-1212

Community General Osteopathic 717-652-3000 - Harrisburg

Geisinger Medical Center

570-271-6211 - Danville

Harrisburg Hospital

717-782-3131

Holy Spirit - Harrisburg

717-763-2100

Lewisburg Evangelical Hospital

570-522-2000

Pottsville General

570-621-5000

Pottsville Good Samaritan

570-621-4000

Shamokin Hospital

570-644-4200

Hershey Med Center

717-531-8521

Poison Control

800-222-1222

### **ADMINISTRATION**

David Shover, High School Principal

692-2108 x 1165

Kody Godsey, Athletic Director

Office: 717 692-2108 x 2102

Cell: 610-301-1697

## **MEDIA**

NDCS Sports	ndcssports@yahoo.com
Patriot-News	1-800-692-7207 Ext. 8180
Citizen Standard	1-570-682-9081
Pottsville Rep.	1-800-622-1737 Fax 1-570-621-3359
Daily Item	1-800-635-1996 Fax 1-570-286-7695

## **RADIO**

WQLV 98.9	362-1099 or 692-9758 Fax 692-2080
Big Country	362-3025 1-800-326-9488 Fax 1-570-374-4109
WTPA Pottsville	1-570-622-1360 Fax 1-570-622-2822

## **TELEVISION STATIONS**

Channel 8	1-800-223-9425 Ext. 321 or 305
Channel 21	1-800-537-8477
Channel 27	1-800-366-9486
Channel 43 FOX	1-888-369-9768 Fax 845-6655

## **Purpose of the Coaches Handbook**

The guidelines in this handbook have been established for the purpose of providing a frame of reference under which the athletic program of Millersburg High School may be organized, administered and supervised. All staff members of this program are expected to carry out their responsibilities to the best of their ability.

This handbook is intended to guide and assist coaches in performing their duties more effectively and efficiently. Coaches are responsible to be familiar with its contents and refer to it for guidance. It is expected that the head coach meets with his/her student athletes and parents prior to the beginning of each season to reinforce Millersburg School District, PIAA, and Team rules and procedures.

## **Philosophy**

Athletics are recognized as an integral part of the total educational program of the Millersburg Area School District. Athletic activities are an extension of the academic curriculum and participation in sports contributes to the physical, social, emotional, and moral development of the students. Academics remain the primary purpose of our schools and the overall development of student athletes is our goal.

## **Extracurricular Participation Philosophy**

Every student at Millersburg High School is encouraged to participate in one (1) or more extracurricular activity each school year. While safeguarding the primacy of academic work and realizing that each sport or activity demands a definitive level of commitment and energy, it is never the intent of the school to limit a student to a single activity. To that end, parents, students, coaches, faculty, and administration will work together to coordinate activities and athletic programs in ways that minimize conflict and maximize participation. Each person is expected to value and show respect for the needs and demands of every program in the school. Every student athlete is expected to communicate openly and honestly with all coaches and advisors. Pride in our common achievements is of utmost importance and we need to work as a cohesive unit to promote Millersburg Pride. Opinions may vary, but the overall development of the student will be the priority of our decision making.

## **Participation Requirements**

The following are required before an athlete may begin to participate in a Millersburg athletic program:

1. Complete the online registration process via the school district website by the established deadline.
2. Student Athlete must complete a physical examination by a certified physician for each sport. This includes the completion of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form. Additional information about required sports physicals can be found on the Millersburg School District Website located under the "Athletics" tab.

3. Student Athlete/Parent must review the Student Athlete/Parent Handbook posted on the school district website and download and sign forms A, B, C & D (if necessary) in the back of the handbook.
4. Student Athlete must complete the ImPACT Concussion Baseline test.
5. Student Athlete/Parent must pay the Participation Fee of \$40 per sport.

### **Participation Fees**

A \$40 participation fee is charged per sport to offset the district costs for the required insurances and other expenses.

1. The participation fee will be \$40 per sport.
2. Payment must be made within 14 calendar days before the first P.I.A.A. legal practice date. If the fee is not paid by the due date, the student will be ineligible to participate until it is paid.
3. Fees must be collected by the coach/advisor and turned in to the Athletic Director prior to the student athlete being eligible to participate in an interscholastic contest, including scrimmages.
4. A 90% refund will be given to a student if they officially withdraws within five (5) school or practice days after the activity begins or before the first contest in an athletic season. No refund will be given after that time.
5. Students who enroll in an activity after the official beginning date will be required to pay the entire \$40 fee.
6. The fee is the sole responsibility of the participant.
7. Checks should be made payable to: **Millersburg Area School District**.
8. A separate check should be written for each athlete.
9. Include student athlete's first and last name on the "memo" line.

### **Team Membership—Senior High and Middle School**

The head coach will retain as many players as may be safely and efficiently supervised on a team. This may be dictated by the number of coaches, uniforms, supplies, and transportation. The Millersburg Area School District has a no-cut policy with the exception of high school boys' basketball, high school girls' basketball and volleyball. If the number of participants exceeds thirty (30) for basketball and twenty-four (24) for volleyball, a selection process will be implemented.

### **Academic Eligibility—Senior and Junior High** **Eligibility—Senior High and Junior High (Middle School)**

Participation in a varsity, junior varsity, and junior high sport is based on the eligibility policies of the P.I.A.A. (Pennsylvania Interscholastic Athletic Association) and the Millersburg Area School District. P.I.A.A. Eligibility information is contained in Articles 1 through 10 in the By-Laws of the P.I.A.A. Constitution and By-Laws. Millersburg Area School District eligibility information is explained in the following policy adopted by the Board of Education:

1. To be eligible to participate in extra-curricular activities and athletics at the senior high school level, a student athlete must be passing an equivalent of five and one quarter (5 1/4)

credits and not be failing more than two (2) courses. Eligibility will be determined weekly on a cumulative basis from the beginning of each nine (9) week marking period.

2. In the middle school, each week ending day (usually Friday) during the season of the sport, eligibility sheets are completed by faculty members. If, at any time, the student-athlete is failing two (2) core subjects or three (3) or more subjects during the same week, he/she will be classified as ineligible.

3. Academic ineligibility means the student-athlete may not participate in practice or a scheduled contest beginning 12:00 a.m. the Sunday following that Friday's eligibility report, through 12:00 a.m. the next Sunday, or one complete week, no exceptions.

Periods of ineligibility may extend beyond one week, depending on school closures for holiday recesses i.e. Christmas/New Years and Easter break.

Any student athlete who is participating in an academic program outside of the purview of the Millersburg Area School District (Home-Schooled, Outside Cyber School, Vo-Tech School, etc.) is responsible to submit a report to the Athletic Administrator by 8:00 am the day ending the academic week each week during the athletic season of participation. If this report is not received, by 3:00 pm the last day of each week, the student athlete will be deemed ineligible to participate the following week, regardless of the academic status of the Student Athlete.

4. Also to be considered for athletic eligibility will be the student's conduct in school. Any student who is serving a suspension will not be permitted to participate in the athletic program until the suspension period is completed.

5. A student athlete will not be permitted to leave the school prior to the regular dismissal time and participate in an away extra-curricular activity or away athletic event if they have a failing average in a class(es) that would be missed due to an early dismissal. In this case, the student may join the team at the event later provided they supply their own transportation and approval is given by the coach.

6. A student athlete may not participate in an interscholastic scrimmage or contest until he/she has completed a minimum of ten (10) practices in the current season of that sport.

7. In case of a transfer, a student athlete may count the in-season practices of that sport at his/her previous school toward eligibility, provided written documentation from the former school is given.

8. If a student athlete is removed from play due to injury or medical condition (as determined by school personnel), he/she must secure a doctor's clearance confirming he/she is able to return to play.

## **PIAA Participation By-Laws**



A pupil shall not represent his/her school in interscholastic athletic competitions if he/she has:

1. Been in attendance more than eight (8) semesters beyond the 8th grade;
2. Participated in six (6) seasons beyond the sixth grade in any sport
3. Participated in four (4) seasons beyond the eighth grade in any sport
4. Successfully completed grades nine, ten, eleven, and twelve, inclusive.
5. Turned 19 years of age before July 1<sup>st</sup>.

### **Attendance Requirements**

1. To be eligible to participate in a scheduled contest or practice, the student athlete shall attend at least ½ of the academic school day on the day of the scheduled event or the academic school day immediately prior to the event (for example Friday, if the event is scheduled to be contested Saturday). For this policy, a ½ day of attendance shall be defined as one of the two only:

- a. AM Session – Student athlete must be in attendance from 8:05 a.m. to 11:00 a.m. inclusive and not sign out at the respective office prior to 11:00 a.m.
- b. PM Session – Student athlete must sign in at the respective office prior to 11:00 a.m. and remain in attendance until the end of the school day or 3:05 p.m. inclusive.

The only exception is a pre-arranged and approved absence through the Building Principal or when a written statement from a (non-family) licensed physician stating the reason for the absence and certifying that the student athlete is soundly fit to participate is submitted to the head coach or the Athletic Administrator prior to the start time of the event.

2. A pupil who has been absent twenty (20) or more days during a semester shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty school days following his/her twentieth day of absence and provided he/she has completed the minimum number of practices (10).

3. Attendance the Day Before and After a School Contest

All student athletes are expected to attend all classes on the next school day following a contest, unless the student has been excused from school attendance for such reasons as a doctor's appointment or other reasons other than illness and previously approved by the building administrator. The purpose of this policy is to prevent a student from being habitually absent the next school day following a contest. Habitual absences the next school day following a contest or three (3) or more days of unlawful absences beginning the next school day following a contest, may result in disciplinary measures being imposed upon the student-athletes.

### **Travel**

Student Athletes must travel to and from all away athletic contests with the team on transportation provided by the Millersburg Area School District. A note, written and signed only by the parent/registered guardian and given directly to the head coach prior to the event outlining their intent to transport their son/daughter is the only acceptable alternative to this policy. Board policy dictates that private transportation may be provided only by a

student athlete's parent or registered guardian. **This note must be written, signed and given directly to the head coach by the student athlete's parent or registered guardian only.**

### **Participation in Individual Post-Season Competitions**

Student Athletes participating in individual post-season sport tournaments i.e. golf, swimming, wrestling, and track & field, must submit a Planned Absence Approval Form through the high school office. This is necessary to confirm the means of transportation for liability purposes as well as to clearly communication the date(s) of absence required for the student to participated in the individual post-season sport tournament.

### **Equipment/Uniforms**

Each athlete will be issued equipment/uniforms suitable for each sport. It is the athlete's responsibility to properly clean and return the equipment/uniform upon the completion of the season.

The following guidelines will be used as the process for equipment/uniform return:

1. Equipment/uniform shall be properly cleaned and returned directly to the head coach within one week after the completion of the season or after leaving the team.
2. An equipment/uniform obligation will be issued after the specified week for equipment/uniforms not returned or damaged beyond repair (as defined by the Athletic Administrator).
3. Once the obligation is submitted, progressive discipline will be enforced until the obligation is met. A parent letter will be generated alerting the parent of the obligation.
4. A student athlete may not participate in any other sport or extra-curricular activity until his/her equipment/uniform obligation is satisfied.

### **Protective Equipment Waiver**

Parents of student athletes desiring to have their student use privately purchased protective equipment (helmets & shoulder pads for football; batting helmets for baseball & softball) in lieu of District provided protective equipment, must complete and submit the Protective Equipment Waiver (Form D in the back of the Student Athlete/Parent Handbook) **PRIOR TO** using the privately purchased protective equipment for any practices or contests on or after the first official PIAA practice date for any given season. This form must be completed and submitted to the Athletic Administrator **BEFORE** the start of theseason. This form can be found in the "Required Forms" section in the back of this handbook.

### **Dismissal from a Team**

A student athlete dismissed from a team may jeopardize future eligibility for participation in the Millersburg Athletic Program.

### **Quitting a Team**

If a student athlete chooses to quit a team (discontinues practices and/or participation in regular season or playoff contests) prior to the conclusion of the season for any reason other

than an unforeseen life-altering circumstance (death of an immediate family member, severe injury as determined by a licensed medical provider that precludes further participation in the sport, serious health concern as determined by a licensed medical provider, etc.) the student forfeits the opportunity to earn a letter for that sport/season. Their name will also be removed from the team roster for the sport/season, all statistics for that individual will be removed from the record books, and all awards and other forms of recognition will also be forfeited by the Student Athlete. Furthermore, the Student Athlete will be ineligible to participate in any scrimmages or contests of the next sports season or team on which they participate, for the first twenty (20) PIAA days of the season beginning with the first official practice day as designated by PIAA.

### **Student Athlete Transfers during Concurrent Seasons**

The Millersburg Area School District Board of Education and administration recognizes that during concurrent seasons, some student athletes may wish to transfer from one interscholastic athletic program (sport) to another. However, there is a concern for the student athlete's mental and physical training during such transition. Therefore, a waiting period of at least twenty (20) PIAA-days from the date of transfer will be required before the student athlete may compete in scrimmages and games in the sport to which they have transferred. Also, prior to such a transfer being granted, a written request is required from the parent/guardian. Permission must also be given by the coach of the sport to which the student athlete wishes to transfer. The student athlete may practice during the twenty (20) PIAA-day waiting period.

### **Requirements for Earning a Letter**

1. An athlete shall be issued a letter the first time they qualify and subsequent awards shall be in the form of a pin.
2. An athlete must complete the sports season, including all post-season practices & contests. The only exception will be illness or injury that would limit participation.
3. Qualifications for all awards:

Soccer: Participation in at least 18 halves per season or 1 half per game. Football:

Participation in at least ½ of the quarters.

Basketball: Participation in at least ½ of the quarters.

