

Fairfield Area School District



Coaches Handbook

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Mission Statement & Purpose

The Athletic Department at Fairfield will follow the district's mission statement: "Students First!" Collectively as coaches and administrators we will put the student-athletes in the best position to be successful and competitive. This handbook will serve as a guide during your coaching tenure here at Fairfield Area School District. The information found in this handbook should help answer any questions that may arise during the season. It is not intended to solve all problems, but we ask that you please contact the Athletic Director if you need further guidance. We are grateful to have you coaching with us at Fairfield and wish you nothing but success on your coaching journey.

Philosophy

The opportunity to participate in the extracurricular athletics is a privilege, and is earned through hard work in the classroom, out in the community, and on the field. Participation in a school sponsored sport carries a great deal of responsibilities on the student-athlete. The athletic department is here to help each student during their academic and athletic journey at Fairfield Area School District. Being a Knight Athlete is an honor and privilege. We will mold our student-athletes into great leaders. As an athlete they will develop learning skills, build character, and strive for greatness that will help them maximize their educational experience.

Athletic programs are an important part of the student's educational experience. Athletic competition adds to the school spirit and helps all students develop a pride in their school. The skills you inherit from being an interscholastic athlete can be used well after graduation, and these values learned can help you in your everyday life.

The High School program, **grades 9-12**, will be competitive and where sound coaching skills are used to develop a winning team. Our athletic department and coaches will work side by side to create a winning culture and set the student-athletes up for success.

The Middle School program, **grade 7 and 8**, will be such that anyone who participates in the sports program get an opportunity to play during the season provided they follow the coach's guidelines. Junior High athletics are the foundation and building block to a successful High School program.

Athletic Department

➤ **Board of Education:**

The Board of Education sets athletic policies and guidelines. The board has the final approval of all budgets, personnel, and activities. Any athletic contests/functions requested for a Sunday, MUST be presented to the board for approval.

➤ **Principal:**

The Principal is responsible in all matters pertaining to the athletic program of his/her high school. 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. As a member school, Fairfield is bound and governed by the Constitution and By-laws of the Pennsylvania Interscholastic Athletic Association.

➤ **Athletic Director:**

The Athletic Director is responsible for directing all athletic programs throughout the district and is the representative of the superintendent/principal in all athletic matters. He/she has the delegated authority and responsibility to for fill following policies and procedures:

1. Represent the school at the request of the principal/superintendent as a representative to all Athletic meetings involving the interest of the school.
2. Supervise the preparation of schedules and all sports. Head coaches of each sport will help in making the schedules by recommending schools for Athletic relationships so that the schedule teams are competitive with Fairfield. It will ultimately be the decision of the Athletic Director of final say of opponents. **We will have a full schedule or as full of a schedule as possible.**
3. Schedule contests and certify that all contracts for those contest are accepted by both schools.
4. Make sure all contests are signed officials by the league assigner.
5. Select and purchase, within the allocated budget and with the help of each head coach, equipment and supplies needed for each team.
6. Maintain an open communication with the Director of buildings and grounds of the school district to a sure that all athletic fields and gymnasiums are safe and

maintained. Also making sure that they are properly set up for each event.

7. Consult with the school principal, handle all matters necessary when athletic contest must be postponed or canceled.

8. Act as official host for the school district and ensure all physical resources of the school are available to visiting teams and officials.

9. Work closely with WellSpan Health to ensure physical dates are in place in the summer months for all athletes to attend so that they may participate in interscholastic athletics when regular practice sessions begin.

10. Prepare, after rosters have been finalized by the coaches, list of all athletes for academic eligibility in accordance with the rules of the PIAA in within the guidelines it worth by the Board of Education.

11. Notify coaches and Principal of any and all eligibility requirements that are not met by an athlete.

12. Remove the player, temporarily or permanently, from the team when the regulations to the student eligibility are not satisfactory.

13. Encourage coaches to recommend seeking help from the teacher of the specific discipline to assist the student athlete in obtaining a satisfactory report.

