

**NORTHAMPTON AREA  
SCHOOL DISTRICT**



**ATHLETIC DEPARTMENT  
HANDBOOK**

**August 12, 2019**

## TABLE OF CONTENTS

PAGE	
1-4	INTRODUCTION, GUIDELINES, PHILOSOPHY
5-6	LETTER TO COACHING STAFF
7-8	JOB DESCRIPTION: HEAD COACH
09	JOB DESCRIPTION: ASSISTANT COACH
10	JOB DESCRIPTION: JUNIOR HIGH/MIDDLE SCHOOL COACH
11	VOLUNTEER COACHES
12	JOB DESCRIPTION: GAME MANAGERS, TEAM MANAGERS
13-14	GUIDELINES FOR NASD COACHES
15	GUIDELINES FOR STUDENT ATHLETES
16-17	PARENT AND COACH COMMUNICATION GUIDELINES
18-19	ATHLETIC FACILITY PROCEDURES
20	HIGH SCHOOL & MIDDLE SCHOOL LOCKER ROOM PROCEDURES
21	INSURANCE INFORMATION, SNOW DAY PROCEDURES
22-24	GUIDELINES FOR BOOSTER CLUBS
25-26	ELIGIBILITY REQUIREMENTS
27-29	NASD ATHLETIC AWARDS
30	SUPPLEMENTAL COACHES INFORMATION (COACH ONLY)

# **NORTHAMPTON AREA SCHOOL DISTRICT**

## **ATHLETIC DEPARTMENT HANDBOOK**

### **INTRODUCTION**

This handbook has been developed to assist the Athletic Department staff of the Northampton Area School District in serving the young men and women that elect to take part in the interscholastic athletic program. It contains athletic department procedures, regulations, and other information that will be helpful in administering, maintaining, and promoting the athletic program.

In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sports they coach, as well as the rules and regulations found in the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association.

### **GUIDELINES FOR STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

The following guidelines are minimum standards and do not restrict a coach or advisor from establishing guidelines beyond these that pertain to their activity.

Anyone not adhering to these school or coaching guidelines is subject to dismissal from the activity. This action may be carried out by the coach/advisor, athletic director, or principal.

Coaches/advisors will submit a current roster to the Athletic Director. Additions or deletions may be applied as they occur when appropriate. Coaches/advisors will be given notification of any action affecting their members. Coaches/advisors are responsible for enforcement within their activity.

All coaches/advisors are to submit in writing a copy of their sport/activity guidelines to the Athletic Director at the beginning of each new season.

## **PHILOSOPHY**

### **Interscholastic Athletics**

The Northampton Area School District Athletic Department believes that the purpose of an interscholastic athletic program is to provide learning experiences that will contribute to the personal, physical, and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Northampton Area School District and will complement the academic program of the District. Hence, participation in interscholastic athletics can serve an important role in meeting the needs of secondary level students within the total educational process.

The Northampton Area School District interscholastic athletic program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to the particular sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the athletic director and the secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators should be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students progress from middle school, junior high and through the junior varsity to varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity coaches will work with junior varsity and junior high coaches to coordinate the developmental aspects of the program in each particular sport.

At the junior high/middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and on maintaining sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team would be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes as judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic athletic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

Many Northampton Area School District student/athletes participate at the interscholastic levels after going through the various athletic associations in the District which act as a feeder program for the Middle School and Senior High athletic teams. Coaches are encouraged to acknowledge and work in cooperation with all School District athletic associations and clubs.

Northampton Area School District residents and students are accustomed to a winning tradition, high levels of competition and standards of excellence in athletics. These facets of sports have their place but tend to place pressure on both athletes and coaches. The Northampton Area School District has been fortunate in having outstanding athletes and excellent coaches. These factors have enabled the school district to have teams that are highly competitive, yet retain a reputation for a sense of fair play. Although success and training students in a sense of fair play are important, they are only part of the training provided to the young men and women who attend Northampton Area School District schools. The Northampton Area School District athletic program will focus its efforts on the development of each individual student as a person within the context of a sense of fair play and a good won-lost record.

