

***MOSHANNON VALLEY***  
***HIGH SCHOOL***  
***2021-2022***  
***COACHING HANDBOOK***



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**Principal:** Kristofer Albright (814) 577-1971; [kalbright@movalley.org](mailto:kalbright@movalley.org)  
**Assistant Principal:** Darin Ricciotti (814) 378-7616 ext. 2002  
**Fullington Bus Co:** Tom Killion Work: (814) 378-8669 Cell: (814) 577-9965

**Moshannon Valley School District**  
4934 Green Acre Road  
Houtzdale, PA 16651  
(814) 378-7616  
[www.movalley.org](http://www.movalley.org)

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### Civil Rights Compliance

It is the policy of the Moshannon Valley School District not to discriminate on the basis of gender, disability, race, color, religion, age, ancestry, national origin or possession of a diploma based on passing a general education development (GED) test, in its educational programs, activities, or employment. Facilities are accessible to and usable by disabled persons as required by federal laws and regulations.

**Moshannon Valley School District Board of Directors**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| Mrs. Cassandra Kitko, President | Mrs. Ruth Saupp, Vice President |
| Mr. Albert Adams                | Mrs. Stacey Warrick-Williams    |
| Mr. Don Wonderling              | Dr. Dan Perna                   |
| Mr. Nathan Dotts                | Mr. Kris Bacher                 |
| Mr. Larry Saupp                 | Mr. David Consiglio, Solicitor  |

**Administrative Staff**

- |                           |                               |
|---------------------------|-------------------------------|
| Dr. John W. Zesiger ..... | Superintendent                |
| Mrs. Tracie Tomasko ..... | Elementary Principal          |
| Mrs. Wendy Payne.....     | Director of Special Education |
| Mr. Kris Albright .....   | Jr/Sr. High Principal         |
| Darin Ricciotti.....      | Assistant Principal           |

**Equal Employment Opportunity Statement**

In compliance with federal and state laws, the Moshannon Valley School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Consequently, equal access and treatment shall be provided to all persons with regard to admissions, access to programs and services, and employment practices. The Superintendent has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations and other applicable federal and state laws or regulations.

For further information, please contact:

Superintendent Dr. John W. Zesiger  
Moshannon Valley School District  
4934 Green Acre Road  
Houtzdale, PA 16651  
(814) 378-7609

## Moshannon Valley School District Interscholastic Athletics

The Board of Directors recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all students of the district and to the community.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district.

It shall be the policy of the Board of Directors to offer opportunities for participation in interscholastic athletic programs to male and female students on an equitable basis, as is practicable and in accordance with state regulations.

### Emergency Phone Numbers

Mr. Kris Albright, HS Principal.....	Cell (814) 577-1971, Office (814) 378-7616 Ext. 2007
TBD, Assistant Principal.....	Office (814) 378-7616 Ext. 2002
Ambulance, Fire, Police.....	Call 911
Ambulance Services (Houtzdale).....	(814) 378-8622
Ambulance Services (Madera).....	(814) 378-8777
Fire Department (Houtzdale).....	(814) 378-7392
Fire Department (Ramey).....	(814) 378-5515
Fire Department (Madera).....	(814) 378-8744
GPU/Electric.....	(800) 545-7741
Houtzdale Water Authority.....	(814) 378-8131
PA State Police.....	(814) 857-3800
Mr. Jeff Sherkel (Maintenance Supervisor).....	Office (814) 378-7616 Ext. 1017, Cell (814) 590-0464
Mr. Tom Lannen (Field Maintenance).....	(814) 571-9552
Mrs. Joan Kephart (Game Manager).....	(814) 592-4859
Mr. Tom Killion (Fullington).....	Office (814) 577-9966, Home (814) 342-4498
Mr. Tom Webb (Athletic Director).....	(814) 592-4763
Mr. Mike Zalno (Athletic Trainer).....	(814) 931-7128

### Coaching Staff

Mr. Mike Simone.....	Weight Lifting Advisor
Mrs. Joan Kephart.....	Game Manager

### **Football**

Mr. Michael Keith.....	Varsity Head Coach
Mr. Brett Kephart.....	Varsity Assistant Coach
Mr. Zach Zapsky.....	Varsity Assistant Coach
Mr. James Keith.....	Junior Varsity Head Coach
Mr. Joe Cervenak.....	Junior High Head Coach
Mr. Kris Albright.....	Junior High Assistant Coach
Mr. Thad Walstrom.....	8 <sup>th</sup> Grade Assistant Coach
Mr. Derick Jones.....	8 <sup>th</sup> Grade Assistant Coach

### **Volleyball**

Ms. Samantha Herto.....	Varsity Head Coach
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TBD..... Varsity Assistant Coach

**Girls' Basketball**

Miss Jillian Kane..... Varsity High Head Coach  
Mr. Jim Stodart ..... Varsity Assistant Coach  
Mrs. Korinn Clarkson ..... Junior High Head Coach  
Ms. Samantha Herto..... Junior High Assistant Coach

