Athletic Policy

Adopted and Revised – JUNE, 2021

PHILOSOPHY

The primary purpose of the athletic program of the **MOUNT CARMEL AREA SCHOOL DISTRICT** is to promote the physical, mental, social, emotional, and moral well being of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in our community.

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual difference. Through voluntary participation, an athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations, as the role demands, and make sacrifices not required of others.

GENERAL OBJECTIVES

Athletic competitions should have, as their chief purposes, friendly rivalry, new friendships, respect for others, playing skills, good sportsmanship, and improved community relations.

SPECIFIC OBJECTIVES

1. The opportunity to learn the sport and improve playing skills.
2. The development of physical vigor and desirable wellness.
3. The opportunity to make real friendships with squad members and widen their circle of friends, by acquaintance with members of opposing teams.
4. The chance to observe and exemplify good sportsmanship.
5. The realization that athletic competition is a privilege that carries definite responsibilities.
6. The chance to enjoy one of the greatest heritages of youth – the right to play.
7. The chance to learn that violation of a rule of the game brings a penalty, and that this same sequence follows in the game of life.

SCHOOL AND STUDENT BODY OBJECTIVES

1. Athletics should occupy a position in the curriculum comparable to that of other activities.
2. Athletics should be used to promote school morale.
3. Proper student interest should be created.
4. All visiting schools should be treated as guests.
5. Athletic programs should be broad, rather than narrow, in their scope. They should include as many activities as possible, in order to be of interest and benefit to more students.
6. Sportsmanship, fair play, and good school citizenship should be objectives for all athletics.

CODE OF CONDUCT FOR ALL SPORTING EVENTS

The Mount Carmel Area School District has implemented the following spectator Code of Conduct for all sporting events.

1. Inappropriate, abusive, or obscene language will not be tolerated.
2. Spectators' inappropriate, negative confrontations with any player or coach before, during, or after any athletic contest are prohibited.
3. Any concerns must be put in writing to the Superintendent, Principal and Athletic Director.
4. Smoking is not permitted anywhere on school grounds, fields, or in vehicles.

Violation of the above will constitute removal from the facility and/or possible criminal charges filed against offenders. Repeat violators will be prohibited from attending sporting events.

Children learn by example: therefore, if adult fans display poor behavior and disrespect in any fashion, it not only sets a bad example, but it is hurtful to the team and their coaches.

VALUES IN ATHLETICS

1. Athletics are an integral and a vital part of the school educational program.
2. Athletics are available to any student willing to abide by established rules and standards.
3. Athletics have a three-fold value; for the participants, for the student body, and for the community.
4. Athletics are organized in a manner most consistent with needs, interest, maturity, and abilities of the students.
5. With professional leadership, athletics provides an educational activity with established education objectives and acceptable standards of behavior.
6. Coaches also track a player's academic status and adhere to PIAA guidelines with regards to grades and eligibility.
7. Coaches exert a substantial influence on students and can assist students to set higher achievement goals. Tutoring options should be explored when academic success is at risk.
8. Athletics provide an opportunity for the loyalty of parents, patrons, and friends of the school to be constantly renewed, strengthened, and united.

CODE OF ETHICS FOR ALL COACHES

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved action. The following code of ethics is hereby set for the Mount Carmel Area School District coaches.

1. Understand that the purpose of interscholastic athletics is to promote the physical, mental, and social well-being of students.
2. Serve as a role model for your student-athletes, by setting an example of good conduct for team members, students, and the general public.
3. Professional attire is encouraged for all coaches and assistant coaches, as they represent the Mount Carmel Area School District. Jeans are not permitted. Whenever possible, MCA colors

and approved logo in a professional or coaching status should be worn to identify the coaching staff.