14. Schedule transportation for all away games and provide schedule to the bus contractor as well as the director of transportation.

15. Prepare the annual athletic budget for review and approval by the board of education with the assistance of the business manager.

16. Give each coach an end of season evaluation packet to be used to evaluate his/her program along with forms to list awards and criteria for the Greg Richardson scholarship award.

17. Schedule and secure the necessary personnel to conduct all scheduled home events and when necessary away events.

18. Make available to athletes seeking a post high school education, information in cooperation with the counseling center.

19. Report all contest results (within 24 hours) to District III for use in the power ranking software program.

20. Upload/input all athletes for each team and season in to the PIAA website for eligibility purposes.

➤ **Game Manager:**

The game manager will perform duties delegated to him/her by the athletic director and at times act in place of the athletic director. He/She will supervise ticket sellers, announcers, game officials, security, spectators, and the readiness of the playing surface.

➤ **Coaches:**

The varsity coach and his/her assistants should first and foremost be leaders of young men/women constantly setting a fine personal example of what it means to be an athlete. It is expected that the varsity coach and assistants will be consistent and fair in all rules and regulations applied to the athletes they coach.

One of the most important positions in education today is that of a coach. It is a position that is constantly open to public scrutiny and with it will come criticism and praise. A coach must be a person with high moral character, a person of integrity, and a person his first and only thought is the welfare of the athlete.

➤ **Coaching Positions:**

1. No one may assist in any district program on a regular basis as a coach or advisor unless approved by the superintendent, athletic director and by the head coach. Volunteers must complete the volunteer application and receive all clearances and TB test required by the state of Pennsylvania and have FINAL approval from the Superintendent's office before they are allowed to start.

2. When hired, each coach will receive a contract from the district stating the position, salary and year the contract is in force. A copy of this contract must be signed and returned to the administration office. All coaches are hired for the length of the high school varsity season (including pre-and post) in the sport they are coaching.

3. All applicants for coaching positions who are not district employees must obtain all three mandatory clearances (FBI fingerprinting, PA criminal record clearance, PA child abuse clearance) as well as a TB test.

4. All coaches, paid and volunteer, will be responsible for completing the following certifications and educational requirements:
-Concussion certification

- Sudden Cardiac Arrest certification
- Fundamentals of Coaching**
- First Aide, Health and Safety**

** For Paid Coaches Only and required within 2 years of hire date and must be submitted/uploaded to the PIAA website.

5. Applications for coaching positions are maintained for one year.

6. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. (See [Board Policy 247](#) for more information)

➤ **Head Coach:**

The head coach is responsible for the following:

1. Planning a continuous program of instruction on all levels. The plan program should include written goals and objectives for each developmental level and sent to the principal/athletic director. The coach is the overseer of the Middle School Programs as well to make sure they are following guidelines and procedures.

2. Meeting with interested students at the beginning of each season to provide information relative to: 1.) practice schedules; 2.) policies governing absences; 3.) selection of team members; 4.) General expectations (grooming, conduct, commitment, attitude, training rules, etc.); 5.) Health and nutrition; 6.) conditioning; 7.) Game philosophy and rules; 8.) Eligibility and grading policy; 9.) Requirements to receive a letter or other commendations; and 10.) Other items deem necessary by the coach. In addition to reviewing this material verbally, each coach shall prepare an information sheet or booklet for each participant. The coach, at this time, must inform athletes that the Athletic Code of Conduct is available on the Athletic webpage and it is each athlete and parent/guardians duty to review the documents. There are 3 forms that the student athlete and parent/guardian must fill out and hand in to the coach. The coach shall keep these three documents in a folder or binder and must carry them to all home and away contests.

3. The coach must provide copies of the emergency contact form from the Code of Conduct to the athletic trainer for all athletes participating in that sport.

4. Supervising the storage of all equipment, updating and submitting inventory list at the end of every season. The coach document any lost, stolen or damaged

equipment and give it to the athletic director. This must be completed within 2 weeks of the end of the season.