**Boys' Basketball**

Mr. Justin Rydbom..... Varsity Head Coach  
Mr. Ryan Cornelius..... Varsity Assistant Coach  
Mr. Kevin Howard ..... Junior High Head Coach  
Mr. Joe Cervenak ..... Junior High Assistant Coach

**Wrestling**

Mr. Thad Walstrom..... Varsity Head Coach  
Mr. Tim Tekley ..... Varsity Assistant Coach  
Mr. Jason Shoff..... Junior High Head Coach  
Mr. Kris Albright ..... Junior High Assistant Coach

**Baseball**

Mr. Ryan Cornelius..... Varsity Head Coach  
Mr. Richard Ball ..... Varsity Assistant Coach  
Mr. Bernie Kephart ..... Junior Varsity Head Coach

**Softball**

Mr. Gary Godin..... Varsity Head Coach  
Mr. Mark Rice and Mr. Chris Anderson..... Varsity Assistant Coach  
Mrs. Kyersten Whetstone..... Junior High Head Coach  
Ms. Aubrey Dotts..... Junior High Assistant Coach

**Soccer**

Mr. Joceny Benjamin ..... Varsity Head Coach  
Ms. Wynter Adams ..... Varsity Assistant Coach  
Mr. Scott McClelland ..... Junior High Head Coach  
Mrs. Rachel Perea..... Junior High Assistant Coach

**Bocce**

Mrs. Wendy Payne and Mrs. Erin Weist.....Co- Head Coach

**Cross Country**

Miss Abigail Houston.....Head Coach  
Mr. Brandon Owens.....Assistant Varsity Coach

**Cheerleading**

Mrs. Denise Kephart ..... Varsity Head Coach  
Mrs. Brandy Evans..... Junior High Coach

## PIAA Regulations

1. **Age Rule:** An athlete may not turn 19 before July 1, of the preceding school year. For junior high sports the athlete may not turn 16 before July 1.
2. **Semesters:** Once an athlete enters 9<sup>th</sup> Grade, he/she has eight semesters to participate in athletics.
3. **Seasons:** Once an athlete enters sixth grade, he/she has six seasons to participate in a sport.
4. **Attendance:** If an athlete is absent for 20 days in a semester, he/she is ineligible until he/she is in attendance for 45 school days following the 20<sup>th</sup> day of absence. The MVSD requires athletes in school no later than 9:30 AM to be eligible for practice or competition on that day. **It is the responsibility of the head coach to monitor and enforce this rule.**
5. **Physical:** The PIAA form Comprehensive Initial Pre-Participation Physical Exam (CIPPE) must be completed and signed by every student-athlete and their parent/guardian prior to trying out for a sport at Moshannon Valley. Physical exams must be dated on or after June 1<sup>st</sup>. Physicals are offered at the Moshannon Valley School District and are the responsibility of each student-athlete to schedule; if you do not participate at school you must schedule your own physical. Sections 1, 2 and 3, 4 and 5 of the CIPPE are to be completed by the student-athlete and their parent/guardian. Section 6 will be completed by your physician. One physical will cover the entire school year providing the student-athlete is not injured, or absent for 20 or more days.
6. **Recertification:** Sections 7 and 8 of the CIPPE are your recertification papers. Section 7 is required for each subsequent sport, and Section 8 is only required if the student-athlete answers YES to specific questions on Section 7. (Section 9 of the CIPPE is only required for wrestlers.)
7. **Transfer Rule:** Please check with the athletic director on all transfers prior to the start of the season.
8. **Grades:** An athlete must be passing **all core classes** per week to maintain eligibility. The athletic director will notify the head coach when an athlete is ineligible. The athlete is then ineligible from Sunday through and including the following Saturday.
9. **Eligibility List:** An eligibility list must be prepared prior to the start of the sports season. It is the responsibility of the head coach to help prepare and to check eligibility. The athletic director will then present the eligibility list to all opposing schools.
10. **Rules Interpretation Meetings** The head coach must attend the rules interpretation meeting for their sport, or pay a \$100 fine and face the team being not permitted to enter PIAA post-season playoffs.
11. **Out of Season Regulations:** Some school equipment (including football helmets) may be used with the principal's permission. Uniforms, practice jerseys and football sled may not be used. No school affiliation, name, nickname, logo or uniforms may be used out of season (Don't refer to a team as Moshannon Valley or Black Knights). Attendance at out of season activities may not be made mandatory. Scrimmages prior to the start of the season are limited to two. Unlimited scrimmages are permitted in the off-season.