4. Drinking/possession of alcoholic beverages, and /or use of tobacco products, drugs, or profane language are strictly forbidden while supervising an athletic team. If any illegal activity occurs while you are a coach you will be asked to resign.
5. Maintain complete control of your team members at all practices and games. Never leave athletes unattended.
6. Achieve a thorough knowledge and understanding of the rules (and spirit of the rules) of the game.
7. Act in a sportsmanlike manner at all times.
8. Respect the decisions of officials and remain undemonstrative in accepting these decisions.
9. Refrain from confrontations with anyone, including parents, referees, coaches, and athletes. A meeting with the Athletic Director should be scheduled to discuss any issue or concern.
10. Be courteous to visiting teams and officials, and strive for a good working relationship with opposing coaches and school personnel. Member schools of the PIAA are responsible for the safety of the visiting teams and officials while they are present at a member school's athletic event.
11. Maintain a good rapport with the media. Comments to the media must represent the school district in a positive manner. Promote your team and athletes at all levels to the media. It is the responsibility of each head coach to submit all event scores into local media outlets, as well as those responsible for school media and public relations.
12. As per HIPPA regulations, never comment on a student's medical condition or information concerning their personal lives or families.
13. Earn the respect of student athletes, school officials, and community, by being fair, complying with established policy, and showing a sincere interest in all participants.
14. Be supportive of the entire athletic program and encourage your athletes to be multi-sport athletes. There are numerous studies that have concluded that the a multi-sport athlete is more successful, as well as less prone to injuries. Your student-athletes appreciate it when you watch them compete in a sport other than yours.
15. Keep athletics in perspective and remember that although athletics are important, they are but a small component of a student's total education and should work in conjunction with academic goals and career objectives.
16. Encourage higher education goals and help the student-athlete to achieve these goals.
17. Have fun. It is indeed possible to work hard, be intense, and still enjoy every minute of it.
18. Remember that you are a role model everywhere and at every moment in the community.
19. Try to take an active role in community activities and encourage your athletes to do so, as well.

DISCIPLINE AND ATHLETICS

Discipline with Dignity – It goes a long way!

1. At the beginning of the season (preferably at the preseason organizational meeting), the coaching staff should distribute rules and regulations for the conduct of the team, in writing, to all athletes and parents. All guidelines must be cleared through the Athletic Director before their distribution and work in conjunction with school district rules and regulation concerning student behavior. The guidelines must be read and signed by all parents/guardians and kept on file. Include practice expectations, appropriate dress for athletic contests and banquets, school attendance and academic eligibility. Make all expectations clear to the athletes and parents prior to the season.
2. Never lose sight of the fact that our main objective in education is to help young people develop into responsible citizens. We must acknowledge that student-athletes are going to make mistakes; and when they do, our responsibility is to help them learn from their mistakes.
3. Disciplinary actions can include reprimand, suspension, or dismissal. Should a suspension or dismissal happen during a sponsored PIAA contest, their protocols involving contest play will be in effect. Suspensions and Dismissals must be approved by the Athletic Director and High School Principal and Administration. If you are considering suspension (not in uniform) from a game (s) contest, sport participation for an extended period of time during the season or dismissal from the team, the following steps will be required to be followed:
   a. A Parent and/or Guardian will be notified at the earliest available moment after the infarction occurs.
   b. The Athletic Director or in his absence, the High School Principal or in their absence another member of the school's administration, will be notified of the circumstances leading up to and causing the suspension or dismissal.
   c. A meeting will be offered to the Parent by the Athletic Director or in their absence, another member of the administration.
   d. At the conclusion of the bullet points a. b. & c., a determination will be made if the aggrieved athlete should be suspended or dismissed.
4. Coaches should understand that unacceptable behavior, as determined by the coach, that persists after a reprimand is grounds for discipline, not matter what their athletic status is.
5. For your own use, all incidents should be documented. Always try to take a minute and write down any event that warrants disciplinary action and be ready to provide that to the Athletic Director and School Administration should be called upon to do so.

HAZING

Hazing is not an accepted practice by the Mount Carmel Area School District and will not be tolerated or condoned in the athletic program. Coaches should discuss the Mount Carmel Area School District Hazing Policy, as approved in Mount Carmel Area School District Policy Manual. The respective school administrator and athletic director will deal with any instances of hazing. Hazing activities of any type are inconsistent with the educational and athletic goals of the district and are prohibited at all times. Each athletic coach (head or assistant) must complete the Safe Schools Training Course "Hazing Awareness and Prevention" before starting any coaching

assignment within the district. Completion of the course will be tracked through the athletic office. **Any coach who permits hazing will be dismissed.**