**NORTHAMPTON AREA SENIOR HIGH SCHOOL**  
**ATHLETIC DEPARTMENT**

TO: COACHING STAFF

1. All participants are required to have a physical examination before participating in interscholastic activities established by the PIAA dated no earlier than June 1 of the current year.
2. All participants must complete the Code of Conduct and Risk of Injury form to be eligible for participation.
3. All forms must be signed by the parent and returned to the Athletic Office where they will be kept on file. No one will be eligible for participation until all the forms are received.
4. Insurance coverage for this year will be provided by the Board of Education. Particulars on the actual coverage are provided on an information sheet later in this handbook.
5. Athletes must inform the athletic trainer and their coach no later than 24 hours after an injury. The athletic trainer must complete an injury claim form for each case to be submitted to the insurance company.
6. Final team rosters must be submitted to the Athletic Office no later than the Monday of the second official week of practice. The Athletic Office uses these rosters to complete the final eligibility form for PIAA, so it is crucial for these rosters to be complete and accurate and turned in on time.
7. Bus departure schedules are to be checked by coaches. If any changes are required, you must notify the Athletic Office as soon as possible so arrangements can be made.
8. **Additional forms and information for your use are also included:**
  - a. **Physical Form, Code of Conduct and Risk of Injury Form**
  - b. **Information on Player Eligibility-Academic (PIAA requirements)**
  - c. **Game Schedules**
  - d. **Bus Schedules**
  - e. **PIAA Seasonal Guidelines**
9. At the beginning of your season, you will be asked to submit:
  - a. Individual Sport: Rules and Regulations
  - b. Complete list of coaches, their roles, and contact information
  - c. List of the Booster Club Officers and their contact information
  - d. Roster

10. At the conclusion of your season, you will be asked to submit:
  - a. End-of-year Report (Game Results, Team Record, Statistics, Player Honors and Records, etc.)
  - b. Letter and Emblem Winners
  - c. Requisition for Next Year

If you have any questions regarding equipment, facilities, or practice conditions, please contact the Athletic Office.

## NASD JOB DESCRIPTIONS

### **HEAD COACH**

#### **Administration**

1. Participates in selection, assignment and evaluation of assistant coaches as requested by building principals and Athletic Director.
2. Contacts the Athletic Director for clearance in the utilization of volunteer coaches.
3. Delegates duties and responsibilities to assistant coaches as appropriate and coordinates their efforts at all levels.
4. Schedules and conducts coaching staff meetings as needed.
5. Reports home contest game scores and recaps to the appropriate media listed in the Conference Handbook.
6. Assists the Athletic Director and Athletic Trainer with team physical examinations provided at the school when needed.
7. Directs the team at the various contests both home and away.
8. Designates award winners for annual recognition according to Athletic Department guidelines.
9. Performs other duties as assigned by the building principal or the Athletic Director.
10. Attends the PIAA required meeting for rules and regulations prior to season play.
11. Reviews the rules and regulations section of the PIAA Handbook.
12. Reviews academic progress of student-athletes.
13. Will conduct a mandatory preseason meeting for parents, guardians, and players. Must notify the athletic office of the date and time.
14. Will satisfy all the requirements for the "Safety in Youth Sports Act" and "Sudden Cardiac Arrest Prevention Act". Coaches must submit certificates for ConcussionWise, CardiacWise, and HeatWise safety education programs.
15. Every coach, contracted or volunteer, must satisfy PIAA and state coaching education requirements, effective July 1, 2016.

#### **Communication**

1. Models appropriate behavior for student athletes.

2. Develops and/or utilizes teaching techniques consistent with sound learning theory and personal coaching philosophy, so that all participants will have adequate opportunities to learn the skills, techniques, strategies, rules and a sense of fair play and conduct basic to the sport.
3. Prepare a team roster when final selection has been completed. Must submit a formal roster to the athletic office within one week of the start of practice.
4. Informs assistant coaches, players, parents and appropriate school personnel of personal coaching philosophy.
5. Informs assistant coaches, players, parents and appropriate school personnel of all rules that team members will be expected to observe.
6. Works with community, other schools and the District administration concerning public relations.
7. Attends clinics to keep current on knowledge of rules interpretation.
8. Meets with representatives from colleges and universities as necessary.
9. Completes season summary form within 15 days of the season's end.

### **Facilities and Equipment**

1. Consults with the Athletic Director on arrangements for facilities in which to practice.
2. Assumes responsibility for the care, management, and inventory of equipment and supplies.
3. Organizes and supervises practice sessions including overseeing the locker room and observing the students until they **all** leave for home after games and practices.
4. Supervises students on away trips and ensures the condition of host facilities.