## Moshannon Valley School District Athletics Rules & Regulations

### Moshannon Valley School District Head Coaches' Expectations

The head coach of any varsity sport is responsible for providing leadership, organization, and coordination of their varsity sport in grades 7-12. He/she is directly responsible to the athletic director in working to manage and guide that interscholastic sport. The head coach is responsible for the assignment of duties to the assistant coaches of that particular sport. All coaches should conduct oneself in a professional manner at all times, promoting good relations with officials and opponents in addition, the head coach has the following duties:

1. Observe, explain, and enforce PIAA, district, conference, league, and school rules and regulations. **Make sure your assistant coaches, parents and athletes know the School District regulations, practice and game schedules.**
2. **PIAA Mandatory Rules Meeting:** Attend the annual mandatory rules meeting for the sport being coached. If unable to attend, please notify the athletic director in a timely manner. A coach may select a replacement or a replacement will be selected by the athletic director.
3. **Communication with team members outside of regular practices must be done through group messages. Administration is required to be a part of all group messages from coaching staff to participants. Do not contact student/athletes on an individual basis.**
4. **Check your mailbox in the HS office and e-mail daily for communications.**
5. **Volunteer Coaches must be approved by the head coach, by the principal, by the superintendent and by the school board.** (Please see coaching requirements)
6. **Student-Athlete Handbook: Must be handed out by the head coach to all student-athletes at their first attended practice or tryout date. The back page of the handbook (Student-Athlete and Parent/Guardian Signature Page) must be returned to the head coach by the second attended practice or tryout date in order for the student-athlete to be able to participate.**
7. **Provide a local media phone call or email to report on the events of EVERY GAME during the season**
  - a. **The Progress – (814) 765-7813**
  - b. **Altoona Mirror – (814) 946-7444**
  - c. **Philipsburg Journal – (814) 342-1320**
8. **Preseason Meeting with Team Rules and Practice/Game Schedules:** Provide handbook with team rules and practice/game schedules, in writing, prior to the season begins to athletes, parents, coaching staff, athletic director and principal. Enforce your rules as stated in your and the District's handbooks. Provide your participants and parents with a detailed listing of expectations. Within your handbook, it is suggested to include the following items:
  - a. Attendance policies
  - b. Expectations, procedures and rules
  - c. Dress code (coaches can implement their own dress code, but must still abide by MVSD code)
  - d. Practice and competition schedule
  - e. Eligibility information (the district policy is included in this handbook)
  - f. Injury Management
  - g. Transpiration
  - h. Awards (Letter information)
  - i. Equipment issuance and collection
  - j. Coaches' contact information
  - k. Tips to parents on how to best support their child during the season
  - l. Coaching philosophy
9. **Building Use Form/Departure Times:** Give the Main Office your practice and event schedule before the season begins. This includes departure times for away contests. Head coaches are responsible for building/ground use and departure times for Junior High, Junior Varsity and Varsity teams. Please work with the athletic director, office staff and the building custodians to keep the building accessible and unlocked when you need it. All in-season sports will have first preference and out-of-season sports could have their gym time removed at any time due to weather and in-season events.
10. **Purchase Requests:** Must be submitted at least three weeks in advance. All receipts and any excess funds must be returned to the business office within one week after the event. Original receipts are required for all expenditure reimbursement.
11. If a student is transported home after a competition by their parent/guardian, have the parent/guardian sign the Moshannon Valley High School Parental Transportation Request Form. **Under no circumstances are you to release a student to anyone other than parents without a signed release by the principal and/or athletic director.**
12. **Bus Transportation:**

- a. Head Coaches must accompany team to and from all events on busses.
  - b. Coaches will enforce dismissal times.
  - c. Coaches will enforce transportation rules.
  - d. Coaches will enforce the Parent Request Form rule on leaving away events.
  - e. **Exemptions (to transportation regulations) must be approved by the principal in advance.**
13. **Bad Weather:** If you ever run into bad weather on a bus trip, so that it becomes too dangerous to travel, stop, find housing, feed the athletes, and bill Moshannon Valley High School. Immediately call the athletic director, parents and local radio stations. In the event of lightening during practice or a game, get the athletes off the field and inside immediately. If school is cancelled early due to bad weather, all practices and games are cancelled immediately. **Safety Check: Always check your facilities and equipment prior to the start of practice or a competition. Don't permit practice or competition during a thunder/lightning storm.**
  14. **Post Season Competition:** To be eligible for the post-season a team must have a .500 or better record by the cut-off date. All games yet to be played will be assumed as wins in determining a .500 record.
  15. **Equipment:** The head coach is responsible for all equipment and facilities. The head coach is responsible to inventory, store and protect all equipment. A written inventory shall be turned into the athletic director who will forward it to the high school principal. Please inform the athletic director of where you store your sports equipment so that it can be recovered if needed.
  16. **Budget:** Please begin the budget process in the beginning of the calendar year (January). Have a budget request firmed up by the end of February, unless otherwise noted by athletic director. **If you don't want inferior quality, write "no substitutes" after each budget item.**
  17. **Clinics:** Get a clinic request (written) to the athletic director at least six weeks prior to the clinic. Final approval will come from the principal.
  18. **Meal Money:** Will be limited to post season play and special events as permitted by the principal.
  19. **Injuries:** Check to make sure you have a medical/surgical consent form for each athlete with you at all times. Check that every part of the form is filled out. All injuries should be reported to the Certified Athletic Trainer who will complete an injury form and give the athletic director a copy. The athletic director will then give the principal and nurse a copy of the accident report. Know the emergency action plan and fill out an accident report when the trainer is not present. Give the athletic director a copy of this report. This goes for athletes as well as coaches.
  20. **Player dismissal/quitting procedure:** Allow the player at least 24 hours or until the end of the next school day, but no more than 72 hours of reflection after the occurrence to make sure that you and/or they are not overreacting to the student or the situation. You must contact the AD and HS Principal to inform them of the events that led to the pending dismissal from the team. **If the player quits or is dismissed from the team, they are not permitted to rejoin the team that year.**
  21. **Weight Training:** In-season sports have priority use of the weight room. Athletes must be supervised at all times in the weight training room. All weights are to be put away in proper storage after use.
  22. **Postseason Awards and Banquets:** At the close of your season each coach is responsible to submit your list of letter winners to the athletic director. There are no scheduled school award ceremonies outside of the May All-Sports Banquet. Any team banquets or formal award ceremonies are the responsibility of each sport.
  23. **College Recruiting/Signings:** Will be scheduled with the athletic director and will be held for all Division One or Two athletic scholarship student-athletes. Provide necessary information and communication with colleges and universities in regard to the recruiting of student athletes.