PRE HIRE REQUIREMENTS

Before a Mount Carmel Area coach or extra curricular staff member may begin employment and start practicing with their respective teams the following must be completed:

I. Clearances (Act 34 PA State Police Criminal History, Act 151 Child Abuse History Report, Act 114 FBI Fingerprints)
II. Pre Employment Physical
III. TB Test
IV. Completion of Safe Schools "Hazing Awareness and Prevention" Course (Individual must contact athletic office for login information - https://mca-pa.safeschools.com/login)
V. PIAA required yearly safety course completions. (For complete list - contact Athletic Office)

The Athletic Office will assist the potential coach(s) in completing all documents and forward them to the District Office for verification and submission to the Board of Education for final approval.

ATHLETIC DEPARTMENT-ORGANIZATION-RIGHTS & RESPONSIBILITIES

District School Board of Education

1. The Board of Education sets Athletic Policies and Guidelines. The Board has the final approval for budgets, personnel, and activities.
2. Ensure that only competent and qualified personnel are employed for athletic programs.
3. The Board of Education will appoint within its membership, an Athletic Oversight Committee to assist the completion of bullet points 1&2.

High School Principal

1. The principal is responsible in all matters pertaining to the athletic programs of his/her school. He/she may delegate some of these powers. Such delegation shall not relieve him/her of responsibility for any infraction by his/her school, as per the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association.
2. The Athletic Director in consultation with the HS Principal, Director of Buildings and Grounds, and School Superintendent will ensure that all district athletic facilities, either owned or leased are safe and secure and all contest areas meet the requirements of the PIAA.

Athletic Director

1. Establish schedules.

2. Order equipment and uniforms. (The district will purchase uniforms. Students are responsible for undergarments and shoes.) Uniforms will be purchased by determination of the School Board, who may also determine their cost, where they will be purchased from, and the amount they wish to contribute to the purchase.
3. Recruit coaching personnel and make recommendations to the Athletic Committee.
4. Ensure that resumes of prospective candidates are supplied to the Athletic Committee prior to being listed on the agenda for Board of Directors meetings.
5. Ensure all coaches have received all the necessary training and clearances in order to Coach within the PIAA and work with youth, as determined by the State of Pennsylvania.
6. Ensure First Aid kits are present at all sporting events and practices.
7. Maintain inventories.
8. Ensure that the athletic program conforms to all appropriate national, state and league regulations.
9. Ensure that adequately and properly trained personnel are assigned for supervision of athletic events/activities with specific duties and responsibilities.
10. Serve as an interim coach in any emergency situation when an assistant coach is not available.
11. Schedule appropriate transportation for athletic events.
12. Approve meal compensation.
13. Attend all meetings.
14. Secure necessary personnel to conduct/supervise events.
15. Evaluate the coaching staff. (See separate guidelines if acting as a coach also.)
16. Have effective inspection and maintenance programs in effect for athletic equipment and facilities.
17. Ensure that release forms signed by parents or guardians and required medical exams for participation in the athletic program are properly completed and maintained on file in the principal's office for future use or reference.
18. Ensure that adequate medical treatment is provided for all home varsity-sporting events as detailed in the athletic training contract.
19. Distribute parking and entrance passes to facilities.
20. Approve a student or parent request, to excuse an athlete from utilizing school transportation to or from a sporting event.

Evaluation Procedure if the Athletic Director is a Coach

1. When the Athletic Director serves as a hired head coach the principal will conduct his/her evaluation.
2. When the Athletic Director serves as a hired assistant coach, the principal will evaluate the head coach of that sport.

Assistant Athletic Director

The Assistant Director shall assist the Athletic Director to organize and maintain the interscholastic athletic program throughout the District. The Assistant Athletic Director will also assist with all aspects of the school athletic policies and procedures.