### **Finance**

1. Assists Athletic Director with a budget for the activity and control expenditures to stay within the budget.

## **ASSISTANT COACH**

1. The duties of the Assistant Coach may vary at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

### **Administration**

1. Assists the Varsity Head Coach in planning and conducting practice sessions.
2. Assumes supervision and coaching of junior varsity squads as appropriate.
3. Accompanies team on away meets and games.
4. Assists in training duties as necessary.
5. Performs other duties and responsibilities at the direction of the Varsity Head Coach and with the approval of the Athletic Director.
6. Assists in reviewing academic progress of student-athletes.
7. Will satisfy all the requirements for the "Safety in Youth Sports Act" and "Sudden Cardiac Arrest Prevention Act". Coaches must submit certificates for ConcussionWise, CardiacWise, and HeatWise safety education programs.
8. Every coach, contracted or volunteer, must satisfy PIAA and state coaching education requirements, effective July 1, 2016.

### **Communication**

1. Models appropriate behavior for student athletes.
2. Supports the philosophy of the Varsity Head Coach.
3. Trains team members to participate in a sportsmanlike manner.
4. Attends clinics as necessary.

### **Facilities and Equipment**

1. Assists Varsity Head Coach in the care, management and inventory of supplies and equipment.
2. Assists in supervision of the locker room and of the students until they **all** leave for home after games and practices.
3. Assists in the supervision of host facilities.

## **JUNIOR HIGH COACH AND MIDDLE SCHOOL COACH**

### **Administration**

1. Assists the Athletic Director in arrangements for physical examinations and in the maintenance of record of eligibility and insurance.
2. Directs the team at the various contests both home and away.
3. Provides necessary supervision for transportation and arranges meals as required for away trips.
4. Performs other duties as assigned by the building principal or the Athletic Director.
5. Assists in reviewing academic progress of student-athletes.
6. Will satisfy all the requirements for the “Safety in Youth Sports Act” and “Sudden Cardiac Arrest Prevention Act”. Coaches must submit certificates for ConcussionWise, CardiacWise, and HeatWise safety education programs.
7. Every coach, contracted or volunteer, must satisfy PIAA and state coaching education requirements, effective July 1, 2016.

### **Communication**

1. Models appropriate behavior for student athletes.
2. Informs other coaches, players, parents and appropriate school personnel of all rules that team members will be expected to observe.
3. Trains team members to participate in a sportsmanlike manner.

### **Facilities and Equipment**

1. Consults with the Athletic Director on arrangements for facilities in which to practice.
2. Assumes responsibility for care, management, and inventory of equipment and supplies.
3. Organizes and supervises practice sessions.
4. Supervises the locker room and is responsible for students until they **all** leave for home after games and practices.
5. Supervises students on away trips and insure the proper condition of host facilities.

## **VOLUNTEER COACHES**

1. Volunteer coaches will perform duties of an assistant coach at the direction of the head coach.
2. Volunteer coaches must be approved by the athletic director and school board of directors before working with Northampton Area High School athletic teams.
3. Will satisfy all the requirements for the “Safety in Youth Sports Act” and “Sudden Cardiac Arrest Prevention Act”. Coaches must submit certificates for ConcussionWise, CardiacWise, and HeatWise safety education programs.

Every coach, contracted or volunteer, must satisfy PIAA and state coaching education requirements, effective July 1, 2016.

Every coach, contracted or volunteer, must have current Act 151 - Child Abuse and Act 34 - Criminal Background checks and TB test on file at the district office personnel department. All paid coaches must also submit a current Act 114 – FBI Fingerprint.

Every coach must conduct oneself in a professional manner at all times, on and off of the field. It is your duty to display and develop in your athletes the highest level of sportsmanship.

All coaches must refrain from the use of profanity, derogatory remarks, and any behavior that could potentially humiliate and demean their players, parents, or other staff members. These acts go against what Northampton Athletics is all about, and they will not be tolerated.

## **GAME MANAGER**

Assists in the supervision of home athletic contests to assure the integrity of health and safety for the athletes, spectators and facility.

1. Attends athletic events as assigned.

PRIORITY 1 -- Indoor events

PRIORITY 2 -- Outdoor contact sports

PRIORITY 3 -- Outdoor non-contact sports

2. Supervises general behavior of spectators.
3. Enforces district policies related to athletics and facility use.
4. Obtains officials' clearances and signatures for payment sheet and contracts prior to game time.
5. Remains on duty until spectators and visiting team depart.
6. Provides written report to the Director of Athletics in the event a problem occurs.
7. Assists the Director of Athletics in other athletic-related duties.
8. Performs other duties as assigned by the Director of Athletics.