### **Coaching Requirements (Paid and Volunteer Coaches)**

**The following refer to necessary clearances and annual educational requirements for all coaches at a PIAA Member School:**

#### **Background Clearances:**

- ✓ PA Act 34 Background Clearance
- ✓ PA Act 151 Child Abuse History Clearance



- ✓ Act 114 FBI Fingerprint Clearance
- ✓ Act 126 Mandated Reporter Training

**Additional Educational Requirements to Coach in Pennsylvania:**

1. **Concussion Training Course**
  - NFHS Concussion In Sports -- What You Need to Know
  - ConcussionWise
2. **Sudden Cardiac Arrest Training Course**
  - CardiacWise
3. **Heat Exhaustion Training Course**
  - HeatWise

**In addition, the following continuing educational courses will be required for coaches engaged at a PIAA Member School (Effective July 1, 2016\*):**

**Core Courses** (complete a coaching education course and a First Aid course from either of the two providers below):

**NFHS (access info @ [www.nfhslearn.com](http://www.nfhslearn.com))**

- Fundamentals of Coaching (\$50)
- First Aid, Health and Safety for Coaches (\$45)

**ASEP (access info @ [Human Kinetics](#))**

- **\*Coaching Principles** (fee depends on instructor)
- **\*Sport First Aid** (fee depends on instructor)

**\*NOTE:** All coaches will have two years from their date of hire to complete this requirement.

**Moshannon Valley School District School Discipline Within Athletics**

These rules apply during each season, from the start of practice until the final game, including the playoffs.

1. Possession of alcohol, or illegal drugs on school property or at any school event, or proven or admitted use of alcohol or illegal drugs during a school function, warrants immediate dismissal from the team.
2. Possession of any tobacco product, electronic cigarette, or other nicotine dispensing device on school property or at any school event or proven or admitted use of tobacco will result in a one-week suspension for the first offense and dismissal from the team for the second offense. Any tobacco violation will be submitted to the District Magistrate who will determine the fine and court costs.
3. Abuse of early dismissals of even the slightest degree warrants the following discipline:
  - First infraction-one-week suspension, second infraction-two-week suspension, third infraction-dismissal from the team

**Suspension is defined as no participation or attendance at any interscholastic athletic contests; however, the suspended athlete may practice. A “week” is defined as a seven-day period, and suspension begins the day immediately following the resolution of the infraction.**

4. School problems are handled as follows:
  - a. Detention warrants the following discipline:  
The first offense is a warning.  
The second offense is a one-week suspension.

The third offense is a two-week suspension.

The fourth offense is dismissal from the team.

Detention is defined as a penalty for each separate incident, even though more than one detention might be issued for each incident.

b. In-School and Out-of School Suspension warrants the following discipline

The first offense is a one-week suspension.

The second offense is a two-week suspension.

The third offense is dismissal from the team.

c. Unexcused tardies during an athletic season warrant the following discipline:

Three (3) unexcused tardies is a warning.

Four (4) unexcused tardies is a one-week suspension.

Five (5) unexcused tardies is a two-week suspension.

Six (6) unexcused tardies is dismissal from the team.

d. No participation in any way on days of In-School-Suspension or Out -of –School Suspension.

5. Stealing while representing the school warrants immediate dismissal from the team.
6. Vandalism or destruction of any property while representing the school warrants immediate dismissal from the team, with reparations.
7. Any obscene gesture during athletic competition warrants a one-week suspension with possible further review, which may result in dismissal from the team.
8. Aggressive fighting while representing the school warrants review, which may result in a one-week suspension or possible dismissal from the team.
9. Misconduct on athletic buses or abuse of bus privileges warrants the following discipline:
  - The first offense is a warning.
  - The second offense is a one-week suspension.
  - The third offense is a two-week suspension.
  - The fourth offense is dismissal from the team.
10. Outbursts towards officials, game officials, fans, or another player warrants review, which may result in a one-week suspension or possible dismissal from the team.
  - Student-athletes involved with rule violations will also be disciplined according to the general rule and guidelines contained in the Student Handbook.
  - Parents and athletes should be aware of the inherent risks of athletic training and competition. Injury and possible death are risks faced in athletics. The athletic office and coaching staff will do everything within our means to minimize this risk, but we need to acknowledge this risk exists.