Volleyball: Participation in at least ½ of the games.

Golf: Participation in at least ½ of the matches.

Track:

9<sup>th</sup> Grade – 3 points can be earned for practice and participation

10<sup>th</sup> Grade – 6 points can be earned for practice and participation

11<sup>th</sup> Grade – 9 points can be earned for practice and participation

12<sup>th</sup> Grade – 12 points can be earned for practice and participation

Years of service points – 3 points for each year of service up to 9 points

Points earned in all League, Non-league, and Invitational Meets

Points earned in the Tri-Valley League Championship meet

Earning 25 points makes an athlete eligible to receive a Varsity letter.

4. When a student has earned a varsity letter "M" in athletics, music, or publications, he/she will receive either a chenille maroon and gold 8" x 7" "M" or a pin, if a letter has already been awarded, representing the activity or activities in which the student has qualified for the award. A student will receive only one plain chenille varsity letter during his high school career. Recognition for earning additional varsity letters will be in the form of a pin, signifying the activity or activities in which the letter(s) was earned.

5. Please note that any Cooperative Sports hosted at UDA will use their lettering requirements.

### **SPECIAL AWARDS/HONORS**

**1. MVP** – It is the discretion of the head coach to name a team MVP at the conclusion of each season. The only stipulation of a team MVP is they must earn a varsity letter for that season.

**2. Blaine G. Walter Award** – At the conclusion of each calendar school year all head coaches will be asked to nominate and vote for a senior student athlete to receive the Blaine G. Walter Award. This award goes to a senior Millersburg student athlete who demonstrated dedication, scholarship, leadership, sportsmanship, citizenship, team work, community service, and positive values throughout their career.

**3. Tri-Valley League Scholar Athlete Award** – The following criteria are used annually to determine recipients of this award:

- Must earn a varsity letter in a TVL sport.
- Must earn at least an "A" (93% GPA) average through the first 75% (3 marking periods) of the school year.
- No failures.
- All courses count.
- A student athlete who is anticipated to letter in a spring sport should be included.

#### **4. "Wall of Fame" Qualification Procedures**

The Millersburg Area High School Athletic "Wall of Fame" is an area in the High School (Manning) Gymnasium Lobby honoring Millersburg Area High School athletic team and

individual accomplishments in a varsity sport sponsored by the Millersburg Area School District. This will be in the form of an 8"X10" photograph with matting and frame not to exceed 11"X14". Any photograph placed on the Wall of Fame must match, as close as possible, in style, size, lettering, matting, and frame, as well as placement and location, as those photographs already displayed. All Photographs must be approved by the Administration.

An individual who violates any portion of the athletic code of conduct or who is expelled from school, Millersburg High School or otherwise, will not be eligible to have their picture placed on the Wall of Fame. Only one picture listing the athlete's career accomplishments will be placed on the wall for each individual at the conclusion of their final year of PIAA eligibility.

### **Team Recognition**

To qualify for the Wall of Fame, the team shall have won a League or Conference Championship, a District 3 Championship, a Regional Championship or a State Championship.

### **Individual Recognition**

To qualify for the Wall of Fame, an individual athlete shall have won a District 3 Title, a Regional Title, place in the top 8 in the State in a PIAA State Individual Competition in a sport sponsored or co-sponsored by the Millersburg Area School District, or be named an overall League MVP. Also, any Millersburg High School Athlete who gains 1st Team ALL STATE Honors as selected by the AP, UPI, or State Coaches Association or is selected to a "Recognized" Statewide ALL-STAR Team, such as the Big 33 Football Team, will qualify. Only student athletes who reside within the geographical boundaries of the Millersburg Area School District at the time of their individual accomplishment and graduate from an educational program approved, sponsored, or offered through the Millersburg Area will qualify.

### **Athletic Insurance**

The school district purchases insurance for all student athletes who participate in interscholastic athletics. Should a student athlete become injured while participating in a sports activity that is sponsored by the Millersburg Area School District, they should follow these guidelines:

1. Report each injury immediately to the head coach.
2. Report each injury to the school's athletic trainers.
3. Seek treatment by direction given from the athletic training staff.
4. Follow the prescribed medical treatment.
5. The athlete must provide written approval from physician to return to practice/games.
6. Complete and follow guidelines for making a claim under the Millersburg Area School District Insurance Policies:
  - a. Complete the claim form and return to the High School Office. (A sample copy of this form is attached.) The form must be entirely completed. **All claim forms must be submitted within sixty (60) days of the injury.** Note:  
Detailed

description is very important! The high school office will have this injury claim form.

- b. The school's insurance policy has primary coverage on the first \$100.00 worth of bills. This is subject to the policy limitations on office visits, etc.
- c. When bills exceed \$100.00, the school insurance becomes what is known as "Excess Coverage." This means YOU must submit all bills in excess of \$100.00 to your own health provider. Depending on what coverage you have, if any, your health provider will pay according to your policy limits or deny the claim altogether. You will receive an "Explanation of Benefits" form which will indicate what was paid. In most cases 80% is paid and the remaining 20%, called co-insurance, can be submitted to the school insurance carrier. However, the school insurance carrier will not make any payment unless they receive the "Explanation of Benefits" form. They must verify what was paid.
- d. If you have any questions, do not hesitate to call the high school office.

## **Athletic Code of Conduct**

### *A. Conduct of Athletes*

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaches feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student athlete is our primary consideration and transcends any other consideration.

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disorderly conduct, immorality, poor sportsmanship, or violations of law, tarnish the reputation of everyone associated with our athletic programs, will not be tolerated, and will result in the student athlete being subjected to all consequences applicable.

### *B. Training Rules and Regulations*

Medical research clearly substantiates the fact that use of tobacco/vaping device, alcohol and/or any type of mood modifying substances produces harmful effects on the human body.

Student-athletes cannot compromise their performance with substance abuse. The student athlete who wishes to experiment with such substances should remove him/herself from the team before he/she jeopardizes team morale, team reputation, team success, and does physical harm to him/herself or others.

The Millersburg Area School District is concerned with the healthy habits of our student athletes and is convinced that athletics and the use of these substances are not compatible.

Student athletes must make the commitment in order to be a competitor. A big part of this process is following a simple set of training rules which the Millersburg department of athletics believes to be appropriate.

Use of Tobacco/Vaping Device - Research emphasizes that use of tobacco/vaping device is physically harmful. The harm done by tobacco is not only a health problem. The community closely follows the progress of our student athletes and any deviation from accepted training rules marks one as unwilling to make a total commitment to the team. If one team member breaks the rules, the whole team suffers. Tobacco/Vaping Device use by student athletes is prohibited during the season and throughout the entire school year and is highly discouraged at all times.

### *C. Penalties For Use Of Tobacco Substances/Vaping Devices*

The possession or use of tobacco substances/vaping devices on school district property or during school events (including transportation to/from events) will be addressed in accordance with Board Policy 222.

### *D. Sportsmanship Rules and Regulations*

Student athletes must be aware that they are performing before the public and their behavior is observed by coaches, students, parents, fans, opponents, and the news media. The image of the school is reflected by their behavior and attitude. Win or lose, Millersburg student athletes are expected to compete while respecting their coaches, teammates, opponents, and officials.

1. Sportsmanship means following the rules, being courteous, and accepting the results of the contest gracefully . . . win or lose.
2. Be respectful toward officials, coaches, opponents, and spectators at ALL times.
3. Hazing or an equivalent initiation rite is strictly prohibited and shall subject each offender to further action under Board policy 247.
4. Ejections from games and other unsportsmanlike conduct will not be tolerated and will be addressed as follows:
  - a. The head coach is required to document and report the violation to the Athletic Administrator immediately (within one (1) hour of the conclusion of the event).
  - b. Penalties for Unsportsmanlike Conduct Resulting in Ejections:
    - 1) The first violation will result in a suspension from the next district athletic contest date in which the student athlete is a participating member.

A player ejected from a varsity or junior varsity contest will not be eligible for the next scheduled varsity or junior varsity contest of the same or higher level of competition.

- 2) The second violation will result in the suspension from the next two (2) scheduled district varsity and junior varsity athletic contest dates in which the student athlete is a participant of the same or higher level of competition.
- 3) The third violation will result in immediate suspension from the remainder of the current sports season, including post-season, and the first twenty (20) P.I.A.A. days of the subsequent season in which the student athlete participates. The student athlete also agrees to relinquish any leadership position such as, but not limited to, team captain.
- 4) If the penalty is not able to be fully administered during the current sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the student athlete participates and competes.
- 5) If the cause for ejection violates the district's discipline code, the student athlete will also be subject to the provisions within that code.
- 6) Ejections/Suspensions occurring in the same academic school year, even if in different sports seasons, will be cumulative during that school year.

#### *E. Alcoholic Beverages and Drugs*

There is no way to justify student athletes using alcoholic beverages. This rule means no drinking the entire school year.

Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. Student athletes with a strong sense of purpose have no need for mood modifiers. The rule against substance abuse is in effect the entire school year and is highly discouraged.... period!!!

#### *F. Drug and Alcohol Testing*

The Millersburg Area School Board recognizes that the misuse of drugs, alcohol, and/or anabolic steroids is a serious problem with legal, physical and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety and welfare of all students.

In keeping with the mission of the Millersburg Area School District, the role of the drug abuse prevention policy and program is to build partnerships among faculty, administrators, coaches, custodial parent(s) or legal guardians, and students in order to reduce alcohol and other drug related barriers to academic, athletic and personal development.

In this context, the School Board's first goal is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services that create supportive environments in which students are empowered to make responsible and healthy lifestyle



choices. It is the School Board's intent to promote non-use behavior and to provide policies which emphasize that the use of alcohol and other drugs will not be tolerated.

Secondly, the School Board's goal is to provide for both mandatory and voluntary drug testing of students as permitted by current law and court interpretation. Students eligible for mandatory testing are those who are currently permitted to be tested by ruling of the United States Supreme Court. Other categories of students will be recommended to be added to the program when the United States Supreme Court permits such an expansion.

The School Board prohibits any student from possessing, passing, using, distributing or selling any drug(s) including anabolic steroids, alcohol, drug look-alikes or drug paraphernalia on School District property, school supplied transportation for school activities, or at any school sponsored function. Any student(s), including Student Athletes/Activity Students and students involved in extra-curricular/co-curricular activities and/or student drivers, who are found guilty of violating this rule, shall be suspended from school, referred to the Student Assistance Program, and be subjected to possible expulsion in compliance with the Board Policy #227 or #233. Student Athletes/Activity Students and/or student(s) involved in extra-curricular and co-curricular activities that are suspended from school or expelled from school or Policy #233, shall have such suspension or expulsion count toward the time limits established in Policy #218.2, Conduct Prohibited – Student Athlete, and Section 218, respectively.

School administrators shall follow the reporting and investigation procedures prescribed by the Superintendent when drugs are confiscated from the student, when administrators recommend expulsion, and when convening a formal hearing for expulsion from school sponsored functions.

Reasonable Suspicion –

If, based on observable behaviors, symptoms or verbal communications, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance; the employee will report the matter to a building administrator. The student will be escorted to the nurse's office for an examination that may include checking the student for abnormal vital signs.

If, based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that a student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing.

If the student is required to submit to drug or alcohol testing, an administrator will attempt to contact the student's parent/guardian before the student is tested.

**Mandatory Random Drug Testing Program For  
Student Athletes/Activity Students**

*A. PURPOSE*

The Board views with concern information about the growing use of drugs by our society, and its implications for our youth. Controlled substances, whether prescribed by a medical professional or used illicitly, create a potential for dependency that place our students at risk of harm or even death.

Data about the commonly-referred to “opioid epidemic” in the United States is particularly troubling. According to the U.S. Centers for Disease Control and Prevention (CDC), ninety-one (91) Americans die every day from an opioid overdose (including prescription opioids and heroin). The CDC released information in February 2017 indicating overdose deaths in the United States nearly tripled from 1990 to 2015. The majority of the deaths are attributed to opioids—heroin and its synthetic versions, prescription painkillers such as OxyContin and Vicodin.

The national death toll is highest among non-Hispanic whites, with overdoses causing 21.1 deaths per 100,000 people. The death rate among blacks was 12.2 per 100,000 and 7.7 per 100,000 among Hispanics. Pennsylvania's toll of 26.3 overdose deaths per 100,000 people was the sixth highest rate in the nation. Pennsylvania's drug overdose death rate increased 12.9% in 2013-2014 and 20.1% in 2014-2015 (source: <https://www.cdc.gov/drugoverdose/data/statedeaths.html>)

Other controlled substances, however, including amphetamines, benzodiazepines, and cannabinoids, create a potential for abuse and harm, or may otherwise create a “gateway” to substance abuse.

The above data compels the Board to establish programs to prevent drug abuse and to create a drug testing protocol that, consistent with legal standards, reasonably monitors students for drug use.

The Board considers athletic participation to be a privilege and to be voluntary for every student. Students volunteering to participate are expected to accept the responsibilities granted them by this privilege.

As a representative of the school district, students involved in athletics are examined by the public, become role models for young children, as well as peers, and are special representatives of the community. They have chosen to accept this role and, with it, the responsibility of a drug-and alcohol-free lifestyle.

Administrators, teachers, and coaches recognize that drugs have a deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance. These concerns in conjunction with the health and safety factors of our student athletes have constituted the development of this policy. To this degree, this policy is viewed as a viable drug prevention program.

Similar to its views as to athletic participation, the Board considers student participation in an extracurricular program, including driving to school and the issuance of a parking permit for parking upon school property, to be privileges and voluntary activities. A student involved in an extracurricular program and/or who drives to school is conferred a substantial honor by the school district and is looked upon as a representative of the school district and a leader among all students. Such a student exemplifies a high standard to other students and the public at large.