## **TEAM MANAGERS**

The selection of a team manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible and dependable. With the exception of the physical requirement, managers will be expected to adhere to all of the same rules and regulations governing athletes. Once the selection has been made, the names of the student managers are to be included as part of the team roster. Note: Team managers must adhere to the "Co-Curricular Code of Conduct" and must have the necessary consent form on file in the Athletic Office.

## GUIDELINES FOR NORTHAMPTON AREA HIGH SCHOOL COACHES

1. NASD Faculty Coaches are required to attend all District-wide Faculty Meetings until conclusion.
  - A. These coaches must also attend all District-wide Workshops.
    1. If a contest is scheduled on either of the above, coaches will then be released at the discretion of their Building Principal.
2. **No coaches will be permitted to attend practices or games unless they are in attendance during the school day.**

Exceptions are as follows:

  - A. Coaches attending conferences, meetings, etc.
  - B. Coaches may attend practices and games if the absence is the result of a personal day or emergency day.
  - C. Practice sessions can only be held under the supervision of an assistant coach in the event the head coach is not in attendance.
3. Coaches are responsible for the completion of all informational forms found in their coaching folders, which are given to them at the beginning of each sport season.
4. Once a participant's name appears on an eligibility sheet, he or she cannot participate in another sport during that sport season.
  - A. This regulation can be waived by mutual consent of the coaches involved.
5. When school is not in session, coaches wishing to use school facilities for practice are asked to contact the Athletic Office. This should be requested a few days in advance so that arrangements can be made.
6. Coaches in season will receive weekly academic eligibility reports on the student athletes.
  - A. Coaches are urged to remind players of their responsibility to keep in good academic standing. A periodic check with counselors and students may prevent problems.
7. Participants are required to use school-sponsored transportation to and from all athletic events.
  - A. Only under extenuating circumstances will this regulation be waived.
  - B. A note must be filed in the Athletic Office one day prior to a student being excused from school transportation.
  - C. A note must be given to the coach riding the bus.
  - D. Coaches are responsible for supervising participants before, during, and after the game.
8. **No students will be allowed to practice or participate if they have been absent for one-half or more of schooling that day. Arriving after 9:30 a.m. constitutes one-half of a day's absence.**
9. No students will be allowed to practice or participate upon the sixth and each

subsequent late to school during a semester.

10. Coaches should also speak to the players occasionally of school and community citizenship.
11. Reporting of Varsity game scores and other important information to the newspapers if reporters are not in attendance is the responsibility of the Head Coach or his designated individual. This is an Eastern Pennsylvania Conference ruling.
12. The Athletic Director must approve attendance at conferences and clinics dealing with athletics.
13. Coaches will establish rules for each individual program.
  - A. These rules will be reviewed with athletes in each program, and a copy filed in the Athletic Office.
14. It should be noted that failure to adhere to school or coaching regulations may result in dismissal from a team. This action can be carried out by the coach and/or the principal.
15. **Team Selection** – The nature of certain sports limits the number of team members who can be effectively and efficiently handled by the coaching staff and/or facilities. It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for the team. Coaches will not post a list of names of students who have not made the squad. If a list of students who have made the team is posted, it is to include a note encouraging those who have not made the team to discuss the reasons with the coach. Coaches will meet with those students unless the student declines. Underclass students not selected for the team should be encouraged to try out for the team the next year.

## **GUIDELINES FOR STUDENT ATHLETES**

Listed below are general guidelines for all Northampton High School athletes. Each coach will have specific policies for their teams. Athletes must remember that participation is a privilege and every individual must be responsible for themselves for the good of the team and the program.

### **Rules and Regulations**

1. Players are expected to act in a first class manner at all times.
2. All players are to be on time for all team functions.
3. Players are responsible for their uniforms, equipment and care for facilities.
4. Team members must sign the NASD Code of Conduct before any participation in athletic competition.

### **Dress and Personal Appearance**

1. Players are to dress in a manner that reflects favorably on themselves, the team and our school when traveling to away games.

### **Game Conduct**

1. Players may only address opposing coaches, fans, or referees in a positive manner.
2. Players at no time will argue with an official's call.
3. At no time shall a player deliberately try to hurt or injure another player.

### **Locker Room Procedures**

1. Players should never leave valuables unsecured in the locker room.
2. Always leave the locker room as you found it, throw away your garbage, turn off running water, no vandalism, etc.

### **Bus / Van Conduct**

1. Players are to sit in seats assigned by the coach.
2. There is to be no food on the bus unless permitted by the coach.
3. Players are to ride to and from away games.