### **Moshannon Valley Athletic Drug Testing Policy**

On June 23, 2014, the Board of School Directors of the Moshannon Valley School District adopted a random drug testing policy for athletes (Policies #227 & #227.1). This policy authorizes administration to request, at any time and without prior warning, drug testing of student-athletes. Once chosen, the student athlete must submit to a drug test by a laboratory facility selected by the district (and paid for by the district). The student athlete test results will be provided to the building principal. If the test results are negative, no further action will be taken. If the test results are positive, a second test of the sample retained by the original laboratory may be obtained (at the expense of the parents). If the second test is negative, no further action will be taken. If the second test is positive (or if the first test was positive and parents did not opt for a second test) then the following actions will be followed:

1. The principal or his/her designee will hold a parental conference to make the parent(s) or guardians aware of the results of the testing.
2. The principal will use the Moshannon Valley School District Drug & Alcohol Policy to outline the District's stance.

3. The student with a first offense, during his/her school career, will be suspended from athletics for the remainder of the current sports season.
4. The student will be required to be retested at his/her own expense to regain athletic privileges and must test negative prior to regaining athletic privileges.
5. The student who has two (2) offenses will be barred from athletic participation the remainder of his/her years in the Moshannon Valley School District.

Athletes will be randomly selected to participate in the screening from a list of all student athletes. Should any athlete at any time refuse to submit a sample for testing, this shall result in disqualification from all athletic programs for the remainder of the school year.

No athlete will be added to the team roster until Section Two of the Parent/Guardian and Student-Athlete Signature Page has been signed and returned to the athletic office.

### **HIPAA Compliance**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) the Moshannon Valley School District (MVSD) asks for your consent to release medical information to the sports medicine team as assigned by the MVSD relating to your child. The sports medicine team is limited to the team physicians, certified athletic trainer, and assistant to the trainer, athletic director, school nurse and coaching staff. This information would include daily injury reports, practice or game status, and nature of the injury. Each member of the sports medicine team is familiar with and will be compliant with the rules and regulations of HIPAA.

No athlete will be added to the team roster until Section Three of the Parent/Guardian and Student-Athlete Signature Page has been signed and returned to the athletic office.

### **Coach/Athlete/Parent Relations**

An effective working relationship among the coach, athlete, and parent benefits everyone and can significantly contribute to the success of the entire team. Establishing this relationship requires that each of the three individuals understands his/her role in the process and communicate openly and honestly among the other people. With this foundation in place, it is anticipated that communication among the parties can be respectfully conducted throughout the season about a variety of topics. However, the most critical time for the relationship to take place is when a concern or conflict arises. Topics accepted as **appropriate for discussion** are the following:

- The athlete's academic performance.
- The athlete's behavior in school, with the team, or in the public as it pertains to the team's reputation.
- The athlete's role on the team.
- The application of PIAA, district, conference, league, and school rules and regulations.
- Information about recruiting and/or collegiate level play.
- Management of injuries incurred by the athlete.

However, there are also topics which are **not appropriate for discussion**:

- The athletes' length or frequency of playing time.
- Other player's roles on the team.
- Team strategies and/or play calling

The Moshannon Valley School District in conjunction with its athletic department follows the chain of command listed below. We ask that you observe the order of this line of communication if you select to pursue any concern you have with regard to the athletic program. You will be referred to the appropriate level if the chain is not followed:

1. Assistant Coach (if applicable)
2. Head Coach
3. Athletic Director (written and signed letter)
4. Building Principal
5. Superintendent
6. School Board of Directors

### **Administrative Policy Directing Athletics**

1. The Moshannon Valley School Board has three major functions in regard to educational leadership, which includes athletics:

- a) To adopt policy for the entire school system.
- b) To provide adequate means for executing the policies
- c) To see that the policies are carried out through the Superintendent of Schools.

2. High School Principal - Article IX, Sections 1 and 2 of the Constitution and By-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) indicates that the principal of each school, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible to the PIAA. He/she may delegate some of these powers, but such delegation shall not relieve him/her of responsibility for any infraction, by his/her school, of the constitution and by-laws of the association.

Article IX, Section 2, of the Constitution of the PIAA lists the following Powers and Duties of the Principal:

- a) To have control over all interscholastic athletic relations in which his/her school participates.
- b) To sanction all contests in which his/her school participates, and to notify the Executive Director of the PIAA, with ten (10) days, if his/her school has entered a contest which he/she has not sanctioned.
- c) To exclude any contestant who, because of bad habits or improper conduct, would not represent his/her school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by a licensed physician.
- d) To be responsible for the treatment of all visitors and officials attending contests conducted by his/her school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games.
- e) To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature or, at his/her option, that of the athletic director.
- f) To authorize a full-time teacher of his/her school district to be Faculty Manager of the team representing his/her school, unless he/she himself/herself acts as the Faculty Manager.
- g) The principal or his/her authorized representative shall accompany his/her team to all contests.
- h) To be responsible for certifying in writing the eligibility of all contestants in accordance with the by-laws of the PIAA.
- i) The principal shall have such other powers concerning interscholastic athletics within his/her school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-laws of the PIAA.