Thus, all participants in identified extracurricular activities, athletics, and those who drive to school are expected to accept the responsibilities accompanying these opportunities.

Deterring student drug use is an important goal for the school district. School years are the time when physical, psychological, and addictive effects of drugs are most severe. For some students, peer pressure is a powerful temptation into drug use. For others, an injury brought about by strenuous activity may lead to dependency on substances. Regardless of the root cause of drug use, its harm in school is visited not just upon the users, but upon the entire student body and faculty. A drug culture disrupts the educational process for everyone. The development of this policy is viewed as a viable drug prevention program.

This policy is designed to accomplish the following:

1. To provide students participating in identified extracurricular activities, athletics, and student drivers, with a program that will enable them to avoid the use, abuse, or experimentation with illegal substances.
2. To protect the health and safety of all students.
3. To provide students identified as using, abusing, or experimenting with controlled substances the necessary assistance programs.

#### ***B. DEFINITIONS***

***ALCOHOL*** –Alcoholic beverages including but not limited to beer, wine, liquor and any beverage subject to the control and jurisdiction of the Pennsylvania Liquor Control Board.

***ACTIVITY STUDENT***—A middle/high school student in grades 6–12 who participates in a Millersburg Area School District sponsored co-curricular, extra- curricular organization, participates in interscholastic competition, or any student who received permission by school officials to drive to school or park on school grounds. This includes, but is not limited to, any student who represents Millersburg Area School District in any extra-curricular activity, such as Athletics, Academic Team, Archery Club, Drum Line, Cheerleading, Musical, Conservation Club, Environmental Club, and interscholastic athletics (including managers, student trainers, etc.).

***CO-CURRICULAR ACTIVITY***—An activity for grades 6–12 that is sponsored by the School District and has required components that require attendance at and participation in activities scheduled during non-school hours. A list of co-curricular activities shall be included in the middle/high school student handbooks and may be supplemented during the year as approved by the School Board.

***COLLECTOR/VENDOR/ATTENDANT***—The medical officer or company designated by the School Board to administer the testing portion of this policy and procedure.

***DISTRIBUTE***—Deliver, sell, pass, or give alcohol, drug, drug look-alikes, or drug paraphernalia from one person to another or to aid therein.

***DRUG***—Any substance defined as a drug or controlled substance in the Controlled Substance, Drug, and Cosmetic Act, or for which a prescription is required under the law as

a Controlled Substance. This includes, but is not limited to drug residue found in drug paraphernalia.

Examples of the above include, but are not limited to: anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated with the student's health record, and/or taken in accordance with the School District policy for the administration of medication to students in school.

***DRUG PARAPHERNALIA***—Any utensil or item which, in the school administration's judgment, can be associated with the use/abuse of a drug or alcohol. Examples may include but are not limited to cigarettes, rolling paper, roach clips, pipes, and bowls.

***EXPULSION***—Shall be any exclusion from school for a period in excess of ten (10) school days and may be permanent expulsion from the school rolls with the approval of the School Board.

***EXTRA-CURRICULAR ACTIVITY***—Any activity for grades 6- 12 that is sponsored by the School Board but is not offered for credit toward graduation. An activity shall be considered sponsored by the School Board when it has been approved by the Superintendent and reported to the School Board for its information. A list of extra-curricular activities shall be included in the middle/high school student handbooks and may be supplemented during the year as approved by the School Board.

***FULL SUSPENSION***—Shall mean exclusion from school (in or out) for a period of up to ten (10) consecutive school days.

***LOOK-ALIKE DRUG***—Any substance that does not meet the definition of a Controlled Substance but which is substantially similar in its overall appearance, size, shape, color, marking or packaging to a Controlled Substance.

***ORGANIZATIONAL YEAR***—The period of time between the month and day of one year and the same month and day in the next consecutive year.

***OUTSIDE AGENCY REFERRAL***—Referral may be made to an educational treatment agency not operated by the School District that evaluates the extent of a student's drug/alcohol dependency and provides appropriate intervention techniques. (Examples: Dauphin County Drug and Alcohol Services, Mazzitti & Sullivan)

***POSSESSION***—Possess or hold, without any attempt to distribute or sell any amount of a drug, alcohol, or look-alike.

***SALE***—The exchange of a determined amount of money, its equivalent, or any consideration for drugs, alcohol, or drug look-alikes.

***SCHOOL DISTRICT PROPERTY—All School*** Buildings; facilities and grounds appurtenant to any school or vocational technical campus; school transportation vehicles; school parking area; and/or any facility being used for a school function or school sponsored trip. In addition, a student shall be considered under the control of this policy while traveling to and from school in any vehicle.

***SCHOOL SPONSORED FUNCTION***—Any alternative educational opportunity program (i.e., co-op program, cyber school program) or school-related activity authorized or approved by the School Board (i.e., Conservation Club field trip). In addition, a student shall be considered under the control of this policy while traveling to and from school sponsored functions in any vehicle.

***SPORTS SEASON***— During any single school year, the period of time established by PIAA for any sport, including cheerleading, within the parameters established by the School Board and as appropriated by the Pennsylvania Interscholastic Athletic Association (PIAA), from the first scheduled practice date of that sport and the completion of the last event scheduled for that sport, including playoff contests.

***STUDENT ASSISTANCE PROGRAM (SAP) TEAM***—A multi-disciplinary team composed of a building administrator, a guidance counselor, a school nurse, and at least one teacher. A school psychologist and representatives from agencies that contract with the Millersburg Area School District may be consultants to the team. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy and its guidelines. The Student Assistance Program Team will be assisted by two ad-hoc members which include a drug and alcohol specialist and a mental health specialist as designated by county contract.

***USE*** - Consume, take, or partake of any drug, alcohol, or look-alike drug in any quantity or form.

*C. Mandatory Random Drug Testing Process and Procedures.*

1. Preseason Meeting—Every sport, co-curricular activity, extra-curricular activity, and student driving program may hold a pre-season meeting to review the expectations of the mandatory drug testing program. Drug enforcement policies and regulations will be discussed and a drug abuse contract must be signed prior to the beginning of the sports season and/or scheduled activity or driving privilege being awarded.

2. Consent—Each Activity Student wishing to participate in any School District sports program, extra-curricular activity, co-curricular program, or wishing to obtain a parking permit shall consent, in writing, along with the custodial parent(s) or guardian(s), to drug testing pursuant to the School District's drug testing program. No Activity Students shall be permitted to participate in any interscholastic sport or practice, extra-curricular activity, co-curricular program, drive, or park on school grounds without such consent. Any student who signs a Mandatory Drug Testing Consent Form and attends the informational drug testing meeting will remain in the random drug testing pool for one (1) full calendar year from the date the consent form is signed. This includes students who decide they no longer wish to participate in the sport or activity or who are ineligible due to injuries or academics.

3. Sample Collection—Random testing will be done throughout the school year as determined by an administrator on a schedule submitted to the Superintendent before the school year begins. (Sample collection shall be performed as designated by the vendor

selected by the School District.) A certified drug-testing laboratory will be used for the confirmation of all test results. Activity Student(s) will be randomly selected, by number, via the computer. Every effort will be made to safeguard the student's privacy and confidentiality. Reasonable steps will be taken to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating Activity Student(s) will be in the pool. Assuring that the identity of Activity Student(s) drawn for testing is not known to those involved in the selection process and the direct observation of the selection process by one additional adult will also occur.

Activity Student(s) who fails to supply an adequate sample when requested must remain in the collection area and will be allowed to drink up to eight (8) ounces of liquid every one-half hour, up to a total of forty (40) ounces or two and one-half hours. Failure to supply an adequate sample within two and one-half hours may result in a determination by the School District that the student has refused to provide a required sample. Under this policy, Activity Student(s) who fails to provide an adequate sample shall be neither permitted to park on school property nor be eligible to participate in any athletic program or extra-curricular or co-curricular activity. This shall be considered a refusal to submit to testing unless a valid doctor's excuse establishes the inability of the student to provide an adequate sample.

The School District may randomly test a maximum of twenty (20) Activity Students per month from the pool. Testing shall be done by the vendor contracted by the School District and may be performed off-site or on school property as appropriate.

4. Privacy Protection- The testing will be conducted and designed to assure the least possible intrusion on the privacy interest of the Activity Student being tested. An Activity Student will be permitted to provide the sample in a closed restroom and monitors shall be of the same sex as the Activity Student.

5. Prescription Medication- An Activity Student who is taking prescription medication shall provide a copy of a prescription or a doctor's verification to an administrator upon request. If necessary, that information will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. At the time a drug screening test(s) or a lab urine sample is required, the Activity Student may supply his/her prescription record if, at the time, he/she is taking additional or new prescription medications. Such information provided by the student will not be disclosed to any other school official. An Activity Student who refuses to provide verification and who tests positive will be subject to the action specified in the School District's policy. Failure to provide verification of prescription medication will render the Activity Student ineligible until such documentation is provided.

6. Scope of Tests-The School District will deliver each collected sample to a reputable testing laboratory using reasonable chain of custody protocols. The testing laboratory will administer a urinalysis of each tested Activity Student's sample. The testing laboratory shall assess the sample for one or more of the following classes of controlled substances: amphetamines, benzodiazepines, cannabinoids, opioids and OxyContin.

#### *D. Collection/Testing Process*

All costs of collection, initial testing and interpretation shall be paid by the School District.

The laboratory will administer a urinalysis of each Activity Student's sample.

The sample shall be marked with a number only so as to preserve the Activity Student's anonymity outside of the School District. The key to the number connecting identity of the Activity Student to a particular sample shall be maintained by the building School Principal and shall be kept confidential.

The appropriately labeled urine sample shall be sealed so as to prevent contamination and shall be delivered directly to the possession of a representative of the testing laboratory using appropriate chain of custody procedures so as to preclude any possibility of contamination of the samples.

All specimens will be initially tested using a highly accurate immunoassay technique, cost to be borne by the School District, with all presumptive positive results then confirmed by a gas chromatography/mass spectroscopy (GC/MS) confirmatory test. If the GC/MS test is confirmed, the cost for this confirmatory, and any additional testing, will be borne by the Activity Student(s).

Once the results of the testing are prepared by the laboratory, the results shall be sent directly to the office of the Superintendent or his/her designee. An administrator will receive a confidential report and will advise the Activity Student and his/her custodial parent(s) or legal guardian(s) of the test result(s), with a report sent to the Superintendent. Strict confidentiality shall be maintained with regard to any positive result. Any negative test result shall result in a congratulatory letter being sent to the Activity Student and custodial parent(s) or legal guardian(s) by the Athletic Director or School Principal within two (2) school days of receiving the results.

The Activity Student and the custodial parent(s) or legal guardian(s) shall be given an opportunity to respond to the initial test results, but unless some objective evidence proves that the initial test results were inaccurate (or were due to properly prescribed and administered prescription medication), then the appropriate authorized sanctions will apply. Confidentiality shall be maintained with regard to any positive test result.

#### **Sample Collection Procedure:**

- a. The Activity Student is escorted to the collection site by an administrator.
- b. The Activity Student is asked to empty pockets of all personal belongings, remove any outer garments i.e. "hoody sweatshirt", wash their hands with soap and water and dry them.
- c. The collector adds a bluing agent to the water in the urinal or toilet.
- d. The collector prepares the urine bottle by placing the temperature sticker on the side of the bottle.
- e. No purse, bag or container may be taken into the collection area with the Activity Student.

- f. When the specimen is collected, the collector will check to make certain that the specimen has the temperature and appearance of a freshly collected urine specimen. The collector will tightly secure the container lid and seal the bottle with a security seal while simultaneously saying to the Activity Student, "I am sealing your specimen with your ID on the specimen. Is this the correct ID?" (The Activity Student should answer "yes".)
- g. The Chain of Evidence form will be filled out and a list of all medications or over-the-counter drugs for the past thirty (30) days will be noted. The top copy of the Chain of Evidence form, which includes the name of the Activity Student, will be kept by a school official. The Activity Student shall remain in clear view of the collector with the chain-of-custody.
- h. The Activity Student will then initial the seal in the presence of the collector and the witness will also indicate the date and time on the specimen and initial the specimen.
- i. The Activity Student will then sign the Chain of Evidence form.
- j. The specimen and Chain of Evidence form will be put in a Biohazard bag and then placed in a locked transport container. It will be transported directly to the lab in a sealed, locked container, which will be opened by the technologist who performs the test(s). The technologist will document on the Chain of Evidence form and the date and time when the specimen arrives in the lab with his/her initials.
- k. All specimens will be stored in a locked freezer.
- l. Results will be sent to the Superintendent's or designee's office.

#### Alcohol Testing:

Testing for the presence of alcohol will not be done without reasonable suspicion that the Activity Student is in possession, or under the influence of alcohol. If the School District has information that an Activity Student currently has possession of alcohol or has consumed alcohol and is currently under the influence of alcohol and if the School District believes the information to be credible, then the School District has the right, under this policy, to request testing to confirm or deny the information. Refusal by the Activity Student and/or the custodial parent(s) or legal guardian(s) to allow such testing shall be considered a violation of the policy and sanctions will apply as though a positive test result has been obtained.

#### *E. Refusal to Submit to Testing*

If an Activity Student or his/her custodial parent(s) or guardian(s) refuse to allow the Activity Student to submit to testing despite the parties' previous consents, such refusal shall be considered a violation of this policy and sanctions will apply as though a positive test result had been obtained.