## **PARENT AND COACH COMMUNICATION GUIDELINES**

### **Parent-coach relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents whose children are involved in our athletic program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication you should expect from your child's coach**

1. The coach's philosophy.
2. Expectations the coach has for your child as well as the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e., special equipment, off-season conditioning.
5. Procedures we follow should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

### **Communication coaches expect from parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance of the practice or event.
3. Specific concern in regard to a coach's philosophy and expectations.

As your children become involved in the programs at Northampton Middle and High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times we encourage discussion with the coach.

### **Appropriate concerns to discuss with coaches**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

### **Issues not appropriate to discuss with coaches**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach:

1. Call to set up an appointment with you coach.
2. If the coach cannot be reached, call the Athletic Director.
3. The high school athletic telephone number is 610-262-7816.
4. Please do not attempt to confront a coach immediately before or after a contest or a practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

### **What can a parent do if the meeting with the coach did not provide a satisfactory resolution?**

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Research indicates a student involved in sports activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those will be promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Northampton High School athletic program less stressful and more enjoyable.

## **ATHLETIC FACILITY PROCEDURES**

### **HS Basement Weight Room, HS Adaptive Gym, MS Weight Room**

1. No athletes are permitted in the HS Basement and Weight Room areas until the coach arrives.
2. All athletes will be supervised by a coach at all times.
3. All doors must be locked after use. Doors may not be propped at any time.
4. The coach must be the last person to leave the building.
5. All lights must be turned off after practice.
6. All equipment must be returned to its original position.
7. No one is permitted to place permanent locks on lockers.
8. Athletic teams will not use the facilities during the school day. (Phys.Ed.Classes)
9. Schedule for daytime use of the athletic areas will be the responsibility of the chairman of the Phys. Ed. Department.
10. No weights or equipment should be removed from any weight room.
11. If more than one group is using the facility, a cooperative atmosphere should prevail.
12. No outside groups are permitted to use these facilities.
13. If locker room and shower areas are used, coaches should delegate players and managers to keep the area clean.
14. Teams in-season have priority in the scheduling of the weight room.
15. Boys and Girls must remain in designated areas.
16. Only authorized personnel are to use coaching locker rooms.

### **Training Room (HS & MS)**

1. Training room is not a clubhouse. It will not be used as such.
2. In general, most all treatments are given after school, before, during, or after practice.
3. Proper operating procedures must be used or followed to insure long lasting and efficient service.
4. No cleats are to be worn inside.

## **Weight Rooms**

Strength training has become an integral part of athletics. In addition to enhancing performance, weight training provides additional protection to athletes against injury. Studies have proven that stronger athletes have fewer injuries, and those injured may be less severely affected. Each weight room is available to the coaching staff for the conditioning of athletes. Coaches must schedule supervised instructional sessions with the Athletic Department prior to usage.

Summer hours are generally 7:30 a.m. to 9:00 a.m. and 5:00 p.m. to 6:30 p.m. Monday through Thursday, starting the Monday after graduation to the Thursday before the start of fall sports. The room is available to coaches whose teams are in season. There must be supervision any time an athlete is using the weight room.

**All campus facilities must be reserved by submitting a formal request using SchoolDude and by contacting the athletic office.**

## HIGH SCHOOL AND MIDDLE SCHOOL LOCKER ROOMS

1. **NO STUDENT IS TO BE PERMITTED TO ENTER THE BUILDING UNLESS THE COACH OR SUPERVISOR IN CHARGE IS PRESENT.**
2. There shall be locker room supervision during the time any group is in the locker room. No group shall be on their own at any time.
3. All valuables are to be taken care of by each coach's system.
4. Locker room doors leading to the outside should be locked when the teams are out on the field or on the court, so as to prevent outsiders from roaming through the locker area.
5. Loose organization in this respect is generally reflected on the field and court.
6. Showers to be turned off. Lights off.
7. No equipment is to be left lying around (sneakers, sweat pants, gloves, etc.)
8. Athletes are not permitted to roam the halls. If the telephone is to be used, the athlete must get the coach's permission.
9. **DUAL RESPONSIBILITY** - Where sports overlap a division of responsibility must be arrived at by the coaches involved. No buck passing.
10. Anything you can do to help the custodians and the maintenance crew will be greatly appreciated.
11. Lockers assigned to athletes during a given season can only be retained by these athletes as long as they are participating during that season.