3. Athletic Director - The athletic director is directly responsible for the male and female interscholastic sports program being offered in grades 7-12 athletic programming. It shall be his/her function to report directly to the principal on all aspects of the athletic program.

4. Game Manager - The game manager substitutes for the athletic director at home athletic events as scheduled and when needed.

## **Athletic Director Responsibilities**

The athletic director is the coordinator of all athletic activities and is the representative of the principal in athletic matters involving the school. He/she has the delegated authority and responsibility to fulfill the following policies and procedures:

1. The athletic director will keep the principal informed of all information concerning the athletic department.
2. The athletic director shall be responsible for scheduling all athletic contests, subject to the approval of the principal and the Board of Directors. In the event the athletic director deems it necessary to consult any particular coach concerning any particular contests, he/she will first inform the principal of this matter.
3. The athletic director shall be responsible for postponement or cancellations, after consultation with the principal and other necessary parties. The athletic director will make the necessary phone calls to school officials, game officials, coaches, and so forth. Rescheduling will also be the responsibility of the athletic director.
4. All purchases of materials or supplies in excess of \$1,000 shall be made upon solicitation of quotations or bids from three (3) or more responsible manufacturers or dealers in such materials or supplies. Purchases shall be made from the lowest bidder on the basis of price, quality, and service. Coaches shall submit their request for items of equipment to the athletic director, who, in turn, will submit the request to the principal for necessary approval. All purchases will be made through the athletic director.
5. The athletic director shall be responsible for the transportation necessary for all away contests. He/she will take care of scheduling these trips and notifying the transportation manager. The scheduling should be done in such a manner that there will be a minimum loss of school time.
6. The athletic director shall have available at all times, contracts and eligibility forms and any other documents required by the PIAA.

## **Athletic Eligibility**

The grades for core courses (math, science, social studies, English, and CCCTC programs) will be reviewed weekly by the high school principal, athletic director or designee. A student must be passing all core courses to maintain athletic and extra-curricular eligibility. This is in addition to the application of the PIAA eligibility rules on all participating students on a regular basis.

Should the student/athlete not be holding a 70% or above in one or more of the required courses (math, science, social studies, English, or CCCTC programs), he/she will be ineligible until the next date that the grades are checked. The student/athlete can't become eligible during the one-week period even if he/she raises the grade above passing any time during the one-week period. During the period of ineligibility, the student/athlete may practice and attend all events, but is not allowed to participate in the PIAA sanctioned contest. Students that are ineligible due to poor grades are required to utilize the after school tutor sessions. Eligibility will run from Sunday through Saturday. Grades will be posted for eligibility each Friday at 3:00 PM. The athletic director will contact the coaches via e-mail to inform them of who is ineligible.

Each Wednesday, the athletic director and assistant principal will run the eligibility in order to inform student-athletes of their academic standings. This may help students address any grade concerns prior to Friday's eligibility list.

Please stress to your athletes the severity of the eligibility rule and encourage them to keep aware of their own grades and required course work on a daily basis.

Coaches are expected to be aware of student athletes who need to stay abreast of their school work. Coaches should remind students to be proactive about making up missed school work because of early dismissal for events. Report directly to the principal and/or the athletic director in regard to the eligibility of student athletes.

Coaches are not to discipline a student who is participating in an extra-curricular activity such as an academic field trip or involved in the school play. Coaches and the other organization need to work together so that students are afforded the opportunity to participate in both.

### **Study Tables**

Mandatory Study Tables will be conducted for all sports/athletes on a weekly basis during each designated season. Study Tables will take place from 3:05-3:45 in the Collaboration Center. Each team will be assigned one (1) day each week for all participants to attend. Coaches/Administration can request student-athletes to attend more than one session per week.

### **Freshmen Varsity Participation**

There may be a circumstance in which the skill level of a student enrolled at a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team that is offered for students of a higher grade. When an initiative to do so is made, PIAA by-laws must be followed. Coaches, parents, administrators, and the student must be in agreement that moving the student/athlete to the varsity is in the best interest of the student.

### **Attendance Requirements**

If a student/athlete is absent from school for a total of twenty (20) or more days during a semester, he/she will lose eligibility until he/she has been in attendance for a total of sixty (60) days following the student/athletes twentieth (20<sup>th</sup>) day of absence.

All students must be in attendance for the entire school day to be eligible to participate in extracurricular activities. Only a certified doctor's excuse or other urgent circumstances will be considered by the principal in waiving this policy. A student who is suspended, either in school or out-of-school, is not eligible to participate in extracurricular or interscholastic events.

### **Cancellations/Postponements**

**Inclement Weather** - In the event that school is dismissed early or cancelled entirely because of inclement weather, all extra-curricular activities, practices and/or events, are considered cancelled.

**Exception:** PIAA sanctioned contests that extend beyond the regular season and/or tournament play. When these post-season contests remain scheduled regardless of the weather conditions, our student/athletes may participate provided safe transportation can be arranged.