#### *F. Possession*

If a school official, teacher, coach or other representative of the School District personally observes an Activity Student in possession of a drug, drug paraphernalia, alcohol, tobacco product(s), or a vaping device or using a drug, drug paraphernalia, alcohol, tobacco



product(s), or a vaping device, these observations shall provide a valid basis for the enforcement of sanctions under this policy.

#### *G. Non-Punitive Nature of Policy*

No Activity Student shall be penalized academically by suspension or expulsion from school for testing positive for illegal drugs or alcohol. However, an Activity Student is subject to discipline, including suspension and expulsion, as outlined in student handbooks and other Millersburg Area School District policies for possession, use, and/or distribution of a drug, drug paraphernalia, alcohol, tobacco product(s), or a vaping device on school property or on the vocational technical campus, school transportation and/or at school sponsored activities. An Activity Student who is suspended from an extra-curricular activity and/or the non-school components of a co-curricular activity (but not suspended or expelled from school) shall suffer no penalty in terms of grades or course credit as a result of said suspension. The results of a drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities, unless required by valid and binding subpoena and other legal process, (which the Millersburg Area School District shall not solicit). In the event of service of any such subpoena or legal process, the Activity Student's custodial parent(s) or legal guardian(s) will be notified in writing.

All information given to the administration by an Activity Student shall be investigated and may form the basis for further investigation. No substance abuse violations will be based on hearsay evidence alone.

The possession by an Activity Student of a drug, including drug residue found in drug paraphernalia, shall be a violation of this policy. The School District's Controlled Substances/Paraphernalia Policy (BP 227) may also apply and an Activity Student may be subject to penalties under said policy, including but not limited to suspension and/or expulsion for a violation that takes place on school property, including Millersburg Area School District contracted or chartered bus, at a school activity or at a school sponsored function.

#### *H. Self-Referral*

1. An Activity Student who self-refers must do so in writing and submit the signed document to an Administrator.
2. An administrator/custodial parent(s) or legal guardian(s) parent conference will be required when an Activity Student initiates a self-referral.
3. After a self-referral, the Activity Student will be ineligible to participate in any sport, extra-curricular activity, or co-curricular activity (or park a vehicle at any school facility or parking lots) until he/she has been enrolled in the School District's Student Assistance Program and has completed a drug and alcohol evaluation and has served at least twenty (20) days without practice, parking, or participation in the extra/co-curricular program (unless the coach/advisor has established a suitable program and obtained prior approval

from an Administrator for the Activity Student to attend practice, or the activity, but not participate in any practice, activity, or event), commencing the day of enrollment in the Student Assistance Program. All recommendations of the agency must be followed to conclusion. Failure to enroll in and attend the drug and alcohol education program will result in the Activity Student being removed from the team/activities/parking for the remainder of the season/school year and the Activity Student may not participate in another sport/activity until all recommendations have started. When eligible to return, the Activity Student must have a doctor's clearance confirming they are substance free and physically fit to continue practice. Upon return to participation, the Activity Student must complete a minimum of ten (10) practices before being permitted to participate in any contests for that sport, during that season, including the post-season.

4. If there is a violation of the School District's drug and alcohol policy, there will be a mandatory urine screening or lab test at a maximum of one every 30 days; duration to be determined by intervention program. Payment of these test(s) will be at the Activity Student's expense.

5. An Activity Student may self-refer only one time during their high school career.

### *I. Sanctions*

Sanctions are intended to apply to on-school parking privileges, participation in the Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned interscholastic sports and School District sponsored or sanctioned sporting events, extra-curricular activities, and co-curricular activities. If an Activity Student's test indicates this policy has been violated or if an Activity Student has been observed in possession of drugs/alcohol, using drugs/alcohol or is under the influence of drugs/alcohol or if the Activity Student refuses to take a test upon request, the sanctions outlined in the Millersburg Area School District Student Handbook shall apply. Parking privileges for student drivers shall be suspended as a sanction for a violation of this policy until such time as the student driver has successfully completed a drug and alcohol analysis and treatment, if appropriate. A subsequent violation may result in a permanent withdrawal of parking privileges or suspension in participation in PIAA sanctioned activities.

#### Substance Abuse Violations:

##### 1. First Violation:

a. An Administrator/custodial parent(s) or legal guardian(s) conference will be required when an Activity Student commits a first violation.

b. An Activity Student will be ineligible to participate in any sport, extra-curricular or co-curricular activity indefinitely until he or she has enrolled in the School District's Student Assistance program, has completed a drug and alcohol evaluation, and has been suspended for twenty(20) PIAA days/school days (a PIAA day/school day is defined as a day the sport is scheduled to practice/play/or other school activity is to take place) without practice and/or attendance at Millersburg Area events, starting the day of enrollment in the

Student Assistance Program. All recommendations of the Student Assistance Team must be followed, including an assessment by a drug and alcohol specialist as per School District Policy. All recommendations of the agency must be followed to conclusion. Failure to comply with the prescribed sanctions will be cause for suspension from the activity program(s). The Activity Student is required to comply with all recommendations of the counselor to continue activity participation.

The Activity Student will be tested, at their own expense, prior to resuming activity participation (practices, activities and/or parking privileges). When eligible to return, the Activity Student must have a doctor's clearance confirming he/she is to be substance free and physically fit to continue practice. Upon return to participation, the Activity Student must complete a minimum of ten (10) practices before being permitted to participate in any contests for that sport, during that season, including the post-season.

c. If the Activity Student commits a violation of the School District's drug and alcohol policy, there will be a mandatory urine screening or lab test at a maximum once every thirty (30) days; duration to be determined by intervention program. Payment of these tests will be at the Activity Student's expense.

## 2. Second Violation:

a. An Administrator/custodial parent(s) or legal guardian(s) conference will be required when an Activity Student commits a second violation.

b. An Activity Student will be ineligible to participate in any sport, extra-curricular or co-curricular activity, or have parking privileges (or use any athletic facility/school facility) indefinitely until he/she has enrolled in the School District's Student Assistance Program, has completed a drug and alcohol evaluation, and has been suspended for ninety (90) PIAA days/school days (a PIAA day/school day is defined as a day the sport is scheduled to practice/play/or other school activity is to take place) without practice and attendance at Millersburg Area events, starting the day of enrollment in the Student Assistance Program. All recommendations of the Student Assistance Team must be followed, including an assessment by a drug and alcohol specialist as per School District Policy. All recommendations of the agency must be followed to conclusion. Failure to comply with the prescribed sanctions will be cause for suspension from the activity program(s) indefinitely. The Activity Student is required to comply with all recommendations of the counselor to continue activity participation. The Activity Student will be tested, at his/her own expense, prior to resuming activity participation (practices and/or activities or parking privileges). Upon return to participation, the Activity Student must complete a minimum of ten (10) practices before being permitted to participate in any contests for that sport, during that season, including the post-season.

c. If the Activity Student commits a violation of the School District's drug and alcohol policy, there will be a mandatory urine screening or lab test(s) at a maximum of once every thirty (30) days (duration to be determined by intervention program). Payment of the test(s) will be at the Activity Student's expense.

### 3. Third Violation:

- a. Administrator/custodial parent(s) or legal guardian(s) conference will be required when an Activity Student commit a third violation.
- b. The Activity Student will be denied participation in said activity/program for the remainder of his/her secondary school career.

**Note:** Violations of this policy are cumulative from the beginning of the student's participation in the mandatory random drug testing program through the conclusion of his/her school career.

### **Individual Coaches Rules**

Coaches will establish additional rules and regulations with the approval of the Athletic Administrator for their respective sport. The rules pertaining to a particular sport must be provided by the coach in writing to all team members and explained fully prior to the first PIAA practice of the season. Penalties for violation of team rules will also be defined in writing and shall be administered by the coach. Copies of all additional team rules by coaches will be on file in the athletic office. Each Student Athlete and their parents/guardians shall sign a copy of the team rules indicating that they have read, understand, and agree to abide by them prior to the first PIAA practice of the season.

### **Accidents**

In the event an accident (or injury) occurs to a student athlete, All Coaches are required to follow the prescribed steps below:

- In the event that medical personnel are absent, the coach nearest the emergency situation must take control of the situation, stay with injured athletes and clear the area to prevent further injury. Universal precautions should be utilized at all times. Supplies are found in each medical kit to provide care for the most common, minor injuries.
- Send for Athletic Trainer immediately.
- If the Athletic Trainer is not on site and the injury is serious, send another coach, manager, or responsible person to call an ambulance, if necessary. Note: Please remember, when the Athletic Trainer is not present, the coaching staff is ultimately responsible for the health and safety of the athlete(s).
- Contact Parent or Guardian of injured athlete immediately.
- Notify the Athletic Director and/or a Building Administrator immediately.
- File the district accident report form in the office within 24 hours after the accident.

## **Administrative Authority and Support**

In athletic matters, the building administrator and Athletic Director have full administrative authority to make decisions and give directions.

In dealing with special disciplinary circumstances with students, the coach will work cooperatively with the Building and/or Athletic Director who will refer the matter to other members of the administration as warranted.

## **Budget**

The Athletic Director, in conjunction with the Business Office, prepares the Athletic Budget yearly. Each Head Coach may request equipment and other materials necessary for their sport. Not all requests will be honored. Each Head Coach may submit a list of needed items to the Athletic Director at the conclusion of the sports season of the current school year for submission on the following year's Athletic Budget.

Coaches are not permitted to order equipment or spend athletic department funds without prior approval of the Athletic Director. All expenditures are subject to approval by the School Board.

## **Building Appearance**

Professional pride requires diligent concern for order and cleanliness. Each coach is responsible for the cleanliness, good order and security of the areas of the building and grounds used for the particular sport.

Extreme care is to be taken when leaving any area of the building. Make sure all windows are closed, all lights are turned off, any electrical equipment is turned off and all doors are securely locked.

Report all damages to or concerns about the athletic facilities to the Athletic Director immediately.

## **Coaches Contracts**

All coaches are required to sign coaching contracts by the beginning of their sport season. All required clearances and certifications must be on file before any contracts will be processed.

## **CLEARANCES AND CERTIFICATES REQUIRED OF ALL COACHES**

The following requirements must be completed by paid Coaches to be considered for hire:

- Application for General Employment (Information on District Website)
- Complete Interview with Administration
- PDE 6004 (Act 24) – Arrest/Conviction Report and Certification Form (Information on District Website) \*
- Act 34 – PA State Police Criminal History Clearance (Information on District Website) \*
- Act 114 – FBI Finger Printing (Information on District Website) \*
- Act 151 – PA Child Abuse Clearance (Information on District Website) \*
- Act 168 – Employment History Review Form (Information on District Website) \*

- Pre-employment physical/Evidence of Negative TB Test (Within last 90 days) \*
  - Act 126 – Mandatory Child Abuse Reporter Training (Currently Free Online @ [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)) \*
  - Concussion Recognition and Management Training (Currently Free Online @ <https://www.sportsafety.com/cardiacwise-pats/#concussionwise>) \*
  - Sudden Cardiac Arrest Recognition and Management Training (Currently Free Online @ <https://www.sportsafety.com/cardiacwise-pats/#cardiacwise>) \*
  - I-9 (Employment Eligibility Verification Form)
- Required by PIAA of All Coaches within 2 years of being hired:
- Fundamentals of Coaching (Online Training Available via PIAA Website) \*
  - First Aid, Health, & Safety for Coaches (Online Training Available via PIAA Website) \*

\* Must be completed by Volunteer Coaches

### **Online AED Training Verification (Head Coaches)**

All Millersburg Head Coaches are required to complete and sign the online AED training verification form and submit it to the Athletic Administrator prior to the first PIAA practice date of each season. This form can be found in the "Attachments" section in the back of this handbook.

### **Pay Periods**

#### **Half Pay Option**

Fall Sports Coaches	First payroll pay in October
Winter Sports Coaches	Last payroll pay in December
Spring Sports Coaches	First payroll pay April

#### **Weight Room**

Fall Season (September – November)	Last payroll pay in November
Winter Season (December – February)	Last payroll pay in February
Spring Season (March – May)	Last payroll pay in May
Summer Season (June – August)	Last payroll pay in August

### **Damages or Loss of Equipment**

Regardless of who may be responsible, any lost or damaged equipment must be reported to the Athletic Director immediately.

### **Legal Liability**

Usually when addressing the issue of legal liability in athletics, we are dealing with the area of tort law. A tort is defined as a legal wrong that is usually the result of one's failure to perform as the reasonable prudent person would; thus, resulting in injury to another. A tort can result from one's actions and/or one's failure to act. Due to the Marple-Newton Wrestling case (individuals or teams should not be matched against older and stronger individuals or

teams), **coaches must not permit graduated athletes, college persons and/or coaches to practice with, or against our athletes due to the potential for injury and thus liability on your part and the District.**

### **Electronic Media and Communication Guidelines**

Coaches must use good judgment when communicating electronically with athletes, parents, coaches, media, and staff members. Coaches should never communicate electronically on a direct, personal level with any student. If you choose to communicate electronically with your team, it should be "generic" in nature and be sent to the entire team i.e. changes to the schedule, announcements pertaining to the entire team, etc.

ALWAYS REMEMBER: Any electronic messages are permanent written records, which can be retrieved later, even if deleted, and used as evidence against you!

### **Social Media**

It is impossible to overstate the impact of social media in today's culture. ALL persons involved in the Millersburg Athletic Program must exercise good judgment when participating in the use of social media ... let your level play on the field and/or court do the "talking". It is imperative that Millersburg Student Athletes and coaches represent themselves, their team, their parents and the school with respect and dignity at ALL times, including the use of social media

### **Early Dismissal/School Closure/Postponement of School**

Early dismissal for an athletic event will be dictated by the distance the team needs to travel, the game time and possible weather conditions. The Athletic Director will assign early dismissal times and forward them to the school office.