## **IMPORTANT INSURANCE INFORMATION**

All insurance coverage for athletes participating during the current school year will be supplied by the Board of Education. It will not be necessary for parents to take out individual insurance or submit a waiver form to the Athletic Office.

Coaches and trainers are responsible for completing injury forms for claim purposes. The training staff will initiate this process.

**PLEASE MAKE YOUR ATHLETES AWARE OF THIS POLICY.**

**IMPORTANT -- All athletes must notify the head athletic trainer and their coaches if they go to a doctor immediately.**

## **ATHLETIC TEAM PRACTICES ON SNOW DAYS AND EARLY DISMISSAL DAYS AS A RESULT OF WEATHER**

Anytime there is an early dismissal or school closings due to weather or emergency, no coach may hold practice without consent from the Athletic Director, Principal and the Superintendent.

The Athletic Director, Principal, Supervisor of Grounds and the Superintendent will consider the following situations:

1. In the event that school is dismissed early as a result of weather conditions, athletic teams will be able to practice **if conditions improve**. These practices will **not** be mandatory.
2. When school is closed the entire day as a result of weather conditions, practice may be scheduled during the afternoon hours if weather conditions improve. These practices will **not** be mandatory. The School District will not supply transportation on these days.
3. In the event there is a contest scheduled on an early dismissal day or a snow day, the playing of that contest will be determined by the schools involved, taking into consideration the weather conditions at that time

## **GUIDELINES FOR BOOSTER CLUBS**

The Northampton Area School District recognizes and approves of Booster Clubs. Booster Clubs are encouraged to work with the athletic department to provide and promote fan support and good sportsmanship for Northampton High School athletics. The club shall not seek to influence or direct the policies or procedures of the athletic program. This responsibility rests with the Northampton Area School District Board of Education and the administration of the Northampton Area High School. The operation of these clubs must comply with the policies of the School District.

### **Athletic Philosophy**

The interscholastic program in the Northampton Area School District is a co-curricular activity. The athletic philosophy was developed to ensure the implementation of the program in accord with the educational goals of the school district. The functions of Booster Clubs must not conflict with the philosophy of the athletic program. It is recommended that the philosophy be shared with all club members so there can be a better understanding of the district position on interscholastic athletics.

### **Fund Raising**

Fundraising is to be done in the name of the Booster Club, not the Northampton Area School District, Northampton Athletic Department or the Northampton High School. Fundraising is limited to the particular sport season of the booster club or during the summer months when school is not in session, except when a fundraising event of an out-of-season group gets approval for an event that is not directly in competition with other groups.

Student athletes are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to take part in the fund raising activity. Participation must be voluntary. Booster Clubs are not to ask students to participate in door-to-door fundraising. While the district recognizes the benefits students receive from the booster support, asking students to solicit door-to-door may put them at risk in terms of their personal safety.

Due to the number of sports in the school district athletic program, it is suggested that booster clubs support no more than one major fund raising project per season. Clubs are discouraged from involving themselves in fund raising projects that would be in excess of their projected needs for that sports season.

## **Banquets**

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. Care must be taken by the Booster Clubs not to provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. A violation of these rules and regulations would affect the amateur standing of the athlete. (See the next section on "Permissible Awards"). Any questions regarding articles to be given to athletes should be directed to the Athletic Director at the Senior High School.

When planning banquets, Booster Clubs should be sensitive to the expense that will be incurred by those wishing to attend. Picnics and potluck dinners held in school cafeterias or public park facilities are inexpensive options that can provide a pleasant atmosphere for honoring athletes and their families.

## **Permissible Awards (PIAA Regulations)**

The Pennsylvania Interscholastic Athletic Association governs our sports program and has listed below the permissible awards for our student athletes:

A school may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official school letter or award, and present the same at the time the official award is made.

The sponsor or sponsors of an athletic event or group of events may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official award for the event or events, and present the same at the time the official award for the event or events is made.

A non-profit organization approved by the school principal, or the news media, may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete, in recognition of his athletic ability or performance, and present the same at a time appropriate to such recognition.

The institutions listed above in this section may also sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes.

A pupil may accept from an institution of higher education which he visits in connection with his prospective or possible attendance there as a student, reasonable expenses necessitated by such a visit, and free admission to home athletic events of such institution which may occur during such a visit.

## **Facilities Use**

Booster Clubs must adhere to the School District policy regarding the use and scheduling of facilities. Use of Facilities request forms should be used for all Booster Club meetings and any other times the Booster Club wishes to use the facilities for their activities. Facility requests can be accessed on the NASD website using the “SchoolDude” program.