Head Coaches

1. All coaches must have all clearances, training, and complete any courses that are required by the PIAA, Commonwealth of Pennsylvania, and the Mount Carmel Area School District to coach and direct students in athletics and related activities.
2. The head coach in each sport is responsible for planning a continuous program of instruction. In sports spanning more than one level, (junior high, junior varsity, and varsity), the **varsity** head coach is responsible for the coordination and evaluation of the total program.
3. The head coach should also meet with the interested students at the beginning of the season to provide information relative to:
    a. Practice schedule
    b. PIAA/District policies and procedures
    c. Selection of team members
    d. General expectations- appearance, conduct, commitment, attitude, training, rules, etc.
    e. Health and nutrition
    f. Strength/conditioning
    g. Game philosophy and rules
4. Ensure a student's "Release of Personal Information" is given to all parents and returned signed.
5. At the end of the season, the head coach shall supervise the storage of all equipment and update the inventory lists. He/she will verify in writing that all equipment is turned and any that is not turned in will be submitted to the Athletic Office, with the athlete's name, and grade. All athletes are responsible for any uniforms or equipment that was distributed to them and will be responsible for its replacement.
6. The head coach shall submit names of Varsity Letter Award recipients, as, well as, Award Sheets identifying any specific award recipients. This shall be given to the Athletic Director as soon as possible after the conclusion of the season or in the case of Senior MVP and Sportsmanship Awards, by May 15 of the school year.
7. The head coach should have access to emergency phone numbers and procedures.
8. The head coach will report all athletic injuries to the Athletic Trainer and Athletic Director.
9. A coach shall never embarrass, humiliate or degrade any student on or off the field of play.
10. The head coach shall **never** leave any athlete unsupervised! The head coach is responsible for the proper supervision of all students participating in the program. This supervision includes: locker room, weight room and all school district facilities, before, during, and after practices and contests.
11. A coach **must** be the last to leave facilities being used by athletes. This includes locker rooms, practice fields, gymnasium, weight room, etc. Be sure all athletes have transportation home or a phone to utilize.

12. All workouts and practices shall be cancelled by a coach who can not be physically present to supervise. In the event of a school cancellation due to bad weather, practices will also be cancelled, unless otherwise directed by the Athletic Director or High School Principal.
13. Head coaches should report any damage to the facilities immediately to the athletic director.
14. Head coaches shall ensure all athletes are supervised in the weight room, following all safety guidelines, and return all equipment to its proper place.
15. The head coach should encourage proper dress. School uniform dress code or warm-ups should be worn to athletic contests and in regards to related community or post season activities, dress code or more dignified is required.
16. All coaches must be First Aid, CPR and AED certified.
17. Appropriate first aid should be administered to any injured athlete. A head coach or his appointee, will concentrate on an injured player until it is determined that the player does not need additional medical attention, or another person in authority takes responsibility, such as the athletic trainer or other medical personnel.
18. The head coach with the assistance of the school district administration are responsible to determine the eligibility of his/her team members to participate in practices or contests. This includes attendance, grades, conduct in school, signed P.I.A.A. Physical Card by a licensed physician and parent.
19. Head coaches will present a positive image in reference to the school district, athletic programs, and student-athletes.
20. Head coaches will work cooperatively with other coaches to enhance the overall athletic program. This includes participation in multi-sport activities. No coach should discourage any athlete in participation in any athletic program of school activity
21. Head coaches will ensure that complete professional equipment is provided as required by applicable rules and regulations for each sport.
22. Head coaches will inform parent/guardian and student-athlete of risks involved in the athletic activity prior to student participation. This may be done through video presentation, pamphlets or handouts.
23. Head coaches will be accountable for all assistant coaches and will provide the Athletic Director with a yearly evaluation on each of his assistants, including volunteer assistants.
24. Head coaches are responsible to ensure that no individual is allowed in the locker room or practice area unless approved by the Administration and Athletic Director.
25. Visiting coaches are not permitted in any press box unless a pass is issued by the Athletic Director.
26. Head coaches must ensure the safety of all athletes through extensive knowledge of pre-existing medical conditions and care such as dehydration, use of inhalers for asthmatics, blood sugars, etc.

Assistant Coaches

1. All coaches must have all clearances, trainings, and complete any courses that are required by the PIAA, Commonwealth of Pennsylvania, and the Mount Carmel Area School District to coach and direct students in athletics and related activities
2. The assistant coaches are directly accountable to the head coach and must follow his/her program.

3.Assistant coaches shall maintain the same conduct responsibilities as required by the head

coach of the sport that they are coaching.
4. Assistant coaches will present a positive image in reference to the school district, athletic programs, and student-athletes.