5. Completing an award sheet within two weeks of the completion of the season and presenting it to the athletic director. Coaches will notify any participate who's letter is withheld due to coach his recommendation. Athletes not returning their equipment will not receive their letter until their equipment and uniform has been handed in.

6. Requiring all athletes who quit or drop from the team to return all equipment as it was issued within 48 hours. No letters or awards will be issued to these individuals.

7. Informing all students that until obligations to prior sports seasons are met, they are in eligible to compete in any subsequent seasons.

8. Participating in the year and sports banquet and/or season ending sports ceremonies.

9. Developing good and safe practice plans for each practice.

10. Supervising all athletes constantly. All work out and practice it shall be canceled if no coaches physically present to supervise.

11. Informing the athletic director in writing of all workout sessions, specifically special practices, within the season. Also, information must be given for out of season practices 3 weeks before they are scheduled to start if FASD facilities are needed.

12. Honoring the PIAA regulations of limiting practice or participation to six days in any calendar week.

13. Being familiar with emergency phone numbers and procedures. This includes but is not limited to athletic trainer, hospital, ambulance, parents, team doctors, etc.

14. Must carry a school issued first aid kit to and from practices and competitions.

15. Directing any concerns dealing with general operating policies, scheduling, transportation or interpretation of policies, to the athletic director. The building principal is ultimately responsible for all activities in the building; therefore, he/she should be apprised of all unusual situations.

16. Cutting the number of players on the team is to be considered only one the number is too large to affectively teach the sport or as a disciplinary measure. In cases of cutting, the coach should notify the athletic director as to the size of the squad.

17. Assuming responsibility for the proper supervision of all athletes which is participating in the program. The supervision includes and is not limited to: 1.) locker room and hallways before and after practices and contests; 2.) practice sessions; 3.) contest. A coach must be the last person to leave facilities being used by the athletes (locker room, practice field, floor, court, building, etc.). All areas must be locked and lights turned off. In addition, before, during and after practices you are responsible for making sure all area doors (outside and locker room) are secure and not propped open for any reason.

18. In the case of an injury the head coach or his/her appointee will concentrate on the injured player until it is determined that the player is out of danger or another person in authority takes responsibility. If a trainer is available, he/she should be notified immediately of the injury. A complete report of injury must be filed by the coach or trainer within 24 hours of the incident.

19. Excepting responsibility for the development of an appropriate conditioning program.

20. Any volunteer coaches that you wish to have help your team cannot start until the Athletic Director receives verification that all documents and requirements are received by the district and the volunteer is approved.

21. Evaluating the program for which he/she is responsible. Meet and discuss the program evaluations with the Athletic Director. Within 2 weeks of the conclusion of the season the evaluations for coaches and the program will occur with the Athletic Director.

22. Supervising athletes to and from all away athletic contest and transportation provided by the school district. The athletic director must approve any exceptions.

23. Being familiar with the following rules and guidelines in the PIAA, YAIAA and district athletic policies.

24. Excepting responsibility for the keys that the coach is in possession of which will provide access to all areas in order to enhance performance of the athletes. Coaches may keep their keys if they are in postseason play or are planning workouts in the off-season, but this must be approved by the athletic director.

25. Supplying a roster of the student athletes who are on your final team to the school principal and athletic director for the purpose of Academic eligibility weekly checks.

26. Contest and practices are limited to six-days/calendar week during the regular season.

1. PIAA by-law: The Sunday rule has been repealed in order to increase the opportunity of the PIAA member schools to accommodate the religious observances of students

2. Fairfield Area School District is defining their six-day week as Monday through Saturday. Extenuating circumstances may lead to exceptions of this rule.

3. Request for exception should be made through the athletic director to be approved by the Board of Education.

27. Reporting scores to the Athletic Director within 2 hours of the completion of the contest, so that the scores and outcome can be submitted for power ranking purposes (for Varsity games only).

28. Must **attend at least 2** FAST Meetings outside of their season and must appoint a parent representative that will attend the meetings on a regular basis. Coach needs to inform FAST who will be the parent representative in a timely manner.