Booster Clubs running concession stands at school events are limited to the lobby area when indoors. They should assist in keeping food and drink out of restricted areas (gymnasium). When running concessions outdoors, they should assist in keeping the area litter free.

The Northampton Area School District currently has no affiliation with a soft drink provider.

## **Communications**

Booster Clubs are to provide the athletic office with a list of officers, their addresses and phone numbers, on a yearly basis no later than July 31. All yearly budget reports should be for the fiscal year July 1 – June 30. There should also be on file in the athletic office a copy of the current club constitution and by-laws.

It is expected that if Booster Clubs have questions regarding their activities and how they impact on school district and the athletic program, they are to contact the Director of Athletics for answers to those questions.

Coaches are encouraged to work with booster clubs in a cooperative way, the coaching staff must be familiar with the district policy regarding PIAA permissible gifts/awards to athletes to assist the booster club in making decisions regarding the use of funds generated by fund raising projects.

**Clearances: All Booster Club officers must obtain all clearances including Act 34, Act 151, Act 114, and TB Test. All forms must be on file in the personnel department at the district office. (Attn: Sue Fox)**

**All Booster Clubs must in compliance with the NASD Policy #915 focused on Booster Clubs and Parent organizations.**

## ELIGIBILITY REQUIREMENTS

### A. Academic Standards

1. Eligibility will be based on P.I.A.A. established guidelines.

#### Section 1 --

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum.

Where required, this curriculum or its equivalent must be approved by, and conform to the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must maintain an acceptable grade in such approved curriculum, as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis.

#### Section 2 --

In order to be eligible for interscholastic athletics, a student must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period.

Back work may be made up, providing it is in accordance with the regular rules of the school.

#### Section 3 --

In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period, beginning on the first day report cards are issued.

#### Section 4 --

New students must meet eligibility requirements on curriculum.

Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year should be obtained from the records of the last school that the student has attended.

#### Section 5 --

Use of Final Grades at the End of the School Year.

At the end of the school year, the student's final grades and credits in his subjects

rather than his grades and credits for the last grading period shall be used to determine his eligibility for the next grading period.

A student whose work does not meet the standards provided for in Article XI, who attends Summer School and corrects his deficiencies, shall be eligible.

2. Lists will be developed through the principal's office and distributed to all coaches and advisors who, in turn, shall be responsible for its enforcement as it pertains to their team, club. etc.
3. It should be noted that failure to adhere to school or coaches regulations may result in dismissal from a team. This action can be carried out by the coach and/or the principal.

#### B. Discipline Policy

1. Please refer to the Co-Curricular Code of Conduct and the Student/Parent Handbook. The Co-Curricular Code of Conduct can be found in the Supplemental Section of this handbook.
2. The Student/Parent Handbook will be distributed to all coaches; copies will also be available in the Athletic Office.

**NORTHAMPTON HIGH SCHOOL  
ATHLETIC AWARDS**

**JACKET AWARDS**

Jackets will be presented to all team members, managers, and coaches of teams winning District Championships. Individuals winning District Championships will also be presented a jacket. Due to budget concerns, booster clubs may need to assist in the purchasing of these jackets.

**TROPHY AWARDS**

Individual trophy awards will be presented to deserving athletes in all sports at the annual Sports Banquet. The recipients for these awards will be selected by the coaching staff in each sport.

**VARSITY JACKET AWARDS**

Jacket awards shall be granted to those senior boys and girls who have earned eight (8) athletic letters.

**VARSITY LETTER AWARDS**

The Varsity Letter award shall be an 8" block letter N, with an orange chenille face, ordered by black felt with the word "ATHLETIC" embroidered in black script on the cross bar of the N.

This letter will be awarded to those athletes who meet the following requirements:

**BASEBALL**

An athlete must participate in one half of the total innings in the scheduled games. Pitchers will be eligible if they pitch in 1/4 of the season's schedule.

**BOYS & GIRLS BASKETBALL**

A player must participate in one half of the total quarters of scheduled games.

**CHEERLEADING/COMPETITIVE SPIRIT**

- A. A cheerleader must cheer 75% of the athletic contests during the cheerleading season. This includes football, wrestling, and basketball games and any away event in which accommodations are provided and to which a cheerleader is assigned by the coach.
- B. Cheerleaders must conduct themselves in a way becoming to a representative of Northampton High School.

**BOYS & GIRLS CROSS COUNTRY**

An athlete must participate and place in the top ten places of 50% of the scheduled meets in which teams are limited to seven runners.