If there is a school closure due to inclement weather, all practices, OTA's, and/or games will be canceled for that day.

In the event of a school postponement or early dismissal for reasons other than weather-related, the administration will decide if the scheduled athletic events and practices will be held.

### **General Duties of Administration**

The Athletic Director is responsible for all matters pertaining to the athletic program of the school. They may delegate some of these powers, but such delegation shall not relieve them of responsibility for any infraction by the school according to the PIAA Constitution Article IX "Local Management and Control".

The Athletic Director will coordinate with the Business Manager for the scheduling of areas of the building and grounds (notably the gym) shared by athletics and activities.

The Guidance Counselor will be the primary contact for referral of student athletes for counseling or special services and for college application processes.

## **General Duties of the Head Coach and Assistant Coaches**

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. The Head Coach may delegate these responsibilities among his/her assistant coaches. However, the delegation of the duties by the Head Coach does not relieve the Head Coach of the responsibilities. The Head Coach maintains overall responsibility for the effectiveness of his/her program. Responsibilities of a head coach include, but are not limited to:

- Coordination of the total program.
- Work with the Athletic Director in the selection of assistant coaches.
- Devise and distribute a set of rules and regulations governing the conduct of all team members. These regulations must include everything in the student handbook regarding conduct of Millersburg students and may include additional rules as deemed necessary by the Head Coach or Athletic Director. It is the Head Coach's responsibility, in coordination with the Athletic Director, to determine the eligibility of the player should they break any of those set team rules. All consequences set forth in the discipline section of the student handbook must be followed and additional sanctions may be imposed if needed by the Head Coach, Athletic Director, and/or Principal.
- Complete the required online AED training and submit the verification form to the Athletic Director prior to the first PIAA practice date of each season.
- Ensure that all requirements by the PIAA and Millersburg school policies are met for participation in all athletic contests.
- Attend the annual PIAA Interpretation Meeting for his/her respective sport. **Failure to do so will result in the Head Coach paying any fine assessed by the PIAA.**
- Attend, in its entirety, the pre-season coaches meeting with the Athletic Director.
- Cooperate closely with the Athletic Director concerning practice schedules, game needs, eligibility lists, etc.
- Institute organized, safe, and properly supervised practices.
- Supervise locker room activities, remain until all players have cleared the building and are safely on their way home. When necessary, all entrances must be properly secured and all lights turned off.
- Assume responsibility for care of all athletic equipment and supplies issued to their team.
- Work with the Athletic Trainer to assure that each injured player receives proper medical attention.
- Refer student athlete for proper professional counseling if the student athlete has a personal problem that cannot be resolved sufficiently by the coaching staff.
- Be responsible for collection and submitting activity fees and required forms to the Athletic Director before the student athlete may participate in a contest.
- Be responsible for completing all end of the season requirements set forth in the end of the season checklist before any coaches are eligible for final payment.

All coaches will:

- Be conscious that in all their contact with the students they are expected to be excellent role models. Coaches' attitudes, language, and behavior must be exemplary at all times.



- Be a good role model for Millersburg High School students, parents, and the public. Mature, controlled, acceptable behavior is expected at all times. Private lives, which are a contradiction to this goal, may also present a problem to coaching at Millersburg.
- Read, retain a copy of, and abide by the coaches handbook. Special note must be made of the Eligibility, Philosophy, and Discipline sections.
- Not “put down” other school activities or students who participate in them. Coaches will encourage multiple activities for any student that is able to do so.
- Complete the required training courses before the first PIAA practice date for the season i.e. Concussion management, Sudden Cardiac Arrest, Mandated Child Abuse Reporting, PIAA Fundamentals of Coaching and First Aid, Health, and Safety for Coaches (beginning July 1, 2018), etc.
- Report all suspected cases of child abuse per the Mandated Child Abuse Reporter Law and the mandated reporter training.
- Work directly with the other coaches/advisors to resolve scheduling conflicts without putting the student in the middle.

### **Concussion Management and Sudden Cardiac Arrest (SCA) Training: Safety in Youth Sports Act**

All coaches (paid and volunteer) in Pennsylvania are required by law to pass concussion management and sudden cardiac arrest (SCA) course, on a yearly basis **after July 1, but before the start of the athletic season**, in order to work with student athletes during the applicable school year. The Departments of Health and Education have only approved the concussion management and SCA training courses offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations and the Pennsylvania Athletic Trainers Society. These courses are free of charge and must be passed during the applicable school year (July 1 through June 30).

To access these courses online, coaches should log on to the Sport Safety International website@: [www.sportssafetyinternational.org](http://www.sportssafetyinternational.org). The required courses are entitled “Concussion Wise” and “Cardiac Wise”. Coaches must click on each course and follow the on-screen directions to complete each course. Coaches must print an original “hard copy” (color copy) of each certificate and give it to their respective head coach. Once the head coach has all the original certificate from their coaching staff, they must submit them to the Athletic Director where they will be kept on file for one calendar year.

# HEADSxUP

## IN HIGH SCHOOL CONCUSSION SPORTS

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



### SIGNS AND SYMPTOMS

Athletes who experience **one or more** of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Just not "feeling right" or is "feeling down"

**It's better to miss one game than the whole season.**

For more information and to order additional materials **free-of-charge**, visit:  
[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)  
June 2010

### ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's OK to return to play.

### IMPORTANT PHONE NUMBERS

#### Emergency Medical Services

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Health Care Professional

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### School Staff Available During Practice

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### School Staff Available During Games

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **General Duties of the Athletic Trainer**

The primary responsibility of the Athletic Trainer is to ensure the physical and mental welfare of all student athletes in the Millersburg Athletic Program. The Athletic Trainer may utilize student athletic trainer's aides to assist with their duties. The Athletic Trainer will act as the medical authority in the absence of the team physician. The Athletic Trainer maintains overall responsibility for the program and the athletic training room. The responsibilities of the Athletic Trainer include, but may not be limited to:

- Coordination of the health care of all programs.
- Coordination with the Athletic Director to set a schedule of games and practices to be covered, as well as athletic training room hours.
- Direct the activities of the athletic training room.
- Coordinate the volunteer student athletic training aides.
- Enforce school policies and non-conflicting team policies, as well as related PIAA policies.
- Provide the coaches and student athletes with policies and regulations regarding the training room and the health care and welfare of the athletes.
- Act closely with the Athletic Director in the administrative aspects of the athletic program regarding the health, safety, and welfare of athletes and liability.
- Work closely with the team physician and consulting physicians. The Athletic Trainer will be the medical authority in any medical concerns that occur with student athletes or coaching staff.
- Maintain a quality working relationship with all coaches.
- Act as the link between the student athlete, parents, coaches, and medical care providers.
- Work with the Athletic Director in setting the budget for the athletic training room by submitting a budget at the conclusion of each school year that includes the necessary supplies and equipment.
- Perform duties in the interest of the whole athletic program as opposed to just one sport.
- Conduct and keep on file the results of ImPACT Concussion Baseline and retake tests.
- Oversee the rehabilitation process whenever a student is injured and communicate progress to head coach, parent and Athletic Director.
- Implement the mandatory concussion protocol whenever an athlete displays concussion-like symptoms and communicate progress to head coach, parent and Athletic Director.
- Keep on file, all doctor's notes submitted by student athletes and/or parents.
- Adheres to the ethical and moral guidelines as set by the profession, his/her employer, and the program he/she represents. They are expected to follow these guidelines to the fullest extent of his/her capabilities.

## **Gymnasiums**

At no time is food or drink allowed into the gymnasium. Each coach who uses the gym for a practice or OTA is responsible for the cleanliness for the gym. If there is trash it must be removed and disposed of properly ... whether it was there when you arrived, or not!

All gym times must be requested through the head coach and approved by the Athletic Director. A coach is never permitted to use the gym for their own personal use. If

mats, chairs, tables, etc. are set up in the gym, they are there for a reason and must not be disturbed for any reason without approval from the Athletic Director.

All practice sessions must be properly supervised. Only current Millersburg student-athletes are permitted to use the gym facility under the supervision of current Millersburg School District Approved Coaches. Do not allow students from other school districts or students who are not on your roster to use the facility. Coaches will be held personally liable for any injuries and/or damages to facilities if these guidelines are not followed.

The gyms will be closed for about a month each summer for annual cleaning/resurfacing of the gym floors. These dates will be posted. There will be no activity permitted in the gyms during this time.

Also, beginning the Friday after the week of graduation through the first Friday in August, all district facilities will be closed Fridays, Saturdays, and Sundays. As a result, no activity may be conducted in or on any school facilities on these dates.

### **Keys/Swipe Cards**

The Athletic Director will issue all keys/swipe cards. At no times are keys/swipe cards to be given to students, nor may any key/swipe card be duplicated. For security purposes, any lost key/swipe card must be reported to the Athletic Director immediately. Keys/swipe cards must be returned to the Athletic Director at the conclusion of the season. Head coaches are responsible to record the keys/swipe cards for all coaches on the key/swipe card inventory/sheet and return all keys/swipe cards at the conclusion of the season.

### **Locker Rooms**

Locker rooms are to be locked at all times except when a coach is monitoring access to the room. When students are using the locker room, a coach is required to supervise the students' conduct at all times. In the case of teams with opposite sex coaches, these supervisory duties are to be delegated to an assistant coach or team captains, as a last resort. Students must be instructed and continually reminded not to leave valuables in the lockers or locker room; coaches will establish procedures to collect any such items for safekeeping.

The Head Coach is accountable for the cleanliness of the locker room/equipment room. They may delegate authority to assistant coaches or assign students the responsibility of keeping the locker room clean. Please keep close watch over the destruction of the locker room and safeguard the locker rooms from vandalism. Report any damages to the Athletic Administrator.

### **Media**

Head Coaches are responsible for reporting scores and results to the League and other media outlets as requested. All press releases must be forwarded and approved by the Athletic Director before they are to be given to the media. Other than impromptu interviews after athletic events, notify the Athletic Director before you contact the media for an announcement or if you have been asked to comment on any topic.

## **Officials**

All athletic contests will be assigned registered PIAA officials. They are there to administer the rules of the game. Treat officials with the respect they deserve.

Professional courtesy is expected of all coaches toward officials. Disrespect shown toward an official by a coach or an athlete will not be tolerated. If this occurs and an ejection from a contest occurs, appropriate disciplinary measures will be enforced.

Coaches are expected to instruct and model positive sportsman-like behavior at all times. Coaches are to encourage fans to have an attitude of respect toward officials. Flagrant, inappropriate contact with an official by any player or coach will not be tolerated.

## **Practice Schedules**

Head Coaches are responsible for the scheduling and coordinating all practices with the Athletic Director to make sure there are no conflicts with the gym use, etc. Prepare a practice schedule for the entire season and submit a copy to the Athletic Director.

- Soccer, Golf, Volleyball, and Band must coordinate with one another in the Fall so as not to over-task or put students "in the middle".
- Basketball and Swimming must coordinate all practices in during the Winter season.
- During the Spring Season, Baseball, Softball, and Track must coordinate gym time if inclement weather does not permit them to practice outside.
- No mandatory Sunday practices are permitted.
- Student Athletes/Parents should be given a copy of the practice schedule as far in advance as possible and Coaches must make every effort to adhere to the posted schedule.
- On evenings when games are scheduled in the high school gymnasium, all practices must be completed by 5:00 p.m., locker rooms cleaned and vacated by 5:10 p.m. Opposing teams will be permitted to enter the locker room at 5:15 p.m.

## **Optional Team Activities**

All facility requests for Optional Team Activities (OTA's) must be requested by the head coach and cleared at least 48 hours in advance through the Athletic Director. The primary focus of a student-athlete participating in a sport should be the requirements set forth by that sport's coaching staff while the sport is in season. However, student-athletes desiring to participate in off-season OTA's for a subsequent sport while the primary sport is in season, should not be discouraged from doing so by the coaching staff of the in-season sport. Also, the off-season sport's OTA's coaching staff should discourage activities that would jeopardize the student-athlete's participation in the in-season sport. It is recommended that the student-athlete's participation in the off-season sport's OTA's or recreational activities be limited to no more than one hour per session. Student-athletes desiring not to participate in off-season OTA's during the in-season of another sport should in no way be punished or pressured to participate by the off-season coaching staff.

Furthermore, participants in OTA's shall be limited to Millersburg or co-op student athletes who have the potential of participating in the immediately following season of that sport.

## **Requesting Facilities for Non-School Sponsored Events/Activities**

Other than the expected use of facilities for in-season practices or games, all requests for use of the athletic facilities must be made to the Athletic Director at least one calendar month prior to the requested date of the event/activity. This includes, but is not limited to, 7-on-7 scrimmages, summer leagues, joint practices with student athletes/teams from other schools, and the like. Approval for such events may be subject to being charged a fee by the District and/or providing proof of insurance by the requesting organization.

Any coach who conducts any event on Millersburg School District property as described herein without approval at least one calendar month prior to said event/activity, will be held personally liable for any and all damages and costs, including legal fees, resulting from said event. Additionally, they may face disciplinary action from the District.

## **Participation in Post-Season Competition**

In sports where there are open playoffs, participation will be determined by the Administration. Criteria to be considered include: win-loss record, league seeding, District 3 power rating, scores of games lost, and competitiveness of schedule. At no time will a team be permitted to enter post-season play when it may potentially embarrass or harm the student athletes who will compete for the school.

It is expected that all coaches, as requested by the head coach and/or Athletic Director, will continue working with the student athletes through the conclusion of the post-season of a given sport. Paid coaches will receive a stipend based upon the number of days/weeks beyond the regular season they continue to coach.