## **Sunday Practices**

Practices may be scheduled on legal holidays and/or Sundays only under exceptional circumstances and only with the Principal and Superintendent's approval. The practice cannot be mandatory. Also, please keep in mind the following PIAA rule (PIAA, Article XI, Section 2):

*No team representing any PIAA member school, no individual member or members of such team, no individual representing any PIAA member school, may practice or participate in any interscholastic contest more than six (6) days in any calendar week during the regular season.*

## **Open Gym**

Please refer to the Moshannon Valley School District policy on Use of School Facilities (adopted June 23, 2003, revised October 20, 2003) for established guidelines (see attachment).

It is the expectation of the School Board of Directors and Administration that all parties will work together in establishing an equitable schedule.

## **Hiring Practices and Procedures**

Coaching assignments, athletic director, and game manager positions, as are all athletic and co-curricular positions, shall be for one (1) year (season) and shall automatically renew at the end of that period for the following year (season) unless the holder of the said position or the administration notifies the other in writing of its desire to withdraw/declare the position open within forty-five (45) days of the close of that particular season.

## **Coaching Evaluations**

The head coach in each PIAA sport is evaluated by the High School Principal with input from the athletic director. The head coach for each sport will evaluate his/her assistant(s) and submit the signed evaluation(s) to the athletic director at the conclusion of his/her sports season. Volunteers are not subject to evaluations, but are not automatically approved for the following season. Approval must be obtained prior to each sports season via a written request from the head coach. In addition, new volunteers must obtain Act 34, 151, and FBI Clearances prior to participation.

## **Athletic Awards**

### ***Varsity Jackets/Letters:***

1. Varsity first-letter jackets are purchased by the Varsity Club and given to all athletes who qualify. This information is submitted after each season to the Varsity Club Advisor.
2. Varsity letters are purchased by the Varsity Club. Each head coach sets the requirements for awarding a letter or letters. The said requirements are to be a written document which will be made known to the athletes and parents. A copy of the letter will also go to the athletic director.

## ***Booster Club Awards***

1. James W. Reese Memorial Award - Awarded to the athlete with the highest scholastic average.
2. All Sports Award - Individual trophies are presented annually to the senior male & senior female athlete who accumulates the highest total of points. A minimum of thirty-five (35) points is required for any athlete to qualify for this award.

### Available points:

- 5 points - Given for each varsity letter (includes freshmen). In order to earn any points in a sport, an athlete must participate as a junior and senior in that sport.
- 3 points - Given for First Team All-State or State Champion.
- 2 points - Given for First Team in the conference or league or for a regional champion.
- 1 points - Given for second team or honorable mention in conference or league or district champion.

Any athlete who has been suspended from a sport or quits a sport during his/her junior or senior year will forfeit all previous points in that sport. Exceptions for quitting due to “hardships” must be presented to the Knight Booster Club by the Head Coach of that sport and, subsequently, approved by the Club as a “hardship” case.

The Knight Booster Club will record and maintain a record of points earned by all athletes. Head Coaches will be responsible to supply the Club President with a written or typed list of points earned by each individual in accordance with the point system. The list must be presented immediately following the conclusion of each sport season. In the event the Head Coach does not, or is unable to present the appropriate list, it becomes the responsibility of the Assistant Coach to produce it.

## **Moshannon Valley School Conference/Workshop Cycle**

2021-2022 Term: Boys Basketball and Girls Basketball

2022-2023 Term: Wrestling and Softball

2023-2024 Term: Football and Soccer

2024-2025 Term: Cheerleading, Cross County and Bocce

2025-2026 Term: Baseball and Volleyball

## ***Approval Conditions***

1. Two (2) coaches per athletic program will be approved to participate at district expense during any given cycle year. Not more than two additional coaches per athletic program may attend if approval is granted by the building principal and district cost is solely limited to substitute teachers for the additional coaches.
2. No substitutions for the individuals identified under the first condition shall be allowed.



3. Coaches receiving approval and attending an athletic conference, workshop, or convention must agree at the time of the request to be a serious applicant for a coaching position within the program during the next season.
4. Changes in the yearly program cycle will not be approved.
5. Upon return from an approved conference, workshop, or athletic convention, the head coach and his assistant shall provide remaining members of the coaching staff with information, materials, and insights gained.

### **Uniform Cycle**

Uniforms are purchased on a rotation basis for each athletic team. The cycle is monitored by the Athletic Director upon need and age of the uniforms.

### **Equipment Return Policy**

All athletes are to return issued equipment at the end of the season. Any equipment that is issued is the responsibility of the athlete; therefore, equipment that is lost or stolen will be charged to the athlete. All equipment is due to the respective head coaches within thirty (30) days of the end of the season. The end of the season will be determined by the last PIAA event in which the team/individual participates. Failure to return equipment on or before this time will result in the student/athlete not being able to participate in another sport until the missing equipment is returned or paid for in full. After the thirty (30) day period, athletes will be charged for any equipment not yet submitted; subsequently, the return of all equipment will result in the charges being waived.