Coaching Penalties for Violation of Policy

Step 1
- Written Warning – issued and signed by the Athletic Director or other appropriate school administrator. (Personnel File)

Step 2
- Formal Written Reprimand – issued and signed by the Athletic Director or other appropriate school administrator. (Personnel File)

Step 3
- Suspension from coaching, without pay (prorated), and/or possible termination.
- Exception – Deliberate and defiant abuse of policy may warrant immediate suspension or termination without prior warning.

TRANSPORTATION

1. School buses or vans will be utilized for transportation to contests less than 70 miles away. Coach Busses will be permitted for distances greater then 70 miles for regular season contests, but the district will only contribute its normal cost of travel to the event (gas, driver wages, tolls). The remaining costs must be paid by boosters or private donation. Coach buses may also be granted for inter-district and state championship competitions that exceed the 70 mile limited at the discretion of the Athletic Director, HS Principal and Superintendent and will be paid in full by the district, but will accept donations to help cover costs. The arrangement of any coach bus or busses will be done through the Athletic Office, using school district purchasing protocols.
2. To protect the students, their families, and the school district against unwarranted liability, all final transportation arrangements, agreements, and contracts will be performed under the direction of the Superintendent or designee.
3. Participating athletes are not permitted to drive to or from athletic events.
4. Students must submit a request in writing from the parent to ride home with the parent after a sporting event and not utilize school district transportation. This must be signed in advance by the principal or athletic director.
5. A coach must stay with students until transportation is secured.

STUDENT-ATHLETE RESPONSIBILITIES

Make the commitment prior to the season

If upon checking the schedule, the student-athlete feels that he/she may not be able to make the commitment necessary to have a successful athletic experience, the student-athlete is better served by not trying out for the team. Students participating in athletics at MCA are reminded that

scholastic sports participation is a commitment and failure to comply with practice and game schedules if not only unfair to your coaches and fellow athletes, but could impact playing time.

1. Have all school district and team paperwork properly signed and turned in.
2. Make sure you have a physical completed after June 1 for the upcoming school year on an approved PIAA Physical Form and that it has been signed by a parent or guardian and a licensed physician.
3. Respect officials with the expectations that they will enforce all rules. Show respect for all people in a position of authority.
4. Maintain exemplary conduct at all times. It is an honor and a privilege to represent your school on a team.
5. Fulfill academic standards in all coursework
6. Treat visiting teams and officials as guests.
7. Maintain sportsmanship in the event of a loss. Give credit to the winning team.
8. Follow the rules and regulations set forth by the head coach, the school district, and the PIAA.
9. Report any injury sustained to the head coach or trainer immediately.
10. Report any damage to the facilities immediately to the head coach, or in their absence, an assistant coach.
11. In order to maintain a sound and vital athletic program, certain standards of conduct will be required of all students who desire participation. These will be explain to you by your coaches and by school administration.
12. As soon as they become aware, all Student-athletes have the responsibility of notifying their coach of anticipated absences from practices and/or games.
13. Equipment issued to the athlete is the sole responsibility of that athlete. Loss of any part of that equipment issued will result in the athlete paying the replacement cost. Game uniforms are only to be worn for the contest or during the school day of the contest, and not at any other time.
14. Student-athletes have the responsibility of paying for their own undergarments including tee shirts, wrist bands, and shoes.

Eligibility for Athletes

1. If an athlete is involved in an out of school suspension, the athlete will lose his/her right to participate (including practice) while under the suspension. The athlete is not permitted on school property during the suspension.
2. If an athlete is involved in an in-school suspension, the athlete maintains the right to participate, but is under the coach's discretion, as prescribed in their rules and regulations.
3. All Athletes will be responsible to maintain passing grades and proper attendance, and are subject to all regulations set forth by the PIAA concerning ineligibility to play in any contest which they have oversight.
4. No Athlete is eligible to participate in a PIAA sponsored sport unless they have a physical done yearly after June 1 of the upcoming school year. The physical must be completed on an approved, PIAA Physical Form and signed by a licensed physician and parent or guardian.
5. The principal will declare an athlete ineligible to participate in a sport because of poor conduct or behavior unbecoming of an athlete in accordance with the school discipline policy.
6. Student-athletes must report to school at the designated starting time as listed in the Student Handbook in order to participate in practice or compete in a game. If warranted, the principal or

athletic director may grant exceptions. Students coming in late or leaving at end of the day, or coming and going for an approved appointment during the day, will be required to submit a verification note of their arrival and departure from the appointment.