## **Physicals**

Physicals are required by the PIAA prior to the start of each season. Even in the situation of an athlete participating in multiple seasons, they must be recertified prior to the start of each season. Each Student Athlete is required to obtain a physical at their own cost prior to being eligible to participate in any practices or contests.

No athlete is permitted to participate in a formal practice or try-out without a physical and the completed paperwork that Millersburg Area School District and the PIAA require. Athletes' names must appear upon the list of eligible students compiled by the nurse and distributed by the Athletic Director. If the student's name does not appear, then they may not practice, until cleared by the Athletic Director.

## **Preseason Procedures**

### ***STAFF ORIENTATION MEETING:***

The Athletic Director will conduct a preseason orientation meeting with the coaches and other appropriate administrative/athletic personnel. The purpose of this meeting will be to review procedures, rules and regulations for the upcoming season and year.

### ***RULES INTERPRETATION MEETING:***

Every head coach at the varsity level is required by the PIAA to attend a mandatory Rules Interpretation Meeting. These meetings are conducted by local officials' chapters to review

significant rules for each sport. Rule changes in effect for the upcoming season are also reviewed.

The Head Coach must "sign in" at the meeting to verify that Millersburg was represented. **FAILURE TO ATTEND RESULTS IN A \$100 FINE TO THE HEAD COACH.** The dates and locations for these meeting can be found on the PIAA website. Be sure to check the website before leaving for the meeting as the sites and times change frequently.

#### ***SCHEDULING SCRIMMAGES:***

Head coaches may make suggestions in scheduling scrimmages. Scrimmages will be scheduled by the Athletic Director. PIAA officials are desired for scrimmages and the Athletic Director will attempt to schedule officials with the assistance of the appropriate officials' chapter assignor.

### **Professional Conduct**

Professional conduct is a basic requirement of a good coach. The image a coach projects has a profound influence on every athlete and the fans. Therefore, it is expected that all coaches project a professional image.

It is obvious that students will see the coaching staff as role models. Therefore, coaches must conduct themselves accordingly. Language, dress, attitudes, values, and other behaviors of coaches will be observed and possibly imitated by students whether we intend it or not. Coaches must go the extra mile to be the best examples possible.

Excellence in coaching is gauged by the coach being prepared for each practice or game, being prompt, fostering interest in the sport, giving positive feedback and by the manner in which his/her tasks are performed.

Public discussion of anyone's personal life, weaknesses, abilities, deficiencies or problems is a violation of confidentiality laws. Any serious concern should be discussed privately with the Athletic Director or Principal. It should never be the desire of a coach to probe others concerning incidents outside their jurisdiction.

Coaches must never convey confidential matters to students, parents, or anyone other than administration. The information discussed in private meetings with coaches must be regarded as confidential, unless announced by the appropriate authorities.

### **Sportsmanship**

The practice of good sportsmanship is the primary goal of the Millersburg Athletic Program. Sportsmanship as described and by the PIAA is as follows:

All Millersburg Coaches are expected to foster good sportsmanship by adhering to and insisting others abide by the following:

- The rules of the game are to be regarded as mutual agreements, which no honorable person would break.
- No advantages are to be sought over others.

- Unsportsmanlike or unfair measures shall not be used.
- A student spectator represents their school the same as does the athlete.
- Any spectator who continually displays poor sportsmanship may be banned from future contests.
- Decisions of the officials are final, even when they may seem unfair.
- Officials and opponents are to be regarded and treated with respect, regardless of their actions.
- Good points in others should be appreciated and suitable recognition given.
- The practice of “booing” is regarded as discourteous and unsportsmanlike.
- Profane and abusive language should never be used and is regarded as discourteous and unsportsmanlike.
- Tempers must be controlled at all times.
- Visiting teams and spectators must be treated as guests in our “home”.
- Attempts to “rattle” a player or team are signs of poor sportsmanship.
- Accept victory without boasting; defeat without excuses.

All coaches are to challenge and correct inappropriate behavior by athletes, if it occurs, and encourage athletic values and attitudes expressed in the school’s philosophy.

### **Supervision of Athletes**

All practices and events are to be supervised by the head coach. An assistant coach may be appointed in their absence. At no time is a team to be left unsupervised. A coach must be the last one to leave to ensure the security of the building and the health, safety, and welfare of the student-athletes. This rule applies to all practices and games.

### **Athletic Training Room Policies**

All coaches are expected to adhere to the following athletic training room rules, regulations, and precautions:

- When the Athletic Trainer is not present, the Head Coach is responsible for the healthcare of the athletes under his/her care.
- Student Athletes are not permitted in the athletic training room unless the athletic trainer is present.
- Consult with the Athletic Trainer before using the athletic training room or any supplies therein.

OSHA has extended its “Universal Precautions” procedures to high school activities. This includes staff dealing with athletes excreting bodily fluids: such as blood, cerebral spinal fluid, etc. Use the following procedures:

- Student Athlete must be immediately removed from activity.
- If a hazardous spill has occurred, it must be secured and contained.
- First Aid should be provided utilizing barriers such as gloves, protecting you from accidental bodily fluid contact.
- Any hazardous spill must be cleaned immediately utilizing the accidental spill kit and protective barriers.



- Any contaminated clothing must be removed and discarded or disinfected.
- The Student Athlete may not return to play until fluid secretion has been stopped or contained.
- Soiled clothing and supplies must be placed in appropriate containers provided by the Athletic Training Department.

Each head coach is responsible for providing the athletic trainer with a schedule at least two (2) weeks in advance. All schedule changes will be forwarded to the trainer as soon as possible. Due to the large amount of program hours, it is imperative that the coach makes the student athletes aware of the times the athletic trainer is available. It is the student athletes' responsibility to see the athletic trainer if they are injured or was seen by a doctor for any reason.

Coaches are expected to help care for their student athletes. It is the responsibility of the athletic trainer to direct this care. Direct all medical questions to the trainer. The athletic trainer will do their best to represent all involved parties, but the health, safety, and welfare of the student athlete is the primary goal of the athletic trainer.

The team physician or his appointee will have the final decision regarding an student athlete's care. Parents, athletes, and coaches must to consult with the Athletic Trainer or Athletic to Director reach the team physician. Interference with the student athlete's health, safety, and welfare will not be tolerated.

Coaches must have a medical kit and emergency forms present at each team gathering. Water and ice must be available daily for practice. It head coach's responsibility to ensure that the teams' game gear and supplies are transported to all games. An assistant coach, manager, or athletes may be assigned this duty. Athletic training student will be assigned to assist as available. Medical kits must be returned to the athletic trainer to be restocked as needed.

Damage to the athletic training room, equipment or abuse of supplies will not be tolerated. The responsible program(sport) will be held accountable and the cost will be deducted from that sport's budget.

The athletic trainer and coaches must function as a team. There may be times that a coach may feel that the athletic trainer's requests or decisions are unreasonable. Remember ... the first responsibility of the athletic trainer is the health, safety, and welfare of the student athlete, not the outcome of the game. Secondly, this is one person covering all programs, exercise patience and understanding.

### **Weight Room Use**

When the weight room is in use by any athletic team there must be supervision supplied by the team coaching staff using this facility. A Millersburg School District approved coach must be physically present and actively supervising the room at all times.

After completing the use of the weight room, stack weights and make sure the weight room is clean. The door must be locked, windows must be closed and lights turned off.

## **Varsity Head Coach** **Job Description**

### **DEFINITION:**

The Varsity Head Coach works under the direct supervision of the Athletic Director. The Head Coach is hired and expected to provide the necessary leadership to plan, organize and be responsible for a comprehensive interscholastic program, and carry out the objectives of the total school athletic program. The Head Coach is also responsible for the Junior Varsity level programs and must actively engage in communications with the "feeder" programs in the Middle School. A varsity head coach is expected to have had previous successful varsity or junior varsity coaching experience and experience in playing the sport is preferred. The Head Coach is expected to be a positive role model. The Head Coach is expected to maintain effective communication with athletes, school administration, Board of Education, staff, students, parents, booster organization and the community.

### **SUPERVISION RECEIVED AND EXERCISED:**

- Receives direct supervision from the Athletic Director.
- Exercises direct supervision over assistant coaches and student managers.
- Coordinates all aspects of the sport program.
- Works cooperatively with all personnel in maintaining a quality program within the policy framework of the Millersburg Area School District.

### **MINIMUM QUALIFICATIONS:**

- Preferred certified staff teacher
- Experience and/or education in the athletic activity that is being supervised
- Preferred current CPR Certification
- Online AED training verification
- Positive recommendation from the administration.
- All Required Clearances and Certifications (see list on page 30).

### **GOAL:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

- Demonstrate proper sportsmanship and respect for players, officials, opponents, fans and other coaches.
- Maintain good public relations with media, Millersburg Area School Board, parents, officials, players and fans.
- Establish and maintain cooperative working relationships with students, parents, booster clubs, staff and school administration.
- Communicate personal and program expectations to the team and individual players.
- Serve as a positive role model for students, coaching staff and the community.

- Complete duties on the end of season checklist in a timely manner after the conclusion of the last contest. Note: Final payment to coaches will not be authorized until all items on the checklist are completed.
- Demonstrate a positive attitude toward and an enthusiasm for coaching assignment.
- Demonstrate knowledge of and ability to implement effective coaching theory, strategies and techniques appropriate for high school athletes.
- Demonstrate knowledge of, keep abreast of, and adhere to the PIAA Rules.
- Organizes safe and effective practice sessions.
- Supervise, organize, develop and delegate specific job tasks, and motivate a coaching staff of all levels.
- Assume responsibility for inventory, selection and care of equipment.
- Coach individual participants in the fundamental and advanced skills necessary to develop their full potential in the sport involved
- Develop and adhere to an efficient conditioning and injury prevention and treatment program.
- Serve as the liaison between the school district and the booster organization.
- Cooperate with maintenance staff and others involved in supporting the athletic program.
- Attend all practices unless excused by the Athletic Director, and proper coverage is provided.
- Assume responsibility for proper care of the Millersburg Area School District facilities and opponents' school facilities.
- Be responsible for the supervision of all students under their care.
- Report serious injuries to the Athletic Trainer and Athletic Administrator immediately.
- Build and sustain a successful program that is widely supported by the participating Interscholastic League and the community at large.
- Adhere to the job functions as listed in the Millersburg Area School District Coaches' handbook.
- Be available to coach during the off-seasons.
- Attend clinics, workshops and professional organizations as related to coaching area.
- Make an effort to improve coaching strategies and techniques.
- Encourage athletes to take placement testing in order to prepare for college, if appropriate.
- Assist the Athletic Director in selecting assistant coaches to be recommended to the Board for approval.
- Evaluate assistant coach(es) following district procedures.
- Apply discipline in a positive, firm and consistent manner according the Athletic Code of Conduct and Millersburg Area School District policy.
- Travel to/from away events with the team and provide supervision of team members during transport to/from away events.
- Other duties as assigned by the Athletic Director and/or Building Principal.

#### PHYSICAL DEMANDS:

The physical requirements indicated below include, but are not limited to examples of the physical aspects this position classification must perform in carrying out essential job functions:

- Involves standing for extended periods of time and may involve walking or running.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate sports-related equipment, and handle and work with various materials/objects.
- Ability to work in a wide variety of temperatures and weather conditions.

#### TERMS OF EMPLOYMENT:

Salary and work season to be established by the Millersburg Area School District with final approval by the Millersburg Area School Board.

#### EVALUATION:

Performance appraisal will be conducted by the Athletic Director in accordance with provisions set forth by the Millersburg Area School District.

### **Assistant Coach** **Job Description**

#### DEFINITION:

The Assistant Coach works under the direct supervision of the Head Varsity Coach in cooperation with the Athletic Director. The Assistant Coach is hired and expected to provide the necessary leadership to plan, organize and be responsible for a comprehensive interscholastic program and to carry out the objectives of the total school athletic program. It is preferred for the Assistant coach to have had previous successful coaching experience and/or experience in playing the sport. The Assistant Coach is expected to be a positive role model. The Assistant Coach is expected to maintain effective communication with athletes, school administration, Board of Education, staff, students, parents and the community.

#### SUPERVISION RECEIVED AND EXERCISED:

- Receives direct supervision from the Head Varsity Coach in cooperation with the Athletic Administrator.
- Coordinates with head coach in all aspects of the athletic program and works cooperatively with all personnel in maintaining a quality program within the policy framework of the Millersburg Area School District.

#### MINIMUM QUALIFICATIONS:

- Preferred certified staff teacher.
- Experience and/or education in the athletic activity that is being supervised.
- Preferred current CPR/AED Certification.
- Positive recommendation from the administration and head coach.
- All Required Clearances and Certifications updated (see list on page 30).