29. Utilize the Athletic Website (sport specific site) as much as possible to keep the information as current as possible. The athletic director will assist with this.

➤ **Assistant Coaches**

1. Directly responsible to the head coach and must follow his/her program.

2. Have a fair, unprejudicial relationship with their players and have the physical and emotional welfare of the players upmost in their minds.

3. Report any major incidents to the head coach and be familiar with emergency phone numbers and procedures.

4. Shall be familiar with and follow the rules and guidelines in the PIAA, YAIAA and district policies.

5. Will supervise athletes to and from all away athletic contests in transportation provided by the school district. The Athletic Director must approve any extenuating circumstances.

➤ **Cheer Coach:**

1. Be the one person making the final decision as to the selection of the members of the cheer squad.
2. Supervise and conduct tryouts and practices in accordance with prescribed directions.
3. Accompany cheer squads to and from any Athletic contest as well as during the contest itself.
4. Maintain an inventory of all equipment and supplies.
5. Submit a detailed budget request along with the inventory to the athletic director.
6. Provide the athletic director with a list of award winners and the type of awards to be ordered.
7. Hand in a roster of the squad to be filed in the athletic office and announced at contests so the squad may be recognized.
8. Be prepared to travel with the squad to any postseason events when deemed necessary.

➤ **Fund Raising:**

All fund-raisers must be pre-approved by the principal and athletic director. There must be a stated goal and objective. A pre-approval form must be filled out and approved before the fundraiser where maybe scheduled.

All teams are allowed 2 fundraisers per school year, July 1 through June 30.

➤ **The Athlete:**

Interscholastic activities are in extension of the educational experiences that a schoolmate used offer. Therefore, participation is voluntary and is a privilege. Those who choose or are chosen, as a matter of do process, must be aware of the "Code of Conduct and Discipline" for the Fairfield Area School District interscholastic program, and each participant is required to operate within the

framework of the rules and regulations.

A. Athletes are students first and foremost and will be treated and disciplined as such. The following conducts shall constitute grounds for EXPULSION from participation or practice in any form in interscholastic competition during that particular season one such conduct occurs on or off school property:

1. Using violence, Force, coercion, threat, intimidation (both verbal and physical) or similar conduct in a manner that constitute a substantial interference with school purposes.
2. Causing or attempting to cause a substantial damage to school property, ceiling or attempting to steal private, school or visiting school property.
3. Causing or attempting to cause physical injury to a school employee or any students. Physical injury caused by accident, self-defense, or other action taken on the reasonable believe it was necessary to protect some other person shall not constitute a violation.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student. Knowingly possessing, handling or transporting any object or material that is ordinarily or generally considered a weapon.
5. Using for possessing smoking tobacco, snuff or vape pens; possession, use, sale, delivery, or consumption, dangerous drugs, marijuana, No-Doz, Vivarin, K2, Molly or alcoholic beverage; and/or possession, use, sale or delivery of any drug paraphernalia.
6. Engaging in any other activity forbidden by the laws of the Commonwealth of Pennsylvania which activity constitutes a danger to other students or interferes with school purpose.
7. Students expelled from a team shall not receive awards, school recognition, or other school benefit from sport.

B. Scholarship and Eligibility

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum. The pupil must be passing all subjects in the high school. In the Middle School, a pupil must be passing all core subjects. Eligibility shall be cumulative from the beginning of each marking period and shall be reported on a weekly basis.

In cases where a student's cumulative work from the beginning of the marking period does not as of any Friday meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next following Saturday. At the end of the semester or the school year, if the student is not passing all subjects as stated above, the student will not be able to compete for fifteen (15) school days of the next marking period. If a student goes to summer school and passes the subject, he/she will be able to play and the fifteen days would not apply. Ineligible students may not travel with the team until they become eligible. Students who miss in excess of twenty (20) school days in a semester without a medical excuse will be ineligible to participate for sixty (60)-attended school days. The medical excuse needs to be for a long-term sequential absence. Any student who receives a suspension will not be permitted to participate in or attend any extracurricular activities on the day the suspension is served. Any student who receives a second suspension will not be permitted to participate in or attend any extracurricular activities for the remainder of that season or marking period.