7. Vandalism is a criminal action. Any athlete caught with stolen school property will be dealt with accordingly which may involve criminal prosecution.
8. Drinking/possession of alcoholic beverages, use/possession of tobacco products, and/or the use/possession of illegal drugs are strictly forbidden while attending any school district function. Any athlete guilty of violating the above during the school term will be suspended from school as per district policy. While on suspension the student may not participate in extracurricular activities. The coach may take other action according to their rules and the athletic policy.
9. All members of a team will travel to and from away games on the team bus unless the parent or guardian provides a written request to the athletic director or principal prior to the trip. After athletic director/principal approval is obtained, a copy must be presented to the coach in order to be released.
10. Equipment issued to the athlete is the sole responsibility of that athlete. Loss of any part of that equipment issued will result in the athlete paying the replacement cost. Game uniforms are only to be worn for the contest or during the school day of the contest, and not at any other time. An athlete who has an obligation for issued athletic equipment may not participate during the next sport season or any future season until all athletic obligations have been cleared.
11. Athletic equipment must be returned within one week after the last game. All uniforms must be washed. All equipment should be returned only to the person who issued it, example; head coach or equipment manager.

PROCEDURE FOR SPORTS PHYSICALS

1. Academic and Curricular Requirements You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period (week, quarter/marking period, and semester). If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except the eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.
2. Athletes should notify the doctor conducting physicals, trainers, and coaches of any medical conditions. Athletes may not take part in the sport until the physical card is completed by the parent, student, and physician.
3. Physicals will be offered by a licensed physician at a set rate at the high school. This is done as a convenience to the athlete and they are not required to participate in this procedure. An athlete may go to any licensed physician to have the PIAA Physical requirement complete, but must be done prior to the beginning of their sport season on an approved form.
4. In the event of a student participating in more than one sport during the school term, parents and guardians are reminded to sign the physical form in all sports which their child is participating in. In the event, the form is already turned in, they may retrieve it and return it signed for another sport. However they cannot participate until it is returned to the Athletic Office.

5. Athletes should notify the doctor conducting physicals, trainers, and coaches of any medical conditions. Athletes may not take part in the sport until the physical card is completed by the parent, student, and physician.
6. Completed physical will be kept on file in the Athletic Office and a list of all athletes will be provided to the school nurse. Coaches may review a physical form at any time, but it must stay on school property.

ATHLETIC AWARDS

The Coaches will determine yearly, what their letter requirements are and review that with their athletes. At the end of the sport season, the Head Coach will supply a list of Letter Award recipients to the Athletic office for preparation of a Letter Certificate, endorsed by the High School Principal, Athletic Director, and Head Coach.

A Certificate of Participation will be issued to those Athletes who have not met the Letter requirement, but who completed the season. They will also be signed by the Principal, AD, and Head Coach.

The coach in all the above sports has the final determination and discretion whether or not an athlete has qualified for a letter.

As part of their graduation, each senior athlete will receive one Varsity letter and sports pin their first year and a bar for second, third, etc., letter won. As long as they completed their season, all seniors will receive a letter regardless of years of participation, even if they don't meet the lettering criteria.

The Head Coach will decide on managers and statisticians awards.

TRAVELING EXPENSES AND REIMBURSEMENT PROCEDURES

Mileage – Coaches must utilize a school vehicle for scouting or transporting student(s) who are competing in an athletic event. Exceptions, when there is not a school vehicle available, must be pre-approved by the Superintendent. Reimbursements will be made at the school approved rate whenever a personal car is used for scouting or transporting student(s). The use of a vehicle and request for a coach to transport an athlete must be approved by the head coach and a directive of the Athletic Director.

Meals – A coach is to request meal allowance from the Athletic Director 48 hours in advance of the event. Meal Reimbursement requires an approved Purchase Order. The requisition for meal allowance is to include the number of athletes, managers, coaches, bus drivers, and the meal(s) (breakfast, lunch, dinner) requested. Student athletes will receive meal reimbursement of $5.00 for breakfast, $7.00 for lunch and $9.00 for dinner.