#### GOAL:

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

#### PERFORMANCE RESPONSIBILITIES:

- Support the Head Varsity Coach in conducting the athletic program of the athletic sport and the total athletic program of the school district.
- Consult with the head coach before approaching the administration with a specific request, concern or situation.
- Remain loyal to the Head Varsity Coach and to the team. They may have to give up some of their own thoughts regarding team strategy, etc., to fit into the overall pattern as set forth by the Head Varsity Coach.
- Attend all practices in their entirety unless excused by the Head Coach and proper coverage is provided.
- Demonstrate proper sportsmanship and respect for players, officials, opponents, fans and other coaches.
- Maintain good public relations with media, Millersburg Area School Board, parents, officials, players and fans.
- Establish and maintain cooperative working relationships with students, parents, booster clubs, staff and school administration.
- Communicate personal and program expectations to team and to individual players.
- Serve as a positive role model for students, coaching staff and the community.
- Demonstrate a positive attitude toward and enthusiasm for coaching assignment.
- Demonstrate knowledge of and ability to implement effective coaching theory, strategies and techniques appropriate for high school athletes.
- Demonstrate knowledge of, keep abreast, and adhere to PIAA Rules.
- Organize safe and effective practice sessions.
- Supervise, organize, develop and delegate specific job tasks.
- Coach individual participants in the fundamental and advanced skills necessary to develop their full potential in the sport involved
- Develop and adhere to an efficient and technically sound conditioning, injury prevention and treatment program.
- Cooperate with maintenance staff and others who are involved in supporting the athletic program.
- Be responsible for the supervision of all students under their care at all times.
- Report serious injuries to the Athletic Trainer and Head Coach immediately.
- Build and sustain a successful program that is widely supported by the participating Interscholastic League and the community at large.
- Adhere to the job functions as listed in the Millersburg Area School District Coaches' handbook.
- Be available to coach during the off-seasons.
- Attend clinics, workshops and professional organizations as related to the coaching duties.
- Makes an effort to improve coaching strategies and techniques
- Encourage athletes to take placement testing in order to prepare for college, if appropriate.
- Apply discipline in a positive, firm and consistent manner according the School District policy.
- Travel to/from away events with the team and provide supervision of team members during transport to/from away events.
- Other duties as assigned by the Athletic Director or Head Varsity Coach.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions:

- Involves standing for extended periods of time and may involve walking or running.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate sports-related equipment, and handle and work with various materials/objects.
- Ability to work in a wide variety of temperatures and weather conditions.

#### TERMS OF EMPLOYMENT:

Salary and work season to be established by the Millersburg Area School District with final approval by the Millersburg Area School Board.

#### EVALUATION:

Performance appraisal will be conducted by the Head Varsity Coach and submitted to the Athletic Director in accordance with provisions set forth by the Millersburg Area School District.

#### **Cycle for Uniform Replacement**

To be reviewed annually as each phase of the Sports Cooperative with Upper Dauphin Area School District is implemented.

# ATTACHMENTS

1. Medical Insurance Claim Form (Sample)
2. End of Season Checklist
3. Athletic Coaching Clinic Request
4. Intent for Rehire
5. NOAA National Weather Service Heat Index Guidelines
6. Cold Weather Practice Guidelines
7. Emergency Action Plan
8. Online AED Training Verification (Head Coaches)





**MEDICAL CLAIM FORM**

1. COMPLETE THIS FORM
2. ATTACH ALL BILLS
3. MAIL TO \_\_\_\_\_

**MCA ADMINISTRATORS, INC.**

P.O. BOX 6540  
HARRISBURG, PA 17112

ADMINISTRATOR FOR AMERICAN MANAGEMENT ADVISORS  
UNDERWRITTEN BY: ACE AMERICAN INSURANCE COMPANY

**CLAIM ASSISTANCE:****1-800-427-9308**

IF PART A AND PART B ARE NOT COMPLETED IN FULL THIS CLAIM CANNOT BE PROCESSED AND WILL BE RETURNED.

**BEFORE COMPLETING THIS FORM REFER TO CLAIM PROCEDURES  
AS THEY APPEAR ON THE BACK OF THIS MEDICAL CLAIM FORM**

<b>PART A. POLICY HOLDER</b>									
(1) Name of School District/College/Organization				Individual School/Team			(2) County		
(3) Address of School: (Street)			(City)	(State)	(Zip)	(4) Area Code - Telephone #		(5) Date of Injury MO. DAY YR.	
(6) Name of Injured Person				(7) Date of Birth MO DAY YR.	(8) Social Security #	(9) Age	(10) Grade	(11) MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
(12) Injury occurred: Practice <input type="checkbox"/> Game <input type="checkbox"/> P.E. <input type="checkbox"/> Travel <input type="checkbox"/> Classroom <input type="checkbox"/> At Home <input type="checkbox"/> Intramural <input type="checkbox"/> Interscholastic <input type="checkbox"/> Intercollegiate <input type="checkbox"/>							(13) Type of Sport:		
(14) Describe in detail HOW the injury occurred. NOTE: If your school uses an accident report form, please attach a copy of the report.									
(15) What part of the body was injured: (Left or Right side if applicable)						(16) Time of injury ____ a.m. ____ p.m.			
(16) At the time of the accident, was the injured person involved in an activity under the jurisdiction of the policy holder? Yes <input type="checkbox"/> No <input type="checkbox"/>									
(17) Name of Supervisor (If different from organization official)						(18) Was he/she a witness to accident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
(19) Signature of School or Organization Official						(20) Title of Official		(21) Date Signed MO DAY YR.	

<b>PART B. PARENT, RESPONSIBLE PARTY OR GUARDIAN STATEMENT</b>									
(1) Name of Mother/Father or Guardian				(2) Social Security #		(3) Relationship to insured <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Self			
(4) Address (Number) Street (Lot or Apt. No.)			(5) City			(6) State	(7) Zip Code		
(8) Area Code - Home Telephone Number					(9) Father's work telephone ( ) Mother's work telephone ( )				
(10) Occupation of Father or Mother, Wife or Husband				(11) Place of Employment		(12) Address of Employer			
(13) Occupation of Self (if over age 18)				(14) Place of Employment		(15) Address of Employer			
(16) Do you have any other health and/or accident insurance plan (other than this plan)? Father: <input type="checkbox"/> YES <input type="checkbox"/> NO Mother: <input type="checkbox"/> YES <input type="checkbox"/> NO Husband: <input type="checkbox"/> YES <input type="checkbox"/> NO Wife: <input type="checkbox"/> YES <input type="checkbox"/> NO Self: <input type="checkbox"/> YES <input type="checkbox"/> NO									
(17) Is the injured person covered by other health and/or accident insurance plan? <input type="checkbox"/> YES <input type="checkbox"/> NO Effective Date MO DAY YR.					(18) Name of other health and accident insurance company				
(19) Address of Insurance Company					(20) Policy Number			Phone #	

BY SIGNING BELOW I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

**AUTHORIZATION and ASSIGNMENT OF BENEFITS**

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, Insurance support organization, government agency, group policyholder, Insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representative any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person who death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage the Policy identified above and that a copy of this Authorization shall be considered as valid as the original.

I agree that a photographic copy of this authorization shall be valid as the original.

I understand that I or my authorized representative may request a copy of this authorization.

I understand that I or my authorized representative may revoke this authorization at any time by providing the insurance company with written notification as to intent to revoke.

Signature of Insured or Authorized Representative

Dated

Address

AUTHORIZATION TO PAY BENEFITS TO PROVIDER: I authorize payment of Medical payments to Physician or Supplier for Services described on the reverse side and/or attached.

Date

Signature of Responsible Party or Student if 18 years old

Fraud Warning: "It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and / or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

SPORTS (K-12, SPECIAL RISK)

ATTACHMENT 1

Sport: \_\_\_\_\_  
Season: \_\_\_\_\_

## Millersburg Athletic

### End of Season Checklist

- \_\_\_\_\_ 1. Submit final team roster including managers, letter winners, and Most Valuable Player electronically to the athletic administrator.
- \_\_\_\_\_ 2. Submit complete inventory of all equipment and uniforms.
- \_\_\_\_\_ 3. All equipment and uniforms have been collected and stored in the proper location.
- \_\_\_\_\_ 4. Submit detailed list of player obligations to High School or Middle School Office and to the athletic director.
- \_\_\_\_\_ 5. Record player participation information on permanent records in the main office.
- \_\_\_\_\_ 6. Return med kit and medical supplies to athletic trainer.
- \_\_\_\_\_ 7. Submit budget requests for next season.
- \_\_\_\_\_ 8. Verify results of scheduled contests.
- \_\_\_\_\_ 9. Submit completed assistant coaches' evaluations.
- \_\_\_\_\_ 10. Submit form for re-hire.
- \_\_\_\_\_ 11. Complete the key inventory and return all coaching keys to athletic administrator.
- \_\_\_\_\_ 12. Return the All Hazards Procedures Flip Chart.
- \_\_\_\_\_ 13. Meet with Athletic Director within one month of conclusion of season to review paperwork & Head Coach's Performance Appraisal.
- \_\_\_\_\_ 14. Ensure that the Booster Clubs Financial Reporting form has been submitted.

The items checked have been completed by date of signature.

Signature of Head Coach: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Approval for final payment will not be released until all items on this form are completed and submitted to the Athletic Director

A. A. Office use only: \_\_\_\_\_  
Date Submitted

**Athletic Coaching Clinics**

Note: In order to receive reimbursement, this form must be submitted and approved by the Athletic Administrator at least one week prior to the start date of the clinic.

Any salaried coach planning to attend clinics during the school year is eligible for reimbursement up to a maximum amount of \$80 per year, per sport. This amount will be applied to the payment of registration fees only. Any additional expenses are the responsibility of each coach.

---

**Athletic Clinic Request**

Coach: \_\_\_\_\_

Sport: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Clinic Dates: \_\_\_\_\_

Clinic Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

NOTE: A copy of the clinic brochure must be attached to your request.

\_\_\_\_\_  
Signature Date

If it is necessary to be absent from school, the requesting coach must also be granted permission to attend the clinic by his/her respective building administrator.

[ ] Approved [ ] Denied: \_\_\_\_\_  
Building Administrator Signature

Assistant Coaches must also secure the approval of the Head Coach to attend the clinic.

[ ] Approved [ ] Denied: \_\_\_\_\_  
Head Coach Signature

Date: \_\_\_\_\_  
Athletic Director

Attachment 3  
**Athletic Department**  
**Millersburg Area School District**  
**799 Center Street**  
**Millersburg, PA 17061**

INTENT FOR RE-HIRE

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sport:** \_\_\_\_\_ **Position:** \_\_\_\_\_

\_\_\_\_\_ I wish to be considered for re-hire.

\_\_\_\_\_ I do not wish to be re-hired. Reason(s) (Optional):

Signature: \_\_\_\_\_

## Attachment 4

### NOAA's National Weather Service

#### Heat Index Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	118	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

#### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

☐ Caution
 ☐ Extreme Caution
 ☐ Danger
 ☐ External Danger

Temperature Range (Real Feel)	Action(s) Taken
Under 79 degrees	Full Activities – No restrictions; sport teams will reference PIAA Sports medicine guidelines for Prevention of heat illness.
80-85 degrees	Provide ample water for re-hydration. Monitor students and staff for signs of heat illness Consider reduction of time in heat for activities.
86-90 degrees	Provide ample water for re-hydration. Monitor students and staff for signs of heat illness Consider postponing activity until Real Feel temperature is lower. Minimum: 1 hour of recovery time for each hour of practice
91-95 degrees	Provide ample water for re-hydration. Monitor students and staff for signs of heat illness Consider postponing activity until Real Feel temperature is lower. Minimum: 1 hour of recovery time for each hour of practice Light weight and loose fitting clothing to be worn. No protective equipment other than head gear.
96 degrees or higher	REQUIRED: Cancellation of outside activities including contests/games.

## Attachment 5

## **Millersburg Athletic Department Cold Weather Outdoor Practice Guidelines**

In effort to prevent cold related injuries such as frostbite and hypothermia, coaches must use good judgment regarding outdoor practices in cold, wet, and/or windy conditions. Temperature and wind speed will be accessed through the computer and local news sources for wind chill advisories, wind chill warnings, and wind chill factor. The NOAA Wind Chill Chart will also be used in determining the wind chill factor. The athletic administrator will make the final decision regarding outdoor practices during adverse weather conditions.

### **Temperatures with wind chill:**

30° F and below	Coaches will be notified of the possibility of modified practice times. Warm-ups should be done indoors.
25° F and Below	No more than 1 hour of outdoor practice. Warm-up and cool down indoors.
15° F and Below	No more than 20 minutes of outdoor practice. Warm-up and cool down indoors.
0° F and Below	No outdoor practices.

### **Cold Weather Guidelines:**

When the temperatures are 30 degrees Fahrenheit or lower, coaches should conduct an indoor warm-up and take the team indoors at the end of practice for team meetings or discussions. Periods of inactivity should also be kept to a minimum during practices below 30 degrees. (In Rainy conditions, the above considerations should be taken into account when the temperature drops below 50 degrees.) Coaches must ensure athletes are prepared for the temperature and dressed appropriately by keeping track of the forecast, not only for the day, but for the following day to warn athletes what to expect for practice the next day.

### **Measures to prevent cold injuries are:**

- Layer clothing
- Cover the head
- Protect the hands
- Stay dry
- Stay hydrated
- Warm up thoroughly
- Never train alone

### **References:**

- PIAA Sports Medicine Handbook
- NATA Position Statement-Environmental Cold Injuries
- NOAA's National Weather Service

## **Emergency Action Plan**

### **Athletic Field Injuries**

Athletes and coaches should NEVER move or touch an injured athlete or teammate. Unless the attending medical personnel asked for help, **please move away from the injured athlete.**

#### **GUIDELINE TO USE DURING A SERIOUS ON-FIELD PLAYER INJURY:**

- Players and coaches should go to and remain in the bench area once medical assistance arrives. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
- Players, parents, and all non-authorized personnel should remain a significant distance away from the seriously injured player or players.
- Players or non-medical personnel should not touch, move or roll an injured player.
- Players should not try to assist a teammate who is lying on the field (ie. removing helmet or chin strap or attempting to assist breathing by elevating the waist).
- Players should not pull an injured teammate or opponent from a pile-up.
- Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
- Players, coaches and administrators should avoid dictating medical services to the athletic trainers or team physicians or take up their time to perform such services.
- Contact parents if they are not present (emergency contacts are located on the physical forms that both the ATC and coaches should have).