C. Attendance

In order to participate in an athletic activity on a given day—practice or performance, the student must be in attendance for the school day. A school day is defined by attendance in school before 10:00AM. Exceptions to this rule must be pre-approved by the principal. (Doctor's visits, college visits, etc.)

Any student who receives an office detention or suspension of any type is not permitted to participate or attend any extracurricular activity on the day of the detention or suspension.

➤ Out of Season Regulations:

Consistent with the concept that interscholastic athletics are part of the educational school system and consistent with the philosophy of the Fairfield Area School District, the following guidelines for out-of-season regulations set forth for the interscholastic athletic program:

1. All sports have a defined season (PIAA regulated). No coach may say or imply that a student must participate in out-of-season training as part of their evaluation to become a member of a team in a defined season.
2. The student should have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible. Anything that serves to prevent this opportunity is contrary to the philosophy of the Fairfield Area School District.

➤ General Rules:

A. Parent Consent

A pupil shall be eligible for practice or participation in each sport only when there is on file with the principal a certificate of consent which is signed by his/her parent or guardian. (This is on the Physical Examination Form.)

B. Physical Examination

No pupil shall be eligible to represent Fairfield in any interscholastic athletic contests unless he/she has been examined by a licensed physician of medicine before his/her sport season. Fairfield Area School District will conduct physicals on three dates during the Summer. If a pupil does not attend the physicals during the Summer, he/she must have a physical examination by his/her own private physician, before he/she can participate in a sport. There is an Athletic Fee charged before each sport season.

C. Insurance

No pupil shall be eligible to represent Fairfield in any interscholastic athletic contests unless he/she has on record the proper insurance information. Students must either purchase school insurance or show evidence of parent coverage.

D. Canceling or Postponing Events

1. Athletic events will be postponed or canceled by the principal or Athletic Director. The AD will notify the schools involved, the officials involved, transportation, workers, etc.
2. School cancellation policy for practices shall be:
 - a. School closing for an entire day—if due to weather or safety concerns all practices are canceled. All other occurrences team practices may occur as scheduled.
 - b. School closing for weather once school is in session—All games and practices will be canceled.
 - c. School closing for any reasons other than weather or safety-related conditions—teams may practice as scheduled.
 - d. Practices will not occur before 3 PM on teacher in-service days.

➤ Volunteer Coaches:

1. Volunteer coaches in the system shall be approved by the Superintendent's Office.

Volunteers do **not**:

- a. receive any compensation for services.
 - b. treat any injury sustained by students.
 - c. assume the sole responsibility for student or group of students.
2. A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation or athletes, etc.
 3. A volunteer is not covered for injuries by the school district insurance.
 4. A volunteer may be asked to discontinue his/her services for reasons of not abiding by the above guidelines and/or for any other reasons deemed necessary by the head coach, Athletic Director or building principal.
 5. All volunteer coaches must have on file a copy of the PA Criminal Record and a Child Abuse Clearance as well as a current TB test. They must have final approval for the Superintendent's Office.

➤ School Board Policies

- The following policies must be reviewed by all coaches:

[122](#) [123](#) [123.1](#) [123.2](#) [137.1](#) [140.1](#) [222](#)
[227](#) [247](#) [806](#) [819](#) [823](#)

I, _____, have read this entire Athletic Handbook for Coaches carefully, and I will abide by these rules and regulations as set forth by the Fairfield Area School District (FASD). I promise to uphold the high standards of the FASD. I understand that I am a coach and will conduct myself in a way that will be credit to FASD. I understand that as a coach, I am a role model for the student-athletes and should conduct myself in a way that shows good sportsmanship, positive attitude and confidence. I understand that failure to fulfill the duties set forth in this handbook could affect the recommendation to continuing to coach in upcoming years.

Signature: _____

Date: _____

**If you coach multiple seasons in a school year, you only need to hand in one signed form and it will be valid for each season that year.