A team or individual must be competing at a distance greater than 70 miles one way and must also miss a meal to be eligible for meal reimbursement (ex: student is unable to eat between end of school and returning home after evening competition). Meal reimbursement will only be provided for scheduled inter-district, and state PIAA competitions. Students will not receive meal reimbursement for any additional events or tournaments scheduled by the coach or Athletic Director.

Housing – The coach is to confer with the Athletic Director whenever arrangements are to be made for housing.

The Athletic Director is to make the reservations with the approval of the HS Principal and Superintendent.

The coach will take a School District check to pay for lodging, and present the receipt to the Athletic Director the next available day which will then be attached to the approved Purchase Order.

Before leaving for the event, the coach is to provide the parents with the name of the lodging facility and phone number where the team will be staying and a complete itinerary, including the accountability of students while at the lodging facility.

Scouting Procedures – Scouts must use school vehicles when available and should see the Athletic Director or Principal to arrange transportation prior to the trip. Coaches will utilize leagues passes when attending events and carry school ID's to identify themselves. Coaches should also notify the Athletic Office when they are going to scout in order to set up school van use and notifying attending school that they are going to visit.

Traveling Procedures – The Coach who is utilizing a school van to go on scouting ventures, should provide a list of all coaches who are going with them to the event. If they are taking any athletes with them, signed permission slips should be signed prior to their departure and sent to the Athletic Office.

FACILITIES USAGE

1. Individuals who are not assigned to the sporting event may not be on the field, in the gym, press box, or other athletic facilities unless they are an approved coach or athlete, or they have a pass from the Athletic Director.
2. The head coach is responsible for ensuring all facilities are secure upon completion of all practices and games. This includes locking all coaching offices, weight room, etc. All lights shall be turned off. The head coach should inspect the facility and report any damage or service needed to the Athletic Director.
3. All events and practices must be cancelled when school is cancelled or dismissed early, unless otherwise directed by school administration.
4. Requests for scheduling athletic facilities by school district groups must be cleared by the Athletic Director and HS Principal, and passed on to the Superintendent for final approval
5. Requests for facilities usage from outside organizations require Board approval through a written request to the School Board.

6. Unless otherwise directed by school district administration, use of facilities and equipment for personal use is prohibited.
7. All doors are to be kept closed and locked to ensure the heating/cooling system remains regulated and all safety and security procedures are being followed.

PURCHASING OF BANNERS

1. Banners will be purchased for Division, League, District, and State titles.

2. Banners will include the names of players, coaches, and managers only if paid for by a group or individual.
3. If there is no payment toward a banner, the district we be responsible for displaying the team name, the year, and the level of championship.

HOME-SCHOOLED STUDENT PARTICIPATION

Home-schooled students are permitted to participate on District-sponsored athletic teams provided they meet the PIAA criteria.

ROSTER SIZE

It is the philosophy of the District to maintain a roster size that will maximize participant safety and learning. If there is ever a need for limiting a roster, prior to that announcement, the Head Coach will meet with the Athletic Director and HS Principal to discuss the situation, before a final decision is made.

COACHING ASSIGNMENTS

1. A varsity head coach has the ability to recommend to the Athletic Director candidates for positions within their program; however, the varsity head coach must recommend individuals to s coaching positions, that are of good character, and meets all the necessary requirements for coaching for the PIAA and School District.
2. Coaching assignments are made in accordance with Mount Carmel Area's standard operating procedure for hiring staff. All coaching positions are 1-year, at-will agreements, unless otherwise approved by the Board. The Athletic Director shall recommend the assignment of coaches to the Administration, Athletic Committee, and the Board of Education.
3. Coaches of the district wishing to accept volunteer help must emphasize that the school district will not support any volunteer in the event a liability situation should arise involving the volunteer.
4. All volunteer coaches must adhere to all requirements that exist for paid coaches.

5. No person is permitted to assist in coaching any practice or sporting event until a letter of interest has been submitted to the Athletic Committee, clearances are submitted, the Athletic Committee reviews the application, and the individual is approved at a school board meeting.