### **"Minor" Athletic Field Injuries**

- For non-emergency situations, send the athlete to the athletic trainer.
- For emergency situations with the athletic trainer present, refer to the above.
- For emergency situations without an athletic trainer present:
  - Call 911
  - Apply first aid and CPR, if necessary
  - State name, location and situation when calling for help. DO NOT HANG UP UNLESS TOLD TO DO SO.
  - Contact parents (emergency contacts are located on the physical forms that both the ATC and coaches should have).
  - Call the athletic trainer.

## MILLERSBURG DEPARTMENT OF ATHLETICS

### AED TRAINING VERIFICATION

By my signature below, I verify that I have viewed the entirety of the applicable training videos regarding the proper use of the Automated External Defibrillator (AED) devices provided by the Millersburg Area School District (MASD); the device is a product of Zoll, Inc., and its model name is "AED Plus." I acknowledge that I logged on to the website: [www.zoll.com](http://www.zoll.com) and viewed all three (3) videos regarding said model ("Real CPR Demo," "Outside the Box" and "Inside the Rescue") in their entirety. Instructions to access these videos are on the reverse side of this form.

I acknowledge that I observed and noted the location of all AED devices on the MASD grounds. I also acknowledge that I have personally examined all contents of at least one of the AED Plus devices provided by MASD and I am familiar with its operation. I further acknowledge that I have read the entirety of the "Sports Medicine Guidelines" published by the Pennsylvania Interscholastic Athletic Association (PIAA), including but not limited to its Section 4, "UNDERSTANDING OF SUDDEN CARDIAC ARREST SYMPTOMS AND WARNING SIGNS."

I also understand that, if any individual demonstrates symptoms of sudden cardiac arrest or heart attack while I am supervising an MASD athletic event/practice and when no certified medical personnel are present, it is my responsibility to provide emergency care to that individual until certified medical personnel arrive.

I understand this verification and its acknowledgements are a material requirement for each MASD Head Coach to complete prior to the start of the first PIAA practice for each season. I have also highly encouraged all assistant and volunteer coaches to do the same. To view the training videos, log on to [www.zoll.com](http://www.zoll.com)

1. Choose "Service and Support"
2. Choose "Education and Resources"
3. Choose "Instructional Videos"
4. Under "Playlists", select "AED Plus"
5. View all three (3) videos: "Real CPR Demo," "Outside the Box" and "Inside the Rescue" in their entirety.

---

Print Full Name



# APPENDICES

- A - Informed Consent
- B - Sudden Cardiac Arrest  
Information
- C - ImPACT Concussion Baseline  
Testing Information
- D - ABC's of Understanding  
Concussions

**MILLERSBURG ATHLETIC DEPARTMENT**  
**Informed Consent Statement**

Dear Parent,

Thank you for supporting your student's decision to participate in the inter- scholastic athletics program offered through the Millersburg Area School District. We anticipate this will be a successful and rewarding experience for both your student and you.

Please be aware that athletic injuries sometimes occur, even though all possible precautions have been taken.

"Informed Consent" is a legal requirement that parents of student athletes be notified of the potential risks to their child while participating in athletics. The courts have established that the burden of proof lies with a school district requiring a district to show evidence that parents and student athletes were warned of potential injury prior to the start of an athletic season.

**WARNING**

**Please be informed that your student faces the risk of injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis; or even death while taking part in athletic practices and/or competitions at Millersburg Area School District. By allowing your student to participate in athletic events and practices, you fully acknowledge and understand the risk of serious injury that could occur. You further acknowledge that you have been fully advised, cautioned, and warned by the proper administrative and coaching personnel of the Millersburg Area School District that your son/daughter faces risk of serious injury.**

Kody Godsey  
Athletic Director

## Appendix A



## **Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form**

### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### **How common is sudden cardiac arrest in the United States?**

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

### **Are there warning signs?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- difficulty breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### **What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

### **Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)**

The Act is intended to keep student-athletes safe while practicing or playing. The requirements of the Act are:

*Information about SCA symptoms and warning signs.*

- Every student-athlete and their parent or guardian must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may *also* hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, nurses and athletic trainers.

PA Department of Health: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/2012

### *Removal from play/return to play*

- Any student-athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

## ImPACT Concussion Baseline Testing Information

The Millersburg Area School District is currently utilizing an innovative program for our student-athletes participating in Pennsylvania Interscholastic Athletic Association (PIAA) sports at the Jr. High (Middle School) and High School levels. This program will assist our athletic trainers and physicians in evaluating and treating head injuries (concussions). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized assessment utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If a Millersburg student-athlete is believed to have suffered a head injury during competition or practice, ImPACT is used to help determine the severity of head injury as well as guide return-to-play decision making.

The ImPACT computerized assessment is administered initially to student-athletes before a sport's season begins for baseline results. This testing will be done prior to the first practice for each sport (outside of the school day). The baseline assessment must be completed by Millersburg student-athletes in grades 7th through 12th prior to participating in any PIAA sport. Millersburg student athletes must complete the baseline assessment every other year as recommended by the provider of the program. This will occur in grades 7, 9, and 11 unless the student athlete is beginning participation in a sport for the first time in different grade. Those student-athletes that have not completed a baseline test at Millersburg must complete it prior to participation as well. This non-invasive test is set up in "video-game" type format, takes about 20-30 minutes to complete, and poses no risks to the student-athlete. It is simple and actually, many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. However, it is not an IQ test.

If a concussion is suspected at any point during the season, the student-athlete will be required to re-take the test. The baseline and post-injury test data will then be reviewed and evaluated by the athletic trainer. The results will also be shared with the parent(s). This test data helps health professionals determine when return-to-play is appropriate and safe for the student-athlete with a head injury. In addition to passing the ImPACT Test and a sport specific medical exertion test (concussion protocol) by the athletic trainer, **the student- athlete must be cleared by a medical doctor before returning to his/her sport.** Medical clearance forms are available at the school or on-line at [piaa.org](http://piaa.org).

The Millersburg Area School District administration, team physician, athletic trainers, and coaching staffs are keeping your child's health and safety at the forefront of the student-athletic experience. If you have any questions regarding the ImPACT Testing Program, please contact either of the individuals below or log on to the ImPACT Testing Program website @ [Impacttest.com](http://Impacttest.com):

Davia Erdman  
Certified Athletic Trainer  
CPRS Physical Therapy  
717.579.0523

Kody Godsey  
Athletic Director  
Millersburg Area School District  
717.692.2108



## Appendix C

### DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, or
- Physical activity at recess.

### What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a health care professional.
3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the dangers of returning too soon to normal activities (especially physical activity and learning/concentration). For more information about concussion and free resources, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

### How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



\*To learn more about concussion and to order materials **FREE-OF-CHARGE**, go to: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion) or call 1.800.CDC.INFO.

## Appendix D

# **REQUIRED FORMS**

**A - Student Athlete/Parent Signature  
Page**

**B - Athletic Eligibility Information**

**C - ImPACT Baseline Testing Consent  
Form**

**D - Protective Equipment Waiver**



# Form A

## Millersburg Student Athlete/Parent Handbook

### Signature Page

My/Our signature below signifies that I/we have read, understand, and acknowledge receipt of the information contained in the 2023-24 Millersburg Area High School Student Athlete/Parent Athletic Handbook, **to include the warnings related to the risk of serious injury**, and I/we agree to abide by the rules, regulations, guidelines and consequences as set-forth in this document including, but not limited to:

- Athletic Code of Conduct
- Parent/Guardian/Spectator Code of Conduct
- Mandatory Random Drug Testing Policy & Consent
- Participation Requirements
- Academic and Attendance Requirements Pertaining to Eligibility
- Equipment and Uniform Care and Replacement Requirements
- Requirements for Earning a Letter
- Athletic Insurance Information
- **Acknowledgement of Risk of Serious Injury**
- **Sudden Cardiac Arrest Information**
- **ImPACT Concussion Baseline Testing Information**
- **ABC's of Understanding Concussions**
- Personally Provided Protective Equipment Waiver (If Applicable)

I/We also understand it is my/our responsibility to keep a copy of this handbook in my/our possession for future reference and that this form must be submitted to the head coach prior to my (the student athlete's) participation in any required practiced or contests scheduled during the 2023- 2024 school year.

Student Athlete's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Parent(s) Signature(s) \_\_\_\_\_

\_\_\_\_\_ Date

## Form B

Athletic Eligibility Information Form (Print all Information)

SPORT \_\_\_\_\_

STUDENT'S NAME (Last, First) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

AGE \_\_\_\_\_

CURRENT GRADE \_\_\_\_\_

- \* Are you repeating this grade from last year? Yes / No (circle one)
- \* Have you ever repeated a year in grades 9 -12? Yes / No (circle one)
- \* Did you attend school in Millersburg last year? Yes / No (circle one)

PARENTS/GUARDIANS NAMES \_\_\_\_\_

PARENT WORK PHONE NO. \_\_\_\_\_

PARENT CELL PHONE NO. \_\_\_\_\_

PARENT E-MAIL ADDRESS \_\_\_\_\_

List the all SPORTS and grade levels, including current year, of each SPORT you have participated in (including other schools). DO NOT include other activities i.e. Band, Archery, etc.

Sport / Grade	7	8	9	10	11	12
Ex.-Football			X	X		X

This form must be handed into your head coach before being permitted to practice or participate in any events.

## Form C



### Millersburg Area Athletic Program

### ImPACT Baseline Testing Consent Form

I have read the ImPACT Concussion Testing information and I understand its contents. I have been given an opportunity to ask questions and all questions have been answered to my satisfaction. I agree to participate in the ImPACT Concussion Management Program as required to participate in Millersburg Area School District sponsored, PIAA sports.

**Printed Name of Athlete** \_\_\_\_\_

**Sport(s)** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Athlete**                      **Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**                      **Date**

**This form must be completed and handed in prior to being permitted to participate in the Baseline Concussion Testing Program. It will serve as your “ticket” into your scheduled testing session.**

## Form D

Student Athlete's Name (PRINT) \_\_\_\_\_

### MILLERSBURG AREA SCHOOL DISTRICT WAIVER AND REPRESENTATION FOR USE OF NON-DISTRICT PROVIDED PROTECTIVE EQUIPMENT

I request permission for my child to wear his/her personally provided protective equipment (Helmet and/or Shoulder Pads for football; Batting Helmet for baseball and softball) when participating in Millersburg Area School District sponsored sports competitions and practices. I recognize that football is considered a contact sport. With baseball and softball, while each is considered a non-contact sport, one does face the possibility of being hit with a hard object, either thrown or hit by a bat. By participating in any of the aforesaid sports, **I acknowledge that my child may be subject to the real and inherent dangers presented by participation in such sports including concussion, bodily injury, and even death.** I also understand that the Millersburg Area School District provides protective equipment for student athletes for sports competitions and practices and that such protective equipment meets certain safety standards as required by the District and the PIAA. **On behalf of my child, I decline the district's offer of protective equipment for my child.** By substituting privately purchased protective equipment for my child, I hereby represent and warrant as follows:

1. My child's privately purchased protective equipment provides equal or greater protection than that which is provided by the District for student athletes.
2. My child's privately purchased protective equipment is the same in appearance and function as that provided by the District for student athletes.
3. My child's privately purchased protective equipment meets applicable safety certification requirements, including the standards set by the National Operating Committee on Standards for Athletic Equipment (as such standards may be amended from time to time) and any additional requirements as may be set by the District and PIAA.

I understand that the Millersburg Area District Board of Education and its agents reserve the right to require my child to use the District provided protective equipment in the event that the Millersburg Area School District Board of Education and/or its agents in their sole discretion determine such action to be in the best interests of my child. I realize that I will be responsible for any and all costs associated with the purchase and maintenance of my child's privately purchased protective equipment.

**I understand there are risks of harm, both expected and unexpected, in my child's athletic activity and that these risks include serious bodily injury or even death to a participant.** I also understand that the privately purchased protective equipment I choose to have my son or daughter use may not adequately protect my son or daughter from such risks. **On my own behalf and on behalf of my minor child I assume all responsibility and risk relating to my child's use of the privately purchased protective equipment.** I further waive my right to initiate and /or pursue in any manner any and all lawsuits and any other claims in any forum against the Millersburg Area School District Board of School Directors, its individual Board members, officers, employees, attorneys, agents, contractors and assigns for any injury or harm occurring to my child, including but not limited to

claims for negligent acts or omissions and/or claims for death and/or serious bodily injury resulting from my child's use of privately purchased protective equipment. I further agree to indemnify and save harmless the Millersburg Area School District Board of School Directors, its individual members, officers, employees, attorneys, agents, contractors and assigns against any and all loss or expense including, but not limited to, attorney fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, arising out of or connected with my child's use of the privately purchased protective equipment, whether such personal injuries are due or claimed to be due to any negligent acts and/or omissions and/or acts or omissions of the Millersburg Area School District, its individual Board member, officers, employees, attorneys, agents, contractor or assigns or by any other person or entity.

Please Complete the Information Below:

Athletes Name (Print): \_\_\_\_\_

Sport: \_\_\_\_\_

Protective Equipment:

- |                                        |              |                                           |
|----------------------------------------|--------------|-------------------------------------------|
| 1. _____                               | _____        | _____                                     |
| Equipment Type (Helmet, Shoulder Pads) | Manufacturer | Description (Ex. Blue with white stripes) |
| 2. _____                               | _____        | _____                                     |
| Equipment Type (Helmet, Shoulder Pads) | Manufacturer | Description (Ex. Blue with white stripes) |
| 3. _____                               | _____        | _____                                     |
| Equipment Type (Helmet, Shoulder Pads) | Manufacturer | Description (Ex. Blue with white stripes) |

IN WITNESS WHEREOF, I have executed this waiver and representation

At \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Parent/Guardian