### **Communication**

A hard-line (preferred) or cellular telephone should be on-site at each specific athletic event. If using a cellular telephone, one should be aware that instances of service interruption may occur. As such a hard-line telephone should be available in such an event when managing a medical emergency. When service interruption does occur, most often when dialing 911, a cellular phone will search and use the nearest cellular service with a strong enough signal. In certain circumstances a two-way radio may be used to maintain contact between the Athletic Training Room and ATC. When using two-way radios, sports medicine personnel should be certain that communication devices are set to the corresponding channel.

### **Transportation**

When possible an ambulance is preferred on-site during high risk athletic events. In a situation in which an ambulance is on-site, a designated location with rapid access for entering and exiting the venue will be determined. If transportation is deemed necessary, the injured person should be transported via ambulance. Proper attention must be given to ensure that the athletic areas are properly supervised, per the EAP chain of command, should a health care provider leave the site.

### **Hazing**

The athletic department and the administration does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any such activity. Suspected acts of hazing should be reported to the coach, athletic administrator, principal, or other school administrator.

**Hazing:** any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any athletic team. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

### **Booster Clubs**

Booster clubs are an important part of the athletic program in the Moshannon Valley School District, and, as such, play an important role in supporting, encouraging, and in advancing our athletic programs. A club is defined as any organization which utilizes the name of the district or any of its programs, conduct any part of its operation on district property, and either support or directly affect the athletic programs.

The following rules and regulations have been established by the Moshannon Valley Board of Directors as guidelines for the establishment and operation of all booster clubs that support Moshannon Valley sports.

1. Moshannon Valley School District Athletic Booster Clubs:

- a. Knight Booster Club (all sports)
- b. Moshannon Valley Court Club (basketball)
- c. Black & White Mat Club (wrestling)
- d. Lady Damsel Soccer Club (soccer)
- e. Diamond Club (baseball & softball)

2. All athletic booster clubs shall be governed by a published constitution and by-laws which are consistent with the school district's philosophy, mission, and policies.

3. The role of any approved athletic booster club is to support, encourage, or help to advance our athletic programs but not to direct, interfere with, or replace the coaching staff and/or existing facilities.

4. There shall be elected offices of President, Vice-President, Secretary, and Treasurer. Others offices or committees can be appointed as needed by the booster club.

5. Each booster club will submit the following items to the high school principal or the athletic director prior to the beginning of each new school year: a) current by-laws/constitution, b) proposed fund-raisers with general time frame (ex: Fall Hoagie Sale - October of 2017), c) meeting times (if not included in the by-laws), d) names of current officers with addresses and phone numbers, and e) a financial statement from the previous year's activities indicating expenditures.

6. All gifts and donations given to the school by any of the athletic booster clubs will be accepted by the principal with a signed statement which will indicate that they are to become the property of the school district.

7. Student/athletes may participate in fund-raising activities, however, they are not required to do so. Every student will have the same opportunity to benefit from the money raised. Coaches are encouraged to become involved in a/the club's activities.

8. Booster clubs wanting to use school facilities (either buildings or grounds) must complete the Request for Use of School Facilities form (available in the athletic office or school offices) and have the approval of the building principal.

No outside organizations or teams take priority over the Moshannon Valley School District PIAA sponsored sports whether in or out of season, although it is highly recommended by the administration and the Moshannon Valley Board of Directors that the sports programs work together in achieving their goals.

9. All athletic booster clubs operating concession stands at school events are limited to the lobby/ gym area and identified areas at the football field unless otherwise granted permission through the principal to use a different area (ex: cafeteria).

10. Banquet activities can be scheduled at the club's discretion but it is suggested that a designee check with the district for conflicting activities involving the athletes. Building secretaries and/or the athletic director should be able to provide information to aid in decision making.

11. The principal has the discretion to disband any booster club by adhering to the following procedure:

- a. Determine that the said booster club is not following established guidelines and set the reasons forth in writing.
- b. Provide a period of probation to correct the problem(s) set forth in the written document.
- c. Receive approval to disband the said booster club from the Moshannon Valley Board of Education.

12. All questions by booster clubs concerning policy or procedure of the Moshannon Valley School District should come from the individual booster club president or his/her designee and be in written form. Please adhere to the following chain of command:

- a. Athletic Director or
- b. Jr/Sr High School Principal
- c. Superintendent
- d. Board of Directors

13. On June 30, 2012, Governor Corbett signed into law the "High School Athletics Accountability Act" which will require all schools in Pennsylvania to report their Title IX information on a yearly basis. The legislation requires schools to report all booster club activity in accordance with the law.

Beginning in 2016-2017, all Booster Clubs will be required to submit complete financial statements for any athletic activity. Those statements should include:

- **A proposed budget for the forthcoming fiscal year with anticipated expenditures and revenues, including fund raising activities**
- **An actual budget for the previous fiscal year with documented expenditures and revenues**
- **A verification of the booster club's FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited.**
- **A copy of the group's current constitution and by-laws prior to the start of the sports season**
- **A list of current officer's names, phone numbers, and addresses prior to the beginning of the sports season**
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Further, any group who plans to run any form of a small games of chance activity must, by law apply for the Small-Games-of-Chance License and submit a copy of the license to the Athletic Director prior to running any games of chance. It is recommended that all individuals who handle money for the club be bonded.