**FIELD HOCKEY**

Eligibility will be determined by participation in one half of the number of halves of scheduled games.

**FOOTBALL**

An athlete must, by actual participation, compete in one half of the total quarters of the season's schedule.

### **GOLF**

An athlete, to be eligible for an award must compete in 50% of the scheduled events.

### **BOYS LACROSSE**

An athlete must, by actual participation, compete in one half of the total quarters of the season's schedule.

### **GIRLS LACROSSE**

An athlete must, by actual participation, compete in one half of the total halves of the season's schedule.

### **SOFTBALL**

The athlete must participate in one half of the total innings of scheduled games. Pitchers will be eligible if they pitch in 1/4 of the season's schedule.

### **BOYS & GIRLS SOCCER**

An athlete must, by actual participation, compete in one half of the total halves of the season's schedule.

### **BOYS & GIRLS SWIMMING**

An athlete must score ten points, or participate in 50% of the scheduled events.

### **BOYS & GIRLS TENNIS**

An athlete must participate in 50% of the schedule for the season.

### **BOYS & GIRLS TRACK**

An athlete must participate in 50% of scheduled dual meets, and in addition score a minimum of 15 points during a season. An athlete who breaks a school record during the season also qualifies.

### **BOYS & GIRLS VOLLEYBALL**

An athlete must participate in one half of the total games played.

### **WRESTLING**

To be eligible for a letter award, an athlete must participate in one half of the scheduled dual meets; or score as many points as there are dual meets; or place in either the League tourney, District Sectionals and Finals.

### **STUDENT MANAGERS**

To be eligible for an award, the student manager must serve at least two seasons, and conduct himself/herself in keeping with school policy regarding athletics.

### **SENIOR PLAQUE AWARD**

For a senior to receive this award, he or she must have received a letter in two or more sports or three or more letters in one sport during his/her high school athletic career.

### **STATE CHAMPION AWARD**

Receive a picture plaque.

### **STATE MEDAL WINNER**

Receive a plaque for second or third place.

**NOTE:** Letter awards may be made to student athletes who have not met the requirements upon recommendations of the respective coach and Athletic Director.

In addition:

- A. Only those athletes who have earned a jacket or letter are entitled to wear them.
- B. The scholarship standard set by the school and the P.I.A.A. must be met before an athlete may participate in interscholastic athletic events. Should an athlete fall below the minimum standards, he or she is ineligible until such a time that requirements are maintained.
- C. Good sportsmanship will be insisted upon for all Northampton athletes. The administration, coaches, and athletic director will insist that each athlete conduct himself or herself in such a manner as to bring only praise and acclaim to his/her team and school. Actions and attitudes unbecoming to Northampton athletes will not be tolerated.
- D. Should a varsity player become injured during the season, he or she will be entitled to receive full awards of the athletic program

# NORTHAMPTON AREA SCHOOL DISTRICT



## **Supplemental Coaches Information (Coaches Only)**

- NASD SCHOOL BOARD POLICY: HAZING (247)
- NASD SCHOOL BOARD POLICY: UNLAWFUL HARASSMENT (248)
- NASD SCHOOL BOARD POLICY: HARASSMENT/DISORDERLY CONDUCT/CRIMINAL MISCHIEF/CRIMINAL TRESPASS (249)
- NASD SCHOOL BOARD POLICY: ANTI-BULLYING (249.1)
- PIAA CIPPE FORM
- CO-CURRICULAR CODE OF CONDUCT
- SLUHN HIPPA PRIVACY AUTHORIZATION FORM
- STUDENT INSURANCE INFORMATION
- PIAA CERTIFICATE OF ELIGIBILITY FORM
- POST SEASON COACHES REQUIREMENTS
  - SEASON EVALUATION
  - SEASON RECORD HISTORY
  - FINAL ROSTER FORM
  - SUPPLIES SPECIFICATIONS
  - HEAD COACH FORMATIVE/SUMMATIVE EVALUATION
  - ASSISTANT COACH EVALUATION FORM
- ATHLETIC TRAVEL RELEASE FORM
- DXI SCHEDULE/SCORE REPORTING INSTRUCTIONS
- MEDIA SCORE REPORTING CONTACTS
- TEAM SPECIFIC INFORMATION (SENT ELECTRONICALLY)
  - DEAR ATHLETE LETTER
  - GAME SCHEDULES
  - BUS TIMES
  - PRACTICE SCHEDULES
  - OFFICIAL'S ASSIGNMENTS