INSURANCE PROCEDURE

1. The school district only insures school students participating in school interscholastic athletics, when they are practicing, competing or traveling ***as a team*****.** All students must be supervised by a school district employee**.**
2. Students who are injured must fill out a medical claim form and return it to the Athletic Director within one week of the injury. Failure to file forms in a timely manner may result in denial of the claim.
3. Out-of-season injuries are not covered. Insurance for regular school time and activities, including gym class injuries and/or 24 hour coverage must be purchased by the student if he wishes such coverage.
4. The District will be responsible for ***covered expenses only***, and those expenses must be ***directly*** related to injuries received for activities as listed above.
5. All bills should first be submitted to the student's primary insurance. All additional coverage is provided on an Excess Basis over the coverage provided in the group insurance of the parents. Bills not paid by the parent's insurance should be submitted for consideration by the school's insurance carrier.
6. Coverage not provided by either the parents insurance or the school's insurance, becomes the responsibility of the parents. The district's excess coverage only covers usual, customary and reasonable charges.
7. If the parents do not have a valid and collectible group insurance, the district will submit the bill to our insurance company, providing:
    - The parents sign a statement from our insurance company indicating they have no valid and collectible insurance.
    - The signed statement is returned by the parents to the Athletic Director, so the school district may submit the required paperwork.

   Failure to follow this procedure will release the Mount Carmel Area School District of any liability for payment of bills.
8. All athletes are encouraged to purchase school insurance, which is offered at a minimum cost in September.
9. The district is not responsible for purchasing special equipment such as special shoulder pads, knee braces, etc.
10. Athletes must first report the injury to their coach, who will refer the athlete to the team doctor or to the school nurse and athletic trainer. If the referral is to the team doctor, the team doctor will refer the athlete to a hospital or to a specialist, as required. If the referral is to the nurse, the

nurse will refer the athlete to the team doctor, if necessary. In either case, the athlete must report to the school nurse and Athletic Director to obtain the required insurance forms.

11. **EMERGENCY** cases should receive the immediate attention of the coach who shall make certain that the injured athlete is taken either to a doctor or to a hospital, as necessary, and notify the Athletic Director.

DRUG TESTING

The Board of Education has approved random drug testing for athletes for steroid use.
(See PSBA Board Policy 227)

ATTENDANCE AT OVERNIGHT EVENTS

The attendance of athletes and coaches at overnight events, while representing the school, shall be governed by the following guidelines:

1. Athletes shall be supervised at all times.
2. Consumption of alcohol by coaches shall be prohibited.
3. The district will fund overnight stays for district and state competitions, with approval of the School Board, that are in excess of 70 miles from Mount Carmel. Teams must solicit funds from Booster Clubs, or fundraise on their own, to pay for overnight lodging at regular season tournaments. The final decision as to whether a team will make an overnight trip rests with the Superintendent.
4. Coaches are to see that athletes are governed by District policy at all times.
5. In the event that misconduct occurs on an overnight trip, the person or persons involved will be sent home and the Athletic Director must be notified immediately. If necessary, a parent must be called to come and pick up the student involved. The student cannot be sent home without supervision by an adult.
6. Misconduct by athletes may result in the denial of attending future overnight activities and disciplinary actions.
7. In the case of misconduct by a coach, suspension or termination of coaching duties may result.

EQUIPMENT

1. Any purchases or rental costs for equipment, training devices, uniforms or supplies pertaining to a specific sports program must be done through the approved school district purchasing policy. Specifically, not item will be purchased without a Purchase Order being generated without being reviewed by the District's Business Office Manager and endorsed by the Athletic Director and Superintendent.
2. Donations from Booster groups or interested individual(s) will be considered but must be cleared, prior to their purchase by the School Board and Administration.
3. Any donation of any items become the property of the Mount Carmel Area School District and must be inventoried upon their receipt.

I HAVE READ AND REVIEWED THE ABOVE LISTED ATHLETIC POLICY FOR THE MOUNT CARMEL AREA SCHOOL DISTRICT. I UNDERSTAND ITS COMPONENTS AND AGREE TO ADHERE TO THEM.

COACH'S PRINTED NAME	**SIGNATURE**	**DATE**

ATTEST

GREGORY A. SACAVAGE **DIRECTORY OF ATHLETICS**	**SIGNATURE**	**DATE**